



2025 ANNUAL CAMPUS SECURITY & FIRE SAFETY REPORT

Clery Report

Jeanne Clery Disclosure of Campus
Security Policy and Campus Crime Statistics Act
Including Statistics for 2022, 2023 and 2024



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Introduction

Central Connecticut State University (Central, CCSU) adheres to the standards and policies that strive to create and foster a safe and inclusive learning environment for its students, faculty, staff, and visitors. Central accomplishes this through transparency, educational programs, and initiatives which aid the community in being aware of crimes and offenses that may occur on our campus and its surrounding areas.

To protect the learning environment, Central has identified various programs and activities in support of combatting specific crimes and dangers that the campus community could face. Although we offer multiple programs and educational opportunities to attempt to thwart crime and danger, community participation is a vital part in keeping our community safe. The best way to do this is for everyone living, commuting to, and visiting our campus, to be alert, responsible and immediately report things that seem concerning. Effective Police services can only be obtained through shared responsibility between the Police Department and the community they serve.



Sean S. Grant
Police Chief

Summary of the Jeanne Clery Act

A Compliance and Reporting Overview

The Clery Act is a consumer protection law that aims to provide transparency around campus crime policy and statistics.

In order to comply with Clery Act requirements, colleges and universities must understand what the law entails, where their responsibilities lie, and what they can do to actively foster campus safety.

Annual Security Reporting

The Clery Act requires colleges and universities that receive federal funding to disseminate a public annual security report (ASR) to employees and students every October 1st. This ASR must include statistics of campus crime for the preceding 3 calendar years, plus details about efforts taken to improve campus safety.

ASRs must also include policy statements regarding (but not limited to) crime reporting, campus facility security and access, law enforcement authority, incidence of alcohol and drug use, hazing, and the prevention of/response to sexual assault, domestic or dating violence, and stalking.

Clery Center (<https://www.clerycenter.org/the-clery-act>), 2025

Preparation of the Clery Report for 2022 to 2024

The Records Manager at the CCSU Police Department is responsible for gathering the statistical data used in the preparation of this report. The manager relies upon the computerized records system of the CCSU Police for the bulk of this information, which is pulled from arrests and citations made by CCSU Police. Additionally, information is gathered from the offices of Student Rights and Responsibilities and Office of Victim Advocacy, as well as reports from campus security authorities. A request is also made annually to the surrounding police departments for any information that may be relevant. These statistics include crimes which occur within all defined Clery geographic areas. Aside from the Central campus, this will include Stanley Street, Paul Manafort Sr. Drive, Ella Grasso Boulevard, and East Street.

The Fire Incident section is prepared by the Central Public Safety Division and the Office of Environmental Health and Safety and submitted for inclusion in this publication.

This Clery Report is published by October 1st of each year by the CCSU Police Department via the CCSU Police website. An email is sent to every current student and employee each year that includes a brief description of the report's contents along with the address of the website where the report is published. Copies of the report are also available from the CCSU Police Department at 1500 East Street, New Britain, CT. The Clery report is also made available to

prospective employees on Human Resources' Job Opportunities website for all position announcements (<https://www.ccsu.edu/hr/jobopportunities.html>) as well as prospective students via our Admissions website (<https://www.ccsu.edu/admissions>).

Daily Crime Log

A publicly accessible log of all crimes is available at the CCSU Police headquarters. The log includes the nature, date, time, general location, and disposition of each crime that occurs within our Clery defined geography and patrol jurisdiction. Entries are made within two business days of the reported incident unless the disclosure is prohibited by law or would jeopardize an ongoing criminal investigation or safety of the individual, cause the suspect to flee or evade detection, or result in the destruction of evidence. Information withheld must be disclosed once the adverse effect is no longer likely to occur. The daily log is available for public inspection at the CCSU Police Department located at 1500 East Street, New Britain, CT. As noted elsewhere, serious incidents may require notification of the campus community to help the police or to help prevent further crimes.

CCSU Police Department



The CCSU Police Department is headed by a Chief of Police who reports to the Vice President of Operations.

Mission Statement

To help ensure a safe, healthy, inclusive, stable work and learning environment. To carry out the role in a collaborative and professional manner, which respects and protects the rights of all individuals through our commitment, service, and integrity.

The Police Department's primary mission is the protection of lives and property at Central. It is committed to carrying out this role in a manner that respects and protects the rights of all individuals to learn, create, grow, live, and work in an atmosphere of mutual respect. For us, "quality" not only reflects the kind of service we pledge to provide but also describes the kind of life on campus we support.

The police are on campus and on call 24 hours a day, 365 days a year. Their duties include, but are not limited to:

- Patrolling the University around the clock.
- Responding to a full range of emergency and routine calls for service.
- Crime prevention/education activities.
- Investigation of crimes.
- Enforcement of state criminal and motor vehicle laws and campus regulations.
- Dispatch and emergency communications, 24/7.

Additionally, because public safety is everyone's concern, an important role of the Police Department is to act as a safe campus advocate by sharing ideas and proposals that help shape the public safety dimensions of the services, programs, and policies of other public safety "stakeholders."

Goals

- Reduce crime.
- Increase crime clearance rates through diligence of effort.
- Develop and maintain partnerships between the community to identify concerns and crime problems.
- Incorporate intelligence-led policing analysis with our service oriented and community policing philosophies.

- Look for new and innovative ways to increase safety through crime prevention and environmental design methods.
- Cultivate, enhance, and nurture trustworthy relationships with the community we serve.
- Create a campus culture that recognizes the importance of personal and community safety.
- Develop strategies to recruit and retain employees and enhance employee satisfaction and staff development.

Authority of the CCSU Police

Each of Connecticut's four-year universities has its own police department accountable to the president of each university. Each of these police agencies is also empowered to act in the same capacity as municipal police departments and each maintains a well-equipped and highly trained department that operates 24 hours a day, 365 days a year. Officers are armed and possess full authority pertaining to arrest, search, and seizure.

The jurisdiction of the CCSU Police is generally limited to the geographic limits of the University. Central is in a neighborhood on the northern edge of New Britain, a city of over 74,000 people. As the largest of four universities within the Connecticut State University System, Central served **12,929 students, 10,408 undergraduates, and 2,521 graduate students during 2024**. Additionally, Central employed approximately **1,524 full-time and part-time faculty, staff, and other employees**.

The campus has nearly 165 acres and some 40 buildings, ten of which are residence halls, housing approximately 24 percent of students during Fall 2024 and 23 percent during Spring 2024. Along with the Central campus, our jurisdiction includes Stanley Street, Paul Manafort Sr. Drive, Ella Grasso Boulevard, East Street and Cocomo Circle. Central officers have the authority to act anywhere in Connecticut regarding a felony offense. Additionally, CCSU Police Officers may use their powers of arrest off campus under a cooperative agreement with the City of New Britain. Under this agreement, and at the request of the New Britain Police Department, Central officers routinely assist the New Britain Police in patrolling and responding to calls for service in the neighborhood surrounding the campus.

Relationships with other Law Enforcement Agencies

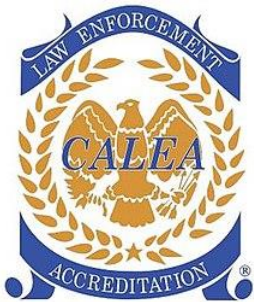
The University and its Police Department enjoy excellent relationships with the New Britain Police Department, other municipal police departments, the Connecticut State Police and various federal law enforcement agencies. While the CCSU Police Department exercises primary police jurisdiction on the campus, the New Britain Police, the Connecticut State Police and other municipal law enforcement agencies have the authority to act on the campus as well.

NOTE: Other police agencies and the New Britain Police Department in particular, may notify the CCSU Police Department and/or the University if Central students are arrested off campus. In some cases, this may also lead to University sanctions for the misconduct.

Police Officer Selection and Training

The staff of the University Police Department consists of approximately 30 people, 15 of which are sworn police officers. Full-time and part-time civilian employees, including students, provide support in such functions as administration, security, communications, and parking enforcement. All our police officers are subject to the stringent requirements imposed upon all police officers in Connecticut. To be selected, potential police officers must pass a written examination, physical fitness evaluation, oral interview and a background investigation that includes a polygraph examination, psychological screen, medical screen and drug screen. Upon selection, Central recruits train with police recruits from municipalities across the state at the Connecticut Police Academy in Meriden or New Britain. The basic training course (spanning about 22 weeks) is supplemented by at least 10 additional weeks of field training and continual training in specified areas to maintain their certification. Similarly, our dispatchers must meet certification standards through training in the skills of managing a communications center.

CALEA® Accreditation



The Commission on Accreditation for Law Enforcement Agencies, Inc., (CALEA) was created in 1979 as a credentialing authority through the joint efforts of law enforcement's major executive associations:

- International Association of Chiefs of Police (IACP).
- National Organization of Black Law Enforcement Executives (NOBLE).
- National Sheriffs' Association (NSA); and the
- Police Executive Research Forum (PERF).

The Law Enforcement Accreditation Program was the first credentialing program established by CALEA after its founding. It was originally developed to enhance law enforcement as a profession and to improve law enforcement service delivery. That mission continues today through a tiered law enforcement accreditation program. Without regard to agency size, agencies may participate in either **CALEA Law Enforcement Accreditation** (Tier 1) which contains 183 mandatory standards or **CALEA Advanced Law Enforcement Accreditation** (Tier 2) containing 453 standards with a portion of those standards designated as other than mandatory. **Central's Police Department is in the Tier 1 program.**

The Advanced Law Enforcement Program is specifically designed for organizations striving to demonstrate professional excellence within a comprehensive range of operational and administrative functional responsibilities. Agencies participating in this program are prepared for the management of life, health and safety issues, ensuring issues ranging from community engagement to sound personnel practices are addressed. Advanced Law Enforcement Accreditation results in a highly performing organization with the capacity to address any operational or administrative challenges and serve as an industry leader. For college and university law enforcement, there are specific standards included in the tier options which **apply only to campus law enforcement agencies**, giving them the standards they need to address specific legal reporting requirements and provide more effective law enforcement service for the campus setting.

CALEA accreditation awards are for four years. Reaccreditation occurs at the end of the award cycle, based on the result of four annual Web-based Assessments and pending a successful Site-based Assessment and review committee hearing. Participating in the accreditation program provides public safety agencies an opportunity to voluntarily demonstrate that they meet an established set of professional standards.

Reporting Crimes and Emergencies

The University encourages victims to report crimes to the police. Crimes in progress and other emergencies should be reported by dialing 911 from any phone. Whenever possible, the actual victim or witness of the crime should call directly. Firsthand information is always more accurate and complete. However, there may be instances when the victim of the crime is either unable to or elects not to make such a report. If you are reporting on the victim's behalf, please be as detailed as possible.

Emergency phones, known as "Code Blue Telephones," are strategically located across the campus and connected directly to the police dispatch center on campus. Pushing the button on the emergency telephone when you need police services immediately connects you to Central's dispatch center. Some of the telephones are also equipped with a blue strobe light which will activate once you push the button.

The Central PD Communications Center is staffed 24 hours a day by trained public safety dispatchers. The dispatchers receive calls directly from the Code Blue phones and campus business lines. 911 calls are relayed from the City of New Britain Public Safety Answering Point. Upon receiving calls for service, dispatchers assign the appropriate police officers, firefighters, or emergency medical staff to respond.



When calling 911 or the Central PD to report a crime or incident, please be ready to give information such as: a brief description of the occurrence, when and where the incident occurred, weapons the suspect carried, where and when the suspect was last seen, description of the suspect (including gender, race, age, height, weight, hair color/length, clothing, facial hair, tattoos/scars) and any other relevant information. In addition to the importance of accurate and prompt

reporting of all crimes to the campus police and appropriate police agencies, timely information assists us in developing information and warnings for the campus community. Any information will assist us with our investigation, so please do not hesitate to call.

Calling for Other Police Assistance

For non-emergency assistance, please call CCSU Police at 860-832-2375. The University Police Department is located at 1500 East Street in New Britain, CT, and is open 24 hours a day. The administrative services portion of the department is open from 8 a.m. to 4 p.m., Monday through Friday.

Voluntary and Confidential Reporting of Crimes

Victims or witnesses to a crime are encouraged to report what they know about a crime to the police. The CCSU Police welcome all such information and, under some circumstances, will safeguard confidentiality. However, neither the police nor the University can guarantee confidentiality in all instances, particularly where the information pertains to an offense or an alleged offender that may affect the safety of others on campus. Indeed, in such cases a University employee (except a medical practitioner or professional counselor) may be required to divulge information to the police or others on a need-to-know basis.

Pastoral and professional counselors are not mandatory reporters, and they have an obligation and duty of confidentiality. However, they are encouraged, if and when they deem it appropriate, to inform people they are counseling of any procedures to report crimes on a voluntary and confidential basis for inclusion in the annual security report. As defined in CFR § 668.46, these are the only individuals who are exempt from disclosing information.

- *Pastoral counselor.* A person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling and is functioning within the scope of that recognition as a pastoral counselor.
- *Professional counselor.* A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of the counselor's license or certification.

Anonymous Reporting of Crimes

To report any crime anonymously, go to <https://www.ccsu.edu/police/> and select "Anonymous Crime Report" from the menu on the right.

This form is for reporting crimes anonymously to both the CCSU Police Department and other University Departments as needed. The information in this form will assist in the compilation of statistical records for crimes that occur on the Central campus or surrounding area in compliance with federal and State laws and Board of Regents policies. A person who has been a victim of a crime may fill out this form him/herself or may ask a third party (such as a friend or a counselor) to do so. If this is an emergency, please call 911!

Campus Security Authorities (CSA)

Campus Security Authorities include members of the Police Department, the Office for Equity and Inclusion, Resident Directors (RDs), Resident Assistants (RAs), athletic coaches, Title IX coordinators, and an ombudsperson.

LiveSafe—Crime Reporting

LiveSafe is a mobile safety communications platform, which provides users with the tool to do something right from their mobile phone. From sharing information concerning behavior to reporting safety hazards, the LiveSafe platform delivers two-way, real-time interactions that include location-tagged texts, calls, photos, and videos; scalable mass notifications; relevant safety resources and peer-to-peer safety tools.

LiveSafe puts a mobile security system in the hands of everyone, deputizing faculty, staff, and students so they can feel involved and empowered to do something when they see something. Users can send texts, photos, videos, and precise location information to report incidents ranging from routine maintenance needs to suspicious activity and/or safety threats. LiveSafe's cloud-based command dashboard receives tips in real time and allows security officials to respond via secure live chat. **It is the “Do Something” for “See something, Say something”.** Please refer to page 13 for more information.

Central Emergency Notification System & Timely Warnings

Timely Warnings for Crimes

If a Clery reportable crime (listed on pages 25-26) or a series of crimes occur within our Clery defined geography and represent a serious or continuing threat to the campus community, a campus wide “timely warning” will be issued. This is a decision made by the Chief of Police in collaboration with the University President and Vice President of Operations. Depending upon the situation, the CCSU Police Chief also collaborates with the Associate Vice President of Communications and Media on the composition and distribution of the timely warning through campus email, TV digital screens at more than 200 locations around campus, LiveSafe, or other means, (e.g., postings, direct distribution of flyers, the campus' student newspaper, and campus websites). Central may also use its Central Emergency Notification System if warranted.

Central Emergency Notification Systems

Central has an Emergency Notification System that focuses on emergency notifications in concert with a public safety response to avert threats and minimize the potential consequences of campus emergencies. Emergency notifications are sent to all segments of the campus community.

What to Expect

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community, the CCSU Police will activate the following (unless doing so will compromise efforts to contain the emergency):

- External loudspeakers, tones, and voice messages (Whelen System)
- SMS Text/Voice messaging system (Everbridge System*)
- Computer alert system
- TV digital screens at more than 200 locations around campus
- Messages directly through the LiveSafe app or an SMS text, push notification or email.

**All current employees and actively enrolled students are automatically enrolled in the Everbridge System. Individuals should go to <https://webapps.ccsu.edu/ENS> to confirm their contact information and/or add additional contacts. Students should report errors to the Registrar's Office via this [form](#). Faculty, staff, and other employees should report errors to the Human Resources Department at 860-832-1756.*

What Should You Do and Why?

- Evacuate the building in case of a fire alarm or other specific instructions to do so.
- Otherwise seek shelter immediately in the nearest building away from doors and windows.
- Secure your area, lock doors and windows, close blinds, prevent suspects from accessing victims.
- Only call 911 if you or others are in danger (Calling 911 for information prevents the receipt of emergency calls.)
- Do three things: remain calm, do not take unnecessary risks, follow instructions.

Time is of the essence in an emergency and the police may not have or be able to convey much detail about the emergency. Therefore, initial messages will merely alert you that a particular type of emergency (e.g., crime or hazardous conditions) is taking place on campus. As soon as it is practical, additional information will be posted through the Central website or via the Everbridge system.

How are Notification Decisions Made?

When a situation is reported to CCSU Police, the department will immediately respond and investigate. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community Central will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system UNLESS issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

System Activation

The confirmation of a “significant emergency” and, therefore, the activation of the alert is generally the responsibility of the Chief of Police based upon the police response to an emergency and in consultation with the President and Incident Commander in accordance with emergency response protocols. In other emergencies where the need for notice is less immediate, the decision to activate a Central Emergency Notification will be made by senior management officials. Such alert messages may be more specific and may take advantage of other supplemental notification methods depending upon the situation. The Central Emergency Notification System is pre-loaded with a series of emergency messages to streamline the notification process which can all be modified to address specific threats. Institutional Marketing and Communications would assist with disseminating the notification to the surrounding community, if warranted, under the direction of the Chief of Police, University President, and Incident Commander.

When it’s Over

When the emergency is over, the Central Emergency Notification System will also be used to make that notification.

Are the Notification Systems Tested?

Yes. Both primary notification systems (Everbridge and Whelen) are tested at least annually. Tests as well as drills (i.e., University officials practicing their roles for a staged incident) are announced to the campus community in advance and coincide with a reminder regarding emergency response and evacuation procedures. A standard emergency message is sent at the beginning of the drill/test. Another notification is sent at the conclusion of the test/drill. The notifications are sent to the campus community via notifications on computer screens, voicemail, and text messaging. The community is directed to respond as if it were a true emergency. An actual emergency that results in an activation of the Central Emergency Notification System will be considered an unannounced test of the system. These tests and drills are documented by the CCSU Police Department through our records management system.

Emergency Evacuation Procedures/Plan

Introduction

This Evacuation Plan identifies procedures for: evacuation, emergency shut down, evacuation rally points and headcounts, safe distances, places of refuge and shelter-in-place. This Plan complies with the requirements of 29 CFR 1910.38. Evacuation maps for residence buildings are posted in each residence room. The purpose of this Plan is to ensure a safe, orderly evacuation of Central employees, students, visitors, and contractors.

Evacuation Procedures

The decision to evacuate all or part of the campus will be made by the Chief of Police, Vice President of Operations, Director of Environmental Health and Safety, or his/her designee, in conjunction with approval from the President. If there is an immediate threat to lives, the on-scene Incident Commander may order an evacuation. If necessary, the CCSU Police will give evacuation notice by activating fire alarms or by phone, radio, the Everbridge emergency notification system, or by individual contact as the situation warrants. Anyone recognizing the immediate need to evacuate a building should do so by manually pulling a fire alarm and calling 911 or CCSU Police at 860-832-2375.

In the event of a building evacuation, Central employees, students, visitors, and contractors should follow the following procedures:

1. Evacuate the building immediately. Exit routes in all buildings are marked with illuminated exit signs. If others do not respond to the alarm or do not know of the evacuation, inform them of the need to evacuate immediately.
2. Personnel should evacuate by means of the nearest available marked exit.
3. Upon evacuation, do not stop to take any belongings, etc. from the building. Use stairways and not elevators.
4. Staff in labs or in locations with power machinery should ensure equipment is placed in a safe condition prior to leaving. This should be done as expeditiously as possible and only if it can be accomplished safely.
5. When out of the building, stay at a safe distance from the building (at least 300 feet away) and out of the way of emergency personnel.
6. If you suspect that anyone is still inside the building, notify the emergency responders at the scene.
7. Stay upwind from smoke or chemical clouds.
8. Stay at a safe distance from the building until told to reenter or receive other directions from authorities onsite.
9. Stay with classmates, fellow Central employees, etc. so that a head count may be taken if necessary.
10. Follow any further directions authorities on site might give.

Emergency personnel will check the incident site and make sure everyone has evacuated. A decision to evacuate the campus may cause specifically trained employees to properly shut down certain operating equipment, according to established departmental procedures and for employees, visitors, and contractors to leave the campus quickly and safely.

Evacuation Routes

All personnel should take the step of advanced planning to learn where the exits are located in the building in which they normally work and should know two possible routes to exit the building. University students and personnel are in many different buildings during the day and may not be familiar with the nearest exits. Make note that the nearest exit may not be the main entrance to the building.

Faculty and instructors should become familiar with the locations of exits from the classrooms where they teach to inform their students of the nearest exits if an evacuation is ordered.

If a campus-wide evacuation is necessary, which is extremely unlikely, the employees and students will follow the directive issued by the Incident Commander. Central will provide instruction, transportation, and shelter in a safe place when necessary. Evacuation centers will provide only temporary shelter until the emergency is over.

People Needing Assistance

Personnel who cannot evacuate a building without assistance should seek Areas of Rescue Assistance (offices, stairwells) and notify someone of your location by calling 911 or CCSU Police at 860-832-2375. In all buildings, the stair landings are Areas of Rescue Assistance.

People living in residence halls needing assistance, who have disclosed this condition to the university, are listed in residence hall building locations according to where they live or work. Upon building evacuation, the Police Dispatch is alerted to the locations of these people and will respond accordingly.

Accounting for People During an Evacuation

A University poses a unique problem for accounting for all students and personnel in the event of an evacuation. The number of people in a building can change by over a thousand in a period of minutes. To account for this, the following approach will be used to ensure the safety of staff, students, and visitors.

Each department head or chairperson is provided with a copy of a current list of all employees in his/her department, to be updated annually. This person is responsible for accounting for their employees and communicating with emergency response personnel.

During an evacuation of a building, we encourage everyone to leave and notify emergency personnel if someone refused or was unable to do so.

In classrooms and labs, the instructor should be the last one out of the room to ensure that all students have left. Instructors should direct their classes to the most expedient way of exiting the building and instruct them to move at least 300 feet from the building after exiting. After evacuating, the instructor shall remain with his/her class and communicate any pertinent information to emergency responders.

Once outside, it is the responsibility of all university employees to assist in moving people at least 300 feet from the building and to ensure that nobody remains around the exit.

Building Re-entry

Emergency response personnel will notify students and employees when the building may be re-entered. All employees should assist in ensuring that nobody enters the building until emergency personnel have given the clearance to re-enter the building. Many times, audible alarms are silent to allow emergency personnel to communicate within the building. The silence of alarms is NOT a signal to re-enter the building.

Active Shooter—Special Instructions for Acting When There’s an Armed Intruder

- Run—If an escape route is accessible, attempt to evacuate the premises. Warn others and call 911 when you can.
- Hide—If you cannot escape, find a place to hide where a shooter is less likely to find you.
- Fight—As a last resort, take action against the shooter when facing imminent injury or death. Attempt to disrupt and/or incapacitate the shooter.
- Monitor the Central website for updated information during an active incident.

Shelter in Place — Hazardous Materials (HAZMAT) Release

- If advised to shelter for a HAZMAT incident, immediately seek shelter in the nearest facility.
- Close and lock all windows, exterior doors, and any opening to the outside.
- If possible, move to an interior room above the ground floor with fewest windows and vents.
- Do not leave the building until authorized by fire or police officials.

Emergency Building Evacuation for People with Physical Disabilities

In the event of an emergency that may require a building evacuation, the following procedure is recommended:

- Call 911 and tell the dispatcher your location and remain where you are by sheltering in place. If you are unable to call 911, tell others about your location to inform emergency personnel.
- Have a sounding device, such as a whistle, to alert emergency personnel, and a small flashlight.

Crime Prevention and Security Awareness

The CCSU Police Department works closely with the offices of Equity and Inclusion, Residence Life, and Office of Victim Advocacy to provide up-to-date and meaningful presentations to the community about crime prevention and security awareness programs on the Central campus. Each semester, CCSU Police provide information on prevention and awareness for staff from Residence Life, Student Center, and Athletics. Additionally, information is provided each year during the New Employee Orientation. Upon request, CCSU Police officers are also available for class presentations on many areas, including:

1. Campus Safety
2. Drug/Alcohol Abuse
3. Sexual Assault Awareness on Campus
4. Domestic Violence
5. DUI Laws and Enforcement
6. Vandalism
7. Bicycle Safety
8. Date Rape Drugs and Other Drugs

Crime Analysis

On an ongoing basis, the Police Department monitors and analyzes reports of all crime on campus and, according to the results of that analysis, modifies patrols.

LiveSafe Safety Map

Staying aware of your surroundings is one of the key steps to staying safe, regardless of where you are. The Safety Map enables you to quickly see where you are and what's around you in both familiar and new locales.

Safety Escorts

Using student workers, public safety assistants or police officers, concerned students, faculty, or staff will be escorted within the campus upon request.

Emergency Telephones

The University has installed many well-placed emergency telephones (Code Blue phones) on campus that automatically dial into the police dispatch center on campus. CCSU employs 100+ Alertus beacons alongside Code Blue phones to broadcast and communicate emergency messages to faculty, students, and staff.

Student Patrol

Students are employed by the Police Department to perform building security checks.

ID Cards

All full-time students, faculty, and staff have been issued photo ID cards, which they are required to possess at all times and must show upon request.

E-CHUG (Electronic Check-Up to Go)

A required interactive web survey for incoming Central students that allows college and university students to enter information about their drinking patterns and receive feedback about their use of alcohol. The assessment is self-guided and requires no face-to-face contact time with a counselor or administrator.

Sexual Assault & Violence Prevention Program

Vector Solutions provides Central with the required courses that all new and returning students must complete through their e-learning software. The interactive content in their various training offerings provide information about consent, sexual violence, strategies for identifying and interrupting sexual violence, how to help victims/survivors, bystander intervention and resources available to victims/survivors on and off campus.

Security of and Access to Campus Facilities

Central organized a committee comprised of university administrators who developed and oversee our policy and procedures regarding access to campus facilities including security of residence halls, academic buildings, and administrative buildings and policy review. Central committee members include the Chief of Police, Vice President of Operations, and the Director of Environmental Health and Safety. Administrative buildings are secured at the end of the business day and academic buildings are secured after evening classes. After hours, access is only granted with authorized key access or by the University Police Department. Some university-sponsored programs are open to the public, while others are restricted to students and staff with a valid Central ID.

Facilities Upkeep: Facilities and grounds are maintained with safety in mind. The Facilities Management Department inspects campus facilities regularly, promptly makes repairs affecting safety and security, and responds to reports of potential safety and security hazards such as broken windows and locks. The grounds crew of the Facilities Management Department regularly monitors and responds to problems in landscaped areas of campus that may cause a safety hazard, for example shrubbery that impedes lighting.

Locked Residence Halls: Residence halls are locked 24 hours a day, seven days a week. Students gain entry to the residence halls by a card access system that closely monitors access for all people in these areas. All visitors to residence halls must be signed in and provide identification. Students are not permitted to share or give away their card access.

Residence Hall Staff: Each residence hall has a full-time, live-in Director with Residence Assistants on each floor.

Access Control and Security Cameras: The University has invested significantly in the technology necessary to implement electronic access control and closed-circuit television cameras which includes plans to replace all analog cameras over the coming years as funding becomes available with infrared (IR), internet protocol (IP) and wireless IP cameras. The CCTV inventory currently stands at approximately 1,200 cameras, over 1000 of which are IP.

Facilities Management developed standards dictating that exterior doors of buildings are controlled by remote locking systems, and interior doors are protected by wireless or PoE (Power over Ethernet) locks. This configuration enables campus-wide exterior building lockdown to be performed entirely through the remote locking systems. Both locking systems provide instant access and updates to all points. The wireless system receives updates two times daily or as required (when the lockset is manually accessed).

Student Responsibilities and Crime Prevention

The cooperation and involvement of students in a campus safety program is absolutely necessary. The potential for problems is reduced when students follow sound safety-oriented practices. The residence halls will quickly feel like home—but you have to remember that you are not home. You must assume responsibility for your own personal safety and the security of your personal belongings by taking simple commonsense precautions. Look out for one another and be good citizens. Below are some helpful hints to help you reduce the chance of becoming a crime victim.

Remember, you are part of the “security system” at Central. If you do not engage in safe practices, you place yourself and others at great risk.

- Lock your door when you leave and take your access control card with you, no matter how long you will be gone. It only takes a few seconds to be “ripped off.”
- Lock your door when you and/or your roommate are sleeping.
- Do not leave notes on your door telling the world that no one is in or when you will return. It’s an open invitation for theft.
- Keep wallets, purses, credit/debit cards, and jewelry out of sight and lock them up if possible. Do not keep large sums of money on hand and routinely check your online accounts to be sure no fraudulent activity has occurred.
- Keep a record of all your valuable items, noting description, serial number, and approximate value of the items. In some cases, you should consider taking pictures of them. These records should be kept in a secure location. Also, keep a copy with your parents or in another location.
- Check with your insurance company to see if your property is covered under a homeowner’s policy while you’re living at school.
- Do not loan your room access control card to anyone.
- Do not allow strangers into your room.
- Only allow responsible visitors to your residence halls. You are responsible for their behavior.
- Register your residence hall guests.
- Do not open your door unless you know who is on the other side, especially at night.
- Do not allow door-to-door salespeople to enter the residence hall or your room. Central policy prohibits soliciting in any building without prior written approval from the University.
- Do not leave valuables, particularly electronic devices such as a cellphone, in your vehicles.
- Lock your car!
- Do not prop doors, making them open.
- Use only the authorized exits, except in an emergency.
- Do not use your identity to allow a stranger into the residence halls.
- Report any suspicious person or activity to the University Police, (860) 832-2375.

LiveSafe—Crime Prevention

LiveSafe application can be used from the user’s cell phone to improve safety and prevention efforts. For instance, faculty, staff and students can utilize the **SafeWalk** option. Using GPS-enabled location technology, SafeWalk allows users to virtually walk family, friends and colleagues home or to another location by monitoring their location on a real-time map. Based off initial location and intended destination, hands-free smart alerts are sent to both parties if the user doesn’t arrive at the intended destination by the estimated time of arrival. Alerts are also sent when the user is delayed, has arrived, or has been summoned for help. Additionally, the **Safety Map** option can help navigate unknown areas by highlighting key locations customized to the university. It also can be used to alert travelers to potentially dangerous areas.

You can easily download and install the Central LiveSafe app by using the iTunes App Store or Google Play (select "Central Connecticut State University"). Be sure to fill in your user profile during the process.



Student Conduct

- Students have the same responsibility to obey the law, on and off campus, as any other citizen.
- Misconduct by anyone may violate either University policy or the law, or both.
- Misconduct that is ONLY a violation of University policy may subject one to campus disciplinary processes, e.g., the [Student Code of Conduct](#). You may view the entire Student Code of Conduct and/or the Student Handbook by going to the Office of Student Rights and Responsibilities website: <https://www.ccsu.edu/studentrights>.
- Misconduct that is a violation of the law may subject one to arrest and prosecution, AND if the law violation is ALSO a violation of University policy, the University may take administrative action as well.

Drugs and Alcohol

The University has a strong commitment, not only to a safe campus, but to an environment that supports the development of healthy lifestyles. Central regards the abuse of drugs and alcohol as inappropriate behaviors that are inconsistent with the goals of the University. In support of this view the University has promulgated restrictive policies regarding the possession, use and sale of drugs or alcohol on campus. Education and counseling programs support these policies. The policy statements related to alcohol and other drug abuse may be found in the [Student Handbook](#) and in Central's Drug Free Schools and Communities Act (DFSCA) Biennial Report. The DFSCA report may be located on the Student Wellness Services website or by following this link [DFSCA Report](#). In addition to possible violations of University policy, the CCSU Police, as well as other municipal, state or federal agencies will enforce the laws pertaining to alcohol and drugs including statutes relating to underage drinking.

NOTE: Both the New Britain Police Department and the CCSU Police Department have stepped up enforcement measures related to complaints of alcohol abuse and/or loud parties in the neighborhood surrounding the campus. Underage drinking and use of cannabis is illegal.

Alcohol and Drug Education

Please see the Student Handbook section related to this topic at: Student Wellness Services, Office of Wellness Education. The Student Handbook can be accessed by clicking on the link [Student Handbook](#), or by navigating to the Division of Student Affairs website and clicking the link on the left menu for “Student Handbook”. You may also view Central’s Drug Free Schools Act Biennial Report at this link: [DFSCA Report](#).

Weapons

The possession or use of firearms, fireworks, dangerous weapons, or unauthorized chemicals is strictly prohibited and, in many cases, also violates state or federal law. Other restricted items include toy guns known as Orbeez and splat guns.

Monitoring Off-Campus Student Organizations

Central does not have any student organizations with off-campus locations to monitor.

Missing Student Notification Policy

How to Report

If a member of the University community has a reason to believe that any community member is missing or that foul play may be involved, he or she should immediately notify CCSU Police (860) 832-2375. A student does NOT need to be missing for 24 hours before beginning efforts to locate the individual. CCSU Police will also work with Residence Life staff members when the missing person is a resident student.

Notification of Emergency Contact

CCSU Police will generate a missing person’s report, initiate an investigation, notify other law enforcement agencies, and notify the student’s emergency contact after determining that the student is missing.

In the case of any missing student under the age of 18 and who is not an emancipated individual, the Central PD will notify the student’s parent or legal guardian immediately after a determination that the student has been missing. For any student, if the Central PD is unable to contact an emergency contact person or parent/guardian as provided above, the Central PD will contact that person’s local law enforcement agency to make contact with such person.

Maintaining Emergency Contact Information

Students are required to review and update their own contact information, as well as the name and address of an Emergency Contact before registration. This requirement ensures that Central can alert students about campus emergencies and reach emergency contacts in the event a student is involved in an emergency. Students can update their Emergency Contact Name and Address by clicking on the Central Pipeline link at the top of <https://www.ccsu.edu/> page and choosing “Student Pipeline.” On the Central Pipeline Students page, click on the WebCentral link. Log into WebCentral and click on “Update Contact Information” on the “Home” tab. A student’s confidential contact information will be accessible only by authorized campus officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

Sexual Violence

Sexual violence encompasses dating violence, domestic violence, sexual assault and stalking, and continues to be of great concern on campuses nationwide. Central wants you to know first and foremost that any form of sexual violence **is a crime**. The CCSU Police will vigorously investigate all reported sexual violence and will work closely with victims, victim service agencies, other law enforcement agencies and the prosecutor’s office to bring perpetrators to justice.

Central policies on sexual violence cover four vital areas:

1. Reporting/Reporting Options
2. Contact Information
3. Rights
4. Sanctions

Reporting Dating Violence, Domestic Violence, Sexual Assault, or Stalking

In any emergency, call 9-1-1. If no immediate emergency exists and the assault...

- Occurred off campus, contact local police for assistance. (At your request, CCSU Police will assist you in contacting appropriate officials.)
- Occurred on campus, call CCSU Police at 860-832-2375.

If you become a victim of a sexual assault, you should seek medical attention immediately. Do not wash, eat, use a restroom, bathe, douche, change your clothes or straighten up the area where the attack occurred. Call the Police, Sexual Assault Crisis Service, or go to a hospital emergency room. Why? Because sexual assault is one of the only crimes in which the victim's body is also the crime scene. If a victim doesn't take these precautions, evidence of the crime may be lost.

Time is of the essence. Medical evidence needs to be collected within 120 hours of an assault in case you decide – now or later – to press charges. Victims/Survivors may seek medical attention and evidence collection without reporting to police at that time. Collecting the evidence keeps your options open.

If you are still wearing the clothing you had on during the assault, take a change of clothes with you to the hospital, as your clothes may be needed for evidence. If you have already changed, the clothes worn during the assault will be needed at the hospital. Do not transport the clothes in plastic bags or containers – to preserve the evidence use clean paper bags, clean sheets, or a clean pillowcase to wrap your items.

Do not keep the incident bottled up inside you; seek help from a support group and talk about it. You have the right to report all cases of sexual assault to the University Police Department even if you don't wish to press charges. The information you provide to the University Police Department may be helpful in preventing further attacks and even lead to the arrest of the offender. The most important point to remember is to get the medical attention and the support you need.

Q. Why Report? A. Because reporting preserves your options.

Because sexual assaults seldom occur with witnesses present, physical evidence may be crucial in helping to establish the facts of the case, link a suspect to the crime, and may be helpful in obtaining a protective order. Therefore, to the extent possible, the scene of the assault should be preserved for the police, and you should seek medical attention before bathing.

If you choose to report the matter to the police, either directly or with assistance, they will begin their investigation immediately. This will maximize their chances of gathering the amount of evidence necessary to justify an arrest and conviction of the suspect. If you change your mind after making an initial report, the police will not compel you to proceed. Conversely, if you decide not to report the matter to the police initially, but change your mind later, you may do so. However, while the police will do their best, delays in beginning the investigation may result in lost physical evidence or otherwise diminish the ability of the police to establish the level of proof necessary to either arrest or convict a perpetrator.

Reporting Options/Protective Measures

While the university encourages victims to report crimes to the police, this is a very personal decision. Some find it more comfortable to first seek medical attention and/or counseling or mental health services. HELP is AVAILABLE in the form of professional assistance in accessing and utilizing campus, local advocacy, counseling and health services (including mental health). The service options listed on the chart on pages 103-104 describe their availability and the degree of

confidentiality. Regarding the issue of confidentiality, the University will make all reasonable efforts to maintain the confidentiality of parties involved in sexual assault investigations. However, Central reserves the right to designate which University officials have a need to know about individual conduct complaints. Additionally, the University has an obligation to scrutinize reports of sexual assaults, whether or not the police investigated the matter. To help you decide upon seeking assistance, the reporting options below describe two types of confidentiality.

It is important to note that the Office for Equity and Inclusion, Office of Student Rights and Responsibilities, and CCSU Police processes are separate. You have the right to file reports with all, one, or none of the systems. Central's Office of Victim Advocacy and Violence Prevention can provide information on options and can assist you with making reports.

CCSU Office for Victim Advocacy

860-832-3796

Willard DiLoreto Hall, Room D-305

Monday-Friday, 8 AM – 4 PM

Responsible Employees (also refer to pgs. 107-108)

- Will guard your privacy to the extent permitted by the law.
- Have an obligation to ensure notice to appropriate campus authorities so that the University may take necessary steps to protect the community as a whole, and to consider and impose appropriate disciplinary measures.
- Must share non-personally identifiable information with the police for statistical purposes to comply with federal law.
- Must share enough information to allow officials to consider whether or not a “timely warning” is warranted to alert the campus to a serious and ongoing threat to their safety.
- Must share enough information so that University officials may determine any need to undertake action.
- To the extent possible, will limit communications to a finite group of people on a need-to-know basis; and
- May have to disclose information upon request unless an exception applies under Connecticut’s Freedom of Information Act.

Privileged/Confidential Contacts (also refer to pgs. 107-108)

- Cannot disclose communications without the reporter’s consent to any other person, except under very limited circumstances, such as an imminent threat of danger to self or others.
- Offer you options and advice without any obligation to tell anyone, unless you want them to.
- Will help you report incidents to the police or others who can take action against a perpetrator – with your permission; and
- Permit you to seek assistance from them without starting a chain of events that takes things out of your control or violates your privacy.

Rights

Victim Rights: As a victim of sexual violence, you have the right to:

- Notify law enforcement of such assault or violence.
- Receive assistance from campus authorities in making any such notification.
- Request a protective order and/or apply for a temporary restraining order through the court or seek enforcement of an existing protective or restraining order.
- Seek changes in academic, living, campus transportation, or working conditions in response to your victimization. Options will be considered on a case-by-case basis.
- Choose to decline to notify local law enforcement authorities, including on-campus and local police, or to

pursue criminal charges.

- Report the incident to the Title IX Coordinator. Refer to the *Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy* on page 34 and the *CSCU Statement of Title IX Policy* on page 54 for complete information.

Immediately following a crime, victims have rights, including the right to:

- Help in obtaining emergency care.
- Be notified about arrest and court proceedings. Arraignment may occur the day after the arrest. Contact the clerk of the court to check on status, court date, and location.
- Timely disposition of the case after the arrest of an accused.
- Reasonable protection from the accused.
- Get information on services and agencies that help victims.
- Apply to the Office of Victim Services for crime-related financial assistance.
- Return of property that the police took for investigating the crime.
- Be treated with fairness and respect throughout the criminal justice system process.
- Choose to decline to notify local law enforcement authorities, including on-campus and local police, or to pursue criminal charges.

Sanctions

University Sexual Misconduct Policy and Protocol unequivocally states that sexual assault is a violation of the Student Code of Conduct and other University policies.

Sexual assault offenders, in addition to arrest and the full processes of the criminal justice system, may also be subject to the campus disciplinary system. This applies to both students and staff. For example:

- If the person who assaulted you is a student, you may seek disciplinary action against this person through the Office of Student Rights and Responsibilities.
- Human Resources may impose sanctions against an employee based upon an investigation by that department, the Police Department, or the Office for Equity and Inclusion.

You may take these actions in conjunction with, or independently of, a criminal prosecution. The University Police will assist you in this process as well. With respect to student offenders, procedures and penalties are enumerated on the following pages, which is also located in the Student Handbook. Campus disciplinary procedures include provisions that allow both the complainant and the respondent to have others present during the hearing and to ensure that both are informed of the outcome of the proceedings including any sanctions that are imposed.

NOTE: *As of September 2025, the Office of Equity and Inclusion has been dissolved. The Office of Regulatory Affairs now oversees university compliance with federal and state civil rights laws. It also manages the Title IX Coordinator/Civil Rights Officer, Civil Rights Investigators, and Regulatory Compliance Associates. The Sexual Assault and Violence Prevention Specialist now reports directly to the Vice President of Student Affairs.*

Protective Measures for Victims Following an Allegation of Dating Violence, Domestic Violence, Sexual Assault, or Stalking

Options for Changing Academic, Housing, Transportation, and Working Arrangements.

The colleges and universities will provide assistance to those involved in a report of sexual misconduct, including but not limited to, reasonably available options for changing academic, campus transportation, housing, or working situations as well as honoring lawful protective or temporary restraining orders regardless of whether the victim chooses to report to campus police or local law enforcement. Each BOR governed college, and university shall create and provide information specific to its campus detailing the procedures to follow after the commission of such violence, including people or agencies to contact for reporting purposes or to request assistance, and information on the importance of preserving physical evidence. Protective measures may also include no contact orders and interim suspensions.

Restraining and Protective Orders

The University cannot apply for restraining or protective orders on behalf of the victim. However, the Office of Victim Advocacy and Violence Prevention discusses with victims their right to apply for a restraining order or civil protection order, depending on which applies to the situation, and refers the individual to legal services in the event there may be legal implications if pursuing a criminal case. The individual is also provided with a State of Connecticut Superior Court pamphlet titled, "Restraining Orders: How to Apply for Relief from Abuse" and directed to the State of Connecticut Judicial Branch website regarding Civil Protection Orders (https://jud.ct.gov/forms/grouped/civil/civil_protect_order.htm).

Protective/Restraining Order Glossary (from https://jud.ct.gov/statistics/prot_restrain/)

- *Family Violence Protective Order (section 46b-38c of the Connecticut General Statutes) is an order that is issued at the time of arraignment during a criminal proceeding. Usually, these orders are recommended by either the family relations office or in some cases the state's attorney's office. These orders are usually in effect from the date they are issued until the criminal case is sentenced and/or disposed of. In some cases, a protective order can be removed prior to the underlying case being settled.*
- *Standing Criminal Restraining Order (section 53a-40e of the Connecticut General Statutes) is an order that is issued usually at the end of a criminal case. These are lifetime orders and remain in effect until further order of the court. This order type is generally issued when it is a more severe criminal case.*
- *Restraining Order Application (section 46b-15 of the Connecticut General Statutes) is an application for a restraining order ex parte (immediate). It is given out at the clerk's office to people who come in for relief from abuse in family cases. A Judge reviews the application and affidavit and decides whether or not to issue a restraining order relief from abuse. If one is issued, the application is then updated to an ex parte restraining order. The Judge can also deny the ex parte relief and issue an Order for Hearing and Notice Summons.*
- *Ex Parte Restraining Order (section 46b-15 of the Connecticut General Statutes) is an order issued by the family court when someone has completed the restraining order application. The Judge has reviewed the application and affidavit and issues a temporary ex parte restraining order. A hearing date is scheduled, and the respondent must be notified. Generally speaking, this order is good for 14 days, or until the date of the hearing. (Hearings can be scheduled before the 14-day time limit).*
- *Restraining Order After Hearing (section 46b-15 of the Connecticut General Statutes) is issued after a hearing on an ex parte restraining order, or an Order for Hearing and Notice Summons. Again, this order type is issued out of the family court. Generally speaking, it is effective for 6 months from the date of the hearing. A*

victim/applicant can request that the restraining order after the hearing be extended when the 6 months are about to run out. They must file a motion to extend, and the respondent must again get notice.

The University Police Department will keep protective and restraining orders on file in accordance with State regulations. Any victim/survivor of sexual assault, dating violence, domestic violence, or stalking is strongly encouraged to contact the University Police Department to verify that they have received from the court a copy of any protective or restraining order filed on their behalf. Additionally, victims/survivors are advised to report any violation of these orders to the University Police at (860) 832-2375 or 911 if an emergency. The University may also issue a persona non grata (PNG) if deemed appropriate. Persona Non Grata means a person who has exhibited behavior which has been deemed detrimental to the university community and thus is no longer permitted to frequent or be present in any university locations or specific locations as set forth in the notice.

The Offices of Victim Advocacy, Equity and Inclusion, Student Rights and Responsibilities, and Division of Student Affairs will work together with victims/survivors to help ensure their safety, work, and academic status are protected, pending the outcome of any formal university investigation. Financial aid at Central consists of federal and state funds that are used to assist our students with their educational costs. These funds can be used to assist our students with housing and/or food insecurities if they are Title IV eligible.

The University will also make every effort to protect the victim's personal identifiable information (PII) and share only with people who have a specific need to know such as University Police who may be investigating the complaint. Any accommodation or protective measures would be kept confidential as well.

Sex Offender Notification

The Campus Sex Crimes Prevention Act requires institutions to inform members of the campus community of how you may obtain information about registered sex offenders who may be present on campus. The main webpage for the CCSU Police contains a link to the State of Connecticut sex offender registry. Additionally, in accordance with Chapter 969, Section 54-258 of the General Statutes of Connecticut, the CCSU Police Department keeps a record of all registration information transmitted to it from the Connecticut Department of Public Safety and can be found at the front desk of the police department. This registration information is accessible to the public online at:

https://www.communitynotification.com/cap_office_disclaimer.php?office=54567

Reporting an incident at Central Connecticut State University

Office for Equity and Inclusion (All complaints)

Title IX Coordinator
Central Connecticut State University
1615 Stanley Street
New Britain, CT 06053
Willard DiLoreto Hall, Rm. W-105
860-832-1653

Office of Student Rights and Responsibilities (Complaints against students) Student Affairs' Office of Student Rights and Responsibilities is responsible for the administration of the non-academic misconduct portion of the Student Code of Conduct as detailed in the Student Handbook. This responsibility includes the investigation of allegations of student misconduct that violates University policy and taking appropriate administrative action. If required, the accuser and the accused will be afforded due process rights.

Director, Student Rights and Responsibilities
Mid Campus Residence Hall, Rm. 118
860-832-1667
osrr@ccsu.edu

University Police (All criminal complaints) The CCSU Police have a responsibility to uphold and enforce the law even if the victim does not want to make a complaint and/or participate in the process. As a result, once a report is made to the police, they have a duty to investigate the matter to the extent possible. This does not mean that a victim will be forced to participate in either a police investigation or a criminal prosecution. In addition, the CCSU Police will notify appropriate campus officials such as the Division of Student Affairs, the Human Resources Department and the Office for Equity and Inclusion.

CCSU Police Department
1500 East Street
New Britain, CT 06053
860-832-2375

Click “Anonymous Crime Report” from: <https://www.ccsu.edu/police>

Human Resources (Complaints against employees)

Chief Human Resources Officer
Davidson Hall, Rm. 201
860-832-1752

HumanResources-1@mail.ccsu.edu

Division of Student Affairs (Complaints against students)

Vice President for Student Affairs
Davidson Hall, Rm. 103
860-832-1605

student_affairs@ccsu.edu

If you want to speak with someone at Central

Office of Victim Advocacy

Sexual Assault & Violence Prevention Specialist
Willard DiLoreto Hall, Rm. D-305
860-832-3796

Women’s Center

Coordinator
Student Center, Rm. 215
860-832-1656

Counseling and Wellness Center (Confidential)

Willard DiLoreto Hall, W-101
Appointment Line: 860-832-1926
General Inquiries: 860-832-1927

If you want to speak with a Community Partner

YWCA Sexual Assault Crisis Services (Confidential)—888-999-5545 (English); 888-568-8332 (Español) (Both numbers are 24-hour hotlines)

Prudence Crandall Center for Domestic Violence (Confidential) 888-774-2900 (24-hour hotline)

CT Safe Connect—Domestic Violence Crisis Hotline (Confidential) - online chat: ctsafeconnect.com

To report an incident to an Outside Agency

An individual has the right to file his or her complaint of discrimination with any or all the relevant agencies listed below. The individual can also simultaneously avail himself or herself of the University's Internal Discrimination Grievance Procedure.

1. The Connecticut Commission on Human Rights & Opportunities (All)

Capitol Region and Central Office
450 Columbus Boulevard, Suite 2
Hartford, CT 06103
Tel: (860) 566-7710

Eastern Regional Office
100 Broadway
Norwich, CT 06360
Tel: (860) 886-5703

Southwest Regional Office
350 Fairfield Avenue, 6th Floor
Bridgeport, CT 06604
(203) 579-6246

West Central Regional Office
Rowland Government Center
55 West Main Street, Suite 210
Waterbury, CT 06702-2004
(203) 805-6530

Complaints should be filed with the Commission on Human Rights and Opportunities no later than three hundred (300) days after the alleged act of employment discrimination occurred.

2. The Equal Employment Opportunity Commission (Employees)

John F. Kennedy Federal Building
15 New Sudbury Street, Room 475
Boston, MA 02203-0506
(800) 669-4000

Complaints should be filed with the Equal Employment Opportunity Commission no later than one hundred and eighty (180) days after the alleged act of employment discrimination occurred, except, that in a case when the aggrieved person has initially filed a complaint with the Commission on Human Rights and Opportunities, such complaint should be filed no later than three hundred (300) days after the alleged act of employment discrimination occurred.

3. State of Connecticut: Employee Grievance Procedure

Contact the Human Resources Office or union representatives for Grievance forms and/or procedures.

4. U.S. Department of Education, Office for Civil Rights (Students)

Boston Office
Office for Civil Rights
US Department of Education
9th Floor
5 Post Office Square
Boston, MA 02109-3921
Tel: (617) 289-0111
Email: OCR.Boston@ed.gov

Sexual Assault and Interpersonal Violence Prevention Programs

Central prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as they are defined for the purposes of the *Clery Act*. Dating violence, domestic violence, sexual assault, stalking, and affirmative consent are defined in Connecticut as follows:

- There is no definition for “dating violence” in Connecticut law, but dating violence is addressed and covered under the law for “domestic” or “family” violence outlined below.
- “Domestic violence” is referred to as “Family violence” and defined in Section [46b-38a](#) of the General Statutes of Connecticut as follows, “means an incident resulting in physical harm, bodily injury or assault, or an act of threatened violence that constitutes fear of imminent physical harm, bodily injury or assault, including, but not limited to, stalking or a pattern of threatening, between family or household members.” Verbal abuse or argument does not constitute family violence unless there is present danger and the likelihood that physical violence will occur. “Family or household member” means any of the following persons, regardless of the age of such person: (a) spouses or former spouses; (b) parents of their children; (c) persons related by blood or marriage; (d) persons other than those persons described in subparagraph (c) of this subdivision presently residing together or who have resided together; (e) persons who have a child in common regardless of whether they are or have been married or have lived together at any time; and (f) persons in, or have recently been in, a dating relationship.”
 - If any person is convicted of a violation of section [53a-59](#), [53a-59a](#), [53a-59c](#), [53a-60](#), [53a-60a](#), [53a-60b](#), [53a-60c](#), [53a-62](#), [53a-63](#), [53a-64](#), [53a-64aa](#), [53a-64bb](#), [53a-64cc](#), [53a-70](#), [53a-70a](#), [53a-70c](#), [53a-71](#), [53a-72a](#), [53a-72b](#), [53a-181](#), [53a-181c](#), [53a-181d](#), [53a-181e](#), [53a-182](#), [53a-182b](#), [53a-183](#), [53a-223](#), [53a-223a](#) or [53a-223b](#), against a family or household member, as defined in section [46b-38a](#), the court shall include a designation that such conviction involved family violence on the court record for the purposes of criminal history record information, as defined in subsection (a) of section [54-142g](#).
- “Sexual assault” shall include but is not limited to a sexual act directed against another person without the consent of the other person or when that person is not capable of giving such consent. Sexual assault is further defined in sections [53a-70](#), [53a-70a](#), [53a-70b](#), [53a-71](#), [53a-72a](#), [53a-72b](#), and [53a-73a](#) of the Connecticut General Statutes.
- “Stalking”, which is defined as repeatedly contacting another person when contacting person knows or should know that the contact is unwanted by the other person; and the contact causes the other person reasonable apprehension of imminent physical harm, or the contacting person knows or should know that the contact causes substantial impairment of the other person’s ability to perform the activities of daily life.
- As used in this definition, the term “contacting” includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on-line community, or any other internet communication) or remaining in the physical presence of the other person.
- Stalking is further defined in sections [53a-181c](#), [53a-181d](#), [53a-181e](#), and [53a-181f](#) of the General Statutes of Connecticut.
- “Affirmative Consent” is defined in Section [10a-55m](#) of the General Statutes of Connecticut which says that affirmative consent means an active, clear, and voluntary agreement by a person to engage in sexual activity with another person.

Risk Reduction

Beginning with Freshman Orientation, the University takes an active role in raising awareness and creating a safe space for open dialogue and action to end sexual assault and any form of intimate partner violence. Educational programs and prevention initiatives are primarily coordinated by the Central Office of Victim Advocacy, the Office for Equity and Inclusion, Residence Life, Student Activities and Leadership Development, Office of New Student Programs, Counseling and Wellness Center, and the Women’s Center. These offices each contribute to a wide range of events, workshops, social media activity, campaigns, keynote speakers and training focused on sexual and intimate partner violence.

Central's Office of Victim Advocacy (OVA) also provides professional advocacy services for any Central community member who has been impacted by sexual assault, intimate partner violence, and/or stalking. OVA provides information on different reporting options, assists in connecting with resources and counseling services and provides ongoing emotional support. The Office of Victim Advocacy is in Willard DiLoreto Hall, Room D-305 and can be contacted at 860-832-3796.

LiveSafe is a trusted and experienced leading mobile safety communications platform, which provides users with the tool to do something right from their mobile phone. From sharing information concerning behavior to reporting safety hazards, the LiveSafe platform delivers two-way, real-time interactions that include location-tagged texts, calls, photos, and videos; scalable mass notifications; relevant safety resources and peer-to-peer safety tools. Users can send texts, photos, videos, and precise location information to report incidents ranging from routine maintenance needs to suspicious activity and/or to safety threats. LiveSafe's cloud-based command dashboard receives tips in real time and allows security officials to respond via secure live chat.

SART

CCSU's Sexual Assault and Interpersonal Violence Resource Team is a campus resource team consisting of individuals selected by the president of the institution to include, but not limited to, the Title IX coordinator and chief student affairs officer, not less than one member from the institutions administration, counseling services, health services, women's center, campus police force, faculty, senior and mid-level staff, student body, residence life office, and judicial hearing board. The resource team may also invite community-based sexual assault crisis center, community based domestic violence agency, criminal justice system within the judicial district to include state police and local police department and prosecutors employed by the Division of Criminal Justice. The mission of CCSU's Sexual Assault and Interpersonal Violence Resource Team is to provide leadership to the campus community regarding the prevention and response to sexual assault and interpersonal violence. To ensure an effective, consistent, comprehensive, and collaborative response, SART will prioritize the needs of victims, strengthen and improve the delivery of victim services, encourages the reporting of offenses, and holds responsible persons accountable while ensuring the rights of all parties protected.

Programs

Orientation Programs

During the Orientation program, students were required to attend "Sex Signals", a two-hour program facilitated by trained professionals from Catharsis Productions. Sex Signals has become one of the most popular sexual assault prevention programs on college campuses through its unorthodox, humor-facilitated and inclusive approach to examining out culture, sex, and prevention strategies like bystander intervention. A two-person team of highly trained educators takes the audience on an interactive, relevant and often hilarious exploration of the cultural messaging we receive about gender, sexuality, sexual health and intimate relationships. It examines what roles culture and privilege play in justifying unhealthy and dangerous beliefs about what is acceptable social and sexual behavior. The Office for Equity and Inclusion's staff was present to serve as a support for those attending the program as well.

Cultural Programming & Training

Title IX Training is mandatory for all Central faculty, staff, and students and occurs on a yearly basis. New employee orientation also occurs each Fall and Spring. These orientation programs inform new employees and students of the institution's policy prohibiting the crimes of dating violence, domestic violence, sexual assault, and stalking. Specifically, Title IX training includes Sexual Harassment Prevention and Sexual Assault and Interpersonal Violence and Stalking Awareness. The sessions provide real life examples and allow participants to work through case examples and scenarios. Employees may complete Title IX training on-line or in-person. Students complete Title IX training on-line. The training helps employees and students:

- Understand Title IX updates and best practices.
- Better understand Title IX and other laws that prohibit sexual harassment and gender-based violence.
- Define sexual harassment, sexual assault, interpersonal violence, & stalking.
- Recognize specific behaviors that constitute sexual harassment, sexual assault, interpersonal violence, & stalking.
- Deal with a case in your office, area, or department.
- Recognize and handle retaliation.
- Apply Central's policy to sexual harassment and Title IX cases.
- Understand and fulfill your responsibilities; and
- Use remedies and procedures available through the University

Put the Nail In It Campaign

The #PuttheNailInIt campaign was facilitated in the fall of 2022 by the Office of Victim Advocacy. It is a project dedicated to bringing awareness to prevalence of domestic violence victims. Created by the brand Safe Horizon, its mission is to provide support, prevent violence and promote justice for victims of domestic violence. In this campaign, students would take a vow promising to take their part in ending domestic violence and not staying silent. Tabling was conducted in the student center throughout the fall of 2022 where the Central community members signed a pledge and/or painted one of their fingernails the color purple, to show their support for victims of domestic violence.

The Clothesline Project

Organized by The Office of Victim Advocacy at Central Connecticut State University in the Spring of 2023. The Clothesline Project is a visual display that bears witness to the violence against women. During the public display, a clothesline is hung with shirts. Each shirt is decorated to represent a particular woman's experience, by the survivor herself or by someone who cares about her. This project is done to help with the healing process for people who have lost a loved one or are survivors of this violence; to educate, document and raise society's awareness of the extent of the problem of violence against women; and to provide a nationwide network of support, encouragement and information for other communities starting their own Clothesline Project. The OVA worked with teams, classes and the Central community at large to decorate shirts which were later displayed at a full day event in Willard-DiLoreto Hall.

Denim Day

Denim Day activities were facilitated by the Office of Victim Advocacy in the Spring of 2022 and 2023. This campaign began after a ruling by the Italian Supreme Court where a rape conviction was overturned because the justices felt that since the victim was wearing tight jeans she must have helped the person who raped her remove her jeans, thereby implying consent. The following day, the women in the Italian Parliament came to work wearing jeans in solidarity with the victim. Denim Day is now recognized worldwide and Central OVA organized for the community to wear jeans to stand in solidarity with rape victims. Tabling was conducted as well to raise awareness regarding this campaign.

Other Helpful Links

<https://www.advocatesforyouth.org/campaigns/know-your-ix/>

Provides information on Title IX and student rights. Created by and for students.

<https://www.ccsu.edu/university-counsel-regulatory-affairs>

Links to Central Title IX policies and procedures and staff contact information.

<https://www.ccsu.edu/studentrights>

Links to the Central Student Code of Conduct

Crime Data

The crime data is displayed in a format that mirrors what is required by the Department of Education and may differ from data reported under federal or state Uniform Crime Reporting (UCR) programs. The difference exists because the Department of Education requires the inclusion of information that is not reportable under the UCR programs. The data that is presented here includes all crimes reported to the CCSU Police and campus security authorities that occurred within all defined Clery geographic areas. This includes the Central campus, residence halls, non-campus, and campus property. Crimes occurring on the streets immediately adjacent to Central such as Stanley Street, Paul Manafort Sr. Drive, Ella Grasso Boulevard, and East Street are included as well as any occurrences at our building located on 195 Cocomo Circle, New Britain. Data is also provided by New Britain and Newington Police Departments. To give a broader picture of crime on campus and its immediate environment, this data also includes crimes committed at remote campus facilities as well as those occurring near the campus. Hate crime statistics, arrests, and/or referrals for campus disciplinary action are also included.

Pursuant to Public Act 21-184 *An Act Requiring the Reporting of Accidents that Resulted in Serious Physical Injuries or Death at Institutions of Higher Education*, effective July 1, 2021, we have included statistics noting the crime rate in relation to Central Connecticut State University's population as well as the number of any accidents which may have occurred and resulted in serious injury or death in the immediately preceding calendar year.

Definitions of Clery Reportable Crimes

Crime definitions from the *Summary Reporting System (SRS) User Manual* from the FBI's UCR Program, as required by the Clery Act.

Aggravated assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

Arson: Any willful or malicious burning or attempt to burn, with or without intention to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Criminal Homicide - Manslaughter by Negligence: The killing of another person through gross negligence.

Criminal Homicide – Murder and Nonnegligent Manslaughter: The willful (nonnegligent) killing of one human being by another.

Drug Abuse Violations: The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

Liquor Law Violations: The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding.)

Rape: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Weapons: Carrying, Possessing, Etc.: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

Crime definitions from the *National Incident-Based Reporting System (NIBRS) User Manual* from the FBI's UCR Program, as required by the Clery Act.

Sexual Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- a) **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- b) **Incest:** Sexual intercourse between people who are related to each other within the degrees wherein marriage is prohibited by law.
- c) **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

Crime definitions from the *Hate Crime Data Collection Guidelines and Training Manual* from the FBI's UCR Program, as required by the Clery Act. *The UCR Program defines hate crime as a committed criminal offense that is motivated, in whole or in part, by the offender's bias(es) against a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity. For UCR Program purposes, even if the offenders are mistaken in their perception the victim was a member of a certain group, the offense is still a bias crime because the offender was motivated by bias.*

Destruction/Damage/Vandalism of Property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Intimidation: To unlawfully place another person in reasonable fear of harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to an actual physical attack.

Larceny-Theft (except Motor Vehicle Theft): The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

Simple Assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Definitions of Other Terms

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

Non-campus Building or Property: (i) Any building or property owned or controlled by a student organization that is

officially recognized by the institution, or (ii) any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

On-Campus Property: (i) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (ii) any building or property that is within or reasonably contiguous to the area identified in paragraph (i) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus.

Serious physical injury (as defined in CGS 53a-3): Means physical injury which creates a substantial risk of death, or which causes serious disfigurement, serious impairment of health or serious loss or impairment of the function of any bodily organ.

Unfounded: An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under this section. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

During 2024, Central reported 8,181.3 FTE students and 1,113 FTE employees for a total of 9322.3. Of that figure, 2,355 students and employees resided in campus housing during the Fall 2024 semester and 2,138 during the Spring 2024 semester. There were no reports of accidents during 2024 resulting in serious injury or death. The crime rate shown in the table below is “equal to the number of incidents reported divided by the total number of full-time equivalent students and employees” per Public Act 21-184.

| OFFENSE Clery Reportable Crimes | 2024 | |
|------------------------------------|-----------------|------------|
| | FTE = | 9322.3 |
| | CRIMES REPORTED | CRIME RATE |
| MURDER/NON-NEGLIGENT MANSLAUGHTER | 0 | 0.00% |
| MANSLAUGHTER BY NEGLIGENCE | 0 | 0.00% |
| RAPE | 4 | 0.04% |
| FONDLING | 3 | 0.03% |
| INCEST | 0 | 0.00% |
| STATUTORY RAPE | 0 | 0.00% |
| ROBBERY | 1 | 0.01% |
| AGGRAVATED ASSAULT | 2 | 0.02% |
| BURGLARY | 0 | 0.00% |
| MOTOR VEHICLE THEFT | 6 | 0.06% |
| ARSON | 0 | 0.00% |
| ACCIDENTS: SERIOUS INJURY | 0 | 0.00% |
| ACCIDENTS: DEATH | 0 | 0.00% |
| DOMESTIC VIOLENCE | 9 | 0.10% |
| DATING VIOLENCE | 0 | 0.00% |
| STALKING | 2 | 0.02% |
| DRUG LAW VIOLATIONS | 2 | 0.02% |
| LIQUOR LAW VIOLATIONS | 0 | 0.00% |
| WEAPONS LAW VIOLATIONS | 0 | 0.00% |

Crime rate = number of incidents reported divided by the total number of FTE students and FTE employees per Public Act 21-184

| OFFENSE Clery Reportable Crimes | YEAR | GEOGRAPHIC LOCATION | | | | UNFOUNDED |
|------------------------------------|------|---------------------|---------------------------------------|---------------------|-----------------|-----------|
| | | ON-CAMPUS PROPERTY | ON-CAMPUS STUDENT HOUSING FACILITIES* | NON-CAMPUS PROPERTY | PUBLIC PROPERTY | |
| MURDER/NON-NEGLIGENT MANSLAUGHTER | 2024 | 0 | 0 | 0 | 0 | 0 |
| | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| MANSLAUGHTER BY NEGLIGENCE | 2024 | 0 | 0 | 0 | 0 | 0 |
| | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| RAPE | 2024 | 4 | 4 | 0 | 0 | 0 |
| | 2023 | 3 | 2 | 0 | 0 | 0 |
| | 2022 | 8 | 8 | 0 | 0 | 0 |
| FONDLING | 2024 | 3 | 1 | 0 | 0 | 0 |
| | 2023 | 3 | 1 | 0 | 0 | 0 |
| | 2022 | 3 | 1 | 0 | 0 | 0 |
| INCEST | 2024 | 0 | 0 | 0 | 0 | 0 |
| | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| STATUTORY RAPE | 2024 | 0 | 0 | 0 | 0 | 0 |
| | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| ROBBERY | 2024 | 1 | 0 | 0 | 0 | 0 |
| | 2023 | 1 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| AGGRAVATED ASSAULT | 2024 | 2 | 2 | 0 | 0 | 0 |
| | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 2 | 1 | 0 | 0 | 0 |
| BURGLARY | 2024 | 0 | 0 | 0 | 0 | 0 |
| | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| MOTOR VEHICLE THEFT | 2024 | 6 | 0 | 0 | 0 | 0 |
| | 2023 | 1 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| ARSON | 2024 | 0 | 0 | 0 | 0 | 0 |
| | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |

*The Student Housing figure is a subset of the On-Campus total.

**New Britain Police Department

Hate Crime Offenses

Federal law also requires that all hate crimes in the mandated categories be reported. Those crimes include: Murder and Non-negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property and are further broken down by the nature of the bias; which include, race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, and disability. Hate crimes occurring on-campus, in residential facilities, on non-campus buildings or property, and on public property to include Stanley Street, Paul Manafort Sr. Drive, Ella Grasso Boulevard, East Street, and Cocomo Circle would be included in the report.

| Clery Reportable Hate Crime Offenses | | | |
|---|----------------------------|-------------------|-----------------|
| Bias | Number of Incidents | Crime Type | Location |
| 2024 | | | |
| Race | 0 | N/A | N/A |
| Religion | 0 | N/A | N/A |
| Sexual Orientation | 0 | N/A | N/A |
| Gender | 0 | N/A | N/A |
| Gender Identity | 0 | N/A | N/A |
| Ethnicity | 0 | N/A | N/A |
| National Origin | 0 | N/A | N/A |
| Disability | 0 | N/A | N/A |
| 2023 | | | |
| Race | 0 | N/A | N/A |
| Religion | 0 | N/A | N/A |
| Sexual Orientation | 0 | N/A | N/A |
| Gender | 0 | N/A | N/A |
| Gender Identity | 0 | N/A | N/A |
| Ethnicity | 0 | N/A | N/A |
| National Origin | 0 | N/A | N/A |
| Disability | 0 | N/A | N/A |
| 2022 | | | |
| Race | 0 | N/A | N/A |
| Religion | 0 | N/A | N/A |
| Sexual Orientation | 1 | Intimidation | Residence Hall |
| Gender | 0 | N/A | N/A |
| Gender Identity | 0 | N/A | N/A |
| Ethnicity | 0 | N/A | N/A |
| National Origin | 0 | N/A | N/A |
| Disability | 0 | N/A | N/A |

| Policy # | Policy Name | BOR Resolution | Adoption Date | Next Review Date |
|----------|--|----------------|---------------|------------------|
| | CSCU Hazing Prevention and Reporting Policy | | June 26, 2025 | July 1, 2028 |

Hazing

Policy Owner(s): CSCU General Counsel; Institutional Public Safety Leadership; Institutional Chief Human Resource Officers; Institutional Student Affairs Leadership; CSCU Associate Vice Chancellor of Human Resources; CSCU Associate Vice President for Enrollment and Student Success

Applicability: This policy applies to all CSCU students, employees, and any third parties engaging in CSCU’s educational and employment programs and activities.

Effective Date: July 1, 2025

I. Purpose

CSCU is committed to fostering a safe and supportive environment free from hazing. As such, the following policy prohibits hazing and requires institutional transparency should hazing occur.

II. Definitions

CSCU: Collectively or singularly, any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University, Connecticut State Community College, and Charter Oak State College.

Hazing: Any intentional, knowing, or reckless act that causes or creates reasonable risk of physical or psychological well-being of individuals, regardless of the willingness of such people, in connection with student organizations including initiation, affiliation, membership, or maintenance of membership.

Risk: Potential for harm above the reasonable risk encountered during general participation in CSCU or the organization’s programs and activities.

Student Organization: An organization at a CSCU institution in which two or more of the members are students enrolled at a CSCU institution, whether or not the organization is established or recognized by a CSCU institution.

III. Policy

a. Prohibited Behaviors

Hazing, in any form, is strictly prohibited at CSCU. This includes, but is not limited to:

- whipping, beating, striking, electronic shocking, placing harmful substance on someone’s body, or similar activity.
- causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity.
- causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances.

- causing, coercing, or otherwise inducing another person to perform sexual acts.
- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct.
- any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation.

b. Reporting Hazing Incidents

All members of the CSCU community are encouraged to report any hazing incidents promptly. Reports can be made through campus security, institutional police departments, student affairs, human resources or any other designated college or university officials. All reports will be addressed by appropriate officials in accordance with CSCU’s policies and related procedures, including but not limited to, Student Code of Conduct and Code of Conduct for Regents, Employees and Volunteers.

Individuals identified as Campus Security Authorities (CSA) at their institution under the Clery Act must report incidents of hazing to the appropriate campus contact responsible for compiling the Annual Security Report for the purpose of inclusion in the Annual Security Report.

c. Institutional Responsibilities

i. Hazing Response Procedures

All CSCU institutions must adopt and publish procedures related to hazing report response. These procedures must be consistent with this policy and minimally include how the institution will receive, review, and investigate, when necessary, reports of hazing.

ii. Prevention Programs

All CSCU institutions will maintain and promote hazing prevention programs. These programs will include primary prevention strategies, such as bystander intervention training and leadership development, to help prevent hazing before it occurs. Institutions must publish, and regularly maintain, a list of related programming, including descriptions of the events and programs and audience, demonstrating sufficient programmatic coverage for students and employees.

iii. Campus Hazing Transparency Report

By July 1, 2025, all CSCU institutions will begin collecting information with respect to hazing incidents at the institution. When a reportable hazing violation occurs at a CSCU institution involving an established or recognized student organization, that institution will prominently publish a Campus Hazing Transparency Report on its public website summarizing findings related to student organizations found in violation of hazing policies. The *Campus Hazing Transparency Report* must include:

- this policy and any related procedures.
- the name of such student organization.
- a general description of the violation that resulted in a finding of responsibility, including whether the violation involved the abuse or illegal use of alcohol or drugs, the findings of the institution, and any sanctions placed on the student organization by the institution, as applicable; and

-the dates on which:

- O the incident was alleged to have occurred.
- O the investigation into the incident was initiated.
- O the investigation ended with a finding that a hazing violation occurred; and
- O the institution provided notice to the student organization that the incident resulted in a hazing violation.

The report will be updated twice a year or as required by law and will be maintained for at least five years consistent with all applicable record retention standards and laws.

iv. Annual Security Report

CSCU institutions will collect and disclose statistics on hazing incidents as part of the annual security report required by the Clery Act, including incidents reported to campus security or local authorities. The data will be compiled in a manner consistent with the definition of hazing in this policy and will be updated as required. In addition to the hazing-related statistics, CSCU institutions will provide a statement on its hazing policies, reporting procedures, and investigation processes in the annual security report.

IV. Enforcement

This policy is enforced under the Student Code of Conduct and Code of Conduct for Regents, Employees and Volunteers.

V. Related Statutes

CT Gen Stat § 53-23a Offenses Against the Person - Hazing

[Violence Against Women Act \(VAWA\)](#)

The Violence Against Women Act (VAWA) is the cornerstone of our nation's response to domestic and sexual violence. The 2022 reauthorization of VAWA extended current grant programs through 2027 and improved upon lifesaving services for all victims of domestic violence, sexual assault, dating violence, and stalking - including Native women, immigrants, LGBT victims, college students and youth, and public housing residents.

[VAWA Definitions](#)

The definitions listed below are for the purpose of complying with the requirements of CFR § 668.46 and CFR § 668.41. Any incident meeting these definitions is considered crimes for the purposes of Clery Act reporting.

- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. (i) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the people involved in the relationship. (ii) For the purposes of this definition (A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (B) Dating violence does not include acts covered under the definition of domestic violence.
- **Domestic Violence:** (i) A felony or misdemeanor crime of violence committed— (A) By a current or former spouse or intimate partner of the victim; (B) By a person with whom the victim shares a child in common; (C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; (D) By a

person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or (E) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

- **Stalking:** (i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) Fear for the person’s safety or the safety of others; or (B) Suffer substantial emotional distress. (ii) For the purposes of this definition — (A) *Course of conduct* means two or more acts, including, but not limited to, acts which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property; (B) *Reasonable persons* means a reasonable person under similar circumstances and with similar identities to the victim; (C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.



| OFFENSE Violence Against Women Act Violations (VAWA) | YEAR | GEOGRAPHIC LOCATION | | | | UNFOUNDED |
|--|------|---------------------------|--|----------------------------|--------------------|-----------|
| | | ON- CAMPUS PROPERTY | ON- CAMPUS STUDENT HOUSING FACILITIES* | NON- CAMPUS PROPERTY | PUBLIC PROPERTY | |
| DOMESTIC VIOLENCE | 2024 | 9 | 8 | 0 | 0 | 0 |
| | 2023 | 10 | 4 | 0 | 0 | 0 |
| | 2022 | 4 | 3 | 0 | 0 | 0 |
| DATING VIOLENCE | 2024 | 0 | 0 | 0 | 0 | 0 |
| | 2023 | 0 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 | 0 |
| STALKING | 2024 | 2 | 0 | 0 | 0 | 0 |
| | 2023 | 5 | 1 | 0 | 0 | 0 |
| | 2022 | 1 | 1 | 0 | 0 | 0 |

*The Student Housing figure is a subset of the On-Campus total.



Arrests and Disciplinary Action for Weapon, Drug and Liquor Violations

| ARRESTS | YEAR | GEOGRAPHIC LOCATION | | | |
|--|------|---------------------|---------------------------------------|---------------------|-----------------|
| | | ON-CAMPUS PROPERTY | ON-CAMPUS STUDENT HOUSING FACILITIES* | NON-CAMPUS PROPERTY | PUBLIC PROPERTY |
| WEAPONS: Carrying, Possessing, etc. | 2024 | 0 | 0 | 0 | 0 |
| | 2023 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 |
| DRUG LAW VIOLATION | 2024 | 2 | 2 | 0 | 0 |
| | 2023 | 2 | 1 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 1 |
| LIQUOR LAW VIOLATION | 2024 | 0 | 0 | 0 | 0 |
| | 2023 | 1 | 1 | 0 | 0 |
| | 2022 | 1 | 1 | 0 | 0 |

| DISCIPLINARY ACTION | YEAR | GEOGRAPHIC LOCATION | | | |
|--|------|---------------------|---------------------------------------|---------------------|-----------------|
| | | ON-CAMPUS PROPERTY | ON-CAMPUS STUDENT HOUSING FACILITIES* | NON-CAMPUS PROPERTY | PUBLIC PROPERTY |
| WEAPONS: Carrying, Possessing, etc. | 2024 | 0 | 0 | 0 | 0 |
| | 2023 | 0 | 0 | 0 | 0 |
| | 2022 | 0 | 0 | 0 | 0 |
| DRUG LAW VIOLATION | 2024 | 56 | 55 | 0 | 0 |
| | 2023 | 26 | 26 | 0 | 0 |
| | 2022 | 5 | 5 | 0 | 0 |
| LIQUOR LAW VIOLATION | 2024 | 190 | 186 | 0 | 0 |
| | 2023 | 144 | 144 | 0 | 0 |
| | 2022 | 66 | 66 | 0 | 0 |

*The Student Housing figure is a subset of the On-Campus total.

University Policies

Central Connecticut State University Statement

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

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

Individuals and Entities Affected by this Policy

This policy applies to anyone on the property of Central Connecticut State University, as well as anyone present at Central-sponsored programs or events. This policy extends to off-campus violations of both students and employees in limited circumstances as noted below:

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

Employees: The decision of whether to investigate and discipline employees for off-campus misconduct will be made by the appropriate university administrator on a case-by-case basis in accordance with collective bargaining agreements, CSU/university policies, and state regulations.

| Policy # | Policy Name | Reso # | Date Approved |
|----------|---|-----------|---------------|
| 4-13 | Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy | BR 24-079 | 2024-07-31 |

NOTE: BOR Policies 4-11 and 5-02 have been rescinded and are being replaced with this new policy effective 08-01-2024.

CSCU Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy

1. Statement of Policy

The Connecticut State Colleges and Universities (“CSCU”) is committed to providing an educational and employment environment that is free from discrimination and/or harassment based on protected characteristics, and/or retaliation, including retaliation under applicable federal and state laws for engaging in protected activity.¹ To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of its education program or activity, CSCU has developed this Discriminatory Harassment, Nondiscrimination, and Title IX Policy (the “Policy”) that provides for a prompt, fair, and impartial resolution of allegations of protected characteristic discrimination, harassment, and/or allegations of retaliation. CSCU values and upholds the equal dignity of all members of its community and strives to balance the rights of all individuals when resolving allegations during what is often a difficult time for all involved.

2. Definitions

- **College or University.** Any of the institutions within CSCU, including Central Connecticut State University, Charter Oak State College, Connecticut State Community College, Eastern Connecticut State University, Southern Connecticut State University, and Western Connecticut State University.
- **Complainant.** A student or employee who is alleged to have been subjected to conduct that could constitute discrimination, harassment, and/or retaliation under this Policy; or a person other than a student or employee who is alleged to have been subjected to conduct that could constitute discrimination, harassment, and/or retaliation under this Policy and who was participating or attempting to participate in CSCU’s education program or activity at the time of the alleged discrimination, harassment and/or retaliation.

¹ This Policy does not cover whistleblower retaliation complaints. Reports concerning corruption, unethical practices, mismanagement, violation of State laws and regulations, gross waste of funds, abuse of authority or danger to the public safety in any in any College or University, may be submitted to the State Auditors of Public Accounts, as authorized under the Whistle Blower Act, Gen. Stat. 4-61dd. Individuals may file a whistleblower retaliation complaint by visiting the Auditors of Public Accounts [website](#).

- **Complaint.** An oral or written request to CSCU that can objectively be understood as a request for CSCU to investigate and make a determination about allegations of discrimination, harassment, and/or retaliation under this Policy.
- **CSCU.** The Connecticut State Colleges and Universities, which includes the CSCU system office, and any and all specific Colleges or Universities within the CSCU. For purposes of this Policy, the term “CSCU” could mean the CSCU system or any College or University interchangeably.
- **Education Programs and Activities.** Locations, events, or circumstances in which CSCU exercises substantial control over both the Respondent and the context in which the conduct occurred.
- **Informal Resolution.** A resolution to a Report or Complaint agreed to by the Parties and CSCU that occurs prior to a final determination in the Resolution Process.
- **Parties.** The Complainant(s) and Respondent(s), collectively.
- **Protected Characteristic.** Any characteristic for which a person is afforded protection against discrimination and/or harassment by law or CSCU Policy.
- **Report.** When a faculty, staff, student, or third party informs CSCU of conduct that reasonably may constitute discrimination, harassment, and/or retaliation under this Policy.
- **Resolution Process.** The investigation and resolution, including informal resolution, of allegations of discrimination, harassment, and/or retaliation under this Policy.
- **Respondent.** A person who is alleged to have engaged in conduct that could constitute discrimination, harassment, and/or retaliation for engaging in protected activity under this Policy.
- **Supportive Measures.** Non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered, without fee or charge to the Parties, to restore or preserve access to CSCU’s education program or activity, including measures designed to protect the safety of all Parties and/or the CSCU educational environment and/or to deter discrimination, harassment, and/or retaliation.
- **Title IX/Equity Coordinator.** At least one official designated by a College or University to ensure compliance with Title IX and other federal and state civil rights laws and institutional compliance with this Policy. References to the Title IX/Equity Coordinator throughout this Policy may include the Title IX/Equity Coordinator’s designee.

3. Notice of Nondiscrimination

CSCU complies with all federal, state, and local laws, regulations, and ordinances prohibiting discrimination, harassment, and/or retaliation, including retaliation for engaging in protected activity, in public post-secondary education institutions. CSCU does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual or perceived age, ancestry, color, gender expression, gender identity, genetic information and/or family medical history, intellectual disability, learning disability, parental, family or marital status, past or present history of mental disability, physical disability, pregnancy or related conditions, race or national origin, religion or

creed, sex, sexual orientation, veteran or military status, arrest and/or criminal conviction status, lawful source of income, citizenship or immigration status, or any other protected characteristic under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process within the institution, with the Equal Employment Opportunity Commission and/or the Connecticut Commission on Human Rights and Opportunities (“CHRO”).

This Policy prohibits discrimination, harassment, and/or retaliation in access to employment and/or educational opportunities. Therefore, any act by CSCU or a member of the CSCU community that denies, deprives, unreasonably interferes with or limits a person’s education or employment, residential, and/or social access, benefits, and/or opportunity based upon that person’s actual or perceived protected characteristic(s), is in violation of this Policy. CSCU will promptly and effectively address any such discrimination, harassment, and/or retaliation when it has knowledge and/or notice of it using procedures promulgated pursuant to this Policy.

4. Key CSCU Contacts

CSCU has identified the Executive Director of EEO and Civil Rights/Title IX Coordinator to coordinate the System’s compliance with federal, state, and other civil rights laws and policies.

Each College or University has identified a Title IX/Equity Coordinator to coordinate civil rights compliance and the Resolution Process.² The Vice-President of Diversity, Equity and Inclusion serves as the Title IX/Equity Coordinator for Connecticut State Community College (“CCSC”). Each CSCC campus has a Deputy Title IX/Equity Coordinator to support civil rights compliance and programming for their institution.

Collectively, these individuals are responsible for providing comprehensive nondiscrimination education and training; coordinating a timely, thorough, and fair Resolution Process of all alleged prohibited conduct under this Policy; and monitoring the effectiveness of this Policy and related procedures to ensure that CSCU’s education and employment environments are free from discrimination, harassment, and/or retaliation.

² Note that individuals who serve as Title IX/Equity Coordinator for the institutions may have additional job titles and functions, as well. Although other staff from institutions may support related procedures under this Policy, all faculty and staff are always encouraged to coordinate efforts with their institution’s Title IX/Equity Coordinator.

5. Applicability and Jurisdiction

This Policy applies to all faculty, staff, employees, students (as currently defined in the BOR/CSCU Student Code of Conduct),³ and other individuals participating in or attempting to participate in the CSCU's education programs and activities, including but not limited to contractors, vendors, visitors, guests, or other third parties. This Policy may be applied to incidents, patterns or practices, and/or institutional culture/climate, all of which may be addressed in accordance with this Policy. This Policy applies to the CSCU's education programs and activities, circumstances where CSCU has disciplinary authority, and to misconduct occurring within any building owned or controlled by an officially recognized student organization (as defined in the BOR/CSCU Student Code of Conduct).

This Policy shall apply on and off CSCU campus property, at CSCU-sponsored activities, and at activities conducted by officially recognized student organizations. This also applies to conduct that occurs online and through other forms of electronic communication and social media. CSCU is more likely to exercise jurisdiction off-campus if the conduct poses a threat to anyone's health, safety, or security, could negatively affect the mission or reputation of CSCU, poses a threat of undermining CSCU's educational process, involves an alleged violation of local, state or federal law, or if CSCU is required to do so by law.

This Policy applies to alleged incidents of discrimination, harassment, sex-based harassment, and/or retaliation that occur after August 1, 2024. For alleged incidents of sexual misconduct occurring prior to August 1, 2024, CSCU shall apply the policies promulgated by the Board of Regents at the time the alleged incident occurred, and procedures promulgated pursuant to those policies. All policies and procedures may be obtained by contacting the Executive Director of EEO and Civil Rights/Title IX Coordinator.

For disciplinary action to be issued under this Policy, the Respondent must be a CSCU faculty member, staff, or student subject to CSCU's disciplinary authority. If the Respondent is unknown or is not a member of CSCU, the Title IX/Equity Coordinator will offer to assist the Complainant in identifying appropriate campus and local resources and support options and will implement appropriate supportive measures and/or remedial actions (e.g., trespassing a person from campus). The Title IX/Equity Coordinator can also assist in contacting local or campus law enforcement if the Complainant would like to file a police report about criminal conduct.

³ Under the BOR/CSCU Student Code of Conduct at the time of the adoption of this Policy: "Student" means any person who has been notified of their acceptance for admission, registered, enrolled, or attending any College or University course or program. This applies whether enrollment is full-time or part-time; whether the course(s) occur on-campus, online, or at an off-campus instructional site (domestically, or internationally such as students studying abroad); and whether the student is pursuing undergraduate, graduate, non-degree seeking, post-graduate, or professional studies. This may also apply to any person who resides in a College or University residence hall. People who withdraw or otherwise depart from a College or University after allegedly violating the Student Code are still considered students for the purpose of resolution through this Student Code. For the purposes of applying this Student Code, the Chief Student Conduct Officer, or designee, may use discretion in determining if the person's "student" designation and will have the authority to make any final determination as to whether or not a person is a "student." Generally, a student is not considered to have a continuing relationship if a student has not been enrolled in classes at a College or University for three (3) or more consecutive terms.

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

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

6. Prohibited Conduct

CSCU faculty, staff, and students are entitled to an employment and educational environment that is free of discrimination, harassment, and/or retaliation. This Policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by the First Amendment or principles of academic freedom. When speech or conduct may be protected by the First Amendment and/or academic freedom, including speech in a public setting and/or speech that is also motivated by political or religious belief, CSCU may nevertheless have an obligation to respond and offer supportive measures for those impacted.

CSCU may communicate its opposition to stereotypical, derogatory opinions; provide counseling and support for students affected by such harassment; or take steps to establish a welcoming and respectful campus environment, which could include making clear that CSCU values the diversity and inclusion of individuals of all backgrounds across the entire CSCU system.

All definitions of prohibited conduct below encompass actual and/or attempted offenses. Violation of any other CSCU policies may constitute discrimination or harassment when motivated by actual or perceived protected characteristic(s), and the result is a limitation or denial of employment or educational access, benefits, or opportunities.

- A. **Discrimination** is different treatment with respect to an individual's employment or participation in an education program or activity based, in whole or in part, upon the individual's actual or perceived protected characteristic. Discrimination also includes allegations of a failure to provide reasonable accommodations as required by law or policy, such as for disability, religion, or creed. Discrimination can take two primary forms:
 - **Disparate Treatment Discrimination:** Any intentional differential treatment of a person or persons that is based on an individual's actual or perceived protected characteristic and that excludes an individual from participation in; denies the individual benefits of; or otherwise adversely affects a term or condition of an individual's participation in a CSCU program or activity.
 - **Disparate Impact Discrimination:** Disparate impact occurs when policies or practices that appear to be neutral unintentionally result in a disproportionate impact on a protected group or person that excludes an individual from participation in; denies the individual benefits of; or otherwise adversely affects a term or condition of an

individual's participation in a CSCU program or activity.

- B. **Discriminatory Harassment** is unwelcome conduct based on actual or perceived protected characteristic(s), that based on the totality of the circumstances, is subjectively and objectively offensive, and is so severe, persistent, or pervasive, that it limits or denies a person's ability to participate in or benefit from a CSCU program or activity.
- C. **Sex-based Harassment** is a form of sex discrimination and means sexual harassment and other harassment based on sex,⁴ including sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity; sexual assault, dating violence, domestic violence, and stalking.
- **Quid pro quo:** an employee agent, or other person authorized by CSCU, to provide an aid, benefit, or service under a CSCU program or activity, explicitly or impliedly conditioning the provision of such aid, benefit, or service, on a person's participation in unwelcome sexual conduct.
 - **Hostile Environment Harassment:** unwelcome sex-based conduct, that based on the totality of the circumstances, is subjectively and objectively offensive, and is so severe or pervasive, that it limits or denies a person's ability to participate in or benefit from the CSCU's education program or activity.
 - **Sexual Assault:** Any sexual act, including Rape, Sodomy, Sexual Assault with an Object, or Fondling directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent; also, unlawful sexual intercourse.
 - a. **Rape:** Penetration, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
 - b. **Sodomy:** Oral or anal penetration, of the Complainant by the Respondent, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent because of their age or, because of their temporary or permanent mental or physical incapacity.
 - c. **Sexual Assault with an Object:** Respondent's use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of the Complainant, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.

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

- d. **Fondling:** The touching of the private body parts (breasts, buttocks, groin) of the Complainant by the Respondent or causing the Complainant to touch the Respondent's private body parts intentionally for a sexual purpose without the consent of the Complainant, including instances where the Complainant is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity or physical incapacity.
 - e. **Incest:** Nonforcible sexual intercourse between people who are related to each other within the degrees wherein marriage is prohibited by Connecticut law.
 - f. **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent in Connecticut.
- D. **Dating Violence:** Violence⁵ committed by a Respondent, who is in or has been in a social relationship of a romantic or intimate nature with the Complainant; and where the existence of such a relationship shall be determined based on a consideration of the following factors: length of the relationship, type of relationship, and/or frequency of the interaction between the Parties involved in the relationship.
- E. **Domestic Violence:** Felony or misdemeanor crimes committed by a person who: is a current or former spouse or intimate partner of the Complainant under the family or domestic violence laws of Connecticut, or a person similarly situated to a spouse of the Complainant; is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner; shares a child in common with the Complainant; or commits acts against a youth or adult Complainant who is protected from those acts under the family or domestic violence laws of Connecticut.
- F. **Stalking:** engaging in a course of conduct⁶ based on sex, that is directed at the Complainant that would cause a reasonable person to fear for the person's safety, or the safety of others; or suffer substantial emotional distress.
- G. **Sexual exploitation**⁷ occurs when the Respondent takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding offenses. Examples of behavior that could rise to the level of sexual exploitation include, but are not limited to:

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

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

⁷ Sexual exploitation is further defined as a crime in Connecticut State Law.

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

H. **Retaliation:** Adverse action, including intimidation, threats, coercion, or discrimination, against any person, by the CSCU, any student, employee, or a person authorized by CSCU to provide aid, benefit, or service under CSCU's education programs or activities, for the purpose of interfering with any right or privilege secured by law or Policy, or because the person has engaged in protected activity, including reporting information, making a Complaint, testifying, assisting, or participating or refusing to participate in any manner in an investigation or Resolution Process pursuant to this Policy, including an informal resolution, or in any other appropriate steps taken by CSCU to promptly and effectively end any discrimination, harassment, and/or retaliation in its education programs or activities, prevent its recurrence, and/or remedy its effects.

- I. **Unauthorized Disclosure:**⁸ Distributing or otherwise publicizing materials created or produced during an investigation or Resolution Process except as required by law or as expressly permitted by CSCU; or publicly disclosing a party's personally identifiable information without authorization or consent.

As used in this Policy, the following definition (and concepts) applies:

Consent is an understandable exchange of affirmative and clear words or actions, which indicate a willingness to voluntarily participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. The lack of a negative response is not consent. An individual who is incapacitated by alcohol and/or other drugs both voluntarily or involuntarily consumed may not give consent. Past consent to sexual activity does not imply ongoing future consent. Consent can also be withdrawn once given, if the withdrawal is reasonable and clearly communicated. If consent is withdrawn, sexual activity should cease within a reasonably immediate time.

Consent cannot be given if any of the following are present: Force, Coercion, or Incapacitation.

- A. **Force** is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and/or coercion that overcome resistance.
- B. **Coercion** is unreasonable pressure for sexual activity. Coercion is more than an effort to persuade, entice, or attract another person to have sex. Conduct does not constitute coercion unless it wrongfully impairs an individual's freedom of to choose whether to participate in sexual activity.
- C. **Incapacitation** is a state where an individual cannot make rational, reasonable decisions due to the debilitating use of alcohol and/or other drugs, sleep, unconsciousness, or because of a disability that prevents the individual from having the capacity to give consent. Intoxication is not incapacitation, and a person is not incapacitated merely because the person has been drinking or using drugs. Incapacitation due to alcohol and/or drug consumption results from ingestion that is more severe than impairment, being under the influence, drunkenness, or intoxication. The question of incapacitation will be determined on a case-by-case basis. Being intoxicated or incapacitated by drugs, alcohol, or other medication will not be a defense to any violation of this Policy.

⁸ Nothing in this section restricts the ability of the Parties to: obtain and present evidence, including by speaking to witnesses (as long as it does not constitute retaliation under this Policy), consult with their family members, confidential resources, or Advisors; or otherwise prepare for or participate in the Resolution Process.

7. Reports/Complaints of Discrimination, Harassment and/or Retaliation

A Report provides notice to CSCU of an allegation or concern about discrimination, harassment, and/or retaliation and provides an opportunity for the Title IX/Equity Coordinator to provide information, resources, and supportive measures. A Complaint provides notice to CSCU that the Complainant would like to initiate an investigation or other appropriate resolution procedures. An individual may initially make a Report and may decide at a later time to make a Complaint. Reporting options are detailed in procedures promulgated pursuant to this Policy; however, Reports or Complaints of discrimination, harassment, and/or retaliation may be made by making a verbal or written Report or Complaint to the Title IX/Equity Coordinator.

Reporting carries no obligation to initiate a Complaint, and in most situations, CSCU may be able to respect a Complainant's request to not initiate the Resolution Process. However, there may be circumstances, such as pattern behavior, allegations of severe misconduct, or a compelling threat to health and/or safety, where CSCU may need to initiate the Resolution Process.

8. Mandated Reporting and Confidential Employees

All CSCU employees (including student-employees), other than those deemed Confidential Employees below, are Mandated Reporters and are expected to promptly report all known details of actual or suspected discrimination, harassment, and/or retaliation to the Title IX/Equity Coordinator immediately.

Complainants and other individuals should consider whether they share personally identifiable details with Mandated Reporters, as those details must be shared with the Title IX/Equity Coordinator. A Complainant who desires formal action in response to their allegations may report to any Mandated Reporter, who can connect them with resources to report alleged crimes and/or Policy violations, and Mandated Reporters will immediately notify the Title IX/Equity Coordinator (and/or police, if desired by the individual or required by law), who will act when an incident is reported to them.

CSCU makes every effort to preserve the Parties' privacy. Information related to a Report or Complaint will be shared with a limited number of CSCU employees who "need to know" in order to assist in providing supportive measures or evaluating, investigating, or resolving a Report or Complaint. All employees who are involved in the CSCU's procedures under this Policy receive specific training and guidance about sharing and safeguarding private information in accordance with federal and state law. CSCU will not share the identity of any individual who has made a Report or Complaint; any Complainant; any individual who has been reported to be the perpetrator of discrimination, harassment, and/or retaliation; any Respondent; or any witness, except as permitted by, or to fulfill the purposes, of applicable laws and regulations (e.g., Title IX), Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, or as required by law; including any investigation, or resolution proceeding arising under this Policy.

Confidential Employees.⁹ To enable individuals to access support and resources without filing a Complaint, CSCU has designated specific employees as Confidential Employees. Those designated by CSCU as Confidential Employees for purposes of this Policy are not required to report actual or suspected discrimination, harassment, and/or retaliation in a way that identifies the reporting individual. They will, however, provide individuals with the Title IX/Equity Coordinator’s contact information and offer options and resources without any obligation to inform an outside agency or the Title IX/Equity Coordinator unless an individual has requested the information be shared.

There are three categories of Confidential Employees: 1) Those with confidentiality bestowed by law or professional ethics, such as lawyers, medical professionals, clergy, and counselors.

2) Those whom CSCU has specifically designated as confidential for purposes of providing support and resources to the individual; and 3) Those conducting human subjects research as part of a study approved by an Institutional Review Board (IRB). For those in category 1), above, to be able to respect confidentiality, they must be in a confidential relationship with reporting individual, such that they are within the scope of their licensure, professional ethics, or confidential role at the time of receiving the report. These individuals will maintain confidentiality except in extreme cases of health or safety emergencies, immediacy of threat or danger or abuse of a minor, elder, or individual with a disability, or when required to disclose by law or court order.¹⁰

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

- Campus-based counseling center staff
- Campus-based health center staff
- Any clergy affiliated with a College or University
- Ombudspersons
- On-campus victim advocates
- Sports medicine staff/Athletic trainers

In addition, a Complainant may speak with individuals unaffiliated with CSCU without concern that Policy will require them to disclose information to the CSCU without permission such as: licensed professional counselors and other medical providers, local rape crisis counselors, domestic violence resources, local or state assistance agencies, clergy/chaplains, attorneys.

9. Supportive Measures

The Title IX/Equity Coordinator will offer and implement appropriate and reasonable supportive measures to individuals in response to reports of alleged discrimination, harassment, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered, without fee or charge to the Parties, to restore or preserve access to CSCU’s education program or activity, including measures designed to protect the safety of all individuals and/or the educational environment and/or to deter discrimination, harassment, and/or retaliation.

⁹ The term “confidential” as used in this Policy differs from the use of the term “management/confidential” typically used to describe a category of employees within CSCU.

¹⁰ All employees must always comply with BOR Policy 5.6, Reporting Suspected Abuse or Neglect of a Child, as applicable.

10. Standard of Proof

CSCU uses the preponderance of the evidence standard of proof when determining whether this Policy has been violated. This means that the CSCU will decide whether it is more likely than not based upon the available information at the time of the decision, that an individual is in violation of this Policy.

11. Time Limits on Reporting

There is no time limitation on providing Reports or Complaints to a Title IX/Equity Coordinator. However, if an individual is no longer subject to the CSCU's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or impossible. Acting on Reports or Complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of Policy) is at CSCU's discretion; they may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

12. Bias and Conflicts of Interest

Title IX/Equity Coordinators are expected to act without bias and conflicts of interest. Title IX/Equity Coordinators are trained to ensure they are not biased for or against any individual in a specific Complaint, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias, conflict of interest, misconduct, or discrimination by a Title IX/Equity Coordinator, contact the Executive Director of EEO and Civil Rights/Title IX Coordinator. Concerns of bias, conflict of interest, misconduct, or discrimination by other individuals involved in administering this Policy should be raised with the Title IX/Equity Coordinator.

13. External Agency Contact Information

Concerns about the CSCU's application of this Policy and compliance with federal or state civil rights laws may also be addressed to the agencies below. Making a Report or Complaint under this Policy has no bearing on reporting to an external enforcement agency. Individuals may concurrently make reports to law enforcement, external enforcement agencies, and any other entity as appropriate to their circumstances.

Contact information for state and federal agencies where one can report discrimination, harassment, retaliation and/or sexual misconduct in the workplace or educational environment are provided below. Individuals should contact these agencies directly for information on the respective reporting process, reporting timelines, and other matters.

United States Equal Employment Opportunity Commission (EEOC)
John F. Kennedy Federal Office Building
Government Center, Room 475
Boston, MA 02203
(617) 565-3200

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

400 Maryland Avenue, SW
Washington, D.C. 20202-1100
(800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

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

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

United States Department of Justice, Civil Rights Division

950 Pennsylvania Avenue, NW
Washington, D.C. 20530-0001
(202) 514-3847 or (855) 856-1247
(TTY) (202) 514-0716

Offices of the Connecticut Commission on Human Rights and Opportunities

450 Columbus Boulevard, Suite 2, Hartford, CT 06103; (860) 566-7710
100 Broadway, Norwich, CT 06360; (860) 886-5703
55 W. Main Street, Suite 210, Waterbury, CT 06702; (203) 805-6530
350 Fairfield Avenue, 6th Floor, Bridgeport, CT 06604; (203) 579-6246

Connecticut Commission on Women, Children and Seniors, Equity & Opportunity

18-20 Trinity Street
Hartford, CT 06106
(860) 240-1424

State of Connecticut: Employee Grievance Procedure

(contact the College or University Human Resources Office or union representative for Grievance forms and/or procedures)
200 Folly Brook Boulevard Wethersfield, CT 06109
(860) 566-3450

14. Revision of this Policy

This Policy succeeds the previous policies addressing discrimination, harassment, sexual misconduct, including Statement of Title IX Policy effective 7/29/2020, and/or retaliation, though previous policies and procedures related to sexual misconduct, including the Statement of Title IX Policy, remain in force for incidents occurring before August 1, 2024. The Executive Director of EEO and Civil Rights/Title IX Coordinator is responsible for periodic review and updates to this Policy, in consultation with the Office of General Counsel and other relevant CSCU stakeholders. The BOR reserves the right to revise this Policy as necessary.

This Policy is effective July 31, 2024.

CSCU Board of Regents

CT BOARD OF REGENTS FOR HIGHER EDUCATION RESOLUTION

concerning

Implementation of CSCU Policies related to New Title IX Regulations

- Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy
- Affirmative Action and Equal Employment Opportunity Policy Statement

July 31, 2024

WHEREAS the Board of Regents (“Board of Regents”) and Connecticut State Colleges and Universities (“CSCU”) are committed to creating a learning environment and academic community that promotes educational opportunities for all individuals; and

WHEREAS The Board of Regents and Connecticut State Colleges and Universities are committed to leading, by example, in the areas of equal employment opportunity and affirmative action, and affirmatively seek to attract its faculty, staff, and student body qualified persons of diverse backgrounds; and

WHEREAS, The Affirmative Action and Equal Employment Opportunity Policy Statement has been updated to comply with federal and state laws and regulations regarding types of protected classes, and includes other technical revisions; and

WHEREAS The United States Department of Education promulgated regulations under Title IX of the Education Amendments of 1972 (“Title IX”) and set forth certain specific requirements, which become effective on August 1, 2024; and

WHEREAS The 2024 Title IX regulations have created an opportunity to realign and update CSCU Discriminatory Harassment, Nondiscrimination Title IX-related policies and procedures, and move to a unified policy to create one common community standard expectation for all members of the CSCU; and

WHEREAS, As there are numerous legal challenges underway in several states, other than Connecticut, that may affect the implementation of some or all the new Title IX regulations; and additional consultation with internal CSCU stakeholders is required to complete developing the related System-wide procedures to support the policies, with appropriate flexibility to accommodate the needs/staffing on specific campuses, it is advisable to title the Discriminatory Harassment, Nondiscrimination, and Title IX Policy as “Interim”; and

RESOLVED, that the Board of Regents approve the proposed revision to the “Affirmative Action and Equal Employment Opportunity Policy Statement” (BOR Policy 4-05); and be it further

RESOLVED, that the Board of Regents rescind the current Title IX Policy Statement (BOR Policy 4-11 dated 7-29-2020) and the current “Sexual Misconduct Reporting, Supporting Measures and Processes” Policy (BOR Policy 5-02 dated 7-29-2020) and adopt in their place the new Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy effective August 1, 2024.

ITEM

Recommendation to adopt the Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy and adopt the update to Affirmative Action and Equal Employment Opportunity Policy Statement.

BACKGROUND

The policy work before results from a convergence of issues that compel a comprehensive overhaul of policies dealing with Title IX, discriminatory harassment, nondiscrimination, and retaliation. The factors include:

- 1) The current CSCU policies have long needed updating to better comply with state and federal regulations and clarify and streamline policies and procedures for everyone involved.

CSCU staff have consistently expressed confusion and frustration with existing CSCU policies and procedures related to Title IX, non-discrimination, and Affirmative Action. In addition, there is confusion and conflicting information in the existing CSCU Title IX policy and the CSCU Student Code of Conduct. Currently, the CSCU System's Title IX policies comprise a patchwork across several Board policies, the Student Conduct Code, and employee policies. These policies have long needed revision to better support the commitment of the CSCU to provide an educational and employment environment that is free from discrimination and/or harassment based on protected characteristics, and/or retaliation. Ease of use helps not only students, faculty, and staff (and their advisors/supporters), but also those who must implement the policies and procedures on the individual campuses and in the System Office.

- 2) There has been a lack of clarity in policies and a lack of clear direction specifically around discriminatory harassment, nondiscrimination and retaliation.

CSCU current patchwork of policies does not adequately address harassment and/or discrimination and/or retaliation based on all protected characteristics beyond sex as is required under various federal and state laws. As such, this is an opportune time for CSCU to address the lack of clarity around these issues at the system-level and move to a unified policy to create one common community standard for all members of the CSCU.

- 3) On April 19, 2024, the U.S. Department of Education promulgated new Title IX regulations that take effect on August 1, 2024, and supersede prior regulations.

CSCU is now required to adjust policies and procedures related to Title IX to comply with these new regulations.

- 4) There was a committee convened by the previous Provost to review and update the Student Conduct Code.

The details of this work are being processed through the Academic and Student Affairs Committee. However, references to Title IX are being removed to eliminate confusion.

The following summary chart may help provide clarity regarding the various policy revisions underway:

| Current BOR Policy | Updated/New BOR Policy | BOR Committee |
|--|--|---|
| Affirmative Action BOR Policy 4-05 | Reviewed and updated language | Human Resources July 17, 2024 |
| Title IX BOR Policy 4-11 (recommended for rescission) | New Interim Connecticut State Colleges and Universities Discriminatory Harassment, Nondiscrimination, and Title IX Policy | Human Resources July 17, 2024 |
| Sexual Misconduct Reporting, Supporting Measures and Processes BOR Policy 5-02 (recommended for rescission) | | |
| Student Code of Conduct BOR Policy 2-01 | The Interim Student Code of Conduct is revised to update the preamble, definitions and prohibited conduct sections, which includes additional language to address protests on campuses; removes self-harm language; and removes Title IX and sexual misconduct components. | Academic & Student Affairs July 18, 2024 |

It is important to note that there are numerous legal challenges underway in other states that may affect the implementation of some or all the new Title IX regulations. Despite these potential legal challenges, it is our recommendation to proceed given that our current existing policies are not truly adequate to support the work in these key areas, and that we do not even have a system level policy related to non-discrimination. These policy changes are necessary – now – to improve our support and services in these key areas.

Should the Board adopt these policies, we plan to continue our work, in particular on the Interim Discriminatory Harassment, Nondiscrimination and Title IX Policy. We are already beginning the process of developing system wide procedures to support the policies, with appropriate flexibility to accommodate the needs/staffing on specific campuses. We will continue consulting with relevant stakeholders on the policies and impacts thereof. We will adjust, as necessary, to any legal decisions that may be forthcoming. Most importantly, we will be working on efforts to train all employees on the new policies and regulations as required by the U.S. Department of Education.

ANALYSIS

The analysis centers on the key changes/updates/additions to the policies in question: **Summary of Major Changes Related to the Affirmative Action and Equal Employment Opportunity Policy Statement**

- The Affirmative Action and Equal Employment Opportunity Policy Statement has been updated to comply with federal and state laws and regulations regarding types of protected classes.

- The policy has been reformatted for reading clarity.
- Typographical errors were corrected.
- Contact information has been updated (and will need to be updated again in the near future).

Summary of Major Changes Related to Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy

The draft Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy addresses the following changes required to move CSCU from the 2020 Title IX regulations to the 2024 Title IX regulations, while retaining compliance with other federal laws (such as the Clery Act and VAWA) as well as state laws:

- *Expanded Definitions and Jurisdiction:* The 2024 Title IX regulations provide full protection from sex-based harassment and discrimination. The 2024 regulations expand the definitions of sex discrimination and sex-based harassment while also expanding Title IX jurisdiction. The 2024 amendments clarify the definition of sex-based harassment and the scope of sex discrimination to prohibit discrimination based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. Another major change in the 2024 regulations is that it defines “sex-based harassment” as a form of sex discrimination that include sexual harassment and harassment based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, or gender identity, that is quid pro quo harassment, hostile environment harassment, or one of four specific offenses or forms of interpersonal violence referenced in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (“Clery Act”) as amended by the Violence Against Women Reauthorization Act of 2013. The 2024 regulations also require specific grievance procedures for allegations of sex/gender discrimination and retaliation to bring alignment and parity with grievance procedures used to resolve allegations of sexual harassment.
- *Sexual Orientation and Gender Identity:* The 2024 regulations now explicitly recognize that discrimination against LGBTQI+ students, employees, and others based on sexual orientation and gender identity are forms of discrimination under Title IX, bringing federal law into alignment with existing requirements under state law. The rule prohibits discrimination and harassment based on sexual orientation, gender identity, and sex characteristics in federally funded education programs. Note that the 2024 Title IX regulations do not address protections for transgender students in athletics. Instead, the U.S. Department of Education indicates that the regulatory process for Title IX regulations related to athletics is still ongoing.
- *Pregnant and Parenting Students:* Although CSCU has policies protecting employees regarding pregnancy or related conditions, the 2024 Title IX regulations reemphasize that discrimination based on pregnancy or related conditions, including pregnant students and/or student or employee applicants, violates Title IX.
- *Evidentiary Standard of Proof:* The evidentiary standard of proof will be the preponderance of the evidence for determining whether a policy violation occurred. The preponderance of the evidence is currently the standard of proof in the BOR/CSCU Policy Regarding Sexual Misconduct Reporting, Supportive Measures and Process Policy and Title IX Grievance Procedures. Consistent with the 2024 Title IX regulations and Connecticut state law, the proposed Equal Opportunity, Harassment, and Nondiscrimination Policy ensures that all comparable proceedings equally apply the same evidentiary standard of proof in adjudicating a complaint.

- Reporting Requirements: All CSCU employees (including student-employees), other than those deemed Confidential Employees, are now expected to promptly report all known details of actual or suspected discrimination, harassment, and/or retaliation to the Title IX/Equity Coordinator and provide contact information for the Title IX/Equity Coordinator to affected individuals within the CSCU community.
- Supportive Measures: CSCU is permitted to provide supportive measures to a complainant or a respondent affected by conduct that may constitute sex discrimination, including sexual violence and other forms of sex-based harassment as long as such supportive measures are not unreasonably burdensome, are not provided for punitive or disciplinary reasons, and are designed to protect the safety of the parties or CSCU's educational environment or to provide support during the grievance procedures or during an informal resolution process.

The proposed Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy allows CSCU to have a commonly understood single standard prohibiting discrimination and/or harassment based on all protected characteristics. This will confer the following benefits:

- Prevent the “patchwork approach” of confusing, overlapping, out-of-date, and vague policies that could apply to faculty, staff, and/or students.
- Better manage risk with a consistent approach across all allegations of harassment and/or discrimination, so that CSCU institutions do not treat allegations of one kind of discrimination differently than other kinds of discrimination. Additionally, issues of intersectionality of identity are increasingly present in this work (i.e., an individual who alleges discrimination based on more than one protected characteristic).
- Ease-of-use by practitioners across the CSCU system; consistently following policies and procedures is a key risk management issue and having a common policy and procedural framework for all to follow will enhance this goal.
- Transparency for the CSCU community regarding community standards and ease of training for faculty, staff, and students.

The 2024 Title IX regulations provide for much more flexibility regarding procedures, notably no longer requiring live hearings with advisor-led cross examination. Therefore, CSCU now can bring coherence to the procedures that CSCU institutions utilize to respond to reports and allegations of discrimination and/or harassment all with the common goal to stop the harassment/discrimination, prevent its recurrence, and remedy the effects of the harassment/discrimination. Under the supervision of Kim Pacelli as Interim Title IX Coordinator, and with legal guidance from the Office of General Counsel, CSCU practitioners are continuing to refine elements of a common procedural framework that will include:

- Clarity and ease of training for faculty and staff about their reporting responsibilities and when and where to report.
- Clarity and consistency regarding prompt follow-up following a report or disclosure, including ease conducting proper outreach and intake, clear communication to reporting individuals about resolution processes and options, ability to take quick emergency action when needed, and ease of providing immediate supportive measures, where appropriate.

- Adherence to key due process procedural requirements for formal resolution procedures under federal and state laws, as well as consistent with grievance procedures under collective bargaining agreements. Features will include:
 - Equitable treatment of complainants and respondents.
 - Conflict-of-interest and bias-free Title IX Coordinators, investigators, and decision makers.
 - Reasonably prompt timeframes for all major stages of the resolution process.
 - Presumption that a Respondent is not responsible until a determination is made.
 - Well-trained investigators, with flexibility to assign investigators as appropriate to address differences in institutional practices, structures, and resources.
 - Clarity regarding decision making, including ensuring that determinations regarding policy violations are made by well-trained individuals, and ensuring fidelity to existing requirements regarding sanctioning and remedies (when needed).
 - Reasonable steps to protect the privacy of parties and witnesses during the grievance procedures
 - Objective evaluation of relevant evidence and the exclusion of impermissible evidence.
 - Written notice of allegations to the parties and written determinations at the conclusion of the resolution process.
 - Burden on the recipient to gather evidence and decide what is relevant or impermissible.
 - Equal opportunity for the parties to present fact witnesses and other evidence.
 - Equal opportunity for the parties to access the relevant and not otherwise impermissible evidence and a reasonable opportunity to respond.
 - Access to advisors.
 - An appeal process.

- The procedural framework will also include hallmark elements that balance CSCU's ability to ensure that its program and activities are free from discrimination while respecting Complainant autonomy. These elements include:
 - Training for mandated reporters to ensure reports are vetted by Title IX/Equity Coordinators who can determine appropriate next steps that balance the need for autonomy against the safety concerns/concern for the community at-large.
 - Inclusion of a small subset of employees who are available to provide confidential assistance.
 - Enhanced features for privacy and confidentiality.
 - Reduced hurdles to informal resolution measures when appropriate and desired. Continued requirement that in cases that implicate patterns of behavior, safety concerns, minors, and more widespread impact, the institution may need to move forward with a formal grievance procedure.

Summary of Major Changes Related to the Student Code of Conduct

Changes to the Student Code of Conduct are being handled through the Academic and Student Affairs Committee.

Attachments:

- Proposed updates to the Affirmative Action and Equal Employment Opportunity Policy Statement
- Proposed Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy

RECOMMENDATION

Based on the above, staff recommend the following:

1. Adopt the Affirmative Action Policy Statement – revise BOR 4.05
2. Rescind the Board of Regents’ Title IX Policy – BOR 4.02
3. Rescind the Board of Regents’ Sexual Misconduct Policy – BOR 5.02
4. Adopt new Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy

1. Introduction

What is the purpose of the Title IX Grievance Procedures?

Title IX of the Educational Amendments of 1972 prohibits any person in the United States from being discriminated against on the basis of sex in seeking access to any educational program or activity receiving federal financial assistance. The U.S. Department of Education, which enforces Title IX, has long defined the meaning of Title IX's prohibition on sex discrimination broadly to include various forms of sexual harassment and sexual violence that interfere with a student's ability to equally access our educational programs and opportunities.

On May 19, 2020, the U.S. Department of Education issued a Final Rule under Title IX of the Education Amendments of 1972 that:

- Defines the meaning of "sexual harassment" (including forms of sex-based violence)
- Addresses how this institution **must** respond to reports of misconduct falling within that definition of sexual harassment, and
- Mandates a grievance process that this institution **must** follow to comply with the law in these specific covered cases before issuing a disciplinary sanction against a person accused of sexual harassment.

See, 85 Fed. Reg. 30026 (May 19, 2020). The full text of the Final Rule and its extensive Preamble are available here: <http://bit.ly/TitleIXReg>

Based on the Final Rule, the Connecticut State Colleges and Universities ("CSCU") will implement the following Title IX Grievance Procedures (referenced herein as "policy" or "grievance procedure"), effective August 14, 2020.

How do the Title IX Grievance Procedures impact other campus disciplinary policies?

In recent years, "Title IX" cases have become a short hand for any campus disciplinary process involving sex discrimination, including those arising from sexual harassment and sexual assault. But under the Final Rule, CSCU must narrow both the geographic scope of its authority to act under Title IX and the types of "sexual harassment" that it must subject to its Title IX investigation and adjudication process. Incidents falling within the Final Rule's definition of sexual harassment will be investigated and, if appropriate, brought to a live hearing through the Title IX Grievance Procedures defined below.

CSCU and Central CT State University remain committed to addressing any violations of its policies, even those not meeting the narrow standards defined under the Title IX Final Rule.

Specifically, our institutions have a

- **Student Code of Conduct** ("Code of Conduct") that defines certain behavior as a violation of campus policy, and
- **Sexual Misconduct Reporting, Supportive Measures and Processes Policy** ("Sexual Misconduct Policy") that addresses the types of sex-based offenses constituting a violation of campus policy, and the procedures for investigating and adjudicating those sex-based offenses.

To the extent that alleged misconduct falls outside the Title IX Grievance Procedures, the institution retains authority to investigate and adjudicate the allegations under the policies and procedures defined within the Code of Conduct and Sexual Misconduct Policy through a separate grievance proceeding.

<https://www.ct.edu/files/pdfs/5.2%20SexualMisconductReportingSuppMeasuresProcesses.pdf>.

Sanctions applicable to both Title IX and Sexual Misconduct violations are found in the Student Code of Conduct or through the applicable employee agreement.

The elements established in the Title IX Grievance Procedures under the Final Rule have no effect and are not transferable to any other policy of the College for any violation of the Code of Conduct, employment policies, or any civil rights violation except as narrowly defined in this Procedure. This Grievance Procedure does not set a precedent for other policies or processes of the College and may not be cited for or against any right or aspect of any other or process.

How do the Title IX Grievance Procedures impact on the handling of complaints?

Our existing Title IX office and reporting structure remains in place. What has changed is the way our Title IX office will handle different types of reports arising from sexual misconduct, as detailed in full throughout Section 2.

2. The Title IX Grievance Procedures

General Rules of Application

Effective Date

This Title IX Grievance Procedures will become effective on August 14, 2020, and will only apply to formal complaints of sexual harassment brought on or after August 14, 2020. Complaints brought prior to August 14, 2020, will be investigated and adjudicated according to the Title IX Grievance Procedures if a case is not complete by that date.

Revocation by Operation of Law

Should any portion of the Title IX Final Rule, 85 Fed. Reg. 30026 (May 19, 2020), be stayed or held invalid by a court of law, or should the Title IX Final Rule be withdrawn or modified to not require the elements of this grievance procedures or the invalidated elements of Title IX policy, will be deemed revoked as of the publication date of the opinion or order and for all reports after that date, as well as any elements of the process that occur after that date if a case is not complete by that date of opinion or order publication. Should the Title IX Grievance Procedures be revoked in this manner, any conduct covered under the Title IX Grievance Procedures shall be investigated and adjudicated under the existing Code of Conduct/ Sexual Misconduct Policy.

Non-Discrimination in Application

The requirements and protections of this policy apply equally regardless of sex, sexual orientation, gender identity, gender expression, or other protected classes covered by federal or state law. All requirements and protections are equitably provided to individuals regardless of such status or status as a Complainant, Respondent, or Witness. Individuals who wish to file a complaint about the institution's policy or process may contact the Department of Education's Office for Civil Rights using contact information available at <https://ocrcas.ed.gov/contact-ocr>.

Definitions

Covered Sexual Harassment

For the purposes of this Title IX Grievance Procedures, "covered sexual harassment" includes any conduct on the basis of sex that satisfies one or more of the following:

1. An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo).
2. Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the educational institution's education program or activity.
3. Sexual assault (as defined in the Clery Act), which includes any sexual act directed against another person,

without the consent of the victim including instances where the victim is incapable of giving consent.

4. Dating violence (as defined in the Violence Against Women Act (VAWA) amendments to the Clery Act), which includes any violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) 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; (iii) The frequency of interaction between the persons involved in the relationship.
5. Domestic violence (as defined in the VAWA amendments to the Clery Act), which includes any felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under Connecticut domestic or family violence laws 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 Connecticut.
6. Stalking (as defined in the VAWA amendments to the Clery Act), meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to—(A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

Note that conduct that does not meet one or more of these criteria may still be prohibited under the Sexual Misconduct Policy.

Consent

For the purposes of this Title IX Grievance Procedures, “consent” refers to “affirmative consent”. Affirmative consent means an active, clear and voluntary agreement by a person to engage in sexual activity with another person.

Education Program or Activity

For the purposes of this Title IX Grievance Procedures, a Central CT State University “education program or activity” includes:

- Any on-campus premises
- Any off-campus premises that the Central CT State University has substantial control over. This includes buildings or property owned or controlled by a recognized student organization.
- Activity occurring within computer and internet networks, digital platforms, and computer hardware or software owned or operated by, or used in the operations of the Central CT State University’s programs and activities over which the Central CT State University has substantial control.

Formal Complaint

For the purposes of this Title IX Grievance Procedures, “formal complaint” means a document – including an electronic submission - filed by a complainant with a signature or other indication that the complainant is the person filing the formal complaint, or signed by the Title IX Coordinator, alleging sexual harassment against a respondent about conduct within Central CT State University’s education program or activity and requesting initiation of the procedures consistent with the Title IX Grievance Procedures to investigate the allegation of sexual harassment.

Complainant

For the purposes of this Title IX Grievance Procedures, Complainant means any individual who has reported being or is alleged to be the victim of conduct that could constitute covered sexual harassment as defined under this policy.

Relevant evidence and questions

“Relevant” evidence and questions refer to any questions and evidence that tends to make an allegation of sexual harassment more or less likely to be true.

“Relevant” evidence and questions do not include the following types of evidence and questions, which are deemed “irrelevant” at all stages of the Title IX Grievance Process:

- Evidence and questions about the complainant’s sexual predisposition or prior sexual behavior unless:
 - They are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or
 - They concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent. 34 C.F.R. § 106.45(6)(i).
- Evidence and questions that constitute, or seek disclosure of, information protected under a legally recognized privilege.
- Any party’s medical, psychological, and similar records unless the party has given voluntary, written consent. 85 Fed. Reg. 30026, 30294 (May 19, 2020).

Respondent

For the purposes of this Title IX Grievance Procedures, Respondent means any individual who has been reported to be the perpetrator of conduct that could constitute covered sexual harassment as defined under this policy.

School Calendar Days

For the purposes of this Title IX Grievance Procedures, “school calendar days” means the weekdays (Mondays through Fridays) when Central CT State University when classes are in session.

Privacy vs. Confidentiality

Consistent with the Sexual Misconduct Policy, references made to *confidentiality* refer to the ability of identified confidential resources to not report crimes and violations to law enforcement or college officials without permission, except for extreme circumstances, such as a health and/or safety emergency or child abuse. References made to *privacy* mean Central CT State University offices and employees who cannot guarantee confidentiality but will maintain privacy to the greatest extent possible, and information disclosed will be relayed only as necessary to investigate and/or seek a resolution and to notify the Title IX Coordinator or designee, who is responsible for tracking patterns and spotting systemic issues. Central CT State University will limit the disclosure as much as practicable, even if the Title IX Coordinator determines that the request for confidentiality cannot be honored.

Disability Accommodations

This Grievance Procedure does not alter any institutional obligations under federal disability laws including the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Parties may request reasonable accommodation for disclosed disabilities to the Title IX Coordinator at any point before or during the Title IX Grievance Process that does not fundamentally alter the Process. The Title IX Coordinator will not affirmatively provide disability accommodation that has not been specifically requested by the Parties, even where the Parties may be receiving accommodation in other institutional programs and activities.

Making a Report Regarding Covered Sexual Harassment to the Institution

Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX Coordinator, or by any other means that results in the Title IX Coordinator receiving the person’s verbal or written report.

Contact Information for the Title IX Coordinator:

Name: Dr. Jill Bassett-Cameron
 Title: Senior Equity & Inclusion Officer/Title IX Coordinator
 Office Address: 1615 Stanley St. New Britain CT 06050
 Email Address: jbassett-cameron@ccsu.edu
 Telephone Number: 860-832-1653

Such a report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

Confidential Reporting

The following Officials will provide privacy, but not confidentiality, upon receiving a report of conduct prohibited under this policy:

- Title IX Coordinator or designee

The following Officials may provide confidentiality:

For the Universities, entities with statutory privilege, which include campus based counseling center, health center and pastoral counseling staff members whose official responsibilities include providing mental health counseling to members of the University community as well as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center.

For the Colleges, confidential resources are limited to entities with statutory privilege, such as off campus counseling, on campus counseling where available, and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center.

- Central Counseling and Wellness
- Any employee not otherwise designed as a mandatory reporter

Non-Investigatory Measures Available Under the Title IX Grievance Procedures

Supportive Measures

Complainants (as defined above), who report allegations that could constitute covered sexual harassment under this policy, have the right to receive supportive measures from Central CT State University regardless of whether they desire to file a complaint.

As appropriate, supportive measures may include, but not be limited to:

- Counseling
 - extensions of deadlines or other course-related adjustments
 - modifications of work or class schedules
 - campus escort services
 - restrictions on contact between the parties (no contact orders)
 - changes in work or housing locations
 - leaves of absence
 - increased security and monitoring of certain areas of the campus
- Supportive measures are non-disciplinary and non-punitive.

Emergency Removal

Central CT State University retains the authority to remove a respondent from Central CT State University's program or activity on an emergency basis, where Central CT State University (1) undertakes an individualized safety and risk analysis and (2) determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of covered sexual harassment justifies a removal.

If Central CT State University determines whether such removal is necessary, the respondents will be provided notice and an opportunity pursuant to the Code of Conduct to challenge the decision immediately following the removal.

Administrative Leave

Central CT State University retains the authority to place a non-student employee respondent on administrative leave during the Title IX Grievance Process, consistent with collective bargaining agreements and human resource policies.

The Title IX Grievance Process

Filing a Formal Complaint

The timeframe for the Title IX Grievance Process begins with the filing of a Formal Complaint. The Grievance Process will be concluded within a reasonably prompt manner, and no longer than ninety (90) school calendar days after the filing of the Formal Complaint, provided that the Process may be extended for a good reason, including but not limited to the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities. The procedure for applying for extensions is described below.

To file a Formal Complaint, a complainant must provide the Title IX Coordinator with a written, signed complaint describing the facts alleged. Complainants are only able to file a Formal Complaint under this Grievance Procedure if they are currently participating in, or attempting to participate in, the education programs or activities of Central CT State University, including as an employee. For complainants who do not meet this criteria, the College will utilize existing policy in the Code of Conduct <https://www.ct.edu/files/pdfs/2.1%20StudentCodeofConduct.pdf> and/or Sexual Misconduct Policy <https://www.ct.edu/files/pdfs/5.2%20SexualMisconductReportingSuppMeasuresProcesses.pdf>.

If a complainant does not wish to make a Formal Complaint, the Title IX Coordinator may determine whether a Formal Complaint is necessary. Central CT State University will inform the complainant of this decision in writing, and the complainant need not participate in the process further but will receive all notices issued under this Grievance Procedure.

Nothing in the Title IX Grievance Policy or Code of Conduct prevents a complainant from seeking the assistance of state or local law enforcement alongside the appropriate on-campus process.

Informal Resolution

A complainant who files a Formal Complaint may elect, at any time, to address the matter through the Institution's Informal Resolution Process. All Parties to a Formal Complaint must agree to enter the Informal Resolution Process through an informed written consent.

Multi-Party Situations

The institution may consolidate Formal Complaints alleging covered sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of covered sexual harassment arise out of the same facts or circumstances.

Determining Jurisdiction

The Title IX Coordinator will determine if the instant Title IX Grievance Process should apply to a Formal Complaint. The Process will apply when all of the following elements are met, in the reasonable determination of the Title IX Coordinator:

1. The conduct is alleged to have occurred on or after August 14, 2020.
2. The conduct is alleged to have occurred in the United States.
3. The conduct is alleged to have occurred in Central CT State University's education program or activity; and
4. The alleged conduct, if true, would constitute covered sexual harassment as defined in this policy.

If all of the elements are met, Central CT State University will investigate the allegations according to the Grievance Process.

Allegations Potentially Falling Under Two Policies:

If the alleged conduct would constitute a Title IX sexual harassment policy violation as well as a violation of the Sexual Misconduct Policy, the Title IX Grievance Process will be applied to investigation and adjudication for the conduct. However, any conduct that is unrelated to the Title IX Policy or Sexual Misconduct Policy within the allegation or

discovered during a Title IX investigation, will be adjudicated in accordance with the Student Code of Conduct or employee agreement, as applicable.

Mandatory Dismissal

If any one of these elements are not met, the Title IX Coordinator will notify the parties that the Formal Complaint is being dismissed for the purposes of the Title IX Grievance Procedures. Each party may appeal this dismissal using the procedure outlined in “Appeals,” below.

Discretionary Dismissal

The Title IX Coordinator may dismiss a Formal Complaint brought under the Title IX Grievance Procedures, or any specific allegations raised within that Formal Complaint, at any time during the investigation or hearing, if:

- A complainant notifies the Title IX Coordinator in writing that they would like to withdraw from the Formal Complaint, or any allegations raised in the Formal Complaint.
- The respondent is no longer enrolled or employed by {the institution; or,
- If specific circumstances prevent {the institution} from gathering sufficient evidence to reach a determination regarding the Formal Complaint or allegations within the Formal Complaint.

Any party may appeal a dismissal determination using the process set forth in “Appeals,” below.

Notice of Dismissal

Upon reaching a decision that the Formal Complaint will be dismissed, the institution will promptly send written notice of the dismissal of the Formal Complaint or any specific allegation within the Formal Complaint, and the reason for the dismissal, simultaneously to the parties through their institutional email accounts. It is the responsibility of parties to maintain and regularly check their email accounts.

Notice of Removal

Upon dismissal for the purposes of Title IX, Central CT State University retains discretion to utilize the Code of Conduct and/or the Sexual Misconduct Policy to determine if a violation of the Code of Conduct and/or the Sexual Misconduct Policy} has occurred. If so, Central CT State University will promptly send written notice of the dismissal of the Formal Complaint under the Title IX Grievance Process and removal of the allegations to the conduct process.

Notice of Allegations

The Title IX Coordinator will draft and provide the Notice of Allegations to any party to the allegations of sexual harassment. Such notice will occur as soon as practicable, after the institution receives a Formal Complaint of the allegations, if there are no extenuating circumstances.

The parties will be notified by their institutional email accounts if they are a student or employee, and by other reasonable means if they are neither.

The institution will provide sufficient time for the parties to review the Notice of Allegations and prepare a response before any initial interview.

The Title IX Coordinator may determine that the Formal Complaint must be dismissed on the mandatory grounds identified above and will issue a Notice of Dismissal. If such a determination is made, any party to the allegations of sexual harassment identified in the Formal Complaint will receive the Notice of Dismissal in conjunction with, or in separate correspondence after, the Notice of Allegations.

Contents of Notice

The Notice of Allegations will include the following:

- Notice of the institution’s Title IX Grievance Process and a hyperlink to a copy of the process.
- Notice of the allegations potentially constituting covered sexual harassment, and sufficient details known

at the time the Notice is issued, such as the identities of the parties involved in the incident, if known, including the complainant; the conduct allegedly constituting covered sexual harassment and the policy violated; and the date and location of the alleged incident, if known.

- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
- A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, as required under 34 C.F.R. § 106.45(b)(5)(iv);
- A statement that before the conclusion of the investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the institution does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a party or other source, as required under 34 C.F.R. § 106.45(b)(5)(vi);
- A statement that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

Ongoing Notice

If, in the course of an investigation, the institution decides to investigate allegations about the complainant or respondent that are not included in the Notice of Allegations and are otherwise covered "sexual harassment" falling within the Title IX Grievance Procedures, the institution will notify the parties whose identities are known of the additional allegations by their institutional email accounts or other reasonable means.

The parties will be provided with sufficient time to review the additional allegations to prepare a response before any initial interview regarding those additional charges.

Advisor of Choice and Participation of Advisor of Choice

Central CT State University will provide the parties with equal access to advisors and support people; any restrictions on advisor participation will be applied equally.

The Central CT State University has a long-standing practice of requiring students to participate in the process directly and not through an advocate or representative. Students participating as Complainant or Respondent in this process may be accompanied by an Advisor of Choice to any meeting or hearing to which they are required or are eligible to attend. The Advisor of Choice is not an advocate. Except where explicitly stated by this Policy, as consistent with the Final Rule, Advisors of Choice shall not participate directly in the process as per standard policy and practice of Central CT State University.

Central CT State University will not intentionally schedule meetings or hearings on dates where the Advisors of Choice for all parties are not available, provided that the Advisors act reasonably in providing available dates and work collegially to find dates and times that meet all schedules.

Central CT State University's obligations to investigate and adjudicate in a prompt timeframe under Title IX and other college policies apply to matters governed under this Grievance Procedure, and Central CT State University cannot agree to extensive delays solely to accommodate the schedule of an Advisor of Choice. The determination of what is reasonable shall be made by the Title IX Coordinator or designee. Central CT State University will not be obligated to delay a meeting or hearing under this process more than five (5) school calendar days due to the unavailability of an Advisor of Choice, and may offer the party the opportunity to obtain a different Advisor of Choice or utilize one provided by Central CT State University.

Notice of Meetings and Interviews

Central CT State University will provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings with a party, with sufficient time for the party to prepare to participate.

Delays

Each party may request a one-time delay in the Grievance Process of up to five (5) school calendar days for good cause (granted or denied in the sole judgment of the Title IX Coordinator, Director of Student Conduct, or designee) provided that the requestor provides reasonable notice and the delay does not overly inconvenience other parties.

For example, a request to take a five day pause made an hour before a hearing for which multiple parties and their advisors have traveled to and prepared for shall generally not be granted, while a request for a five day pause in the middle of investigation interviews to allow a party to obtain certain documentary evidence shall generally be granted.

The Title IX Coordinator or designee shall have sole judgment to grant further pauses in the Process.

Investigation

General Rules of Investigations

An investigator designated by the Title IX Coordinator will perform an investigation under a reasonably prompt timeframe of the conduct alleged to constitute covered sexual harassment after issuing the Notice of Allegations.

Central CT State University and not the parties, has the burden of proof and the burden of gathering evidence, i.e. the responsibility of showing a violation of Title IX has occurred. This burden does not rest with either party, and either party may decide not to share their account of what occurred or may decide not to participate in an investigation or hearing. This does not shift the burden of proof away from Central CT State University and does not indicate responsibility.

Central CT State University cannot access, consider, or disclose medical records without a waiver from the party (or parent, if applicable) to whom the records belong or of whom the records include information. Central CT State University will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence, (i.e. evidence that tends to prove and disprove the allegations) as described below.

Inspection and Review of Evidence

Prior to the completion of the investigation, the parties will have an equal opportunity to inspect and review the evidence obtained through the investigation. The purpose of the inspection and review process is to allow each party the equal opportunity to meaningfully respond to the evidence prior to conclusion of the investigation.

Evidence that will be available for inspection and review by the parties will be any evidence that is directly related to the allegations raised in the Formal Complaint. It will include any:

1. Evidence that is relevant, even if that evidence does not end up being relied upon by the institution in making a determination regarding responsibility.
2. inculpatory or exculpatory evidence (i.e. evidence that tends to prove or disprove the allegations) is directly related to the allegations, whether obtained from a party or other source.

All parties must submit any evidence they would like the investigator to consider prior to when the parties' time to inspect and review evidence begins.

The institution will send the evidence made available for each party and each party's advisor, if any, to inspect and review through an electronic format or a hard copy. The Institution is not under an obligation to use any specific process or technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or limitations on access.

The parties will have ten (10) school calendar days to inspect and review the evidence and submit a written response by email to the investigator. The investigator will consider the parties' written responses before completing the Investigative Report.

REQUESTS TO EXTEND INSPECTION AND REVIEW

The institution may provide the parties five (5) school calendar days after the initial inspection and review of evidence, and before the investigator completes their Investigative Report, to provide additional evidence in response to their inspection and review of the evidence, and then provide the parties five (5) school calendar days to inspect, review, and respond to the party's additional evidence through a written response to the investigator. Those written responses may be disclosed to the parties.

Any evidence subject to inspection and review will be available at any hearing, including for purposes of cross-examination.

The parties and their advisors agree not to photograph or otherwise copy the evidence and must sign an agreement not to disseminate any of the evidence subject to inspection and review or use such evidence for any purpose unrelated to the Title IX grievance process.

Inclusion of Evidence Not Directly Related to the Allegations:

Evidence obtained in the investigation that is determined in the reasoned judgment of the investigator not to be directly related to the allegations in the Formal Complaint will not be disclosed or may be appropriately redacted before the parties' inspection to avoid disclosure of personally identifiable information of a student. Any evidence obtained in the investigation that is kept from disclosure or appropriately redacted will be documented in a "privilege log" that may be reviewed by the parties and their advisors, if any.

Investigative Report

The investigator designated by the Title IX Coordinator will create an Investigative Report that fairly summarizes relevant evidence and will provide that Report to the parties at least ten (10) school calendar days prior the hearing in an electronic format or a hard copy for each party's review and written response.

The Investigative Report is not intended to catalog all evidence obtained by the investigator, but only to provide a fair summary of that evidence.

Only relevant evidence (including both inculpatory and exculpatory – i.e. tending to prove and disprove the allegations - relevant evidence) will be referenced in the Investigative Report.

The investigator may redact irrelevant information from the Investigative Report when that information is contained in documents or evidence that is/are otherwise relevant.

Hearing

General Rules of Hearings

Central CT State University will not issue a disciplinary sanction arising from an allegation of covered sexual harassment without holding a live hearing unless otherwise resolved through an informal resolution process.

The live hearing may be conducted with all parties physically present in the same geographic location, or, at college/university discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually through remote video conferencing. This technology will enable participants simultaneously to see and hear each other. At its discretion, Central CT State University may delay or adjourn a hearing based on technological errors not within a party's control.

All proceedings will be recorded through either an audio recording, audiovisual recording or transcript. That recording or transcript will be made available to the parties for inspection and review.

Prior to obtaining access to any evidence, the parties and their advisors must sign an agreement not to disseminate any of the testimony heard or evidence obtained in the hearing or use such testimony or evidence for any purpose unrelated to the Title IX Grievance Process. Once signed, this Agreement may not be withdrawn.

Continuances or Granting Extensions

Central CT State University may determine that multiple sessions or a continuance (i.e. a pause on the continuation of the hearing until a later date or time) is needed to complete a hearing. If so, Central CT State University will notify all participants and endeavor to accommodate all participants' schedules and complete the hearing as promptly as practicable.

Newly discovered Evidence

As a general rule, no new evidence or witnesses may be submitted during the live hearing.

If a party identifies new evidence or witnesses that were not reasonably available prior to the live hearing and could affect the outcome of the matter, the party may request that such evidence or witnesses be considered at the live hearing.

The Hearing Official/Panel will consider this request and make a determination regarding (1) whether such evidence or witness testimony was actually unavailable by reasonable effort prior to the hearing, and (2) whether such evidence or witness testimony could affect the outcome of the matter. The party offering the newly discovered evidence or witness has the burden of establishing these questions by the preponderance of the evidence.

If the Hearing Official/Panel answers in the affirmative to both questions, then the parties will be granted a reasonable pause in the hearing to review the evidence or prepare for questioning of the witness.

Participants in the live hearing

Live hearings are not public, and the only individuals permitted to participate in the hearing are as follows:

Complainant and Respondent (The Parties)

- The parties cannot waive the right to a live hearing.
- Central CT State University will not threaten, coerce, intimidate or discriminate against the party in an attempt to secure the party's participation.
- The hearing body cannot draw an inference about the determination regarding responsibility based solely on a party's absence from the live hearing or refusal to answer cross examination or other questions.

The Hearing Body

- The hearing body will consist of 3 decision-makers.
- No member of the hearing body will also serve as the Title IX Coordinator, Title IX investigator, or advisor to any party in the case, nor may any member of the hearing body serve on the appeals body in the case.
- No member of the hearing body will have a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The hearing body will be trained on topics including how to serve impartially, issues of relevance, including how to apply the rape shield protections provided for complainants, and any technology to be used at the hearing.
- The parties will have an opportunity to raise any objections regarding a decision-maker's actual or perceived conflicts of interest or bias at the commencement of the live hearing.

Advisor of choice

- The parties have the right to select an advisor of their choice, who may be, but does not have to be, an attorney.

- The advisor of choice may accompany the parties to any meeting or hearing they are permitted to attend, but may not speak for the party, except for the purpose of cross-examination.
- The parties are not permitted to conduct cross-examination; it must be conducted by the advisor. As a result, if a party does not select an advisor, the institution will select an advisor to serve in this role for the limited purpose of conducting the cross-examination at no fee or charge to the party.
- The advisor is not prohibited from having a conflict of interest or bias in favor of or against complainants or respondents generally, or in favor or against the parties to the particular case.
- The advisor is not prohibited from being a witness in the matter.
- If a party does not attend the live hearing, the party's advisor may appear and conduct a cross-examination on their behalf.
- If neither a party nor their advisor appears at the hearing, Central CT State University will provide an advisor to appear on behalf of the non-appearing party.

Witnesses

- Witnesses cannot be compelled to participate in the live hearing and have the right not to participate in the hearing free from retaliation.

Hearing Procedures

For all live hearings conducted under this Title IX Grievance Process, the procedure will be as follows:

- The hearing body will open and establish rules and expectations for the hearing.
- The Parties will each be given the opportunity to provide opening statements.
- The hearing body will ask questions of the Parties and Witnesses.
- Parties will be given the opportunity for live cross-examination after the hearing body conducts its initial round of questioning; During the Parties' cross-examination, the hearing body will have the authority to pause cross-examination at any time for the purposes of asking the hearing body's own follow up questions; and any time necessary in order to enforce the established rules of decorum.
- Should a Party or the Party's Advisor choose not to cross-examine a Party or Witness, the Party shall affirmatively waive cross-examination through a written or oral statement to the hearing body. A Party's waiver of cross-examination does not eliminate the ability of the hearing body to use statements made by the Party.
- The hearing body is allowed to consider statements made by parties or witnesses that are otherwise permitted under the regulations, even if those parties or witnesses do not participate in cross-examination at the live hearing, in reaching a determination regarding responsibility in a Title IX grievance process.

Live Cross-Examination Procedure

Each party's advisor will conduct a live cross-examination of the other party or parties and witnesses. During this live-cross examination the advisor will ask the other party or parties and witnesses relevant questions and follow-up questions, including those challenging credibility directly, orally, and in real time.

Before any cross-examination question is answered, the hearing body will determine if the question is relevant. See Relevance Procedures. Cross-examination questions that are duplicative of those already asked, including by the hearing body may be deemed irrelevant if they have been asked and answered.

Review of Transcript/Recording

Either the recording or transcript of the hearing will be available for review by the parties unless there are any extenuating circumstances. The record/transcript of the hearing will not be provided to parties or advisors of choice.

Determination Regarding Responsibility

Standard of Proof

Central CT State University uses the preponderance of the evidence standard for investigations and determinations regarding responsibility for formal complaints covered under this Grievance Procedure. This means that the investigation and hearing determine whether it is more likely than not that a violation of the Grievance Procedure occurred.

General Considerations for Evaluating Testimony and Evidence

While the opportunity for cross-examination is required in all Title IX hearings, determinations regarding responsibility may be based in part, or entirely, on documentary, audiovisual, and digital evidence, as warranted in the reasoned judgment of the Hearing Body.

The hearing body shall not draw inferences regarding a party or witness' credibility based on the party or witness' status as a complainant, respondent, or witness, nor shall it base its judgments on stereotypes about how a party or witness would or should act under the circumstances.

Generally, credibility judgments should rest on the demeanor of the party or witness, the plausibility of their testimony, the consistency of their testimony, and its reliability in light of corroborating or conflicting testimony or evidence.

Still, credibility judgments should not rest on whether a party or witness' testimony is non-linear or incomplete, or if the party or witness is displaying stress or anxiety.

Decision makers will afford the highest weight relative to other testimony to first-hand testimony by parties and witnesses regarding their own memory of specific facts that occurred. Both inculpatory and exculpatory (i.e. tending to prove and disprove the allegations) evidence will be weighed in equal fashion.

Except where specifically barred by the Title IX Final Rule, a witness' testimony regarding third-party knowledge of the facts at issue will be allowed but will generally be accorded lower weight than testimony regarding direct knowledge of specific facts that occurred.

The Final Rule requires that the hearing body allow parties to call "expert witnesses" for direct and cross examination. Central CT State University does not provide expert witnesses in other proceedings. While the expert witness will be allowed to testify and be crossed as required by the Final Rule, the decision-maker will be instructed to afford lower weight to non-factual testimony of the expert relative to fact witnesses, and any expert testimony that is not directed to the specific facts that occurred in the case will be afforded lower weight relative to fact witnesses, regardless of whether the expert witness testimony is the subject of cross examination and regardless of whether all parties present experts as witnesses.

The Final Rule requires that Central CT State University allow parties to call character witnesses to testify. Central CT State University does not provide for character witnesses in other proceedings. While the character witnesses will be allowed to testify and be crossed as required by the Final Rule, the decision-maker will be instructed to afford very low weight to any non- factual character testimony of any witness.

The Final Rule requires that Central CT State University admit and allow testimony regarding polygraph tests ("lie detector tests") and other procedures that are outside of standard use in academic and non-academic conduct processes. While the processes and testimony about them will be allowed to testify and be crossed as required by the Final Rule, the decision-maker will be instructed to afford lower weight to such processes relative to the testimony of fact witnesses.

Where a party or witness' conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the hearing body may draw an adverse inference as to that party or witness' credibility.

Components of the Determination Regarding Responsibility

The written Determination Regarding Responsibility will be issued simultaneously to all parties through their institution email account, or other reasonable means as necessary. The Determination will include:

1. Identification of the allegations potentially constituting covered sexual harassment.
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held.
3. Findings of fact supporting the determination.
4. Conclusions regarding which section of the Title IX/ Sexual Misconduct Policy/Code of Conduct, if any, the respondent has or has not violated.
5. For each allegation:
 - a. A statement of, and rationale for, a determination regarding responsibility.
 - b. A statement of, and rationale for, any disciplinary sanctions the recipient imposes on the respondent; and
 - c. A statement of, and rationale for, whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the recipient to the complainant; and
6. The recipient's procedures and the permitted reasons for the complainant and respondent to appeal (described below in "Appeal").

Timeline of Determination Regarding Responsibility

If there are no extenuating circumstances, the determination regarding responsibility will be issued by Central CT State University within ten (10) school calendar days of the completion of the hearing.

Finality

The determination regarding responsibility becomes final either on the date that the institution provides the parties with the written determination of the result of the appeal, if an appeal is filed consistent with the procedures and timeline outlined in "Appeals" below, or if an appeal is not filed, the date on which the opportunity to appeal expires.

Appeals

Each party may appeal (1) for the dismissal of a formal complaint or any included allegations and/or (2) a determination regarding responsibility. To appeal, a party must submit their written appeal within five (5) school calendar days of being notified of the decision, indicating the grounds for the appeal.

The limited grounds for appeal available are as follows:

- Procedural irregularity that affected the outcome of the matter (i.e. a failure to follow the institution's own procedures).
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter.
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against an individual party, or for or against complainants or respondents in general, that affected the outcome of the matter.
- The severity of sanctions.

The submission of appeal stays any sanctions for the pendency of an appeal. Supportive measures and remote learning opportunities remain available during the pendency of the appeal.

If a party appeals, the institution will as soon as practicable notify the other party in writing of the appeal, however the time for appeal shall be offered equitably to all parties and shall not be extended for any party solely because the other party filed an appeal.

Appeals should be submitted in electronic form using ARIAL or TIMES NEW ROMAN, 12-point font, and single-spaced. Appeals should use footnotes, not endnotes. Appeals that do not meet these standards may be returned to the party for correction, but the time for appeal will not be extended unless there is evidence that technical malfunction caused the appeal document not to meet these standards.

Appeals will be decided by an Appeals Officer, who will be free of conflict of interest and bias, and will not serve as investigator, Title IX Coordinator, or hearing decision maker in the same matter.

The outcome of appeal will be provided in writing simultaneously to both parties and include rationale for the decision.

Retaliation

Central CT State University will keep the identity of any individual who has made a report or complaint of sex discrimination confidential, including the identity of any individual who has made a report or filed a Formal Complaint of sexual harassment under this Title IX Grievance Procedures, any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, and any witness, except as permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding under this Title IX Grievance Procedures.

No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX of the Education Amendments of 1972 or its implementing regulations.

No person may intimidate, threaten, coerce, or discriminate against any individual because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any investigation, proceeding or hearing under this Title IX Grievance Procedures.

Any intimidation, threats, coercion, or discrimination, for the purpose of interfering with any right or privilege secured by Title IX or its implementing regulations constitutes retaliation. This includes any charges filed against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but that arise from the same facts or circumstances as a report or complaint of sex discrimination or a report or Formal Complaint of sexual harassment.

Complaints alleging retaliation may be filed according to the Board of Regents Title IX Statement of Policy and Board of Regents Sexual Misconduct Reporting, Supportive Measures and Processes Policy.

Sanctions

See the applicable employee policy/agreement or the Student Code of Conduct for applicable sanctions.

CSCU Interim Student Code of Conduct and Statement of Disciplinary Procedures

Introduction & Delegation of BOR Authority

This Student Code of Conduct (hereinafter the “Student Code” or “Code”) describes the types of conduct that is not acceptable in an academic community and the general process by which violations of the Code will be addressed. All students are expected to familiarize themselves with and are required to abide by the provisions of the Student Code. Students who breach the trust that has been extended to them by the CSCU community will be held accountable for their conduct. The conduct process within this Student Code is intended to be part of the educational mission of CSCU that promotes individual student development and the welfare of the CSCU community while upholding principles of fundamental fairness. Thus, the student conduct proceedings are not criminal proceedings and are not subject to court rules of procedure and evidence.

The BOR has the statutory authority to establish standards, regulations and procedures for students. The BOR has charged the CSCU Chancellor with developing the standards, regulations and procedures to protect student rights and to address student abdication of responsibilities in collaboration with the CSCU under the jurisdiction of the BOR. In turn, the CSCU Chancellor has delegated the responsibility for these standards, regulations and procedures to specified administrative officials. Therefore, the Student Code is administered under the direction and oversight of the CSCU Senior Vice President of Academic and Student Affairs. The CSCU Senior Vice President of Academic and Student Affairs is responsible for administering and coordinating recommendations from the CSCU community regarding suggested revisions to the Student Code and presenting the proposed substantive changes to the Academic Council, the Student Affairs Council, and the Academic and Student Affairs Committee for BOR’s consideration and approval.

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

Application, Scope and Jurisdiction

1. The *Student Code* shall apply on CSCU campus property, at CSCU-sponsored activities, and at activities conducted by student organizations and may apply to off-campus conduct. This also applies to student conduct that occurs online and through other forms of electronic communication and social media. A College or University may exercise jurisdiction off-campus if the conduct poses a threat to anyone’s health, safety, or security, could negatively affect the mission or reputation of the College or University, poses a threat of undermining the College or University’s educational process, involves an alleged violation of local, state or federal law, or if the College or University is required to do so by law.
2. Students remain subject to the *Student Code* and any applicable policies, procedures, rules, regulations or codes of conduct of affiliated clinical sites, offsite locations where a CSCU operates a program or another entity or higher education institution in the United States or abroad. Violations of either the *Student Code* or policies, procedures, rules, regulations or codes of conduct at another entity or higher education institution while a student at CSCU, regardless of location, may lead to disciplinary action by the other entity or higher education institution and/or the CSCU against a student. The Disciplinary Officer or Conduct Administrator shall decide whether the *Student Code* shall be applied to students or student organization conduct occurring off campus on a case-by-case basis, at the Disciplinary Officer or Conduct Administrator’s discretion.
3. Each student shall be responsible for one’s own conduct from the time of admission through the

actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of enrollment (and even if the conduct is not discovered until after a degree is awarded). The *Student Code* shall apply to a student's conduct even if the student withdraws from the College or University while a student conduct matter is pending. The *Student Code* shall also apply to former students who have been determined to have a continuing relationship as defined in Section I.A, with the outcome of the conduct case potentially impacting one's ability to be present on the College or University premises and/or ability to reenroll in the future.

4. Students shall also be responsible for the behavior and conduct of their guests on campus and/or any CSCU Premises and for their guests' familiarity with the College or University rules and policies. Guests are expected to observe all College or University rules and regulations, and students are expected to accompany their guests on campus and/or any CSCU Premises at all times. Authorized or unauthorized guests not in compliance with College or University rules and/or policies may be removed from the College or University property and issued a trespass warning. Any violations of the prohibited conduct listed below by a guest of a student may result in the student being held accountable for the applicable violation.
5. CSCU student conduct proceedings may be initiated without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution resulting from the same or related conduct. Proceedings under *The Student Code* may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus at the discretion of the Student Conduct Officer. Determinations made or sanctions imposed under the *Student Code* shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of CSCU rules were dismissed, reduced, or resolved in favor of or against the defendant in the criminal matter.
6. Although there is no time limit for when conduct allegations can be filed against a student or student organization, it is generally more effective to report incidents as soon as possible after they occur, for reasons including but not limited to the following: witness memory, witness availability, obtaining evidence, and ability to hold a student or student organization accountable. Complaints should be submitted as soon as possible after an incident takes place. Discretion will be used with reports that are submitted more than thirty (30) days after an incident may have occurred. In situations when the delayed reporting of an incident makes it difficult to proceed, or when a student or student organization has been separated from a College or University for a considerable amount of time, the Disciplinary Officer or Conduct Administrator shall decide whether it is appropriate to apply the *Student Code* on a case-by-case basis.

Prohibited Conduct

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

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

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

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

2. Acts of dishonesty, including but not limited to the following:
 - a. Providing false information, knowingly withholding relevant information, or supplying misleading information to any College or University Official, department or office, faculty member or law enforcement or security officer.
 - b. Misuse of CSCU documents, including, but not limited to forging, transferring, altering or otherwise misusing a student fee card, student payroll card, identification card or other College or University identification document, course registration document, schedule card, transcript, or any other institution- issued document or record.
 - c. Tampering with the election process of any CSCU recognized student organization.
 - d. Refusing to provide identification, misidentifying oneself, or presenting/possessing any form of false or altered identification to College or University Official; or
 - e. Representing oneself, or a student organization, as having the authority to enter into contracts or agreements that affect CSCU in any way without prior authorization from the CSCU.
3. Disruptive behavior, which is defined as participating in or inciting others to participate in the deliberate interference with the freedom of any person to express their views, or disruption, obstruction or prevention of the peaceful and orderly conduct of any CSCU activity, including, but not limited to: classes, lectures, quiet study, research, events, speaker presentations, administration, Student Conduct proceedings, the living/learning environment, or other CSCU or BOR activities or meetings, on or off-campus; or of other non-CSCU activities when the conduct occurs on CSCU premises; or of the living environment, on or off-campus.
4. Disorderly, lewd, indecent (including, but not limited to, public nudity and sexual activity in areas generally open to members of a campus community), breach of peace, aiding, abetting or procuring another person to breach the peace on CSCU premises or at functions sponsored by, or affiliated with the University or College, or offensive conduct which causes interference, annoyance, alarm, or recklessly creates a risk thereof at CSCU or on CSCU premises, any function sponsored by CSCU, or CSCU-controlled web or social media sites. This does not apply to speech or other constitutionally protected expressions.
5. Any action that threatens or causes physical harm or endangers the well-being, health, or safety of another person.
6. Harassment, which is defined as the severe or pervasive use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another individual that objectively and subjectively has the effect of:
 - a. Unreasonably interfering with an individual's work or equal access to education.

- b. Creating an intimidating, hostile, or offensive work or academic environment.
- c. Causing physical or emotional harm to the individual or damage to the individual's property; placing the individual in reasonable fear of harm to the individual and/or the individual's property; and/or
- d. Infringing on the rights of other CSCU community members to fully participate in the programs, activities, and mission of the CSCU.

Harassment based on any actual or perceived protected characteristic is discriminatory harassment, as defined by the Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy. Allegations of conduct that could constitute a violation of the Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy, and the *Student Code* will be administered according to the Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy and applicable procedures.

In determining whether an act constitutes harassment, the Student Conduct Officer will consider the full context of the conduct, giving due consideration to the protection of CSCU climate, individual rights, freedom of speech, academic freedom, and advocacy. Not every act that might be offensive to an individual or a group constitutes harassment and/or a violation of the *Student Code*.

- 7. Failure to comply with public health or safety guidance set forth by the BOR, CSCU, federal, state, or local authorities, partner/affiliated institutions, and/or host governments or institutions while abroad.
- 8. Violations of privacy, including, but not limited to, voyeurism and the use of web-based, electronic or other devices to make a photographic, or video record of any person without his or her express consent, especially when such a recording is intended or likely to cause injury or distress. This includes, but is not limited to: (i) surreptitiously taking pictures or videos of another person in spaces where there is an expectation of privacy, such as sleeping areas, bathrooms, gymnasiums, locker rooms, and changing areas; or (ii) sexually exploiting another person by electronically recording or permitting others to view or electronically record, consensual sexual activity without the person's (who is engaged in the activity) knowledge or permitting others to view or listen to such video or audio recording without the person's knowledge or consent. Publicizing or threatening to publicize such records without the consent of the individuals involved is considered a violation of this Code.
- 9. Hazing, defined as any activity expected of someone for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization that humiliates, degrades, or risks emotional, psychological, and/or physical harm of a person, or which destroys, damages or removes public or private property. The express or implied consent of the victim(s) is not a defense. Apathy or consent to the activity by remaining silent or not objecting in the presence of hazing is not a neutral act and is also a violation of the *Code*.
- 10. Use, possession, purchase, sale, distribution of alcoholic beverages, except as expressly permitted by law and CSCU regulations, or presence under the influence of alcohol. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
- 11. Consuming, carrying, or possessing an open container of alcohol in the public right-of-way, or on

private property without the consent of the landowner or tenant, except as permitted by law.

12. Operating a motor vehicle while impaired by or under the influence of alcohol, narcotics or other controlled substances.
13. Use, possession, purchase, sale, distribution or manufacturing of narcotics, or being under the influence of controlled substances and/or drugs, including, but not limited to, marijuana and or heroin, or possession of drug paraphernalia which can be demonstrated to be linked to drug or controlled substances activity, except as expressly permitted by federal law. The use or possession of marijuana (medical or otherwise) on campus and/or any CSCU Premises is restricted by federal laws, such as the federal Safe and Drug Free Schools and Communities Act and the Drug-Free Workplace Act. Accordingly, CSCU Colleges and Universities prohibit the use or possession of marijuana, including medical marijuana, on campus and/or any CSCU Premises.
14. Use, possession or distribution of firearms, ammunition for firearms, other weapons or dangerous instruments, facsimiles of weapons or firearms, fireworks, explosives or dangerous chemicals. A dangerous instrument is any instrument, article or substance that, under the circumstances in which it is being utilized, is capable of causing death or serious physical injury. The possession of a deadly weapon or dangerous instrument on campus and/or any CSCU Premises is strictly prohibited, even if such item is legally owned.
15. Failure without just cause to comply with the lawful direction of a CSCU College or University Official, or other lawful authority having just cause and acting in the performance of their duties and authority.
16. The setting of or participation in unauthorized fires or explosions; the false reporting of the presence of an emergency such as fires, bombs, incendiary or explosive devices; the unauthorized or improper possession, use, removal, or disabling of fire safety equipment and warning devices; failure to follow standard fire safety procedures; and/or interference with firefighting equipment or personnel.
17. Assisting another person in the commission, or attempted commission of a violation of the *Student Code*, or knowingly in the presence of the commission of the violation(s) of the *Student Code*, including but not limited to conduct of the student's guest.
18. Behaviors in violation of published CSCU policies, College or University policies, rules, or regulations, including but not limited to:
 - a. BOR Information Technology Acceptable Use Policy (BOR Policy IT-001), BOR Information Technology Electronic Communication Policy (BOR Policy IT-002), or the BOR/CSCU Information Security Policy (BOR Policy IT-004);
 - b. Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy; or
 - c. The On-Campus Housing Contract.
19. Theft, which includes, but is not limited to, attempted or actual theft of property or services.
20. Forcible entry and/or unauthorized presence in CSCU owned buildings or property, including but not limited to, construction of permanent or semi-permanent structures within CSCU owned buildings, in or on CSCU property for any activity, unless the construction itself is undertaken and/or approved by the State, BOR, College and/or University.

21. Unauthorized possession, access, duplication, or misuse of CSCU property or other personal or public property, including, but not limited to, records, electronic files, telecommunications systems, forms of identification, and keys.
22. Damage or misuse of property, which includes, but is not limited to, attempted or actual damage to or misuse of CSCU property or other personal or public property, or unauthorized use or misuse of CSCU intellectual property, including but not limited to, trademarks, logos, names, or images.
23. Violation of federal, state or local law, regulation and/or ordinance when such violation represents a substantial or negative impact on the CSCU or any member of the CSCU community.
24. Abuse of the CSCU Student Conduct system, including but not limited to:
 - a. Disruption or interference with the orderly conduct of a Student Conduct Proceeding.
 - b. Falsification, distortion, or misrepresentation of information to a Student Conduct officer or hearing body.
 - c. Influencing or attempting to influence another person to commit an abuse of the Student Conduct system.
 - d. Attempting to discourage or retaliate against an individual's proper participation in, or use of, the Student Conduct system.
 - e. Attempting to intimidate or retaliate against a Student Conduct officer, member of the hearing body or any other participant prior to, during, and/or after a Student Conduct proceeding.
 - f. Initiation of a conduct or disciplinary proceeding knowingly without cause.
 - g. Failure to comply with the sanction(s) imposed under the *Student Code*.

Conduct and Disciplinary Records

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

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

Interpretation and Revision

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

College's Provost or their designees for the administration of the Non-Academic Misconduct portion of the Student Code.

The CSCU Senior Vice President of Academic and Student Affairs is responsible for periodic review and updates to this Policy, in consultation with the Office of General Counsel and other relevant CSCU stakeholders. The BOR reserves the right to revise this Policy as necessary.

Conduct and Disciplinary Procedures Applicable to State University Students

Connecticut State Universities are committed to creating a learning environment and academic community that promotes educational opportunities for all individuals, including those with disabilities. It is the responsibility of students with documented physical or learning disabilities seeking accommodation to notify their appropriate campus accessibility/disability services office in a timely manner concerning the need for such accommodation. Connecticut State Universities will make reasonable accommodations for access to programs, services, and facilities as outlined by applicable state and federal laws.

A student requesting an accommodation related to an administrative conference or hearing must follow the appropriate process for requesting an accommodation through the appropriate campus accessibility/disability services office. The office designated to work with students with disabilities will make a determination regarding the request and notify the appropriate parties.

Disciplinary Procedures: Nonacademic Misconduct

The following procedures shall be followed in addressing allegations of non-academic misconduct. These procedures do not apply to allegations relating to academic misconduct or violation of the Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy. Allegations of conduct that could constitute a violation of the Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy, and the *Student Code* will be administered according to the interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy and applicable procedures.

1. Providing Information leading to a Complaint: Any person may provide information leading to the filing of a complaint against a Student or Student Organization alleging a violation of the Student Code. A complaint must be made in writing and submitted to the University's Disciplinary Officer or Conduct Administrator.
2. Disciplinary Proceedings Against a Student Charged with a Violation of Law and a Violation of the Code: University proceedings may be instituted against an Accused Student who has been charged with a violation of state or federal law for conduct which also constitutes a potential violation of this Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following the institution of civil or criminal court proceedings against the Accused Student. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.
3. Pre-Hearing Investigation and Administrative Disposition:
 - a. The Disciplinary Officer or Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the Accused Student and the Disciplinary Officer or Conduct Administrator. Such a disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by

mutual consent, the Disciplinary Officer or Conduct Administrator may also present the case for the University at any subsequent hearing, but if he or she does, he or she shall not serve as a member of the Hearing Body.

- b. The Disciplinary Officer or Conduct Administrator may conduct an investigation to determine if there is reason to believe the student has committed a violation of any part of Section I.D. of the Code and, after considering both the possible violation and the prior conduct record of the student, if the Disciplinary Officer or Conduct Administrator determines that a sanction of less than residential hall separation or suspension or expulsion from the University is appropriate, the Disciplinary Officer or Conduct Administrator shall schedule an administrative conference with the student. The student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the student shall have the opportunity to present information for the Disciplinary Officer's or Conduct Administrator's consideration. At the conclusion of the administrative conference, the Disciplinary Officer or Conduct Administrator shall determine whether it is more likely than not that the student has violated the Policy and, if so, impose a sanction less than residential hall separation, or suspension or expulsion from the University. The Disciplinary Officer or Conduct Administrator shall provide the student with a written explanation for their determination. The decision of the Disciplinary Officer or Conduct Administrator shall be final.
4. Hearing Bodies: A Student accused of misconduct has the right to be heard by an impartial Hearing Body. Any concern surrounding the impartiality of the Hearing Body or any member thereof will be referred to the Vice President for Student Affairs or his or her designee, who will review the matter and make a determination.
 5. Hearing Procedures:
 - a. Notice of Hearing: Normally, a hearing will be conducted within ten (10) calendar days of the Accused Student being notified of the charges. Notice may be provided to the Accused Student by in-hand delivery, by registered mail, with delivery receipt attached or by certified mail, return receipt requested by University email or by overnight delivery with signature of recipient required. Should the Accused Student refuse to accept in-hand delivery, a written statement of the attempted delivery of the notice signed by the person attempting to make such delivery shall constitute notice. Should the Accused Student refuse to sign for registered or certified mail, the postal document indicating such refusal shall constitute notice.

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

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

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

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

- c. Record of Hearing: When expulsion or suspension from the University or residence hall separation is a possibility, the University shall make a recording of the hearing. The recording shall be the property of the University. No other recordings shall be made by any person during the hearing. Upon request, the Accused Student may review the recording in a designated University office in order to prepare for an appeal of the decision rendered by the Hearing Body. Further disclosure of the recording shall be governed by applicable state and federal law.
- d. Opportunity to Present a Defense: The Accused Student shall have the full opportunity to present a defense and information, including the testimony of witnesses, in his or her behalf. The Reporting Party and the Accused Student may question the statements of any person who testifies in a manner deemed appropriate by the Hearing Body. The Reporting Party and the Accused Student may make concluding statements regarding the charges made and the information presented during the hearing. The Hearing Body may question the Accused Student and the Reporting Party, any witness presented by the Accused Student or the Reporting Party, and any other witness(es) the Hearing Body may choose to call to testify.
- e. Accused Student Can Choose Whether or Not to Testify in His or Her Own Defense: The Accused Student who is present at the hearing shall be advised by the Hearing Body that he or she is not required to testify, to answer questions, or to make any statement regarding the complaint or the allegations set forth in the complaint. Refusal to do so shall not be considered by the Hearing Body to constitute evidence of responsibility.
- f. Non-Appearance of Accused Student at Disciplinary Hearing: If an Accused Student does not appear at a disciplinary hearing, the Hearing Body shall enter a plea of “not responsible” on behalf of such student and the hearing shall proceed in the normal manner of hearing evidence, weighing facts, and rendering judgment. The failure of an Accused Student to appear at the disciplinary hearing shall not be considered by the Hearing Body to constitute evidence of responsibility.
- g. Advisors and Support Persons: The Reporting Party, any alleged victim, and the Accused Student shall each have the right to be accompanied by an Advisor and Support Person. The Advisor and the Support Person should be someone whose schedule allows attendance at the scheduled date and time for the disciplinary hearing because delays will not normally be allowed due to the scheduling conflicts of an Advisor or Support Person.
- h. Presentation of Evidence: Only evidence introduced at the hearing itself may be considered by the Hearing Body in determining whether it is more likely than not that the alleged violation was committed by the accused student.
- i. Evidence of Prior Convictions or Disciplinary Actions: Evidence of prior criminal convictions or University disciplinary actions may be presented to the Hearing Body only after a determination of responsibility has been made and only for consideration in connection with determining the sanction.
- j. Accommodation of Witnesses: The Hearing Body may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Reporting Party, the Accused Student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing,

videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Hearing Body to be appropriate.

- k. Written Notice of Decision: The Accused Student shall receive written notice of the decision of the Hearing Body that shall set forth the decision rendered, including a finding of “responsible” or “not responsible,” and the sanctions imposed, if any. The decision of the Hearing Body, as well as the sanction(s) imposed, if any, generally will not be released to third parties without the prior written consent of the Accused Student. However, certain information may be released if and to the extent authorized by state or federal law.
6. Review: An Accused Student may request that the decision of the Hearing Body be reviewed by the Vice President for Student Affairs or his or her designee. A request for review must be made in writing to the Vice President for Student Affairs or his or her designee within three (3) Calendar Days of the Accused Student’s receipt of the written notice of decision. For good cause shown, the Vice President for Student Affairs may extend the three-University Calendar Day limitation on filing a request for a review. An Accused Student may request only one review of each decision rendered by the Hearing Body. A decision reached as a result of an Administrative Disposition may not be reviewed.
 - a. Grounds for Review: The Accused Student has the right to request a review of the decision of the Hearing Body on the grounds that: (i) the procedures set forth in this Code were not followed and, as a result, the decision was substantially affected; (ii) the sanction(s) imposed were not appropriate for the violation of the Code for which the Accused Student was found responsible; and/or (iii) new information, sufficient to alter the decision, or other relevant facts were not brought out in the original hearing because such information and/or facts were not known to the Accused Student at the time of the original hearing. The review shall be limited to a review of the record except as required to explain the basis of new information.
 - b. Review Procedures: In order to prepare for the review, the Accused Student may review the recording of the original hearing in a designated University office but will not be permitted to remove the recording from that office or make copies. The review will not be heard by anyone involved in the initial hearing. The review shall be considered and a decision rendered within ten (10) Calendar Days of the filing of the request for review.

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

- c. Status of Student Pending Review: All sanctions imposed by the Hearing Body shall be and continue in effect pending the outcome of a review. Any request to delay the commencement of sanctions pending a review must be made by the Accused Student, in writing, to the Vice President for Student Affairs or his or her designee.

Interim Suspensions and Residence Hall Separations

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

1. Basis for Imposition of Interim Suspension or Residence Hall Separation: An interim suspension may be imposed upon an Accused Student only: (i) to ensure the safety and well-being of members of the University

Community or preservation of University property; or (ii) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.

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

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

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

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

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

Disciplinary Sanctions

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

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

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

denial of all student privileges. Suspension shall be effective on the date that the suspension notice is provided to the Accused Student, or later, if so, stated in the notice, and shall prescribe the date and conditions upon which the Student may petition for readmission to the University. A Student separated from all universities within CSCU by suspension may under the terms of the suspension be excluded from the premises of all CSCU premises when in the judgment of the suspending authority, the Student's continued presence would constitute a danger to persons or property or a threat to the academic process. Notwithstanding the foregoing, the suspending authority of the suspended Student's home University or his or her designee may authorize a suspended student who has been excluded from all University premises to enter the premises of the student's home University for designated purposes.

- I. **Expulsion:** Expulsion is permanent disciplinary separation from all universities within CSCU and the denial of all student privileges. Expulsion shall be effective on the date that notice of expulsion is provided to the Accused Student, or later, if so, stated in the notice. A student separated from all universities of CSCU by expulsion may under the terms of the expulsion be excluded from all CSCU Premises when in the judgment of the expelling authority the Student's presence would constitute a danger to persons or property or a threat to the academic process.
2. **Revocation of Admission and/or Degree:** Upon the recommendation of the Hearing Body, admission to the University may be revoked by a University. Upon the recommendation of the Hearing Body, a degree conferred by the University may be revoked by the University with the approval of the BOR.
3. **Consequences of Failure to Comply with a Duly Assigned Sanction:** Failure to comply with sanctions which have been assigned through a formal judicial process may lead to one or more of the following consequences:
 - a. Denial of access to certain university services, including, but not limited to housing and parking.
 - b. Denial of access to administrative processes, including, but not limited to, course add/drop, pre-registration, registration, and room selection; and/or
 - c. Withholding of the privilege of participation in university sponsored activities and/or public ceremonies, or formal disciplinary charges under II.B hereof.
4. **Sanctions Which May Be Imposed on Student Organizations**
 - a. **Sanctions:** Those sanctions listed in subsections 1.a through f of Section II.D.
 - b. **Loss of recognition:** Loss of recognition for a specified period of time results in the loss of privileges, such as the use of university space, access to student activity fee funding, and/or the privilege of functioning as a student organization. Loss of recognition for more than two (2) semesters shall require that an organization reapply for University recognition. Conditions for future recognition may be imposed by the hearing body.

2.1 Interim Student Code of Conduct BR 24-080 Approved 3/13/2014; amended 4/17/2014, 1/15/15, 6/16/16, 7/29/2019, 7/31/2024

Central Employee Disciplinary Policies

Subsequent to an investigation by either the Office for Equity & Inclusion and/or the University Police Department, the Human Resources Department conducts an administrative investigation if an employee has been alleged to have violated the BOR/CSCU Sexual Misconduct Reporting, Support Services, and Processes Policy. The discipline administered is dependent on numerous factors with a just cause standard needing to be met first. Prior to discipline being administered, the severity of the misconduct, the employee's prior service record and a review of prior similar acts by other employees and the outcome of those cases must be considered. The actual discipline process varies and is detailed in the individual collective bargaining agreements. Excerpts from each bargaining agreement follows.

CSU-AAUP Collective Bargaining Agreement

ARTICLE 16 REPRIMAND, SUSPENSION AND TERMINATION

16.1 Discipline shall be defined as reprimand, suspension, or termination. No member shall be disciplined except for adequate cause. The parties agree that discipline should not be imposed without an investigation of the issue, notification of the charges, a description of the nature of the evidence and an opportunity for the member to respond. Discipline shall not be used to restrain members in the exercise of academic freedom or other rights of American citizens.

16.2 This article does not cover the retrenchment of a tenured member or a non-tenured member prior to the end of a specified term (Article 17). This article does not cover a member whose employment has ended following the completion of a special or final appointment or a decision not to renew a probationary appointment.

16.3 Action under this article may be affected by the President for (1) "adequate cause", including "falsification of credentials" or (2) "abandonment" as defined herein. The burden of proof to sustain an action rests with the university and shall be satisfied only by clear and convincing evidence in the record as a whole.

16.3.1 Adequate Cause

"Adequate cause" means behavior demonstrating unfitness of the affected member to discharge professional responsibilities.

16.3.2 Falsification of Credentials

"Falsification of Credentials" means knowingly providing false information as a basis for employment, promotion or tenure.

16.3.3 Abandonment

"Abandonment" means absence from scheduled duties for a period of two (2) consecutive weeks without informing the University.

16.3.4 Notice

"Notice" means written communication to the member. When notice is furnished to a member, it shall be provided to AAUP.

16.3.5 Mediation Committee

"Mediation Committee" is a committee consisting of three (3) members and three (3) alternates selected from the members of the particular university by procedures developed by the Senate and approved by the President.

16.3.6 Termination Hearing Committee “Termination Hearing Committee” is a committee consisting of five (5) members elected by the members of the particular university based upon procedures developed by the Senate and approved by the President.

16.4 In cases of abandonment, if the member cannot be located and has failed to contact the University, the member shall be suspended without pay, pending contact for a period of three (3) months and shall be terminated at the end of that time if all efforts for contact have failed. Such efforts shall include telephone calls to the last known number, letters posted by certified mail, return receipt requested, and attempts to contact known relatives. Termination of employment under these circumstances shall be construed as resignation. If the member is located within three (3) months from date of suspension, the President shall evaluate the situation and shall reinstate the member or refer the matter to the discipline process.

16.5 If, after a preliminary investigation, the Administration believes that the conduct of a member may justify imposition of discipline, the Administration shall promptly inform the member and shall investigate the circumstances surrounding the matter. At this or any subsequent stage the affected member shall have the right to representation.

16.5.1 If a member refuses to participate at any stage of the disciplinary process, the procedures shall go forward based on such evidence and testimony as are available.

16.5.2 If an appropriate investigation indicates a member may be a danger to persons or property, the Administration may immediately suspend the member without pay. In extreme cases when a member has been arrested and incarcerated, the Administration may suspend the member without pay for the duration of the incarceration. Once the incarceration ends, the member shall be immediately placed back on the payroll. The Administration may subsequently suspend the member with pay, pending disciplinary action under Article 16.6 and its subsections of this Agreement. If the Administration fails to initiate disciplinary action within thirty (30) calendar days after the incarceration ends, the member shall be paid all of his/her salary that has been withheld, and he/she made whole.

The member or the CSU-AAUP Chapter at the member’s university may challenge the suspension without pay under this Article through an expedited grievance filed at Step 3 (Article 15.5.3). The Grievance Arbitration Committee shall be convened within ten (10) calendar days of the filing and shall announce its decision not later than three (3) calendar days after completion of its deliberations.

16.6 The parties recognize that it is their mutual interest to conduct investigations in a timely manner under Article 16.5. To that end, such investigations shall normally conclude within sixty (60) calendar days. In the event that a time period greater than sixty (60) days is required, the Administration shall notify the member of the reason for the delay and the anticipated conclusion date of the investigation. Following the investigation in Article 16.5, and prior to the imposition of any discipline, the Administration shall give notice to the member of the pending charges and sanctions.

The parties further recognize that it is in their mutual interest to provide all evidence generated by the investigation. To the extent that the Administration determines that countervailing interests necessitate withholding certain evidence, the Administration shall provide the member and the CSU-AAUP with a written explanation of the reason for the failure to disclose such evidence. If the evidence is withheld due to legal requirements, the Administration will provide the member and the CSU-AAUP with citation to applicable legal authority. In any event the Administration shall, to the extent allowed by applicable law, provide redacted copies of any such documents. No evidence withheld from disclosure by the Administration during the investigation may be used as a basis for suspension or termination unless it is provided to the member and the CSU-AAUP prior to the issuance of a notice of intent to discipline pursuant to Article 16.6.2 or Article 16.6.3.

At this point, upon the request of the member, confidential discussions between the President or designee and the member concerning possible resolution of the matter shall occur.

If settlement is achieved at the meeting, the issue shall be resolved. A statement of the terms of the mutual settlement shall become part of the member's personnel file, if the member so requests. Such a settlement shall not be inconsistent with the terms of this agreement.

If no mutually satisfactory resolution is reached within three (3) weeks, either the charge shall be withdrawn, or the President shall proceed with the imposition of the sanction.

16.6.1 If the sanction is a reprimand, it shall be placed in the member's personnel file and a copy sent to the member. The reprimand shall carry the date, if any, of planned removal from the member's personnel file. A member may contest the imposition of a reprimand and the prescribed time it will remain in the member's personnel file through the grievance system. A reprimand after its expiration date, if any, shall be removed. This may be accomplished either by an appropriate administrator or upon the request of the member.

16.6.2 If the sanction involves a suspension, the Administration shall issue in writing an intent to suspend the member without pay for a stated period. The member may contest said intent to suspend through an expedited grievance filed at Step 3 (Article 15.5.3). If the member elects to file such a grievance, the member shall do so within seven (7) calendar days of notification of said intent. The Grievance Arbitration Committee shall be convened within ten (10) calendar days of the filing and shall announce its decision not later than three (3) calendar days after completion of its deliberations.

16.6.3 If the sanction involves termination, the Administration shall send a written statement of charges framed with reasonable particularity to the affected member, the University Mediation Committee, the BOR President or designee, and the President of CSU-AAUP. The statement of charges shall be accompanied by a notice of the affected member's right to a hearing before the University Termination Hearing Committee. This notice shall be copied to the Termination Hearing Committee.

16.6.3.1 The Mediation Committee shall assist the parties in attempting to affect a resolution. Members of the Mediation Committee who are disqualified for bias or interest shall remove themselves from the case, either at the request of a party or on their own initiative and be replaced by an alternate. The Mediation Committee shall conclude its role within two (2) weeks of notice received pursuant to 16.6.3.

16.6.3.2 The Termination Hearing Committee shall, within five (5) days of the date of notification in 16.6.3, tentatively schedule a hearing no sooner than six (6) weeks and no later than eight (8) weeks from that date of notice.

16.6.3.3 The President of the BOR or designee and the CSU-AAUP President shall, within five (5) days of the date of notification in Article 16.6.3, select a Termination Hearing Officer (see Article 16.6.4). The Hearing Officer shall be selected from a list of nine (9) which will be determined by November 1, 2016: three (3) members selected by CSU-AAUP, three (3) managers selected by the Board, and three (3) arbitrators provided by the American Arbitration Association.

The selection method shall be as follows: The President of the BOR or designee and the CSU-AAUP President shall alternately strike one name from the list, until only one name remains; a toss of a coin shall determine who strikes the first name. In the event the hearing officer selected by this process is not available on the hearing date(s), the hearing officer who was stricken last shall be sought. The cost of the hearing officer's fees and related expenses, if any, shall be borne by the Board.

16.6.3.4 If the affected member chooses to waive the right to a hearing, the member must so inform the President within three (3) weeks of receipt of the statement of charges described in Article 16.6.3; by waiving the right to a hearing, the member does not waive the right to contest the disciplinary action through arbitration. If the member does not waive a hearing by this time, the President shall direct the Termination Hearing Committee to confirm the tentatively scheduled hearing date(s) (see Articles 16.6.4 - 16.6.12).

16.6.3.5 After the Termination Hearing Committee has confirmed the hearing date, the Committee shall inform the affected member and the President confirming the date, place and time of the hearing. The Committee shall provide this information as expeditiously as possible, but in no case less than two (2) weeks prior to the commencement of the hearing. The Administration shall expeditiously notify the President of CSU-AAUP and the BOR President or designee, who shall notify the selected Hearing Officer.

16.6.4 The Termination Hearing Officer shall: (a) conduct the hearing for the purpose of insuring orderly procedures and presentation of the case by the Administration and by the member and/or AAUP for the benefit of the Termination Hearing Committee; and (b) advise the members of the Committee as required, on procedural or definitional matters identified herein. The Hearing Officer shall grant extensions or recesses to which both parties agree. The Hearing Officer shall grant reasonable recesses to enable either party to investigate evidence as to which a valid claim of surprise is made.

The Hearing Officer shall not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues involved. Every possible effort shall be made to obtain the most reliable evidence available. In all other respects, the Voluntary Labor Arbitration Rules then in force of the American Arbitration Association shall prevail regarding the conduct of the hearing.

16.6.5 Prior to the hearing, the affected member shall determine whether the hearing should be public or private and no adverse inference shall be drawn from such determination.

16.6.6 The member shall be entitled to have an advisor and/or legal counsel attend and participate fully in the proceedings. If the member employs legal counsel, it shall be at the member's expense. CSU-AAUP and its counsel (if different from the individual's counsel) may also attend and participate in the proceedings.

16.6.7 If requested by either party, a verbatim record of the hearing or hearings shall be taken, and a typewritten copy shall be made available to the requesting party. The cost of said material shall be borne by the requesting party, and a copy shall be shared with the other party.

16.6.8 The Administration shall cooperate with the member to make available relevant documents and witnesses who are university employees.

16.6.9 The member and the Administration shall have the right to confront and cross-examine all witnesses. Members of the Committee may ask questions of the parties and of witnesses, under the general control of the Hearing Officer.

16.6.10 (See 16.3.) In the hearing of charges of gross incompetence, the University's burden shall include the proffering of witness(es) from these or other institutions of higher education.

16.6.11 The findings of fact and decision shall be based solely on the hearing record.

16.6.11.1 In weighing the case for dismissal for falsification of credentials, the Termination Hearing Committee must consider whether there is clear and convincing evidence that: (a) false information has been provided; (b) such action was known to the member; and (c) such information was a basis for the member's employment, promotion or tenure, as the case may be.

16.6.11.2 In weighing the case for dismissal for adequate cause other than falsification of credentials, the Termination Hearing Committee must consider whether there is clear and convincing evidence of unfitness of the affected member to discharge professional responsibilities.

16.6.12 At the conclusion of the hearing, the Hearing Officer shall declare the record closed. Within seven (7) days, the Termination Hearing Committee shall deliver a written decision and recommendation to the President. Said

recommendation shall include a recommendation to: (a) dismiss the affected member; or (b) suspend, with or without pay, for a stated period; or (c) reprimand; or (d) dismiss the charges. The decision and recommendation shall be determined by majority vote of the committee. The Hearing Officer shall not participate in the substantive deliberations of the Committee but shall be available to advise on procedural and definitional matters.

16.6.13 Within seven (7) days of receiving said recommendations, or of receiving the affected member's waiver (Article 16.6.3.4) the President shall make a decision on the matter and shall inform in writing the affected member, the CSU-AAUP President, the BOR President or designee, the Hearing Officer and the Termination Hearing Committee, if applicable, of that decision.

16.6.13.1 If the President concurs with the recommendation of the Termination Hearing Committee or imposes a lesser sanction, the affected member shall have no further substantive appeal under this agreement.

16.6.13.2 If the President decides to impose a sanction of greater severity than recommended by the Committee, the President shall include the reasons in the written decision. In this instance, the member or CSU-AAUP may appeal, by written notice to the President within ten (10) days, to the grievance process beginning at Article 15.5.3 or 15.5.4.

16.6.14 A member terminated or otherwise disciplined under the provisions of Article 16 may, upon exhausting all appeals, seek reversal only on grounds of inadequate cause, by exclusive remedy either from the courts or from binding arbitration. The sole remedy an arbitrator may confer upon an aggrieved member is reversal of the decision to dismiss or discipline. If court action is not supported by CSU-AAUP, the cost of the legal fees in such action shall be borne by the member.

SUOAF-AFSCME Collective Bargaining Agreement

ARTICLE 20 DISCIPLINE

20.1 Discipline of a member under this Article may include any written reprimand, demotion, suspension with or without pay, or dismissal from service. The Board subscribes to the principles of progressive discipline. No disciplinary action shall be instituted against any bargaining unit member without just cause. Any disciplinary action shall be predicated upon written charges related directly and substantially to the alleged unsuitability of the member to discharge his/her professional responsibilities. Discipline shall not be used to restrain members in the exercise of academic freedom or other rights of citizens.

20.2 When Management has reason to believe an incident(s) has occurred which might serve as grounds for discipline, it shall investigate prior to the application of Section 20.3 below. Interviews with the employee and others may be conducted during any such investigation. Before such interview occurs, the member shall be advised of his/her right to Union representation and shall acknowledge in writing that he/she has been given such opportunity. If the individual refuses to make such written acknowledgment, Management shall notify the Union prior to the meeting.

20.2.1 In cases where the President/Chancellor believes that an employee's presence on campus may endanger himself/herself or others, the employee may be placed on a paid leave pending completion of the above process.

20.3 Prior to imposing any disciplinary action, the appropriate Management official shall meet with the member who shall be given the opportunity to be accompanied by a Union representative. The member shall acknowledge in writing that he/she has been given the opportunity to be accompanied by the Union representative. If the individual refuses to make such written acknowledgment, Management shall notify the Union representative prior to the meeting. Written charges shall be presented to the employee at least five (5) days before this meeting.

If the matter is not disposed of by mutual agreement at the meeting and the appropriate Management Official decides to impose discipline, he/she shall send a written statement of the charges and the disciplinary action to the member and the Union simultaneously.

20.3.1 Written Reprimand

A written reprimand shall carry the date, if any, of planned removal from the personnel file not to exceed twenty-four (24) months. If a reprimand is not removed from the member's personnel file pursuant to the Grievance Procedure, it shall be the employee's obligation to request such removal after the reprimand's expiration date, if any, has passed. An evaluation shall not be construed as a written reprimand.

20.3.2 Abandonment

Members who both fail to meet their assigned duties and to report their absence for more than ten (10) consecutive workdays may be deemed to have abandoned their employment absent extenuating circumstances.

20.3.3 An administrative faculty member may grieve any suspension, demotion, or dismissal beginning at Step 2 of the grievance procedure.

20.4 If a disciplinary grievance proceeds through arbitration, the arbitrator may:

- (1) approve the disciplinary action imposed by the University.
- (2) reduce or modify such penalty as appropriate under the circumstances.
- (3) eliminate the penalty with a purging of the record and restoration of all pay and benefits.

[Maintenance & Service Contract NP-2](#)

Article 17

Dismissal, Suspension, Demotion and Other Discipline

Section One. No permanent employee who has completed the working test period shall be demoted, transferred for disciplinary reasons, suspended, discharged or otherwise disciplined except for just cause.

Section Two. The employer shall notify the Union in writing of all discipline inclusive of any reprimand, demotion, disciplinary transfer, suspension (including the docking of pay for disciplinary reasons), or discharge concurrent with the written notice to the employee. Disciplinary action shall be timely. Such written notice shall cite the reasons for the discipline, effective date of discipline, and the notice of right of appeal. If the Union or the employee desires to grieve the disciplinary action, written notice thereof shall be submitted directly to Step III of the grievance procedure within fourteen (14) days of receipt of the notice of discipline, or else the grievance is waived notwithstanding any provisions of the Agreement to the contrary. A copy of this notice of appeal shall be sent concurrently to the employee's agency designee.

Section Three. The State reserves the right to discipline or discharge employees for breach of the No Strike Article. An employee may grieve whether he/she participated in a violation of such an article. If, in an arbitration proceeding, the employer establishes that the employee(s) breached the no Strike Article, the arbitrator shall have no power to alter or modify the discipline imposed.

Section Four. Employer Conduct for Discipline. If an employer has an immediate need to correct or counsel an employee, it shall be done in a manner so as not to embarrass the employee in front of other employees or members of the public who happen to be in the vicinity of the employee's workstation.

Section Five. In cases which involve a criminal investigation, or the disposition of a criminal charge related to the employee's work or work performance, the employee may be placed on an unpaid leave of absence pending administrative action of the appointing authority. An employee may draw upon all his/her earned leave (except sick leave). The employer shall investigate alternative assignments for the employee in lieu of unpaid leave. In all other cases involving investigation, an employee shall be placed on a paid leave of absence and shall be 37 informed of the nature of the alleged charges. If an employee is discharged or suspended as a result of the investigation, the effective date of such discharge or suspension shall be the effective date of the leave of absence. If the employee is not dismissed as a result of the investigation, he/she shall be reinstated with full pay retroactive to the starting date of the leave. Such reinstatement, however, shall not preclude other disciplinary actions.

Section Six. Investigatory Review. An employee who is being interviewed concerning an incident or action which may subject him/her to disciplinary action shall be immediately notified of his/her right to have a Union steward or other Union representative present, provided this provision shall not unreasonably delay completion of the investigatory interview. This provision shall be applicable to investigate before, during or after the filing of a charge against an employee or notification to the employee of disciplinary action.

The provisions of this section shall not be interpreted to prevent a supervisor from questioning an employee at the scene of the incident. No employee shall be requested to offer or to sign a statement to be used in a disciplinary proceeding against himself/herself without being advised of his/her right to Union representation. If the employee waives the right to representation in this instance, such waiver shall be in writing and signed by the employee.

Section Seven. To the extent practicable, the investigation or discipline of employees shall be scheduled in a manner intended to conform with the employees' work schedule, with an intent to avoid overtime. When an employee is called to appear at any time beyond his/her normal work time, and actually testifies, he/she shall be deemed to be actually working. If the employee's steward is on duty at the time of the meeting, he/she shall be released for the meeting with pay.

Section Eight. The grounds presently spelled out in Section 5-240 for dismissal, demotion, suspension and reprimand including the consequences of unsatisfactory service rating(s) are hereby incorporated by reference.

Section Nine. When an employee is demoted, suspended or discharged, each party shall provide the other, upon request, copies of all written documents to be submitted in evidence at a grievance hearing. Such documents shall be provided one week prior to the scheduled grievance conference.

Section Ten. An employee may be temporarily transferred within a twenty-five (25) mile radius for a period not to exceed ten (10) working 38 days in order to investigate and/or resolve potential employee conflicts or situations of alleged sexual harassment. The Union will be notified of this transfer prior to it taking effect. No employee shall be involuntarily temporarily transferred more than one (1) time in a calendar year.

Administrative Clerical Bargaining Unit NP-3

ARTICLE 16

DISMISSAL, SUSPENSION, DEMOTION OR OTHER DISCIPLINE

Section One. No permanent employee who has satisfactorily completed the working test period shall be reprimanded, demoted, suspended, or dismissed except for just cause.

Just cause may include but is not necessarily restricted to incompetency, inefficiency, neglect of duty, misconduct, or insubordination.

Section Two. The parties jointly recognize the deterrent value of disciplinary action and, whenever appropriate, disciplinary action will be preceded by warning and opportunity for corrective action. Nothing in this Section shall prohibit the Employer from bypassing progressive discipline when the nature of the offense requires and the failure to apply progressive discipline shall not in and of itself be cause for overturning the disciplinary action.

Section Three. A permanent employee who is reprimanded, demoted, suspended, or dismissed shall have the right to appeal such action through the grievance and arbitration process set forth in this Agreement.

Grievances concerning dismissal, demotion or suspension shall be submitted directly to Step III of the grievance procedure within twenty-one (21) calendar days of the written notice. All grievances filed directly to Step III shall include a copy of the disciplinary notice and a copy of the grievance form shall be sent concurrently to the employee's agency designee. By mutual agreement, such grievances may be expedited directly to arbitration. All other disciplinary grievances shall be filed in accordance with Article 15.

The grievance procedure shall be the exclusive forum for resolving disputes over disciplinary action and shall supersede all preexisting forums.

Section Four. Written notice of dismissal, suspension or demotion shall be sent to the employee by certified mail, electronically or served in person. Such written notice shall state the reason(s) for the disciplinary action, the effective date(s) and notice of the right of appeal. The Employer will email a scanned copy to AFSCME Council 4 Staff Representative and/or Service Representative of any dismissal, suspension or demotion within twenty-four (24) hours of the written notice to the employee.

When an employee is dismissed, suspended or demoted, each party shall provide to the other, upon written request, copies of all written documents to be submitted in evidence at the grievance conference. Such documents shall be provided one week prior to the scheduled grievance conference.

Section Five. Employer Conduct for Discipline. If an employer has an immediate need to correct or counsel an employee, it shall be done in a manner so as not to embarrass the employee in front of other employees or members of the public who happen to be in the vicinity of the employee's workstation.

Section Six. Interrogation. An employee who is being interrogated concerning an incident or action which may subject him/her to disciplinary action shall be notified of his/her right to have a Union steward or other representative present, upon request, provided, however, this provision shall not unreasonably delay completion of the interrogation. This provision shall be applicable to interrogation before, during or after the filing of a charge against an employee or notification to the employee of disciplinary action.

The provisions of this section shall not be interpreted to prevent a supervisor from questioning an employee at the workplace.

Section Seven. Whenever practicable, any investigatory or disciplinary meetings with an employee shall be scheduled in a manner intended to conform with the employee's work schedule, with an intent to avoid overtime. If such scheduling is not possible, and an employee is required to appear at any time beyond his/her normal work time, he/she shall be deemed to be actually working. If the employee's representative is on duty at the time of the meeting, the representative shall be released for the meeting with pay.

Section Eight. The State reserves the right to discipline or discharge employees for breach of the No Strike Article. An employee may grieve said disciplinary action directly to Step III. If, in an arbitration proceeding, the Employer establishes that the employee(s) breached the No Strike Article, the arbitrator shall not substitute his judgment for that of the Employer as to the appropriateness of the discipline imposed, except that in cases of dismissal, the arbitrator may modify the penalty of dismissal if the Employer's judgment can be shown to be arbitrary, capricious or discriminatory.

Section Nine. Reprimands. A written reprimand or a written record of an oral reprimand which is placed in an employee's personnel file and which is not merged in the service rating next following shall be considered void for purposes of progressive discipline after eighteen (18) months, unless another disciplinary action is taken within that period of time.

An employee shall have the right to file a written response to any such reprimand or record, and such response will be attached thereto and placed in the personnel file. Any such response shall also be considered void if the reprimand to which it is attached is considered void under this section.

For purposes of this section, "void" means that the document shall be marked "void for employment purposes" or placed in a separate file and shall not be used for any employment-related purposes under this contract.

Section Ten. An appointing authority may, pending an investigation of alleged action which constitutes grounds for dismissal (including disposition of criminal charge against the employee), place the employee on an administrative leave of absence for a period of up to sixty (60) calendar days. The appointing authority may reassign the employee to an alternative assignment during the investigation, where practicable.

The paid leave under this section may be extended for the period of the pre-discipline procedure and the discipline notice period. An employee may be placed upon a paid leave of absence during the notice period prior to the effective date of a dismissal.

Protective Services/CT Police & Fire Union Contract NP-5

ARTICLE 17 DISMISSAL, SUSPENSION, DEMOTION AND OTHER DISCIPLINE

Section One. No permanent employee who has completed the Working Test Period shall be demoted, suspended, dismissed, or disciplined in any other manner except for just cause.

Section Two. Permanent employees shall submit grievances concerning dismissal, suspension or demotion directly to Step 2 within fifteen (15) days of official written notification.

All other disciplinary grievances shall be filed in accordance with Article 16.

Section Three. The State reserves the right to discipline or discharge an employee for breach of the No Strike Article.

In any arbitration, the arbitrator shall have no authority to alter or modify the discipline imposed where the State can show that:

- (a) The employee intentionally engaged in an activity prohibited by said Article or
- (b) Where the discipline imposed is less than a five (5) day suspension.

Section Four. The grievance procedure shall be the exclusive forum for resolving disputes over disciplinary action and shall supersede any pre-existing forums.

Section Five. Employer Conduct for Discipline. Whenever it becomes necessary to discipline an individual employee, the supervisor vested with said responsibility shall undertake said talks in a fashion calculated to apprise the employee of his/her shortcomings, while avoiding embarrassment and public display.

Section Six. Placement of an employee on an unpaid leave of absence under 5-240-5a shall be subject to the following:

(a) An employee may draw his/her accrued vacation even if he/she remains on an unpaid leave of absence under Regulation 5-248-3.

(b) In cases other than those which involve a criminal investigation or the disposition of a criminal charge the employee shall be placed on a paid leave of absence for the duration of the investigation into the situation and/or event. At the conclusion of the investigation the employee will be informed of the disposition and whether he/she is to be disciplined.

(c) In all cases where practicable, the State will investigate the possibility of alternative assignment.

Section Seven. Whenever practicable, the investigation, interrogation or discipline of employees shall be scheduled in a manner intended to conform with the employee's work schedule, with an intent to avoid overtime. When any employee is called to appear at any time beyond his/her normal work time and actually testifies, he/she shall be deemed to be actually working. This provision shall not apply to Union stewards. The applicability of this Section to employees on unscheduled work weeks shall be a subject of continuing discussion.

Section Eight. Reprimands. A written reprimand or a written record of an oral reprimand which is placed in an employee's personnel file, and which is not merged in the first service rating following the issuance of such reprimand shall remain in the file no later than conclusion of the next annual service rating period.

Section Nine. C.G.S. Section 5-240 and the regulations appurtenant thereto in effect on January 1, 2016, are hereby incorporated by reference.

Engineering, Scientific, and Technical Contract P-4

ARTICLE 15 DISCIPLINE, SUSPENSION, DEMOTION AND DISMISSAL

Section One. No permanent employee in the classified service who has completed the working test period, and no unclassified employee covered under 5-198(l) who has completed the working test period shall be demoted, suspended or dismissed, except for just cause. (The application of this Section to the employees of the Connecticut Agricultural Experiment Station is subject to the approval of the Station's Board of Control.)

Section Two. In the process of disciplining an employee, the employer representative shall meet with the Union representative and the employee to address the disciplinary situation, such meeting shall occur prior to the actual issuance of discipline. The employee retains the right to waive Union representation. Any disciplinary action must be preceded by adequate warning and opportunity for corrective action except in cases of serious misconduct. In all cases, the grievance will be submitted at Step III. By mutual agreement, a grievance under Section One may be expedited directly to arbitration.

Section Three. The State reserves the right to discipline or discharge employees for breach of the No Strike Article. An employee may grieve whether he/she participated in a violation of such Article directly to Step III. If, in an arbitration proceeding the employer establishes that the employee(s) breached the No Strike Article, the arbitrator shall not substitute his/her judgment for that of the employer as to the appropriateness of the discipline imposed.

Section Four. Definitions and Procedures. None of the following shall be imposed unless the corrective disciplinary step has been imposed except in cases of serious misconduct.

A. Suspension.

- (a) An appointing authority may suspend an employee for just cause which may include, but is not restricted to misconduct, insubordination or neglect of duty.
- (b) Within three (3) working days after imposing a suspension on an employee, the appointing authority shall give the employee written notice thereof which must:
 - (1) State the reason.
 - (2) State in concise language the acts or omissions upon which the suspension is based.
 - (3) Give the effective dates.
 - (4) Notify the employee that he/she may reply to the charge and notify him/her of his/her right to grieve.
- (c) The appointing authority shall immediately report a suspension action to the Commissioner of Administrative Services on the prescribed form and shall attach a copy of the notice served on the employee.
- (d) Suspensions may be without pay or with partial pay but may not exceed in the aggregate sixty (60) days in anyone (1) calendar year.

B. Demotion.

- (a) An appointing authority may demote for sufficient and just cause. A demotion for reasons of inefficiency or incompetency shall be made no earlier than three (3) months after the satisfactory completion of a working test period.
- (b) Notice. An appointing authority demoting an employee for reasons of inefficiency or incompetency shall give the employee written notice which must: (1) Be at least two (2) weeks in advance of the effective date of the demotion, (2) State the cause and give reasons to support it, (3) Notify the employee of his/her right to grieve.
- (c) Report of the demotion shall be immediately made to the Commissioner of Administrative Services on the prescribed form with a copy attached of the written notice given the employee.
- (d) When demotion is an alternative to a layoff due to lack of work, lack of funds or abolition of position, or similar causes, the appointing authority shall give the employee written notice to that effect as far in advance of the effective date as is practicable, but not less than two (2) weeks. This notice shall also advise the employee of his/her right to grieve only on the grounds that the possible layoff was not in the order prescribed by this Agreement. The demotion shall be immediately reported to the Commissioner of Administrative Services with a copy of the notice to the employee attached.
- (e) An appointing authority may arrange for the demotion of an employee to a lower class or grade for which he/she has the required qualifications at the request of the employee for his/her personal reasons either within the agency or by transfer to another agency. A report of such demotion shall be made to the Commissioner of Administrative Services together with a copy of the employee's written statement that the lower class or grade is acceptable to him/her.
- (f) Rate of pay. Any employee demoted, except in lieu of layoff, to a lower class, grade or salary range shall be paid at that lower rate of pay which he/she would have arrived at had he/she been serving in the lower instead of in the higher position.
- (g) If the employee's grievance is upheld, he/she shall be reinstated with full pay retroactive to the date of demotion and any notation of the demotion shall be removed from the employee's personnel file.

C. Dismissal.

- (a) An appointing authority may dismiss an employee with permanent status from the classified service when the good of the service will be served thereby. Just cause for considering the good of the service shall be based on, but not necessarily restricted to, incompetency, inefficiency, neglect of duty, or misconduct.
- (b) The following may be considered causes for the dismissal of any employee. This listing is not to be construed as all-inclusive.
 - (1) Prohibited political activity as defined in the regulation pertaining to political activity.
 - (2) Disloyalty to the government of the United States or of the State of Connecticut.
 - (3) Conviction of a crime.
 - (4) Offensive, indecent or abusive conduct towards the public, superiors, coworkers, inmates, or patients of State institutions.

- (5) Two (2) successive unsatisfactory service ratings, if filed within two (2) years of each other.
 - (6) Fraud or collusion in connection with any examination or appointment in the classified service.
 - (7) Theft, willful neglect or misuse of any State fund, property, equipment, material or supplies, including State owned motor vehicles.
 - (8) Deliberate violation of any law, State regulation or agency rule.
 - (9) Absence without leave for five (5) or more working days or failure to return to duty within five (5) working days following authorized leave.
 - (10) Intoxication while on duty.
 - (11) Neglect of duty.
 - (12) Insubordination, including failure to work overtime if directed to do so.
 - (13) Engaging in any activity which is detrimental to the best interests of the agency or of the State.
- (c) An appointing authority dismissing an employee shall give the employee a written notice which shall
- (1) State the reason for dismissal.
 - (2) State in concise language the acts or omissions upon which the dismissal is based.
 - (3) State the effective date of the dismissal which shall be two (2) weeks from the date of the notice. Such advance notice need not be given in cases of serious misconduct by an employee affecting the public, the welfare, health, or safety of patients, inmates or State employees or the protection of State property.
 - (4) Notify the employee that he/she may reply to the dismissal and notify him/her of his/her right to grieve.
- (d) An appointing authority may, pending a determination on discipline to be imposed, place an employee on a leave of absence with pay. Such leave could continue through the pre-disciplinary and post disciplinary procedure periods as described in Regulations 5-240-7a and 5-240-8a. The paid leave may be continued during the notice period prior to the effective date of dismissal.

Section Five. The grievance procedure shall be the exclusive forum for resolving disputes over disciplinary action and will supersede any pre-existing forums.

Section Six. Employer Conduct for Discipline. Whenever it becomes necessary to discipline an individual employee, the supervisor vested with said responsibility shall undertake said talks in a fashion calculated to apprise the employee of his/her shortcomings, while avoiding embarrassment and public display.

Section Seven. Interrogation. An employee who is being interrogated concerning an incident or action which may subject him/her to disciplinary action shall be notified of his/her right to have a Union designee upon request, provided, however, this provision shall not delay completion of the interrogation in excess of forty-eight (48) hours. This provision shall be applicable to interrogation before, during, or after the filing of a charge against an employee or notification to the employee of disciplinary action. No employee shall be subject to discipline as a result of refusal to be a witness against himself/herself at any step of the grievance procedure. The provisions of this Section shall not be interpreted to prevent a supervisor from questioning an employee at the workplace.

Section Eight. Whenever practicable, the investigation, interrogation or discipline of employees shall be scheduled in a manner intended to conform to the employees' work schedule, with an intent to avoid overtime. When any employee is called to appear at any time beyond his/her normal work time and actually testifies, he/she shall be deemed to be actually working. This provision shall not apply to stewards.

Section Nine. Reprimands. A written reprimand or a written record of an oral reprimand which is placed in an employee's official personnel file, and which is not merged in the service rating, the next following shall be treated in accordance with the Personnel Record Article. The parties agree that discipline should not be imposed without an investigation of the issue, notification of the charges, a description of the nature of the evidence and an opportunity for the member to respond. If the investigation results in no discipline, the employee and the Union shall be notified at the time that the decision is made by the employer.

ARTICLE 14
DISMISSAL, SUSPENSION, DEMOTION OR OTHER DISCIPLINE

Section One. (a) No employee shall be suspended, demoted, or reprimanded except for just cause.

(b) No permanent employee in the classified service who has completed the Working Test Period and no unclassified employee who has completed six (6) months of service or the pre-tenure period, whichever is longer, shall be dismissed except for just cause.

Section Two. Grievances concerning dismissal, suspension or disciplinary demotion shall be submitted directly to Step II of the grievance procedure within fifteen (15) days of the receipt of official notification of such action. The fifteen (15) days referenced herein commence with receipt by the Union (Union representative) of a copy of the notification of discipline. In the event the notification is mailed to the Union, it shall be by certified mail. When feasible, the Union will provide the agency with a concurrent copy of the Step II filing. All other grievances shall be filed at Step I.

Section Three. The grievance procedure shall be the exclusive forum for resolving disputes over disciplinary action and will supersede any preexisting forums.

Section Four. Employer Conduct for Discipline. Whenever it becomes necessary to discipline an individual employee, the supervisor vested with said responsibility shall undertake said talks in a fashion calculated to apprise the employee of shortcomings, while avoiding embarrassment and public display.

Section Five. Placement of an employee on a paid leave of absence shall be governed by Regulation 5-240-5a to permit investigation. Provided, however, nothing shall preclude an employee from being elected to be placed on an unpaid leave of absence for up to thirty (30) days. In such an event, the employee may draw accrued vacation pay.

At the expiration of the thirty (30) day period, the employee shall be either:

- (1) charged with the appropriate violation.
- (2) reinstated and reassigned to other duties determined appropriate by the appointing authority pending completion of the investigation; or
- (3) reinstated from leave.

Section Six. Interrogation. (a) An employee who is being interrogated concerning an incident or action which may subject him/her to disciplinary action shall be notified of his/her right to have a Union Steward or other representative present upon request, provided however, this provision shall not unreasonably delay completion of the interrogation. The interrogation shall not in any case be delayed beyond twelve (12) working hours irrespective of the ability of the Union to provide the required representation. However, no employee will be forced to appear on the day/shift of such notice. This provision shall be applicable to interrogation before, during or after the filing of a charge against an employee or notification to the employee of disciplinary action.

(b) No employee shall be compelled to offer oral or written evidence against himself/herself in any investigation or (pre) disciplinary action. Statements by the employee on his/her own behalf shall constitute waiver of this protection.

(c) An employee who is not the subject of the disciplinary investigation may be questioned by management regarding their knowledge or understanding of the matter under investigation. Said employee may request to be accompanied by a Union Steward or other representative at any meeting with management for the purpose of this questioning. Said request shall not be unreasonably denied.

Section Seven. Whenever practicable, the investigation, interrogation or discipline of employees shall be scheduled in a manner intended to conform with the employee's work schedule, with an intent to avoid overtime. When any employee is called to appear at any time beyond his/her normal work time and actually testifies, he/she shall be deemed to be actually working. This provision shall not apply to Union stewards. The applicability of this Section to employees on unscheduled work weeks shall be a subject of continuing discussion at local unit levels by the appropriate Labor Management Committees.

Section Eight. C.G.S. Section 5-240 and the regulations appurtenant thereto in effect on January 1, 1994, are hereby incorporated by reference.

ConnSCU Human Resources Policies

ARTICLE 8 NON-CONTINUATION, DISCIPLINE, REPRIMAND, SUSPENSION AND TERMINATION

8.1 Non-continuation

Institution Presidents are employees at will and may receive notice of non-continuation of their employment for any lawful reason without cause, explanation, or advance notice. Non-continuation is not discipline and is not subject to process, recourse, or appeal. Notice of non-continuation typically takes the form of a notice period providing a terminal date of employment. Institution Presidents may be non-continued by the System President as their appointing authority, with the consent of the Chair and Vice Chair of the Board of Regents. The length of notice period for Institution Presidents will be the time period provided in their appointment letters/agreements. Institution Presidents are not entitled to progressive discipline. During the notice period the Institution President is expected to continue working professionally and satisfactorily for the CSCU System in a capacity and location as determined by the System President. An Institution President who has received a notice of non-continuation may be eligible to receive payment in lieu of work during the notice period if the Institution President executes a separation agreement and general release in a form acceptable to the System President. All other management and confidential professional employees are also employees at will and may receive notice of non-continuation of their employment for any lawful reason without cause, explanation, or advance notice from their appointing authority. Non-continuation is not discipline and is not subject to process, recourse, or appeal. Notice of non-continuation typically takes the form of a notice period providing a terminal date of employment. During the notice period, the Management/ Confidential professional employee is expected to continue working professionally and satisfactorily within the CSCU System in a capacity and location as determined by their appointing authority. A Management/ Confidential employee who has received a notice of non-continuation may be eligible to receive payment in lieu of work during the notice period if the employee executes a separation agreement and general release in a form acceptable to the CSCU System Office. Non-temporary employees hired on or after January 1, 2013, are eligible to receive three (3) months' notice, however, campus academic positions at the level of Manager 3 or management positions at the level of Executive 1 or higher may be eligible to receive up to twelve (12) months' notice as established in their initial appointment letters or approved by their appointing authority. Non-temporary employees hired prior to January 1, 2013, shall have the greater of three (3) months' notice or the notice provisions covered by the policy that was previously in effect for their respective employer (e.g., BOR/DHE, CCC, CSU or Charter Oak).

8.2 Discipline for Cause

No employee shall be disciplined except for cause. Discipline is defined as reprimand, suspension, or termination. Discipline does not include counseling.

Cause is defined as any conduct for which an employee may be disciplined e.g. suspended, demoted, or dismissed and includes, but is not limited to: conviction of a crime; offensive, indecent or abusive conduct toward students, the public, superiors or co-workers; use of fraudulent credentials in seeking of appointment, continuation of appointment or promotion; poor performance; theft; willful neglect or misuse of state funds, property, equipment, material or supplies,

including state-owned vehicles; violation of law, state regulation or policy of the Board of Regents for Higher Education; intoxication while on duty; neglect of duty; insubordination; engagement in an activity detrimental to the State or the Board of Regents for Higher Education; and disloyalty to the United States or to the State of Connecticut.

8.3 Reprimand

All reprimands shall be placed in the employee's personnel file and a copy shall be sent to the employee. Written reprimands may be removed from an employee's personnel file on the one-year anniversary of the date of its issuance unless, during that one-year period there is additional discipline issued to the employee. It shall be the employee's responsibility to request the removal of a reprimand after its expiration date has passed. Reprimands may only be removed by mutual agreement of either the System President or Institution President, as appropriate, and Chief Human Resources Officer, and the employee.

8.4 Suspension

An Institution President or System President, or their designee, may suspend an employee with or without pay for cause as specified in section 8.2. In any given action, the affected employee shall have the right to know and respond to the reasons for suspension prior to the imposition of the penalty.

8.5 Appeals of Discipline (not applicable to those non-continued based on 8.1)

To discipline an employee (per 8.2) the following steps shall be followed:

- A.** Before any disciplinary action is taken a meeting shall be arranged with the employee and the designee of the employer to discuss the situation. The employee shall have the opportunity to present relevant information. Upon the agreement of both parties' discussion may be continued to a mutually agreed time.
- B.** After the employer has issued discipline, the employee may request a formal hearing by presenting said request not later than five (5) days after the receipt of the disciplinary notice. Said hearing shall be scheduled within thirty (30) days following a timely request by the employee.
- C.** A hearing shall be held before the Vice President for Human Resources or his/her designee. The hearing shall not be governed by formal rules or procedures. The Vice President for Human Resources or his/her designee shall make a good faith effort to be fair and impartial while eliciting relevant information on the matter in question. If the discipline that is being contested was imposed by the Vice President for Human Resources, then the System President may appoint a different hearing officer of his/her choosing.
- D.** Hearings officers have ten (10) days from the conclusion of the hearing to notify the employee of his/her final and binding decision. Said decision(s) shall be without appeal.
- E.** Failure by an employee to adhere to the deadlines specified herein shall be deemed a waiver of the opportunity for a hearing on the matter.

8.6 Abandonment

Failure to perform assigned duties for five (5) consecutive working days without prior approval of the appointing authority is abandonment of one's appointment/position. The employee who has abandoned his/her position will then be separated from State service and be deemed to have resigned not in good standing.

8.7 Layoff

In the event of a reduction in the ranks of Management and/or Confidential Professional employees resulting from retrenchment, reorganization or fiscal exigency, the notice provisions for non-continuation in 8.1 shall apply.

8.8 Notice of Retirement or Resignation (08/21/14)

It is recommended that employees planning retirement provide three (3) months of notice and employees resigning provide at least four (4) weeks of notice when possible. Scheduling the last day at work should be discussed with the employee's supervisor or other designated individual to work out the best arrangement for all concerned.

Annual Fire Safety Report

A log is kept in the office of the Central Fire Lieutenant that lists all fire alarm activations, fire department responses and alarm maintenance.

The CCSU Police Department maintains a log of all fires that occurred in an on-campus student housing facility. This log includes the nature, date, time, and general location of each fire and is available for public viewing during normal business hours between 8:00 a.m. and 4:00 p.m., Monday through Friday.

| Annual Fire Safety Report | | | | | |
|---------------------------|-------------|---|--------------------|------------------|---------------------------------|
| Residential Facilities | Total Fires | Cause of Fire | Number of Injuries | Number of Deaths | Value of Property Damage |
| 2024 | | | | | |
| Barrows Hall | 0 | N/A | N/A | N/A | N/A |
| Beecher Hall | 0 | N/A | N/A | N/A | N/A |
| Carroll Hall | 0 | N/A | N/A | N/A | N/A |
| Gallaudet Hall | 2 | (1) Unintentional/Stove fire (2) Unintentional/Incense | N/A | N/A | (1) \$100-\$999 (2) \$0-\$99 |
| James Hall | 1 | Unidentified electrical event | N/A | N/A | \$50,000-\$99,999 |
| Mid Campus Hall | 0 | N/A | N/A | N/A | N/A |
| Sam May Hall | 0 | N/A | N/A | N/A | N/A |
| Seth North Hall | 0 | N/A | N/A | N/A | N/A |
| Sheridan Hall | 0 | N/A | N/A | N/A | N/A |
| Vance Hall | 0 | N/A | N/A | N/A | N/A |
| 2023 | | | | | |
| Barrows Hall | 0 | N/A | N/A | N/A | N/A |
| Beecher Hall | 0 | N/A | N/A | N/A | N/A |
| Gallaudet Hall | 0 | N/A | N/A | N/A | N/A |
| James Hall | 0 | N/A | N/A | N/A | N/A |
| Mid Campus Hall | 0 | N/A | N/A | N/A | N/A |
| Sam May Hall | 0 | N/A | N/A | N/A | N/A |
| Seth North Hall | 0 | N/A | N/A | N/A | N/A |
| Sheridan Hall | 0 | N/A | N/A | N/A | N/A |
| Vance Hall | 0 | N/A | N/A | N/A | N/A |
| 2022 | | | | | |
| Barrows Hall | 0 | N/A | N/A | N/A | N/A |
| Beecher Hall | 0 | N/A | N/A | N/A | N/A |
| Gallaudet Hall | 0 | N/A | N/A | N/A | N/A |
| James Hall | 0 | N/A | N/A | N/A | N/A |
| Mid Campus Hall | 0 | N/A | N/A | N/A | N/A |
| Sam May Hall | 0 | N/A | N/A | N/A | N/A |
| Seth North Hall | 0 | N/A | N/A | N/A | N/A |
| Sheridan Hall | 0 | N/A | N/A | N/A | N/A |
| Vance Hall | 0 | N/A | N/A | N/A | N/A |

| RESIDENT HALL FIRE SAFETY SYSTEMS | SMOKE DETECTION | RESIDENTIAL HALL SPRINKLERS | FIRE DRILLS CONDUCTED | FIRE SAFETY POLICIES |
|--|---|--|--|--|
| Barrows Hall 60 Paul Manafort Sr. Drive | 24-hour detection with smoke detectors and central station monitoring All devices are tested semi-annually | Sprinklers are located throughout the Residential Hall Systems tested quarterly | Semi Annual Drills in conjunction with the University Fire Lieutenant, Residence Life, CCSU Police, and Facilities Team | Evacuation routes listed in all Residential Rooms Also, see the following pages |
| Beecher Hall 30 DiLoreto Drive | 24-hour detection with smoke detectors and central station monitoring All devices are tested semi-annually | Sprinklers are located throughout the Residential Hall Systems tested quarterly | Semi Annual Drills in conjunction with the University Fire Lieutenant, Residence Life, CCSU Police, and Facilities Team | Evacuation routes listed in all Residential Rooms Also, see the following pages |
| Carroll Hall 20 Diloreto Drive | 24-hour detection with smoke detectors and central station monitoring All devices are tested semi-annually | Sprinklers are located throughout the Residential Hall Systems tested quarterly | Semi Annual Drills in conjunction with the University Fire Lieutenant, Residence Life, CCSU Police, and Facilities Team | Evacuation routes listed in all Residential Rooms Also, see the following pages |
| Gallaudet Hall 75 Wells Street | 24-hour detection with smoke detectors and central station monitoring All devices are tested semi-annually | Sprinklers are located throughout the Residential Hall Systems tested quarterly | Semi Annual Drills in conjunction with the University Fire Lieutenant, Residence Life, CCSU, Police, and Facilities Team | Evacuation routes listed in all Residential Rooms Also, see the following pages |
| James Hall 80 Paul Manafort Sr. Drive | 24-hour detection with smoke detectors and central station monitoring All devices are tested semi-annually | Sprinklers are located throughout the Residential Hall Systems tested quarterly | Semi Annual Drills in conjunction with the University Fire Lieutenant, Residence Life, CCSU Police, and Facilities Team | Evacuation routes listed in all Residential Rooms Also, see the following pages |
| Sam May Hall 85 Wells Street | 24-hour detection with smoke detectors and central station monitoring All devices are tested semi-annually | Sprinklers are located throughout the Residential Hall Systems tested quarterly | Semi Annual Drills in conjunction with the University Fire Lieutenant, Residence Life, CCSU Police, and Facilities Team | Evacuation routes listed in all Residential Rooms Also, see the following pages |
| Seth North Hall 100 Paul Manafort Sr. Drive | 24-hour detection with smoke detectors and central station monitoring All devices are tested semi-annually | Sprinklers are located throughout the Residential Hall Systems tested quarterly | Semi Annual Drills in conjunction with the University Fire Lieutenant, Residence Life, CCSU Police, and Facilities Team | Evacuation routes listed in all Residential Rooms Also, see the following pages |
| Sheridan Hall 65 Wells Street | 24-hour detection with smoke detectors and central station monitoring All devices are tested semi-annually | Sprinklers are located throughout the Residential Hall Systems tested quarterly | Semi Annual Drills in conjunction with the University Fire Lieutenant, Residence Life, CCSU Police, and Facilities Team | Evacuation routes listed in all Residential Rooms Also, see the following pages |

| | | | | |
|---|--|---|--|---|
| <p style="text-align: center;">Vance Hall 55 Wells Street</p> | <p>24-hour detection with smoke detectors and central station monitoring</p> <p>All devices are tested semi-annually</p> | <p>Sprinklers are located throughout the Residential Hall</p> <p>Systems tested quarterly</p> | <p>Semi Annual Drills in conjunction with the University Fire Lieutenant, Residence Life, CCSU Police, and Facilities Team</p> | <p>Evacuation routes listed in all Residential Rooms</p> <p>Also, see the following pages</p> |
| <p style="text-align: center;">Mid Campus 169 Ella Grasso Boulevard</p> | <p>24-hour detection with smoke detectors and central station monitoring</p> <p>All devices are tested semi-annually</p> | <p>Sprinklers are located throughout the Residential Hall</p> <p>Systems tested quarterly</p> | <p>Semi Annual Drills in conjunction with the University Fire Lieutenant, Police, and Facilities Team</p> | <p>Evacuation routes listed in all Residential Rooms</p> <p>Also, see the following pages</p> |

Residence Hall Fire Safety Rules

Violation of residence hall policies and procedures may lead to disciplinary action that will be referred to either the Department of Residence Life or to the Office of Student Rights and Responsibilities. All students are responsible for reading and understanding the University’s Student Code of Conduct section of the Student Handbook.

Cooking: Because of fire safety and health regulations, all cooking and food preparation is limited to kitchen areas only. Students must not leave any cooked food unattended. Deep frying is prohibited.

Curfews: There are no curfew hours for residential students. The residence halls are locked 24 hours a day. Resident students’ BlueChip ID cards will open the main entrance to their assigned Residence Hall.

Fire Safety: Students are expected to take all precautions to prevent fires in the residence halls. No cooking is permitted in student rooms. The University has authorized a company to market microwave/refrigerator units in designated residence halls. These will be the only microwaves permitted in student rooms. Rooms should be cleaned and free of clutter to minimize fire hazards. Drapes must be made of fire-retardant material. No ceiling decorations, including decorative lights, can be hung from or on ceilings. The Residence Life staff conducts monthly health and fire safety inspections.

Fire Alarms, Sprinklers, Heat and Smoke Detectors: Devices have been installed in every residence hall room and fire drills are held periodically. All students must vacate the building immediately when the fire alarm sounds. Failure to vacate may result in separation from the residence hall. Students found tampering with fire safety equipment, heat or smoke detectors, or the fire alarm system will be subjected to disciplinary action and possible restitution. Criminal charges may also result.

Smoking: The State of Connecticut prohibits smoking (including e-cigarettes) in any residence hall or residence hall rooms and elevators. Please refer to the following webpage for the designated smoking areas on campus: ccsu.edu/smokingpolicy. Use of e-cigarettes in any Residence Hall or elevator may be subject to a citation issued by University Police and referral to the Office of Student Rights and Responsibilities.

Fire Restricted Items for Residence Halls

- Alcoholic beverages
- Air conditioners
- Amplifiers
- B-B guns
- Candles (with or without wicks)
- Cardboard drawer units
- Ceiling fans
- Coffee pots or coffee makers including Keurig
- Drum sets
- Electric appliances
- Electric blankets
- Electric guitars
- Extension cords (only surge protectors permitted)
- Firearms
- Fireworks
- Fishnets/other ceiling decorations
- Flammable liquids
- Gasoline
- Gasoline-powered equipment
- Halogen (pole) lamps
- Halogen desk lamps with tubular bulbs

- Heating elements (immersion type)
- Heating units
- Hookah
- Hot plates
- Hot pots
- Incense
- Kerosene
- Knives (other than kitchen knives)
- Lamps (kerosene, oil types)
- Lava lamps
- Lofts
- Microwave ovens
- Multi-outlet adapters
- Musical instruments that amplify
- Non-University mattress
- Oil/wax tart warmers
- Paint
- Paint thinner
- Paneling
- Pets (except fish)
- Table model ranges
- Full-size sofas/couches
- Space heaters
- Sun lamps
- Toasters
- Vaporizers
- Waterbeds
- Wicker wastepaper baskets
- Wicker furniture

Health & Fire Safety Inspections: For the health and safety of each resident, the Residence Life staff conducts monthly routine inspections for fire safety hazards, damages, and the cleanliness of the rooms/suites. If a student is found in possession of prohibited items, these items will be confiscated by the Residence Life staff.

Fire Alarm Activation Procedures: Every residential hall room has a pre-determined evacuation route and is posted in accordance with the Connecticut State Fire Codes. All students must vacate the building immediately when the fire alarm sounds. Failure to vacate may result in separation from the residence hall. Students who are found not exiting in a timely manner when the alarm is sounding will be subjected to disciplinary action. Criminal charges may also result.

Tampering with Alarms or Sprinklers: Under Connecticut law it is a felony (punishable by over a year in prison) to damage or tamper with fire alarms or fire suppressions systems, including the sprinkler heads or smoke alarms within residence halls. Don't gamble with your life or the lives of others.

Fire Safety Training: In conjunction with the **semi-annual fire drills** the students are given access to the Residence Hall Rules 24 hours a day online. They may contact the Fire Lieutenant, Terrence Ferrarotti, their resident hall director, or the resident assistants at any time. The University Police Department may also assist any student who has **an immediate** fire or life safety question 24 hours a day.

All the residential directors and assistants receive annual training on fire safety, and they hold individual group meetings with their residents. The annual fire safety training includes the procedures outlined in the Emergency Evacuation Plan.



Central is a designated Heart Safe Campus by the State of CT Department of Health.

Central Connecticut State University is committed to the safety and well-being of not only our faculty, staff, and students but to our campus visitors as well. We are a CT Department of Health designated Heart Safe Campus. AEDs (Automated External Defibrillators) are vital in providing an electrical shock to those in cardiac arrest. With bystander CPR, public access AEDs, CCSU medical first responders, and transporting EMS units gives the best chance of survival to those suffering from a sudden cardiac event. In the event of an emergency please dial 911. For routine issues needing urgent attention please contact the CCSU Police Department at 860-832-2375.

Public Access AEDs have been placed in all Residence Halls on all floors and on other designated spots throughout the University. For more information on the Public Access AED Program please contact the Central Fire Lieutenant at fire@ccsu.edu or 860-832-2386.

All Students, Staff, Guests and Contractors should locate the nearest AED in their Building in the event of an emergency requiring its use. All Students, Staff, Guests and Contractors shall call 911 in the event of an emergency requiring the use of an AED.



Public Access Naloxone (Narcan) Boxes: Central remains committed to being a drug free workplace and community. Though in the event it is necessary to help reverse the effects of an opioid overdose, and in accordance with the State of CT General Statutes, Central has Public Access Naloxone (Narcan) Kits available in numerous sites throughout campus. This includes all Residence Hall floors.

Student Wellness Services - Office of Wellness Education, Willard-DiLoreto, W101
Contact Appointment Line (860) 832-1926

Public Access Naloxone

The Wellness Education's mission is to equip the Central community with resources and information that foster healthy lifestyles. We provide informative events for students on alcohol, tobacco, and suicide prevention, and workshops on topics such as transitioning to the college experience and managing medical issues. All activities are FREE.

In accordance with the State of Connecticut Department of Consumer Protection, Drug Control Division Naloxone at Institutions of Higher Education (Public Act 19-191 Section 7).

Designated contact to oversee Naloxone Program: Fire Lieutenant Terrence Ferrarotti, 860-832-2386 or fire@ccsu.edu.

Fire Evacuation Procedures

Fire Evacuation Procedures: Refer to pages 8-10 in this report for full evacuation procedures.

- Get out and close the door behind you.
- Pull the closest fire alarm on your way out.
- Know at least two escape routes.
- Never use the elevator during a fire alarm; always use the stairs.
- Call 911 from a safe place outside.
- Never re-enter a building for any reason; wait until you get the “all clear” from the fire department to go back inside.
- If you are not able to get out due to thick smoke and fire, you will need shelter-in-place.
- If you are able, move to a room with an outside window.
- Call 911 if possible and let them know where you are trapped.
- Block the cracks from around the door to prevent smoke from coming in.
- Stay by a window where rescuers can see you; rescues in large buildings can take some time.

REMEMBER TO NEVER USE THE ELEVATORS IN A FIRE EMERGENCY!

FIRE REPORTING

- Emergency response of Fire/Police or Emergency Medical Services: 911
- Routine Phone calls may be made to the University Police Department: **860-832-2375**
- Fire Lieutenant Terrence Ferrarotti may also be contacted by calling the following
 - Normal Business Hours: 860-832-2386
 - After Hour Emergencies: 860-832-2375

NOTE:

To report or request any emergency response of Fire/Police or Emergency Medical Response, you must dial 911 or contact the University Police on campus at 860-832-2375.

Report any fire that has occurred to the University Police at 860-832-2375.

Central Connecticut State University, Office of Environmental Health and Safety (Fire) remains committed to life safety. In partnership with the Central Connecticut University Police Department, Facilities Management Department, Residence Life Department, and Mutual Aid Fire and EMS Department, we will continually review policies and procedures and seek any safety advantage that may arise through emerging technology in the field of fire safety to ensure our Campus Safety.



University Police Department

Sean S. Grant, Chief of Police

Lt. Richard Homestead, Administrative Commander

Lt. Brendan Moon, Operations Commander

Central Connecticut State University is a university governed by the Connecticut State Colleges & Universities (CSCU) Board of Regents, which oversees the four Connecticut state universities (Central, Eastern, Southern, and Western), the state's 12 community colleges, and the state's only public online college. For more information: <https://www.ct.edu/regents>.

Central Connecticut State University is committed to a policy of non-discrimination, equal opportunity, and affirmative action for all persons regardless of race, color, religion, sex, age, national origin, marital or veteran status, sexual orientation, or disability.



Contact Information – Privileged

| FOR ALL EMERGENCIES – DIAL 9-1-1 | | | | |
|--|------------------|-------------------------|----------------------------|---|
| Reporting Office | Location | Availability | | Services Provided |
| | On or Off Campus | 24/7 (Around the Clock) | Normal Business Hours Only | |
| Central Counseling & Student Development | On | | X | Licensed counselors available for students. 860-832-1945 |
| Central Student Wellness Services/ Health Services | On | | X | Medical assistance and referral for students. 860-832-1925 |
| Clergy | Both | Varies | | Discussions with clergy are protected whether the clergy are affiliated with Central, e.g., through the Campus Ministry (a student organization). |
| CT Alliance to End Sexual Violence | Off | X | | Statewide organization overseeing local sexual assault crisis agencies. Statewide 24-hour toll-free Hotlines 1-888-999-5545 (English) or 1-888-568-8332 (Spanish) |
| CT Coalition Against Domestic Violence | Off | X | | Statewide organization overseeing local domestic violence crisis agencies. Statewide 24-hour toll-free Hotlines 1-888-774-2900 (English) 1-844-831-9200 (Spanish). Online chat ctsafecconnect.com |
| CT Institute for Refugees and Immigrants | Off | | X | CIRI provides a compassionate array of high-quality legal, social, and educational programming for refugees, immigrants, and survivors of human trafficking and torture. https://cirict.org/ |
| CT Office of the Victim Advocate | Off | | X | Information, advocacy, counseling referral, notification, & victim compensation. 1-888-771-3126 |
| Hospital of Central Connecticut | Off | X | | Emergency care, including sexual trauma care and evidence collection. 860-224-5671 |
| Prudence Crandall Center | Off | X | | Emergency shelter, counseling, court-based services, transitional & permanent supportive housing, children’s services. Statewide 24-hour toll-free Hotlines 1-888-774-2900 or 888-273-8255 |
| YWCA Sexual Assault Crisis Service | Both | X | | Licensed Support and Advocacy Services for Victims of Sexual Assault - Statewide 24-hour toll-free Hotlines 1-888-999-5545 English 1-888-568-8332 Spanish |

Contact Information – Responsible Employee

| FOR ALL EMERGENCIES – DIAL 9-1-1 | | | | |
|-------------------------------------|------------------|-------------------------|----------------------------|---|
| Reporting Office | Location | Availability | | Services Provided |
| | On or Off Campus | 24/7 (Around the Clock) | Normal Business Hours Only | |
| Central Facilities | On | X | | Fire and EMS. Non-routine emergencies 860-832-2386. Outside departments will be used for EMS transport and fire suppression. |
| Central Faculty and other Officials | On | | X | All will attempt to assist victims to the best of their ability. |
| Central Financial Aid | On | | X | Financial aid at Central consists of federal and state funds that are used to assist our students with their educational costs. These funds consist of grants, loans, work study and scholarships. In addition, federal funds can be used to assist our students with housing and/or food insecurities if they are TITLE IV eligible. 860-832-2200 |
| Central LGBTQ Center | On | | X | Offer resources, programming, referrals, and support services as well as training and workshops for the entire campus community. 860-832-2090 |
| Central Office of Victim Advocacy | On | | X | Advocacy and support for students and employees 860-832-3796 |
| CCSU Police | On | X | | Special confidentiality rules apply regarding sexual assaults. 860-832-2375 |
| Central Women's Center | On | | X | Support, counseling, and advocacy for victims. 860-832-1655 |
| Human Resources | On | | X | Conducts investigations into violations of this policy by employees and make recommendations for appropriate administrative action. 860-832-1756 |
| New Britain Police Department | Off | X | | Special confidentiality rules apply regarding sexual assaults. 860-826-3000 |
| Office for Equity & Inclusion | On | | X | To conduct investigations regarding sexual harassment, including sexual assault. 860-832-1653 |
| Residence Life Staff | On | X | | Will contact the police and assist victims at residence halls. |
| Student Rights & Responsibilities | On | | X | Conducts investigations into violations of this policy regarding students and pursues disciplinary action against students who have violated this policy. 860-832-1667 |

Campus Maps



BUILDINGS

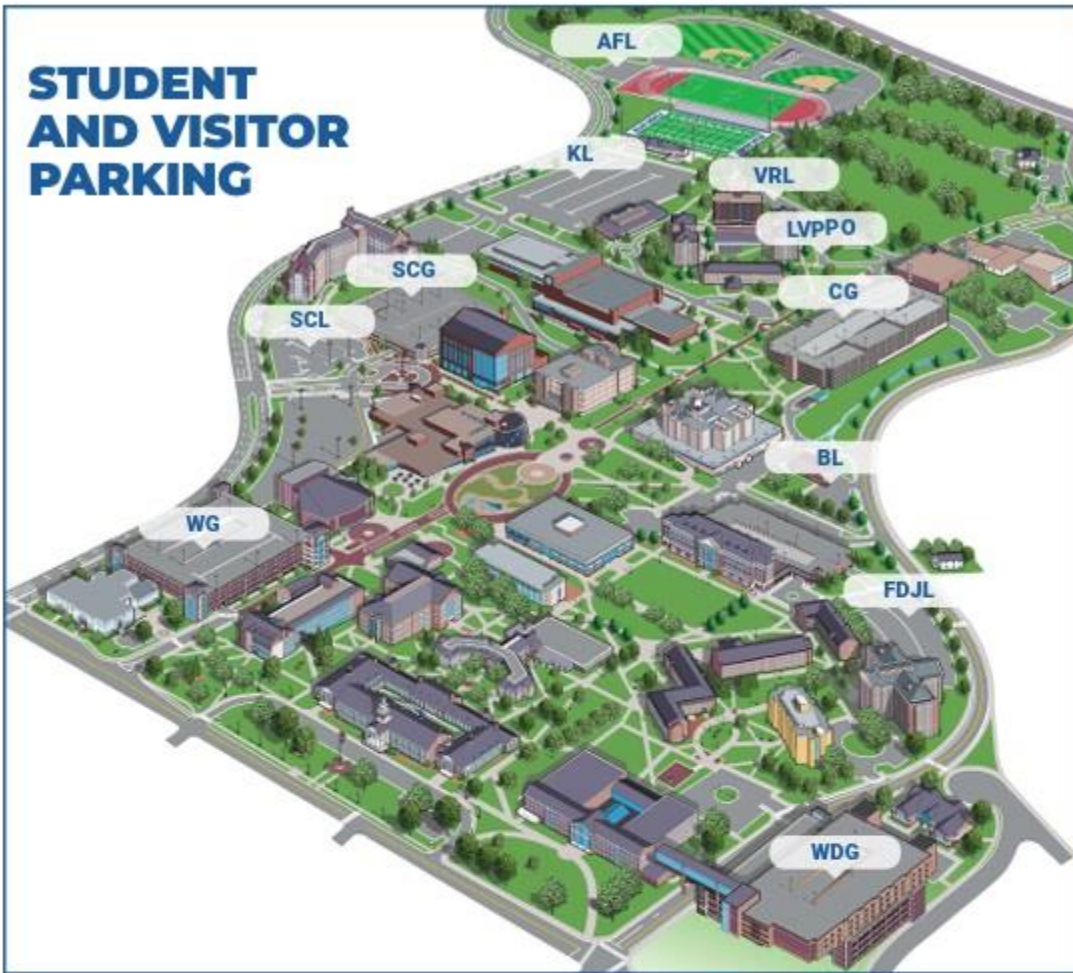
| | |
|-------------|---------------------------------|
| AIH | Applied Innovation Hub |
| CWC | Central Welcome Center |
| LIB | Elihu Burritt Library |
| FA | James J. Maloney Hall |
| HB | Henry Barnard Hall |
| HK | Harrison J. Kaiser Hall |
| HW | Herbert D. Welte Hall |
| LD | Lawrence J. Davidson Hall |
| MS | Maria Sanford Hall |
| MW | Marcus White Hall |
| NC | Nicolaus Copernicus Hall |
| RVAC | Robert C. Vance Academic Center |
| EDB | Ebenezer D. Bassett Hall |
| WD | Willard-DiLoreto Hall |
| HC | Hilltop Cafe |
| SC | Student Center |
| MEM | Memorial Hall |
| REC | C.J. Huang Recreation Center |

RESIDENCE HALLS

| | |
|------------|------------------------|
| CB | Catharine Beecher Hall |
| FDJ | F. Don James Hall |
| MB | Mildred Barrows Hall |
| MC | Mid-Campus Hall |
| SM | Sam May Hall |
| SN | Seth North Hall |
| CC | Clarence Carroll Hall |
| TG | Thomas Gallaudet Hall |
| RS | Robert Sheridan Hall |
| RV | Robert Vance Hall |



STUDENT AND VISITOR PARKING



Commuter Student and Visitor Parking

- WG** Welte Garage
- SCL** Student Center Lot
- SCG** Student Center Garage
- KL** Kaiser Lot
- WDG** Willard-DiLoreto Garage
1st, 3rd, & Roof Level
- BL** Bichum Lot
- CG** Copernicus Garage
Level O - (accessible from Wells St.)
Level F - (accessible from
Paul Manafort Sr. Drive)
- AFL** Athletics Field Lot

Resident Student Parking

- SCG** Student Center Garage
(Upper level in green striped spaces)
- CG** (Levels F, O and roof are reserved, resident students may park on other floors)
- FDJL** F. Don James Lot
- VRL** Vance Reserve Lot
- LVPO** Large Vehicle Parking by Permit Only

**For More Parking Information
Scan Here**



CCSU Early Learning Center, 1285 East Street, New Britain, CT

