



# Student Handbook 2023 - 2024



EMERGENCY NUMBERS CCSU CAMPUS EMERGENCY ONLY: 911

CCSU POLICE – ROUTINE: 860-832-2375

STUDENT WELLNESS CENTER – COUNSELING & HEALTH:

860-832-1925 – General Inquiries

860-832-1926 – Appointments

Office of the Vice President for Student Affairs

Dr. Kellie Byrd Danso, Vice President for Student Affairs

Mr. Ramón Hernández, Associate Dean for Student Affairs

Davidson Hall, Room 103

New Britain, Connecticut 06050

860-832-1601

### **Non-Discrimination Policy**

Central Connecticut State University (CCSU) is committed to a policy of nondiscrimination in education and employment. No person shall be discriminated against in terms and conditions of employment, personnel practices, or access to or participation in programs, services and activities with regard to: age; ancestry; color; gender identity and expression; intellectual disability, learning disability, mental disorder, physical disability; marital status; national origin; race; religious creed; sex, including pregnancy, transgender status, sexual harassment and sexual assault, sexual orientation; or any other status protected by federal or state laws. Discrimination in employment based on genetic information is prohibited. In addition, CCSU will not refuse to hire solely because of a prior criminal conviction, unless that refusal is permitted by Connecticut law. This policy is applicable to all employment practices, admission of students, programs and services to students, faculty, staff, and the community.

For more information, please contact Equity and Inclusion at 860-832-1652.

### **Rights Reserved Statement**

The **Student Handbook** is published under the auspices of the Student Affairs Office. It supplements the Undergraduate Catalog and should not be considered a complete listing of University policies. This handbook is posted online for students and applicants for general information and guidance only. It does not constitute a contract, either expressed or implied. Central Connecticut State University reserves the right to change its regulations, fees, and announcements without notice whenever such action becomes necessary.

Central Connecticut State University is one of seventeen Connecticut State Colleges and Universities governed by the Board of Regents (BOR) for the Connecticut State Colleges and Universities (CSCUs).

**Project Coordinator:** Ramón Hernández, Associate Dean

**Coordinators:** Diane Salee, University Assistant

Amily Marie, Graduate Intern

All information included in the online version of the Student Handbook was accurate at the time of posting. To view the online version of the **2023-2024** Student Handbook, visit [docs.ccsu.edu/Student\\_Handbook.pdf](https://docs.ccsu.edu/Student_Handbook.pdf)

## STUDENT HANDBOOK

The 2023-2024 Central Connecticut State University Student Handbook was compiled with the intention of providing you with a resource that contains information you will need to know about CCSU, including academic, social, and personal aspects of campus life.

These pages will serve as a guideline, as many of the answers that you may be looking for can be found here. It is up to you to take advantage of CCSU and the experiences that are of special interest or value to you.

Since you are enrolled at CCSU to learn, finding some of the answers to questions, not addressed, will be a stimulating experience and a challenge that you can meet using this resource.

The Student Handbook complements the University Catalog, and it contains information about most aspects of undergraduate campus life.

We at CCSU wish you all the best during your enrollment at this University, and we hope that the time you spend here will benefit you in every aspect of your life.

### Finding Your Classes

Classroom buildings are designated on your schedule with a letter code preceding the room number. Buildings are coded as follows:

AIH	Applied Innovation Hub	FA	James J. Maloney Hall
DEC	Dance Education Center	LD	Lawrence J. Davidson Hall
EDB	Ebenezer D. Bassett Hall	MW	Marcus White Hall
EB	Elihu Burritt Library	MS	Maria Sanford Hall
HK	Harrison J. Kaiser Hall	NC	Nicolaus Copernicus Hall
HB	Henry Barnard Hall	RVAC	Robert C. Vance Academic Center
HW	Herbert D. Welte Hall	WD	Willard-DiLoreto Hall

Please refer to the campus map for the location of buildings: [www.ccsu.edu/CampusMap](http://www.ccsu.edu/CampusMap)



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# Welcome

**A Message from:** Dr. Kellie Byrd Danso, *Vice President for Student Affairs*



Congratulations on making the important decision to further your education at Central Connecticut State University (CCSU)! We are pleased to have you join the Blue Devil family. As you begin your academic career, you are embarking on a path full of options and possibilities. The Office for Student Affairs is committed to supporting you and ensuring that you have the resources needed to meet your desired goals.

It is our hope that you will find your experiences at CCSU to be rewarding and enriching. This is a vibrant educational community and I encourage you to take full advantage of all that we have to offer. In addition to providing excellent support services such as counseling and wellness, recreation, food pantry, and drop-in childcare, to name a few, we also have 140 different clubs and organizations that you can join. Not only is CCSU committed to creating engaging experiences, but we are also committed to providing an environment that celebrates diversity, is equity minded and focused on inclusion.

This is an exciting time in your life. You will be presented with many opportunities to grow and develop academically, professionally, and socially. This is your time to shine!

We are here to help in any way we can so that you can reach all your goals and realize all your dreams at CCSU.

If I may assist you in any way, please contact me at [kbyrd-danso@ccsu.edu](mailto:kbyrd-danso@ccsu.edu).

Sincerely,

A handwritten signature in black ink that reads "Kellie Byrd Danso". The signature is fluid and cursive, with a large, stylized "K" and "D".

Kellie Byrd Danso, Ed.D  
*Vice President for Student Affairs*

## STUDENT AFFAIRS MISSION STATEMENT:

The Division of Student Affairs is dedicated to supporting a student-centered learning environment that encourages student development and inspires student success.



## About the University

### History of the University

Central Connecticut State University is the largest university within the Connecticut State Colleges and Universities system. Founded in 1849 as the New Britain Normal School, CCSU is also the state's oldest publicly funded university.

The New Britain Normal School became the Teachers College of Connecticut in 1933. In 1959, after a period of extensive institutional growth, the Teachers College became Central Connecticut State College. In recognition of the institution's continual development in mission and aspiration, the present name and educational charter were conferred in 1983.

The University is now comprised of four academic schools — the School of Business, the School of Engineering, Science, & Technology, the School of Graduate Studies, and the School of Education & Professional Studies, and the Carol A. Ammon College of Liberal Arts and Social Sciences. CCSU offers more than 130 degree programs at the baccalaureate, master's, and doctoral levels.



The University welcomed its 13th president, Dr. Zulma R. Toro, in January of 2017. She is the university's first female president and its first Hispanic chief executive. In its most recent strategic plan, the University renewed its commitment to enhancing innovative practices to increase access, improve retention, engage students in campus life, incorporate high-impact practices, and promote educational achievement and career readiness.

### University Mission Statement

#### **Mission**

Central Connecticut State University is a community of learners dedicated to teaching and scholarship that emphasizes development and application of knowledge and ideas through research and outreach activities, and prepares students to be thoughtful, responsible, and successful citizens. As a comprehensive public university, we provide broad access to quality degree programs at the baccalaureate, master's, and doctoral levels.



## **Elements of Distinction**

CCSU identifies the following as distinctive elements within the Connecticut State Colleges and Universities (CSCU) system:

- International education
- Workforce and state economic development
- Community engagement
- Interdisciplinary Studies and cross-cultural initiatives

## **Vision**

A modern public regional university in ambitious pursuit of knowledge, bold ideas, and innovative partnerships that advance social mobility and drive economic, cultural, and intellectual vitality in the communities we serve.

## **Free Speech on Campus**

### **GUIDELINES FOR FREEDOM OF SPEECH, EXPRESSION AND LAWFUL ASSEMBLY AND SPEAKER AND EVENTS**

#### **INTRODUCTION**

The Connecticut State Colleges and Universities (“CSCU”) supports the concepts of freedom of thought, inquiry, speech, and lawful assembly. It also supports the right of all individuals and groups at all times to pursue their normal activities at CSCU and to be protected from physical injury or property damage.

The purpose of these guidelines is to promote, instill and support habits of communication and character that will help CSCU be an inclusive community that encourages respect and learning. These guidelines are not intended to and do not restrict any individual’s ability to engage in all forms of lawfully protected personal speech. While the moral and legal concept of academic freedom is undoubtedly connected to free speech, these guidelines do not address academic freedom nor do they intend to infringe upon faculty’s or students’ rights to academic freedom.

These guidelines are intended to complement existing CSCU policies, procedures, handbooks and guidelines, including the CSU Board of Trustees’ Policy Resolution on Campus Freedom and Order, dated August 7, 1970.

#### **DEFINITIONS**

**Community Members:** Any employee of the CSCU institutions, including administrators, faculty, staff, temporary, and student employees; all CSCU institutions; any individual using institution or CSCU resources or facilities or receiving funds administered by the State; and volunteers and other representatives when speaking or acting on behalf of CSCU or any of its

constituent institutions.

**CSCU Institution or Campus:** Includes four constituent Connecticut State Universities, Charter Oak State College, and the Connecticut State Community College comprised of twelve consolidated regional community colleges.

**Institution Resources:** Include but are not limited to the CSCU institution's name, logo, or other identifying mark, the CSCU institution's funds, facilities, office supplies, photo equipment, letterhead, telephones, fax machines, and computers; and the CSCU institution's information technology resources such as email, websites, social media and on-line discussion boards.

**Institution Property:** Buildings, grounds, and land that are owned by the CT Board of Regents for Higher Education or controlled by CSCU institutions via leases or other formal contractual arrangements to house ongoing CSCU operations.

**Outside Entity(ies):** Candidates, campaign or political organizations, not-for profits, and all other outside groups.

**Student Organization:** A student group that is recognized in accordance with any CSCU institution specific policies or practices.

## **1. Freedom of Speech**

### **a. What is freedom of speech and what does it protect?**

Freedom of speech is the right of a person to articulate opinions and ideas without interference or retaliation from the government. In this context, the term "speech" is not limited to spoken words; it may also include symbolic speech, such as what a person wears, reads, performs, or protests.

Freedom of speech is protected by the First Amendment of the United States Constitution, as well as many state and federal laws. The United States has some of the strongest and broadest free-speech protections in the world. For instance, the First Amendment protects even speech that many would see as offensive or hateful.

### **b. Which types of speech are not protected by the First Amendment?**

Generally, the First Amendment guarantees freedom of speech by default, but some exceptions do exist. Types of speech that are not protected by the First Amendment include the following:

- **Incitement of violence or lawless action:** There is no right to incite people to break the law, including to commit action of violence. For an action to constitute incitement, there must be a substantial likelihood of imminent illegal activity and the speech must be directed to causing imminent illegal activity. For example, a speaker on a CSCU campus who encourages the audience to engage in acts of vandalism and destruction of institution property or resources is not protected by the First Amendment if there is a substantial likelihood of imminent illegal activity.

- **True Threats:** Speech where a person reasonably would perceive as an immediate threat to his or her physical safety is not protected by the First Amendment. The speaker does not have to act on his or her words (e.g., commit a violent act) in order to communicate a true threat. For example, if a group of students yelled at a student in a menacing way that would cause the student to fear a physical assault, such speech would not be protected.
- **Fighting Words:** Speech that is personally or individually abusive and is likely to incite imminent physical retaliation. Fighting words are those personally abusive epithets which are inherently likely to provoke a violent reaction.
- **Harassing Speech:** Harassing speech based on a protected category (e.g., race, disability, veteran status, sex, gender identity, sexual orientation, religion) is conduct that is so severe, pervasive, and objectively offensive, and also undermines and detracts from the victim's educational experience, that the victim is effectively denied equal access to a CSCU institution's resources and opportunities.
- **Obscene Speech:** Speech or materials may be deemed obscene, and therefore unprotected, if the speech meets the following (extremely high) threshold: (1) overtly sexualized or lascivious (2) is patently offensive by community standards; and (3) lacks literary, scientific, or artistic value.
- **Material and substantial disruption:** An action that materially and substantially disrupts the functioning of a CSCU institution or that substantially interferes with the protected free expression rights of others.
- **Certain symbolic actions:** The First Amendment does not protect the use of nonverbal symbols to directly threaten an individual or encroach upon or destroy CSCU institution property. Examples might include hanging a noose above a residence hall room door or spray-painting swastikas.
- **Interference with medical treatment:** Speech that interferes with the treatment of patients.
- **Invasion of privacy:** An unjustifiable invasion of privacy or confidentiality not involving a matter of public concern.
- **Defamation:** An intentional and false statement about an individual that is publicly communicated in written (called "libel") or spoken (called "slander") form, causing injury to the individual.
- **False Advertising:** A knowingly untruthful or misleading statement about a product or service.
- **Child Pornography:** Images or work that visually depict sexual conduct by children.

Use of the above forms of speech may violate the Student Code of Conduct and may be investigated and addressed as appropriate.

### c. What is "hate speech" and is it protected?

The term "hate speech" refers to speech that insults or demeans a person or group of people on

the basis of attributes such as race, religion, ethnic origin, sexual orientation, disability or gender. While CSCU condemns speech of this kind, and it may sometimes be difficult to accept, speech that is hateful or offensive is protected by the First Amendment.

However, hate speech that is actually “fighting words,” “true threats” or “harassing speech” is not protected speech.

While hate speech may be protected by the First Amendment, “hate crimes” are regulated by state and federal criminal and civil laws, including but not limited to anti-discrimination laws. Hate crimes are overt acts that can include acts of violence against persons or property, violation or deprivation of civil rights, certain “true threats,” or acts of intimidation, or conspiracy to commit these crimes. A hate crime is more than offensive speech or conduct; it is specific criminal behavior that ranges from property crimes like vandalism and arson to acts of intimidation, assault, and murder.

**i. How does CSCU respond to hate speech?**

CSCU is dedicated to fostering free speech in an environment where students, faculty and staff can learn from one another and where all are treated with dignity and respect. CSCU denounces all forms of hate speech. CSCU encourages students, faculty, and staff to use their free-speech rights to help create opportunities for each campus community to understand and learn from these actions.

**ii. But aren’t restrictions on hate speech an effective and appropriate way to send a strong message against white supremacy, misogyny, bigotry, and discrimination against marginalized individuals?**

Hate speech is an indicator of larger issues in our communities and society at large. As public institutions, CSCU is bound to honor First Amendment rights and cannot regulate hate speech. Nonetheless, CSCU campuses may respond to hate speech with speech reinforcing CSCU values of intellectual freedom, inclusion, and diversity, and foster an environment for the campus communities to engage in civil discourse, to listen and create forums and workshops to raise awareness and promote dialogue on issues of race, sex, sexual orientation, gender identity, and other relevant issues. However, CSCU students and community members should not expect CSCU administrators to comment on or condemn every campus speech act that some individual considers offensive.

**d. Guidance on Social Media**

The CSCU system encourages the use of social media technologies to enhance communication, engagement, collaboration and information exchange in support of its mission. Social media offers a variety of positive experience and benefits, but they also harbor a number of known risks, such as: bullying, harassment, defamation and injury to reputation. An individual’s use of social media technology follows the same standard of conduct and ethics consistent throughout



the CSCU system. This guidance is intended to set forth expectations of community members when engaging in CSCU-affiliated social media technologies.

### **i. CSCU-Affiliated Social Media**

CSCU-affiliated social media technologies are a common and important communication tool for CSCU institutions. CSCU community members who use a CSCU institution's social media technology must act responsibly and abide by all CSCU Information Technology Policies. Additionally, each CSCU campus may have its own set of policies and guidelines. Within that, each department, school, or college might have also established separate policies and guidelines. Be aware of specific requirements.

When engaging with CSCU-affiliated social media technologies, individuals should follow these general guidelines:

- Do not misrepresent CSCU: No individual CSCU community member should misrepresent their social media presence as representing a CSCU institution or use the word "official" in any title, post, or description.
- Think twice, post once: Privacy does not exist in the world of social media. Social media postings, including comments and responses, can be stored and shared with millions around the world. Search engines can find posts years after they are published, and comments can be forwarded or copied. Consider what would happen if a post becomes widely known and how that may reflect both on the poster and CSCU.
- Protect confidential and proprietary information: Do not post private, restricted or sensitive information about a CSCU institution or its students, staff, faculty or alumni. Types of private information include FERPA-protected student information, Social Security numbers, credit card numbers and medical records.
- Respect copyright and fair use: When posting, be mindful of the copyright and intellectual property rights of others and of the CSCU institutions.

Social media postings that fall into one of the categories of unprotected speech, described above (See Section 1.b) may be removed.

### **ii. Personal Social Media**

Individual's social media communication are not monitored. However, no individual CSCU community member should misrepresent their social media presence as representing a CSCU institution or use the word "official" in any title, post, or description on their personal media account.

### **e. Time, Place & Manner Restrictions**

As public institutions of higher education, CSCU institutions have the right to impose certain "time, place, and manner" restrictions on the use of their campuses for free-speech purposes. The First Amendment does not guarantee access to CSCU institution property for expressive

activity simply because the property is owned or by CT Board of Regents for Higher Education or controlled by CSCU institutions. CSCU campuses are not required to make all of its institution property available to students and non-students alike or grant free access to all of its grounds and buildings. The right to speak on CSCU campuses is not a right to speak at any time, at any place and in any manner that any individual wishes. CSCU's primary mission is education, and CSCU campuses can regulate where, when, and how speech occurs to ensure the functioning of each CSCU campus and impose reasonable regulations compatible with its mission.

Examples of acceptable time, place, and manner restrictions may include event planning and facility rental requirements, notice periods, public address and sound amplification system approval requirements, sponsorship requirements for outside speakers, limiting the duration and frequency of the speech and restricting speech during final-exam periods. For information regarding political activity on CSCU campuses, see Guidelines for Communication with Federal and State Public Officials (need hyperlink).

Time, place, and manner restrictions may be imposed to address health and safety concerns related to the COVID-19 pandemic. This may include mandating the use of face masks and limiting the number of persons congregating in close proximity on campus buildings and grounds to contain the spread of the disease.

## **2. Freedom of Expression, Assembly and Advocacy**

Planning is of the utmost importance for any kind of demonstration, protest, or assembly. Planning is necessary to guarantee that all criteria are met to keep the campus and community safe. For more information about planning your event, contact the campus Student Center Central Reservations Office ( [CRO@ccsu.edu](mailto:CRO@ccsu.edu) / 860-832-1964 ).

CSCU institutions affirm and support the concepts of freedom of thought, inquiry, speech, and lawful assembly, the rights of individual students and student groups on CSCU campuses to assemble or protest on CSCU campuses including the use of signs, banners, and posters, and within the limits of administrative guidelines and CSCU BOR policies. The following are examples of such expression:

- Signs or boards worn on the body
- Distribution of leaflets or pamphlets
- Groups of people peaceably assembling or spectating (provided they do not block access to an event or other CSCU activities).

### **a. Demonstrations, Protests, Meetings or Assemblies**

All demonstrations, protests, meetings, or assemblies are expected to be conducted in a lawful and peaceful manner. Conduct that disrupts or interferes with CSCU campus

events or operations is not permitted. Planned or spontaneous demonstrations, protests, meetings, or assemblies may be conducted in those appropriate areas of the CSCU campuses that are regularly available to the general public, provided such demonstrations, protests, meetings or other assemblies do not:

- Shout down or interfere with the freedom of any person to speak, including invited speakers;
- Disrupt the orderly conduct of instruction, research, administration, disciplinary proceedings, or other CSCU activities;
- Interfere, in any manner whatsoever, with the vehicular or pedestrian traffic or access to or exit from any CSCU campus or the buildings, classrooms, libraries, meeting rooms, offices, or other campus premises;
- Erect permanent or semi-permanent structures for any activity unless the construction itself is undertaken and approved by the CT BOR for Higher Education or CSCU institution administration;
- Occupy or utilize without authorization any institution property or portion thereof;
- Damage or destroy institution property or institution resources, or remove or use such institution property or resources without authorization;
- Involve the possession of firearms or any other weapons, torches, sticks, poles, or any other items that may be used as weapons (demonstrators may carry signs or flags as long as those items are not attached to a stick or a pole) on any CSCU campus premises (except weapons carried by authorized public safety personnel);
- Physically restrain or detain any person or remove such person from any place where he or she is authorized or otherwise free to remain; and
- Interfere with or violate the directions of CSCU institution officials acting in the performance of their duties.

**b. Guidelines for Peaceful and Safe Engagement in Freedom of Expression, Assembly and Advocacy Activities**

CSCU institutions encourage all who engage in freedom of expression, assembly, and advocacy activities to do so peacefully and safely:

- Avoid activity that infringes on the rights of others, such as blocking and preventing the movement or access of others.
- Follow the lawful instructions of a police officer or public official, such as staying behind barricades, dispersing from an area declared an unlawful assembly, not resisting arrest. It is against the law to disobey a lawful order by a police officer.
- Leave the area where others are engaging in illegal activities and acts of violence. (Your presence may be interpreted as participating in a riot or illegal group action.) Staying overnight in a campus building after hours is prohibited.

- Refrain from speech that incites others to commit acts of violence such as pushing, kicking or spitting on others, or other unlawful actions.
- Make informed decisions. If you choose to engage in civil disobedience and get arrested, know the potential consequences.

### **3. Speakers & Events**

While CSCU institutions are committed to enabling student organizations and other groups to host a variety of events on their campuses, permission to host events or speakers on CSCU institution property is subject to specific approval. To that end, each CSCU campus makes certain facilities and spaces available to student organizations and outside entities for speaker invitations and events. For more information, contact the campus Student Center Central Reservations Office.

#### **a. How does the First Amendment right to free speech apply to invited speakers?**

The First Amendment right to free speech is not absolute. CSCU institutions may restrict outside entity or speaker expression that constitutes a true threat of imminent violence or an incitement of lawlessness. CSCU campuses may also impose reasonable restriction on the time, place, and manner of speech so long as the restrictions are content-neutral, are narrowly tailored to serve a significant CSCU campus interest and leave open alternative channels for the communication of information.

Otherwise CSCU student organizations and community members are free to invite whomever they like to speak at events, including speakers promoting popular viewpoints or provocative speakers who may tout disagreeable viewpoints – all are entitled to the same constitutional protections. CSCU campus administrators cannot dictate which speaker students or student organizations or community members may invite to campus on their own initiative. If a CSCU institution usually allows students or community members to use campus resources (such as auditoriums) to host outside entities or speakers, the campus administration cannot withdraw those resources simply because students or a student organization or community member has invited a controversial or provocative outside entity or speaker to campus.

#### **b. Can CSCU students or campus community members who oppose a speaker's message use their own freedom of speech to shout down or otherwise disrupt the speaker's message?**

No. When CSCU campuses or student organizations host outside entities or speakers, the guests are generally free to express their views, even if unpopular or controversial. Discrimination on the basis of the speaker's viewpoints is not permissible under the First Amendment, and the audience's reaction is not a content-neutral basis for regulation. Dissenting students may protest and express disagreement, but they may not interfere with a speaker's ability to speak or the audience's ability to attend, listen and hear. Freedom of speech does not include the right to silence the speech of others by shouting down, heckling, or otherwise disrupting speech to the



point that the speaker cannot continue or that the audience can no longer listen and hear. The free-speech rights of the speaker would be violated if the audience could silence anyone with whom they disagreed, and open and free debate and exchange of ideas would be impossible. Speakers have the right to speak without being shouted down, and students and the campus community enjoy a twin right to attend, listen, and hear. Shouting down or intentionally interfering with a speaker may result in disciplinary sanctions against the disruptive individual.

**c. Can CSCU institution cancel a student-sponsored event if the administration or the campus community disagrees with the speaker's views?**

CSCU institutions are not permitted to cancel student-sponsored events based on the views of the speaker. Concerns that a speaker's presence on a CSCU campus may cause a negative student response is not a valid ground for denying access. Freedom of speech and public expression of many sharply divergent points of view are fundamental to our democracy and to CSCU's mission and values. The role of CSCU institutions is not to shield students or community members from positions that they find unwelcome, or even reject or loathe. Rather, CSCU institutions are a place for free expression and open debate where CSCU students and community members can listen, challenge each other and be challenged in return. While CSCU institutions are not permitted to make content-based decisions on who may speak on CSCU campuses, CSCU institutions may require students to follow the proper processes to secure space and staffing as well as implement content-neutral restrictions such as time, place and manner of campus speech.

**4. How does CSCU seek to provide a safe and secure environment in light of freedom of speech?**

While CSCU campuses want to provide a safe and secure environment for its students and community members, we realize that there are individuals who may criminally prey on those attending special events, become involved in affrays, and otherwise disturb events or campus activities causing injury or damage to individuals or personal or CSCU institution property or resources. Individuals engaging in such disruptive or criminal activities may be subject to disciplinary proceedings or law enforcement action as applicable.

All students and CSCU community members are encouraged to meet with the respective CSCU campus Dean of Student, Director of Student Center/Student Activities, or Events Coordinator to discuss the details of any proposed event. If there are safety concerns in hosting an invited speaker at a CSCU institution, the institution must ensure that security plans are in place. The institution may also require the outside entity or speaker to have adequate insurance coverage, and may consider ticketing the event to limit the audience to students or campus community members.

For additional information, contact Scott Hazan, Director of the Student Center.

## Children on Campus

CCSU does not permit unattended children (this includes infants and toddlers) at any University location, including in a vehicle parked at our parking facilities. Students with children are not permitted to bring their children to class and are expected to arrange for childcare services off campus or, if eligible, at the CCSU Child Care Drop-In center.

The CCSU Drop-In Child Care Center provides high-quality, meaningful, and developmentally appropriate educational experiences for children ages 3-12 years old, that is easily accessible. For more information please visit: <https://www.ccsu.edu/childcare>.

For those that require accommodations for lactation, there are multiple designated locations on campus. For more information please visit: <https://www.ccsu.edu/womenscenter/lactation-room-locations>

## CCSU Administration

Zulma Toro	President
Kimberly Kostelis	Provost and Vice President for Academic Affairs
Kellie Byrd Danso	Vice President for Student Affairs
Craig Wright	Vice President for Equity & Inclusion
Sal Cintorino	Chief Operations Officer
George Claffey	Chief Information Officer
Lisa Bucher	Chief Budget & Compliance Officer
Christopher Wethje	Chief Human Resources Officer
Stacy Votto	University Counsel
John Tully	Interim Associate Vice President for Academic Affairs
Carmen Veloria	Associate Vice Provost for Academic Affairs
Yvonne Kirby	Associate Vice President for Planning and Institutional Effectiveness
Christina Robinson	Associate Vice President for Enrollment Management
Beth Merenstein	Associate Vice President for Community Engagement and Experiential Learning
Jennifer Destefani	Interim Vice President for Institutional Advancement
Lisa Frank	Interim Dean, School of Business
Steven Minkler	Dean, School of Engineering, Science & Technology
Paula Talty	Interim Dean, School of Education and Professional Studies
Robert Wolff	Dean of Carol A. Ammon, College of Liberal Arts and Sciences

# **University Calendar 2023-2024**

## **Fall Semester 2023**

### **August 28**

Academic semester begins (classes begin August 29)  
Last day for full-time students to withdraw with 100% refund

### **August 29**

Fall 2023 Classes begin

### **August 29 – Sept. 4**

Add/Drop Period

### **September 4**

Labor Day Holiday - No classes

### **September 5**

Last day for full-time students to withdraw from the university with 90% refund  
Last day for part-time students to drop full semester course with 100% refund  
Last day to change from part-time to full-time status  
Last day to drop first eight-week course without “W”

### **September 6-18**

Full-time students may drop courses but cannot drop below full-time status

### **September 6-October 9**

Withdrawal (no permission required) period for first eight-week course runs through October 9

### **September 11**

Last day for full-time students to withdraw from the university with 60% refund  
Last day for part-time students to drop full semester course with 60% refund  
Last day to declare pass/fail or audit options for first eight-week course

### **September 18**

Last day for part-time students to drop full semester course with 40% refund  
Last day to change from full-time to part-time status  
Last day to declare pass/fail or audit options for full semester course  
Last day to drop full semester course without “W”

### **September 19 - November 20**

Withdrawal (no permission required) period for full semester course runs through November 20

### **September 25**

Midterm for first eight-week courses  
Last day for full-time students to withdraw from the university with 40% refund  
Last day for part-time students to withdraw from full semester course with 40% refund

### **October 2**

Final day for graduate level students to apply for December 2023 graduation  
Last day for graduate level students to apply for comprehensive exams for December 2023 graduation

### **October 9**

Last day to withdraw from first eight-week course without approval

### **October 10**

Late course withdrawal form required to withdraw from first eight-week course (written permission of instructor or chairperson required)

### **October 16 - Nov 9**

Faculty midterm grading available for full semester courses

### **October 23**

First eight-week courses end  
Incomplete grades from Spring 2022 and Summer 2022 lapse to "F" for undergraduate students  
Midterm for full semester courses

**October 23 - Nov 3**

Spring 2024 Advisement period

**October 24**

Second eight-week courses begin

**October 25**

Winter Intersession 2022-2023 registration begins

**October 30**

Last day to drop second eight-week course without "W"

**October 31 - December 4**

Withdrawal (no permission required) period for second eight-week course

**November 3-17**

Spring 2024 Registration period begins for matriculated students (based on level, and for Undergraduates based on earned credits).

**November 6**

Last day to declare pass/fail or audit options for second eight-week courses

**November 7**

Final submission of theses and dissertations to Graduate Studies for inclusion in December 2022 commencement booklet

**November 20**

Last day to withdraw from the University or from a course without permission

Midterm for second eight-week courses

**November 21**

Late course withdrawal form required to withdraw from full semester and second eight-week course (written permission of instructor and chairperson required)

**November 22**

No Classes (University is open)

**November 23-26**

Thanksgiving Recess - No classes

**December 1**

Non-Matriculated student registration for Spring 2023 begins

Suggested priority deadline for undergraduates to apply for December 2023 graduation (Office of the Registrar)

**December 10**

Reading Day - No classes (University is open)

**December 11**

Last Day of Classes

**December 11-17**

Final Exams

**Winter Session 2023****October 25**

Winter Intersession registration begins

**December 26**

Winter Intersession classes begin

**December 28**

Last day to declare pass/fail or audit options for Winter courses

**December 29**

Last day to drop Winter course without "W"

**December 31 - January 2**

New Year Day Holiday - No Classes

**December 30 - January 9**



Withdrawal (no permission required) period runs through January 9

**January 10**

Late course withdrawal form required to withdraw from Winter course (written permission of instructor and chairperson required)

**January 12**

Winter Intersession classes end

**Spring Semester 2024**

**January 15**

Martin Luther King holiday

**January 16**

Last day for full-time students to withdraw with 100% refund

**January 17**

Spring 2024 classes begin

**January 17 - 23**

Add/Drop period

**January 23**

Last day for full-time students to withdraw from the university with 90% refund

Last day for part-time students to drop full semester course with 100% refund

Last day to change from part-time to full-time status

Last day to drop first eight-week course without "W"

**January 24 - February 6**

Full-time students may drop courses but cannot drop below full-time status

**January 24 - February 27**

Withdrawal (no permission required) period for first eight-week course runs through February 27

**January 30**

Last day for full-time students to withdraw from the university with 60% refund

Last day for part-time students to drop full semester course with 60% refund

Last day to declare pass/fail or audit options for first eight-week courses

**February 6**

Last day for part-time students to drop full semester course with 40% refund

Last day to change from full-time to part-time status

Last day to declare pass/fail and audit options for full semester courses

Last day to drop full semester course without "W"

**February 7 - April 16**

Withdrawal (no permission required) period for full semester course runs through April 16

**February 7**

Enrollment data census freeze date (5 pm)

**February 13**

Last day for full-time students to withdraw from the university with 40% refund

Last day for part-time students to withdraw from full semester course with 40% refund

Midterm for first eight-week courses

**February 15**

Last day for graduate students to apply for comprehensive exams for May or August 2024 graduation eligibility

Final day for graduate students to apply for May or August 2024 graduation

**February 16-19**

Presidents Holiday break - No classes

**February 27**

Last day to withdraw from a first eight-week course without permission

**February 28**

Late course withdrawal form required to withdraw from first eight-week course (written permission of instructor and chairperson required)

**March 4 - April 6**

Faculty midterm grading available for full semester courses

**March 11—17**

Spring Break - No classes

**March 19**

First eight-week courses end

Incomplete grades from Fall 2023 and Winter Intersession 2023-2024 lapse to "F" for undergraduate students

Midterm for full semester courses

**March 20**

Second eight-week courses begin

**March 25 – April 5**

Fall 2024 Advisement period

**March 26**

Last day to drop second eight-week course without "W"

**March 27**

Summer 2024 registration begins

**March 27 – April 30**

Withdrawal (no permission required) period for second eight-week course runs through April 30

**March 29 – 31**

Day of Reflection recess - No classes

**April 2**

Last day to declare pass/fail or audit options for second eight-week courses

**April 5 - 19**

Fall 2024 Registration period begins for matriculated students (based on level, and for Undergraduates based on earned credits)

**April 8**

Final submission of theses & dissertations to Graduate Studies for inclusion in May 2024 commencement booklet

**April 16**

Last day to withdraw from the University or from a course without permission

Midterm for second eight-week courses

**April 17**

Late course withdrawal form required to withdraw from full semester course (written permission of instructor and chairperson required)

**April 30**

Last day to withdraw from second eight-week course without approval

**May 1**

Suggested priority deadline for undergraduates to apply for May 2025 graduation (Office of the Registrar)

Late course withdrawal form required to withdraw from second eight-week course (written permission of instructor and chairperson required)

**May 5**

Last day of classes

**May 6 - 12**

Final Exams

**May 27**

Memorial Day - No Classes

**May 31**

Semester Ends

**June 3**

Non-Matriculated graduate level student registration for Fall 2023 begins

**July 15**

Non-Matriculated undergraduate student registration for Fall 2023 begins

**Summer Session 2024****May 28**

First five-week and eight-week session begins

**May 31**

Last day to declare pass/fail or audit options for first five-week session

**June 3**

Last day to drop a first five-week course without a "W"

**June 4-23**

Withdrawal (no permission required) period for first five-week course runs through June 25

**June 6**

Last day to declare pass/fail and audit options for eight-week session

**June 10**

Last day to drop an eight-week course without a "W"

**June 11 - July 8**

Withdrawal (no permission required) period for eight-week course runs through July 10

**June 24**

Late course withdrawal form required to withdraw from first five-week course (written permission of instructor and chairperson required)

**June 30**

First five-week session ends

**July 1**

Second five-week session begins

**July 4**

Independence Day Holiday – No classes

**July 5**

Last day to declare pass/fail and audit options for second five-week session

**July 8**

Last day to drop a second five-week course without a "W"

**July 9**

Late course withdrawal form required to withdraw from eight-week course (written permission of instructor and chairperson required)

**July 9 - 28**

Withdrawal (no permission required) period for second five-week course runs through July 28

**July 22**

Eight-week session ends

**July 29**

Late course withdrawal form required to withdraw from second five-week course (written permission of instructor and chairperson required)

**August 4**

Second five-week session ends

**August 5**

Post Session begins

**August 7**

Last day to declare pass/fail and audit options for Post Session

**August 8**

Last day to drop a Post Session course without a "W"

**August 9 - 18**

Withdrawal (no permission required) period for Post Session course runs through August 18

**August 19**

Late course withdrawal form required to withdraw from Post Session course (written permission of instructor and chairperson required)

**August 25**

Post Session Ends

Please note: This calendar was correct at the time of publication. Dates are subject to change. For additional details and the most accurate current calendar, please consult [www.ccsu.edu/calendar](http://www.ccsu.edu/calendar).

Rev. 7/21/2023

## Academic Departments & Department Chairperson Listing

### Central Connecticut State University (Fall 2023)

Department	Chairperson	Extension	Administrative Professional	Extension	Building/Room #
Accounting	Dr. Mary McCarthy	23238	Ms. Joanne Carroll	23220	VAC/427
Art & Design	Vicente Garcia	22641	Ms. Carol Lummis	22620	FA/151
Biology	Dr. Mark Jackson	22658	Ms. Pat Sachse	22645	NC/332
Biomolecular Sciences	Dr. Kathy Martin	22655	Ms. Kate Rothwell	23560	NC/204
Chemistry & Biochemistry	Dr. Saurav Chakaborty	22575	Ms. Stephanie Waldman	22675	NC/440
Communication	Dr. Christopher Pudlinski*	23142	Ms. David Zoppoli	22690	VAC/3170000
Computer Electronics & Graphics Technology	Dr. Shuju Wu	23446	Ms. Ivette Torruella	21846	AIH/413
Computer Science	Dr. Chad Williams	22719	Ms. Bonnie Lachance	22710	MS/303
Counselor Education & Family Therapy	Dr. Reginald Holt	22138	Ms. Marian Rosario	22154	HB/225
Criminology & CJ	Dr. Reginald Simmons	23134	Ms. Jessica Lloyd	23005	VAC/2080000
Curriculum & Instruction	Dr. Wangari Gichiru	22574	Ms. Stacy Tallberg	22130	HB Annex/104
Economics	Dr. Jared Ragusett	22726	Ms. Bonnie Lachance	22725	MS/304
Educational Leadership, Policy and Instructional Technology	Dr. Maria Mongillo	22133	Ms. Stacy Tallberg	22130	HB Annex/201
Engineering	Dr. Nidal Al-Masoud	21825	Ms. Gina Montano	21815	AIH/315
English	Dr. Melissa Mentzer	22742	Ms. Darlene Gable	22795	W/401
			Ms. Careen Szarmach	22744	W/401
Finance	Dr. Hamid Sakaki*	22378	Ms. Joanne Carroll	23260	VAC/427---01
Geography, Anthropology, & Tourism	Dr. Brian Sommers	22792	Ms. Shernette Gordon-Williams	22785	EDB 417
Geological Sciences	Dr. Jennifer Piatek	22935	Ms. Janaya Bradley	22930	NC/506
History	Dr. Mark Jones	22818	Ms. Carla Cyr	22800	EDB 216
Journalism	Dr. Vivian Martin	22776	Ms. Darlene Gable	22795	D/417
Literacy, Elementary & Early Childhood Education	Dr. Julia Kara-Soteriou	22181	Ms. Rouzan Kheranian	22152	HB 310
Management Information Systems	Dr. Michael Gendron	23293	Mr. Joanne Carroll	23290	VAC/449---01
Management & Organization	Dr. C. Christopher Lee	23288	Ms. Joanne Carroll	23275	VAC/427---02
Manufacturing & Construction Management	Dr. E. Daniel Kirby	21691	Ms. Donna Pettinelli	21830	AIH/214
Marketing	Dr. Jason Snyder	23318	Ms. Joanne Carroll	23305	VAC/417
Mathematical Sciences	Dr. Robin Kalder	22842	Mr. David LaPierre	22835	MW/128
Music	Dr. Charles Menoche	22904	Ms. Eva Vrdoljak	22912	HW/212000
Nursing	Dr. Kerri Langevin	23179	Ms. Nancy Bracket	20032	NC 225
Philosophy	Dr. Audra King	22921		22915	W/304
Physical Education & Human Performance	Dr. Peter Morano	22609	Ms. Jennifer DelSanto	22155	HK/0180
Physics & Engineering Physics	Dr. Peter LeMaire	22939	Mrs. Janaya Bradley	22930	NC/506
Political Science	Dr. Robbin Smith	22793	Ms. Jennifer Mardin	22967	EDB 316
Psychological Science	Dr. Carrie Andreoletti	23114	Ms. Melissa Davis	23100	HB/204
Social Work	Dr. Joanne Leon	23146	Ms. Vincenza Testa	23129	VAC/3240000
Sociology	Dr. A. Fiona Pearson	23137	Ms. Heide Tarchini	23135	EDB 317
Special Education & Interventions	Dr. Megan Mackey	22402	Ms. Heather Berte	22400	HB/309
Technology & Engineering Education	Dr. James DeLaura	21840		21850	NC/2350900
Theatre	Christie Maturo	23150	Ms. Sarah Atkinson	23150	FA/107
World Languages, Literatures, & Cultures	Dr. Gilbert Gigliotti*	22880	Ms. Gwen Gregory	22875	D/403
Library	Dr. Carl Antonucci	22097	Ms. Kimberly Smith	22097	EB/407000
Athletics	Mr. Mick D'Arcy	23092	Ms. Charlene Anglin	23040	HK/1130100
	* Interim Chair				



## Frequently Called Numbers

OFFICE	PHONE	LOCATION
Academic Affairs (Provost)	860-832-2228	Davidson Hall 111
Accessibility Services (AS)	860-832-1952	Willard-DiLoreto Hall W201
Admissions/Recruitment (Undergraduate)	860-832-CCSU (2278)	Davidson Hall 115
Alumni Affairs	860-832-1740	Davidson Hall 206
Athletics	860-832-3040	Kaiser
Bookstore	860-832-BOOK (2665)	Student Center 1020000
Business, School of		Vance Academic Center 216
Main Number:	860-832-3205	
Dean: Lisa Frank	860-832-3187	
Bursar	860-832-2010	Willard-DiLoreto Hall W212
Card Office	860-832-2140	Willard-DiLoreto Hall D125
Career Development, Office of (CDO)	860-832-1615	Willard-DiLoreto Hall D101
Carol A. Ammon College of Liberal Arts & Social Sciences		Willard-DiLoreto Hall D303
Main Number:	860-832-2600	
Dean: Dr. Robert Wolff	860-832-2600	Dean's Office
Center for International Education (George R. Muirhead)	860-832-2040	Henry Barnard Room 406
CENTIX (Student Center Box Office)	860-832-1989	Student Center
Central Access Success and Academics (CASA)	860-832-1907	Willard-DiLoreto Hall W313
Central Recorder (Newspaper)	860-832-3744	Student Center 107
Central Reservations Office	860-832-1964	Student Center 115
Child Care, Drop-In Center	860-832-2125	Carroll Hall Building #4
Community Engagement	860-832-0260	Willard-DiLoreto Hall W313
Continuing Education	860-832-2277	Carroll Hall 037
Counseling and Student Development (Student Wellness Center)	860-832-1925 or 1926	Willard-DiLoreto Hall 101
Dining Services	860-832-3797	Memorial Hall
Catering:	860-832-3767	Memorial Hall
Menu Hotline:	860-832-FOOD (3663)	Memorial Hall
Early Alert Program	860-832-1601	Davidson Hall 103

Education & Professional Studies, School of		
Main Number:	860-832-2101	Barnard Hall 327
Dean: Dr. Steven Minkler		
Educational Leadership	860-832-2130	Barnard Hall 201
EMERGENCY – Police, Fire, and Medical	911	
Engineering, Science & Technology, School of		
Main Number:	860-832-1800	
Interim Dean: Dr. Jeremiah Jarret	860-832-1800	
Equity & Inclusion	860-832-1652	Davidson Hall 119
Explore Central (Advising)	860-832-1614	Willard-DiLoreto Hall D102
Financial Aid Office	860-832-2200	Willard-DiLoreto Hall W208
Food Pantry, Maria's Place	860-832-3662	R.C. Vance Academic (lower level)
Graduate Admissions	860-832-2350	Davidson Hall 116
Health Services (Student Wellness Center)	860-832-1925 or 1926	Willard-DiLoreto Hall 101
Information Technology (IT)	860-832-1700	Marcus White Annex
IT Help Desk	860-832-1720	Marcus White Annex
Institutional Advancement	860-832-1794	Carroll Hall 346
Learning Center	860-832-1900	Willard-DiLoreto Hall D316
Library	860-832-2055	Elihu Burritt Library
Lost and Found:		
Card Office	860-832-2140	Willard-DiLoreto Hall, D125
CCSU Police Department	860-832-2375	East Street
Student Affairs Office	860-832-1601	Davidson Hall 103
Student Center Information Desk	860-832-1970	Student Center
Mail Services (Campus)	860-832-2528	Student Center
Mailroom/Post Office (Students)	860-832-1937	Student Center
Marcus White Student Technology Center	860-832-1722	Marcus White
Marketing and Communications (University Relations)	860-832-1177	Maria Sanford 104
Media Center	860-832-2035	Elihu Burritt Library, 2nd floor
Observatory and Planetarium	860-832-2950	Copernicus 211
Ombudsperson	860-832-2216	Davidson Hall 113
Police Department, CCSU	860-832-2375	East Street
Registrar	860-832-2236	Willard-DiLoreto Hall D202
Residence Life	860-832-1660	Mid Campus Residence Hall 118

Storm Phone	860-832-3333	Main Switchboard
Student Activities/Leadership Development (SA/LD)	860-832-1990	Student Center 201
Student Affairs, Office of the Vice President	860-832-1601	Davidson Hall 103
Student Center Information Desk	860-832-1970	Student Center 115
Student Government Association (SGA)	860-832-3740	Student Center 211
Student Rights & Responsibilities, Office for	860-832-1667	Mid Campus Residence Hall 118
Student Wellness Center (SWC)- Health or Counseling Appointment Line	860-832-1925 or 1926	Willard-DiLoreto Hall 101
TRIO Program	860-832-2272	Carroll Hall 245
Veterans Affairs (VA)	860-832-AVET (2838)	Willard-DiLoreto Hall D201
Wellness Education (Student Wellness Center)	860-832-1948	Willard-DiLoreto Hall W101
WFCS (Radio Station)	860-832-1883	Student Center
Women's Center	860-832-1655	Student Center 215
Writing Center	860-832-2765	Willard-DiLoreto Hall W314
<b>CCSU MAIN NUMBER</b>	<b>860-832-3200</b>	

Please note: If you are calling from an on-campus phone, please dial the last five digits of the phone number for the campus extension.



## Keys to Academic Success



### MEET YOUR ADVISOR

- Maintain contact with your advisor to:
  - Review your education program and career goals.
  - Identify the department chairperson and other key academic officials.
  - Discuss your adjustment to campus life and share any concerns or challenges.
  - Review your academic progress, using a degree evaluation.
  - Discuss and identify any possible campus resources needed.
  - Explore enrichment activities, internships, and research experiences.
  - Discuss graduate or professional school opportunities.

### KNOW YOUR DEAN

Arrange to meet your Dean; know the location of his/her office and key assistant or associate deans. If you encounter difficulties, the Dean's office should be one of the first places where you should ask your questions.

### WHEN YOU HAVE A PROBLEM

- Do not hesitate to ask for help:
  - Ask for assistance early in the semester, no question is unimportant.
  - Remember every student may need some assistance during his/her college years.
  - It is your responsibility to ask for assistance.
  - Inform a faculty member, advisor, administrator, or staff person of your concerns and provide them with all relevant information.

### IF YOU HAVE A PROBLEM WITH A CLASS

- Speak with your instructor as soon as you have a concern.
- Schedule an appointment to meet with your instructor during office hours.

- Inform your advisor of any difficulties so they may be able to assist in the resolution of your challenges.
- Inform your department chairperson who may also be able to offer assistance.
- Utilize study groups and available tutoring as needed.

### **USE ACADEMIC AND SUPPORT CENTERS**

- If you encounter academic difficulties in your courses, do not wait. Inform your instructor or advisor and seek appropriate levels of assistance to help resolve your academic challenge.
- Utilize campus resources such as: Student Wellness Services (health and counseling services), The Learning Center, Mathematics Tutoring Center, Writing Center, Student Disability Services, or the Office of the Vice President for Student Affairs.

### **READ ALL CENTRAL CONNECTICUT STATE UNIVERSITY PUBLICATIONS CAREFULLY**

You are responsible for reading and adhering to all academic and institutional policies including, but not limited to, all of those presented in the Central Connecticut State University Undergraduate Catalog and the Student Handbook (both online). These resources contain information about: the history of Central Connecticut State University; the various educational programs of study; the official University calendar; academic requirements; faculty, advisors, and administrative officers; campus resources; and all other University policies, regulations and procedures.

### **PLAN AND MANAGE YOUR TIME EFFICIENTLY**

Plan your activities. Use a calendar or other resource to help you keep track of important tasks, course assignments, examination dates, registration periods, and deadline dates as well as your campus activities.

### **BECOME INVOLVED IN CAMPUS LIFE**

One of the most exciting things about attending college is campus life.

- Take time to explore the diversity of learning and cultural opportunities that are available to you through campus activities: lectures, art exhibits, theatrical productions, musical performances, athletic events, and other activities.
- We encourage participation in events and other special programs sponsored by the University.
- Stay connected to the Student Affairs Office as well as the Student Government Office.
- Take advantage of the opportunities to meet and interact with individuals from diverse cultures and backgrounds.

### **STAY IN TOUCH WITH YOUR FAMILY**

Keep your family informed about your progress; they want to know that you are doing well. Family support increases your chances for success as well as helps you to make the transition to campus life.

## **LIMIT YOUR OUTSIDE EMPLOYMENT AND ACTIVITIES**

- Take time to adjust to campus life.
- Remember, your academics are your primary responsibility.
- Plan your activities accordingly.
- Do not allow excessive outside activities and employment to compromise your ability to excel academically.

## **Support Services**

For various reasons, students may have difficulty in a course or may have concerns that distract them from being successful. The first step in seeking assistance is to connect with one of the individuals below:

### **Accessibility Services**

Surbhi Patel, Director

Willard-DiLoreto Hall, Room D201, 860-832-1952, [spatel@ccsu.edu](mailto:spatel@ccsu.edu)

### **Career Development, Office of**

Paul Rossitto, Director

Willard-DiLoreto Hall, Room D101, 860-832-1617, [rossittop@ccsu.edu](mailto:rossittop@ccsu.edu)

### **Carol A. Ammon, College of Liberal**

#### **Arts & Social Sciences**

Dr. Robert Wolff, Dean

Willard-DiLoreto Hall, Room D 30302, 860-832-2807, [wolffr@ccsu.edu](mailto:wolffr@ccsu.edu)

### **Enrollment Management**

Dr. Christina Robinson

Associate VP for Enrollment

Davidson Hall 116, 860-832-2364, [christinarobinson@ccsu.edu](mailto:christinarobinson@ccsu.edu)

### **Learning Center**

Elizabeth Spear, Director

Willard-DiLoreto Hall, Room D316, 860-832-1900, [spear@ccsu.edu](mailto:spear@ccsu.edu)

### **Office of the Vice President for Student Affairs**

Dr. Kelly Byrd Danso, Vice President

Davidson Hall 103, 860-832-1601, [kbyrd-danso@ccsu.edu](mailto:kbyrd-danso@ccsu.edu)

**Registrar's Office**

Patrick Tucker, Registrar

Willard-DiLoretto Hall, Room D202, 860-832-2236, [ptucker@ccsu.edu](mailto:ptucker@ccsu.edu)

**School of Business**

Dr. Lisa Frank, Interim Dean

Vance Academic Center 210, 860-832-3209, [franklic@ccsu.edu](mailto:franklic@ccsu.edu)

**School of Education & Professional Studies**

Dr. James Mulrooney, Interim Dean

Henry Barnard Hall 327, 860-832-2101, [mulrooney@ccsu.edu](mailto:mulrooney@ccsu.edu)

**School of Engineering, Science, & Technology**

Dr. Steven Minkler, Dean

Applied Innovation Hub, Room 203, 860-832-1800, [sminkler@ccsu.edu](mailto:sminkler@ccsu.edu)

**Student Wellness Services - Health**

Dr. Amber Cheema, Director

Willard-DiLoreto Hall, Room W 101, 860-832-1926, [acheema@ccsu.edu](mailto:acheema@ccsu.edu)

**Student Wellness Services - Counseling**

Dr. Michael Russo, Director

Willard-DiLoreto Hall, Room W 101, 860-832-1926, [michael.russo@ccsu.edu](mailto:michael.russo@ccsu.edu)

**Write to us at:**

Office of the Vice President for Student Affairs  
Davidson Hall, Room 103  
Central Connecticut State University  
1615 Stanley Street  
New Britain, CT 06050-4010

**OR contact us at:**

Phone: 860-832-1601; Fax: 860-832-1610  
Email: [student\\_affairs@mail.ccsu.edu](mailto:student_affairs@mail.ccsu.edu)  
Office hours are Monday through Friday, 8 am to 5 pm



## Frequently Asked Questions (FAQs)



### Information Technology @CCSU

#### How do I access the CCSU homepage?

- From any computer with internet access, visit [www.ccsu.edu](http://www.ccsu.edu). The CCSU homepage will give you access to necessary online systems via CentralPipeline, our web portal page, as well as to all CCSU has to offer.

#### What is a BlueNet Account and Office 365 Account?

- Your BlueNet Account is a unique username and password used to access CCSU computing services. Along with your BlueNet Account, you also receive an Office 365 account with access to your official University email (@my.ccsu.edu), Microsoft OneDrive (online file storage), Microsoft Teams, and Microsoft Office. With your BlueNet account, you can log into campus computers and manage your account using Accounts Management.
- Your Office 365 account encompasses Microsoft Outlook email (@my.ccsu.edu), Microsoft OneDrive (online file storage), Microsoft Teams and Microsoft Office. It is also used to log into online systems via CentralPipeline such as:
  - WebCentral-Banner Web will allow you to pay your admissions and housing deposits, pay your bill, register for classes, view your grades, view your financial aid, and more.
  - Blackboard will allow you, depending on the course, to engage in online discussions, take quizzes and tests online, and access course materials and grades. You may also download Microsoft Office onto your computer and mobile devices for free via your Office 365 account.
- You may also download Microsoft Office onto your computer and mobile devices for

free via your Office 365 account.

- Your BlueNet Account password is synchronized with your Office 365 account. As an additional security measure, you are required to set up multi-factor authentication (MFA, also known as 2-factor authentication) on your Office 365 account.
- You retain access to the University-issued Microsoft Office 365 account for a period of 4 years after graduation or last course completed at the University. After such period, the Microsoft Office 365 account will be deactivated.

### **How do I obtain a CCSU BlueNet and Office 365 account username and password so that I can use online systems via CentralPipeline?**

- Go to [www.ccsu.edu](http://www.ccsu.edu), select CentralPipeline and click Accounts Management from the top row, or go to <https://accounts.ccsu.edu> from a web browser.
- From the Accounts Management System homepage, click on Activate your account. Enter your credentials which are your 8-digit CCSU ID number located on your BlueChip ID Card, your date of birth (DOB) and either the last 4 digits of your SSN or an activation PIN. If you don't know your PIN, call the IT Help Desk at 860-832-1720. Follow the on-screen instructions to activate your account, set your password, and select your official university email address.

### **How do I learn more about CentralPipeline and CCSU's online systems?**

- To get things started, go to [www.ccsu.edu](http://www.ccsu.edu) and select CentralPipeline (located at the top of the page, on the right and navigate around the page).
- In order to use the online systems via CentralPipeline, you must have a BlueNet account username and password or your official university email address and BlueNet password. (See question #3 for how to set your username and password).

### **How do student emails work at CCSU?**

- Your “@my.ccsu.edu” email is your official University email address provided through Microsoft Office 365. You retain access to the University-issued Microsoft Office 365 email account for a period of 4 years after graduation or last course completed at the University. After such period, the account will be deactivated.
- You first select your “@my.ccsu.edu” email address when you activate your BlueNet Account. (See information above on how to activate your BlueNet Account).
- After you have selected your email address, follow these steps to access your “my.ccsu.edu” email account:
  - Go to [www.ccsu.edu](http://www.ccsu.edu) from your web browser. Choose CentralPipeline, then Central Email.
  - Enter your “@my.ccsu.edu” email address.
  - Enter your password, which is the same as your BlueNet account password.
  - Click on Sign-in, and then follow the steps to set up Multi-Factor Authentication (MFA) as an additional security measure on your Office365 email account.

### **What is multi-factor authentication (MFA)?**

MFA is an extra security measure to protect your Office365 email account. It requires something you know – your password – and something you have – your mobile device or phone. The first time you access your official University Office365 email account, you will be forced to enroll in MFA. You can configure MFA to call or send a text code to your cell phone. You can also install the Microsoft Authenticator app on cell phone. The app is easy to use and prompts with an approval or deny access button – no need to enter a code or receive a call. MFA is required when using your Office365 email and WebCentral-Banner Web on any device connected to ANY wireless network. On devices you use regularly, you will be prompted to authenticate just once every 7 days. MFA is NOT required when using email on a CCSU campus wired computer. For more information, go to [www.ccsu.edu/it/office365/mfa.html](http://www.ccsu.edu/it/office365/mfa.html).

### **How do I access my official University email?**

- From a web browser go to CentralPipeline and choose the Central Email button.
- Enter your "@my.ccsu.edu" email address and the password you selected, then click on Sign-in.
- Along with your email account, you have free access to Microsoft Office 365 that can be installed on up to five computers mobile devices. For more information, go to [www.ccsu.edu/office365](http://www.ccsu.edu/office365).

### **Why is it important to check My.CCSU email regularly?**

- The University depends on email to communicate with students. Professors and the Office of Career Development use CCSU email to communicate with students about assignments and job postings. Also, students will receive important emails regarding tuition due dates, ebills, registration dates, etc. If you do not read your CCSU email often, you could miss out on important information that will not be sent in paper form.

### **Where can I go to use a computer on campus?**

- TechCentral (located in Marcus White Annex, room 100) is the main general purpose computer lab on-campus for students, faculty, and staff. This lab has a mix of Dell and Apple computers, laser printers and scanners. All computers are connected to the internet and offer a variety of popular software applications. For your convenience, the lab is open and offers extended hours, including weekends. For the most current schedule go to [www.ccsu.edu/tc](http://www.ccsu.edu/tc).
- The library has over 40 computers plus several terminals with direct access to the internet.

### **Are walk-up email and access stations available on campus?**

- In the Student Center there are over 20 computers with direct access to the internet.
- All over campus there are wireless access points allowing you access to the internet from almost anywhere through your wireless devices.

### **Where can I go for help with technology at CCSU?**

- Access the Information Technology homepage at [www.ccsu.edu/it](http://www.ccsu.edu/it). There you will find links to all IT resources, click on the Service Equipment Requests and Self-Help Knowledge link for self-help.
- Contact the IT Help Desk, the primary contact for technical assistance, at 860-832-1720 or email [techsupport@ccsu.edu](mailto:techsupport@ccsu.edu).
- Visit TechCentral (Marcus White Annex, room 100) for in-person technology support for your portable computer and campus technology. No appointment needed. Please note, limited support is available to support the use of CCSU technology. Hardware troubleshooting and repair is not provided.

### **Are phones provided in the residence hall rooms?**

- Central Connecticut State University no longer provides telephone service or voicemail service in student residence hall rooms except in those student rooms designated to conform to ADA requirements.
- House phones are located on each residence hall floor, which may be used for incoming calls and to place 911, campus, local, and toll-free access calls.
- Students may use their own cellular phone service or internet phone providers for their devices.

### **Whom do I contact for absences?**

- You are responsible for regular classroom attendance. The following attendance policies are in effect:
  - The Student Wellness Center (SWC)/Health will send a medical excuse note by email to a student's professors only in those cases in which a student was seen in the SWS Office and the medical recovery or contagiousness of the patient/student warrants an absence from classes.
  - For those students who are out of class for five or more consecutive days and have not been seen as a patient in the SWS for the evaluation of the illness, please direct the notification of your absence from your physician to the Office of the Vice President for Student Affairs. The verification of your absence will be relayed to the appropriate professors.

## **Study Stuff**

### **Where do I buy textbooks and school supplies?**

- Visit the campus bookstore, which is in the Student Center to buy your textbooks. The bookstore carries most of the school supplies that you will need. You will also find computer supplies, a selection of gifts, CCSU gear, candy, health and beauty aids, and a great selection of snacks, etc.

### **What are my other options if I do not want to purchase brand new textbooks?**

- You can rent both new and used textbook for a lower price and then return the book to

the bookstore at the end of the semester. The bookstore also sells used books and eTextbooks. Please see all of the options at the bookstore website: [www.central-ct.bncollege.com](http://www.central-ct.bncollege.com).

### **Where can I resell my books?**

- The bookstore buys books back all year. However, the best time to sell your books is during finals.
- Instant cash is yours if your books are in demand.
- The buyback pricing is based on two criteria: you can get paid 50% of the selling price if the book is needed for the following term. If this is not the case, you will receive the latest national pricing.

### **Where do I get advice for course selection and program planning?**

- Academic advisors are the main source of support and information about your academic plans and programs.
- If you are registered as an Exploratory major, you will meet with an advisor from Explore Central.
- Freshmen are assigned to one of four School-Based Centers (College of Liberal Arts & Social Sciences, School of Business, School of Education and Professional Studies, or School of Engineering, Science and Technology) depending on their major. Those without a declared major will be assigned to Explore Central for academic advising until they declare a major.

### **When should I see an advisor?**

- You must meet with an advisor each semester to discuss your course planning and receive your Registration PIN. The Registrar sends a reminder message to all students prior to the scheduled advising and registration period. Students are encouraged to meet often with their advisors to discuss courses, academic work, career plans, internships, and other matters.

### **I am not doing well in my classes. Where can I go for help?**

- Your classroom instructors are great resources, so seek their help first.
- Our Learning Center, located in Willard-DiLoreto Hall, Room D316, offers tutoring in math, statistics, chemistry, and physics. It also provides Academic Success Coaching to help you realize your academic goals.
- Academic advisors are a source of support and information about your academic plans and programs.
- Make connections with your classmates. Form a study group or work with a classmate who understands the material.

### **Does CCSU offer career services?**

- Yes, the Office of Career Development (CDO), which is in Willard-DiLoreto Hall, Room D101, provides a comprehensive program of career services to all students and alumni.

Career specialists assist all students and alumni with career-related decisions and preparation to lead job seekers to various employment opportunities, internships, or cooperative education positions and graduate school. The Office of Career Development also assists students in finding on-campus jobs.

- Through the database, Handshake, the CDO maintains listings of full-time jobs, part-time jobs, internships, and co-ops that can be accessed through their website, [www.ccsu.edu/cdo](http://www.ccsu.edu/cdo), by clicking on the Handshake icon or by going to [ccsu.joinhandshake.com/stu](http://ccsu.joinhandshake.com/stu). Additional resources are available on the website.
- The CDO also hosts many in-person career or job fairs as well as various other career development events throughout the year.

### **What are “Course Abroad” programs? How can I register?**

- Course Abroad programs are an important component of CCSU’s commitment to international education. They are short-term, credit-bearing University classes that include an overseas component. Course Abroad programs are during the breaks: winter, spring, and summer. The length of the course varies from three to sixteen weeks; the length of the travel component varies from one week to one month. The subject matter and the international locations are determined by the professor conducting the program. Course abroad programs are a great way for students unable to spend a semester or year abroad to have a study abroad experience before graduating from CCSU.
- Enrollment in a Course Abroad program begins in the Center for International Education (CIE), Barnard Hall Room 406, [www.ccsu.edu/studyAbroad/coursesAbroad.html](http://www.ccsu.edu/studyAbroad/coursesAbroad.html)

## **Students with Disabilities**

### **I am a student with a diagnosed disability. Where can I go to learn the procedures for receiving reasonable accommodations?**

- Visit Accessibility Services (AS), located in Willard-DiLoreto Hall, Room W 201, to meet with AS Staff; contact by phone: 860-832-1952 or email: [AccessibilityServices@ccsu.edu](mailto:AccessibilityServices@ccsu.edu).
- All information for students with disabilities is available online at <https://www.ccsu.edu/accessibility>
- Academic accommodations are granted by request only, be sure to submit your request prior to the beginning of each semester. A school’s obligation to provide reasonable accommodations is a prospective duty that starts at the point a student establishes his or her disability and the need for accommodations. This obligation in providing students with equal access to educational programs and activities in accordance with the Americans with Disabilities Act based on their established disability extends throughout the student’s enrollment. Request for reasonable accommodations must be made every semester through the Accessibility Services office.

## Facilities

### Where can I send and receive a fax?

- The Student Center Information Desk has a fax machine for public use. Charges may apply. International faxes must be done through the Information Desk.

### What fax number should I use?

- 860-832-1971

### Where can I make copies or scan materials?

- Copy machine locations:
  - Student Center first floor
  - Library first, third, and fourth floors (color copier on 3rd floor)
  - Marcus White Student Technology Center
- Scanner locations:
  - Library first, second, and third floors
  - Marcus White Student Technology Center
  - Accessibility Services

### Where do I sign up for a locker in the Student Center?

At the Student Center Information Desk/CENTix Box Office.

- Small (9" X 13 ¾") locker rental per semester is \$5 per semester (Fall, Spring, and Summer).
- Large (12" X 17 ¼") locker rental per semester charge is \$8 per semester (Fall, Spring, and Summer).
- A deposit of \$10.00 is required. The deposit will be refunded when the key is returned at the end of the semester.

### Are free lockers available?

- Yes. Day lockers are provided in the Student Center near the Bookstore and Devil's Den. You need a quarter to take the key, and the quarter is refunded when the key is returned before 10:45 pm each day.

### What is the Blue Chip Card?

- The Blue Chip Card (also referred to as your Blue Chip ID Card) is your official University ID and debit card allowing you privileges and services at CCSU.
- As an ID, the card allows specific personalized access to buildings, rooms and garages.
- As a debit card it allows the cardholder to deposit money on your Blue Chip Account, to make purchases on or off campus at specified locations, deposit financial aid, and to make University payments.
- The card serves as the meal-plan card, a library card, access key, and as a debit card for



purchases and payments only—funds cannot be withdrawn as cash. For detailed and most current information, visit the Card Office, located in Willard-DiLoreto Hall, Room D125, call 860-832-2140, or go to the Card Office website at [www.cardoffice.ccsu.edu](http://www.cardoffice.ccsu.edu)

- To check card balances, get a transaction history, report a lost card, or see what meal plan you have, go to the online Card Office at <https://get.cbord.com/ccsu>

### **Where can I make deposits to my Blue Chip Card account?**

- Deposits can be made in different ways and at several locations:
  - **Card Value Centers** accept cash only. They are easy to use machines found in two convenient locations:
    - Library
    - Student Center Devil's Den
  - Bursar's Office (Willard-DiLoreto Hall): accepts cash and checks
  - Online (CentralPipeline to WebCentral-Banner link): accepts credit cards and eChecks. Checks received in the office will make funds available by the next business day; mailed checks will be processed within 24 regular business hours from day received.
    - **2.95% fee or \$3.00 whichever is larger, is charged for credit/debit card deposit**
- Any questions, visit the Card Office, located in Willard-DiLoreto Hall, Room D125, call 860-832- 2140, or go to the Card Office website at [www.cardoffice.ccsu.edu](http://www.cardoffice.ccsu.edu).

### **Where can I use my Blue Chip Card?**

- You can use your card all over campus for copies, printing services, vending machines, meals at campus restaurants, bookstore purchases, laundry, payments to Bursar's Office and other CCSU departments; access to parking garages, residence halls, and more. It even gets you into CCSU home sporting events for free. The Blue Chip Card is also accepted at several off campus locations. For a list of locations please visit [www.cardoffice.ccsu.edu](http://www.cardoffice.ccsu.edu).

### **What if my Blue Chip Card is lost, stolen, or damaged?**

- Report a lost or stolen card immediately by calling or visiting the Card Office (during business hours) at 860-832-2140
- Campus Police (after business hours) at 860-832- 2375, or online at <https://get.cbord.com/ccsu>
- Whether your card is lost, stolen or damaged, go into the Card Office, Willard-DiLoreto, Room D125, for a replacement, and you will have a new card within 5 to 10 minutes.
- If your card is damaged, bring it with you to the Card Office when you go for a new one.
- 

### **Is there any charge to replace my Blue Chip Card?**

- The first lost replacement card is \$10; additional lost replacement cards are \$25 each.
- Cost of a card replacement will be billed to your Student Account (eBill).
- Staff will be issued a new card free of charge if you have had a name change or a change in your status.

### **Can I loan my Blue Chip ID Card to another person or borrow someone else's Blue Chip ID Card?**

- No. Your Blue Chip ID Card is assigned to you and is for your use only.

- Using someone else's Blue Chip ID Card exposes you to penalties and/or prosecution.

### **Where can I relax and study?**

- Lounges are located throughout the Student Center for relaxation and study needs. They include quiet, bright areas, with couches and study tables in all combinations to fit your needs.
- Memorial Hall Southwest Study Lounge (supported by the Student Center) provides lounge space, individual study pods and group pods.
- The library is another great place to study! Check out the Starbucks coffee shop.

### **Where can I send and receive mail?**

- You can pick up mail in the Student Center mailbox area, across from the Breakers Game Room and adjacent to the bookstore.
- Mailroom Substation is open Monday – Friday; 9 am - 3:30 pm.
- Mailboxes are available Monday - Friday 7 am - 11 pm; Saturday 9 am - 11 pm; Sunday 12 noon to 11 pm.
- Check with the Student Center Information Desk for possible changes in hours.
- Mail is not delivered on holidays and weekends.
- You may purchase postage at the Student Center mailroom substation with Blue Chip card money.
- Send mail, ship packages worldwide, and receive packages in the mailbox area.
- Mailboxes are free for RESIDENT STUDENTS ONLY.

### **How should delivery mail/packages be addressed?**

- To ensure proper delivery of mail, please include the following on all correspondence:  
YOUR NAME  
CENTRAL CONNECTICUT STATE UNIVERSITY  
1615 STANLEY STREET  
NEW BRITAIN, CT 06050-4010
- **Please follow this format exactly as shown. This will make the difference in quick delivery of your mail.**

### **What amusement and entertainment are on campus?**

- The Breakers Game Room offers tournament billiard tables, foosball, electronic amusements, board games, Nintendo Switch, XBOX and PS5 game consoles, table tennis and sports television... ALL FREE.
- CENTix, the campus box office in the Student Center, sells tickets for most campus events, including CAN activities, Theatre Department productions, athletic events, and some off-campus sponsored events. Contact them at 860-832-1989.
- Major shows will have tickets available on the Internet from [www.tickets.ccsu.edu](http://www.tickets.ccsu.edu)
- Check out TODAY @ CCSU at [www.today.ccsu.edu](http://www.today.ccsu.edu) or subscribe via email to your calendar of interest for automatic event updates.

- Follow **@CCSUToday** on Twitter for the most up-to-date event information.

### **Where can I charge my electronic device?**

- You can charge your smart devices in the Student Center for free. Stations are in the Wells Street lounge, TCC Lounge and Devil's Den. In addition, CCSU now has secured electronic charging stations in the Student Center Devil's Den, EB Library, Memorial Hall, and Hilltop Café. Note the campus is 100% wireless, including the residence halls.
- You can sanitize your electronic device in the Devil's Den charging station.

## **Financial Resources**

### **Where can I get change on campus?**

- At the following locations:
  - Bookstore (cashier)
  - CENTix Box Office
  - Library First Floor (or at Starbucks)

### **Is there an ATM on campus?**

- Yes.
  - The Student Center north entrance near the bookstore, available 24/7,
  - Davidson Hall near the Graduate Admissions Office, and
  - Willard-DiLoreto Parking Lot.

### **I have questions about my financial aid. How can I contact the office?**

- The Financial Aid Office is located in Willard-DiLoreto Hall, Room W208.
- You may contact the Office in several ways:
  - Phone: 860-832-2200
  - Fax: 860-832-3330
  - Email: [finaid@ccsu.edu](mailto:finaid@ccsu.edu)
  - Webpage: [www.ccsu.edu/finaid](http://www.ccsu.edu/finaid)
  - Mail: 1615 Stanley Street, P.O. Box 4010, New Britain, CT 06050
  - Office Hours: Monday – Friday 8 am – 5 pm

### **Where do I go if I have questions concerning my billing statement?**

- Student billing information is available through CentralPipeline. Log onto WebCentral-Banner Web using your CCSU email address and password, on the Home tab > EBill/Make Payment > View Student Account > View Activity.
- General billing information is available online at [www.ccsu.edu/bursar](http://www.ccsu.edu/bursar). The Bursar's Office is in Willard-DiLoreto Hall, Room W212. You may contact the office at [billing-bursar@ccsu.edu](mailto:billing-bursar@ccsu.edu).

### **Where can I find a job?**

- Many offices and departments on campus hire student employees for a variety of positions. You may want to give your resume to some of the Departments who hire the most students: the Student Center, Campus Dining, Bookstore, Library, CCSU Police Department, Housing, Events Management, IT, and Athletics. Check the Handshake website at [www.ccsu.joinhandshake.com/stu](http://www.ccsu.joinhandshake.com/stu) or individual departments. Contact the Office of Career Development Office at 860-832-1615 for more information. All available on-campus jobs sent to this office are listed in the Handshake database system.
- Students who have been awarded work-study may contact the Office of Career Development for information about how to access the on-campus job postings.
- The Student Center S.T.A.R. program hires as many as 70 students per semester in the Accounting Reconciliation, Box Office, Breakers Game Room, Esports Center, Information Desk, Office Support, Student Publications, Technical Services, Web/Graphics Design, and other areas.
- Student Activities Office, Card Office, the Mail Room, and the Office of Career Development are also areas where students can work on a part-time and semester-to-semester basis.

## **Medical, Mental Health, and Personal Resources**

### **What is the Student Wellness Center (SWC)?**

- The Student Wellness Center provides medical, mental health, counseling, and substance misuse services, as well as general wellness outreach, education, and support services to the CCSU community through three departments: Health Services, Counseling and Student Development Services and Wellness Education Services. We are staffed by licensed medical providers and licensed mental health professionals. We also train graduate level student interns who provide services under the supervision of licensed professionals.

### **Where is the Student Wellness Center (SWC) located?**

- The SWC is in Willard-DiLoreto Hall, Room W101.

### **How do I access services offered through the SWC?**

- The SWC is open Monday through Friday from 8 am to 5 pm, with evening appointments available for some services upon request.
- You can either walk-in to set up an appointment or call one of the numbers listed below:
  - Health and Counseling Appointments: 860-832-1926
  - Counseling General Questions 860-832-1927
  - Health Services General Questions 860-832-1925
  - Wellness Education 860-832-1948

**Where can I get help if I start to struggle with my emotions, thoughts, or behavior?**

- Counseling offers a comprehensive array of services to address a range of mental health challenges.
- We offer individual therapy, group therapy, and family/couples therapy, psychiatry services, and crisis intervention services, as well as assistance with referrals to community providers as indicated.
- CCSU students who are experiencing a mental health crisis and need to talk with a counselor after-hours, on weekends and on holidays, can call the National Suicide and Lifeline by dialing or texting 9-8-8, call Emergency Mobile Crisis Services by dialing 2-1-1 or by calling 9-1-1 to reach emergency responders for more imminent concerns.
- All services are confidential and provided at no cost to all active students.

**What health/medical services do you offer?**

- Medical care is offered to all enrolled students through Health Services including evaluation and treatment of illnesses and injuries for a wide variety of problems, from upper respiratory infections and sexually transmitted infections to injuries and concussions.
- We work with your primary care provider to manage chronic problems and work with local specialists and hospitals to handle other medical concerns.
- Examples of some of our services include contraceptive counseling and management, PPD screening, STI tests, rapid testing for Covid and Strep.

**What about confidentiality?**

- All visits made for mental health counseling and health services are kept strictly confidential according to our privacy policy.
- Records or other information will not be released without the student's signed consent, unless required by law. This policy also applies to parents and faculty.

**Do you charge for services?**

- There is no charge to be seen by one of the University's medical or mental health professionals on campus.
- Some in-house tests, treatments, and prescription medications are available for small fees, which are billed to your Banner account.
- We do not bill insurance companies or other third-party payers.

**What happens if I need to visit other health providers?**

- Student Wellness Center staff can assist in referring students to specialists and other healthcare providers or facilities. Appointments with one of our providers may be needed.
- Students are responsible for all charges and addressing insurance issues involved with any such care.
- Similarly, students are responsible for any charges for private laboratory testing ordered through our department and for prescriptions filled at local pharmacies.

- Students are strongly encouraged to familiarize themselves with their own insurance coverage especially co-pays, deductibles, health reimbursement accounts, and procedures for submitting charges for reimbursement.

### **Are immunizations required?**

- Connecticut State Law requires immunization or proof of immunity against measles, mumps, rubella, and varicella (chicken pox). See our website: [www.ccsu.edu/health](http://www.ccsu.edu/health) for full details.
- All students living in Residence Halls must have proof of immunization against meningitis. New students only have a time constraint on this requirement and must have been given this immunization within five years of entering CCSU.
- Covid-19 vaccine is required for all students but there are medical and non-medical exemptions allowed.
- All students are required to submit a complete and signed Connecticut State University Student Health Services Form prior to attending class.

### **When are the Connecticut State University Student Health Services Forms due?**

- Fall Semester - July 15.
- Spring Semester – December 15.
- If records are not submitted on time, you may find that you are unable to register or change classes because of a Health “Hold” on your account. Specific details about any missing health information can be found on the registration status page of your BlueNet account. Please login to CentralPipeline to access this information.

### **Who can I contact with other questions?**

- Additional information is available on the Student Wellness Center CCSU webpage. Questions can be answered by emailing [sws@ccsu.edu](mailto:sws@ccsu.edu) or by calling 860-832-1925.

## **Residential Students**

### **Applying for On-Campus Housing**

For information on how to apply to university housing, please see the details on the Residence Life [website](#).

### **How Can I Get Involved on Campus?**

#### ***Join Hall Councils***

Each Residence Hall is governed by a Hall Council. By becoming a Hall Council member, you can help organize programs and manage a budget for all hall activities. Hall Council positions may include a President, Vice President, Treasurer, Secretary, Public Relations, and Committee Representatives. The Executive Board works with the Residence Hall Director/ Area Coordinator to run effective meetings and to enhance your residence life experience. Participating in Hall Council can help you develop leadership skills and make new friends.



### ***Join Inter Residence Council***

The Inter Residence Council (IRC) is the governing body for all resident students. Its purpose is to give resident students a voice in their halls and on campus. A group of student executive board members and a student general council make up the IRC. The IRC Executive Board meets weekly with advisors to discuss upcoming programs and issues that arise on campus. The Executive Board attends conferences to enhance and support the development of the organization, allowing it to develop and branch out across the northeast and the nation. IRC plans and facilitates programs for the residents on campus. It is the goal of Residence Life to facilitate a wide variety of programs. The University food service committee is a subcommittee of IRC.

### ***Join Dean's Cup***

In 1986, Dr. Rob Ariostos started a competitive tradition between all the Residence Halls during the academic year, called the “Dean’s Cup.” Today’s residents still look forward to these types of competitions each semester in anticipation of winning the Dean’s Cup Trophy. Dr. Ariostos said, “The goal was to build as much pride and spirit for residents as possible and get as many people involved in these activities.” The Dean’s Cup is a much-anticipated tradition each semester.

### ***Living-Learning Communities***

Living-Learning Communities (LLCs) at Central Connecticut State University are on-campus communities designed for students with a common interest or academic focus. These communities will have a detailed program each semester to enhance academic, social, psychological, and personal success. Each community will connect students who share similar scholarly interests, mentoring needs, or resource requirements. Students will participate in similar classes while creating a platform to collaborate with classmates, faculty, and advisors. The benefits of becoming part of an LLC will enrich your overall college experience. For more information visit our website at [www.ccsu.edu/reslife/llc.html](http://www.ccsu.edu/reslife/llc.html).

### ***Recycling & Energy Conservation***

The Department of Residence Life encourages students to reduce, reuse and recycle any of their personal items. Each Residence Hall has different bins for students to use for their recyclables. The gray top and brown bins are used for waste such as food waste and non-recyclables. The blue top bin is for recycling any type of paper, newspapers, magazines, cardboard, or posters. The green top bin is used for recycling any type of bottle, including glass or plastic, aluminum cans, and gallon jugs. The blue tray is used to recycle any size or type of batteries. The green tray is used to recycle any type of electronics including items operated by battery. The yellow tray is used for chemical waste such as flammables, corrosives, aerosol cans, nail polish, and cleaners. Water hydration stations are available in each of the Residence Halls. Conserving energy is an effortless way to protect the environment and keep energy costs under control. Below are a few tips on how to go about it:

- Turn off your electrical devices when no longer needed.
- Turn off your lights when the room is unoccupied.

- Utilize the recycling bins within your Residence Hall to dispose of batteries, electronics, and chemical waste.
- Separate paper, glass, aluminum, and plastic from your waste bins.
- Only print what you need.
- Use a reusable bottle instead of disposable water bottles.
- Grab only the food you can eat.
- Trade in books you no longer use & donate unused clothing to an organization.
- Purchase items made from recycled materials. To learn more about CCSU “green” initiatives visit: **Global Environmental Sustainability Action Coalition**

***Attend residence hall/floor programs and socials:*** Your RA will hold programs and social events throughout the academic year. By attending one or more of these programs, you will meet new people, learn more about campus resources and become part of your residence hall community.

CCSU has many clubs and organizations, as well as community service and employment opportunities. Look for information around your residence hall and throughout campus during the first few weeks of the semester about how to get involved or ask your RA for some suggestions. You can also check out CCSU’s Student Activities & Leadership Development for information about additional clubs and organizations.

### **Who can access my room?**

Only students assigned to the room are permitted access to the room. Residence Life staff are not able to provide access to your room to parents, friends, guests, etc. for any reason. Residence Life, emergency, and maintenance staff enter your room only for monthly unannounced health and safety checks, to confirm occupancy, for requested or emergency maintenance, and to respond to situations in which an individual’s safety may be in danger.

### **Where do I get my mail?**

Students should stop by the mailroom in the Student Center at the beginning of the semester to sign up for a mailbox.

To send packages to a CCSU please address it as follows:

YOUR NAME  
CENTRAL CONNECTICUT STATE UNIVERSITY  
1615 STANLEY STREET  
NEW BRITAIN, CT 06050-4010

### **Can I bring my pet?**

Pets are not permitted in university residence halls, rooms and suites unless specified below. Certified assistance animals are permitted with prior notice provided to the Department of Residence Life by the Office of Accessibility Services. Students are permitted to have an aquarium under the following conditions:

- Fish, in a maximum 10-gallon aquarium, are permitted in the residence halls.

- Water is not to be left on the surface where the aquarium is resting or on the floor surrounding the aquarium. To minimize the threat of infection, proper hand washing is recommended before and after any kind of aquarium maintenance. Any areas (such as sinks, counters, and floors) which have encountered aquarium water are to be cleaned with an antibacterial agent (such as antibacterial soap, bleach, or other cleaning solution).
- Aquarium gravel, filters, or other items must be disposed of in sealed plastic bags and placed in trash receptacles outside of the building.
- A maximum of 1 aquarium per bedroom.
- Other pets may be considered under specific circumstances such as accommodation with the Office of Accessibility Services. Please review the [Emotional Support Animals](#) information.

## Commuter Students

### Where can I get information about transportation to and from campus?

- Please visit the CCSU Transportation Options webpage at [www.ccsu.edu/transportation/](http://www.ccsu.edu/transportation/) for information about CT Fastrack, CT Transit, U-Pass CT, parking, and rideshare.
- U-Passes are available for eligible undergraduate students year-round.

### I am a commuter student; how can I get involved in activities on campus?

- We encourage you to join a club and attend scheduled activities such as: homecoming, family day, lectures, and art exhibits, as well as other programs sponsored by the University. Visit Club Central for more information: [www.ccsu.campuslabs.com/engage/](http://www.ccsu.campuslabs.com/engage/).

## Public Safety

### How can I get an escort?

- CCSU Police are available anytime to provide a safety escort to anywhere on campus 860-832-2375.
- Call 911 for emergencies.
- The blue lights around campus indicate an Emergency Alert Pole for direct assistance to CCSU Police.
- Download the LiveSafe App

### Where can I get a parking decal?

- The Card Office in Willard-DiLoreto Hall provides parking decals.
- The CCSU Police Department provides parking passes/stickers and is located at 1500 East Street.
- You will need a Blue Chip Card and license plate number to obtain a decal.

- There is no charge for parking decals.

### **Where can I park?**

- Resident Student (green decal) parking is available in:
  - Copernicus Parking Garage (except levels “F”, “O” and “Roof”)
  - F. Don James Lot (spaces marked with green lines only)
  - Vance Hall Reserved Lot
  - Student Center Garage (upper level, double row)
- Commuter Student (red decal) parking is available in:
  - Bichum Lot
  - Kaiser Lot- Student Center Lot
  - Student Center Parking Garage
  - Welte Parking Garage
  - Copernicus Parking Garage (levels “F”, “O” only)
  - Willard-DiLoreto Garage (1st, 3rd, & Roof levels)

### **What should I do if I get a parking ticket from CCSU Police?**

- All tickets must be paid within (10) days of receipt of a fine or the amount due will double automatically.
- Fines must be paid in person or by mail to the Bursar’s Office in Willard-DiLoreto Hall, Room W212.
- Fines must be paid before an appeal will be considered. To appeal, go to the following web page for the form and instructions: [www.ccsu.edu/police/parkingTicketAppeals.html](http://www.ccsu.edu/police/parkingTicketAppeals.html)

### **How will I be notified in the event of a campus emergency?**

- To receive notification via your personal electronic devices you must register at the following website: [www.webapps.ccsu.edu/ENS](http://www.webapps.ccsu.edu/ENS)
- Alerts and brief instructions will also be broadcasted via the Whelen outdoor loudspeakers and through the Everbridge notification system.
- Register and download the LiveSafe app for additional notifications and assistance.

## **Food**

### **What is the resident dining schedule?**

#### **(Schedule subject to change for hours and location)**

Students who live in the residence hall must have a meal plan. For more information on meal plans, please visit [www.ccsudining.sodexomyway.com](http://www.ccsudining.sodexomyway.com)

Menu for the day? Download the EVERYDAY app for CCSU. Want to know about specials or changes? Text “DEVIL” to 82257 for coupons, information and more!

Would you like your order ready when you arrive at Devil's Den or Starbucks? Download the Grub hub app for Devil's Den and the Starbucks mobile ordering app for Starbucks on campus.

	<b>Memorial Hall</b>	<b>Hilltop Cafe</b>
Monday - Thursday	Breakfast: 7:30 am - 11 am Lunch: 11:30 am - 2 pm Lite Lunch: 2 pm - 4 pm Dinner: 4:30 pm - 7:30 pm	Classic Dinner Entrees along with Devil's Kitchen, The Grill, Desserts  Monday through Thursday from 4 pm - 10 pm. Limit – 1 visit per day.
Friday	Breakfast: 7:30 am - 11 am Lunch: 11:30 am - 2 pm Lite Lunch: 2 pm - 4 pm Dinner: 4:30 pm - 7:30 pm	Closed
Saturday	Continental Breakfast: 9 am - 10 am Brunch: 10 am - 3:30 pm Dinner: 4:30 pm - 7:30 pm	Closed
Sunday	Continental Breakfast: 9 am - 10 am Brunch: 10 am - 3:30 pm Dinner: 4:30 pm - 7:30 pm	Closed

### Where can I get a snack, sandwich, entrée, or quick cup of coffee between classes?

Devil's Den Food Court: Located in the Student Center

- **Hours of Operation:**  
**Monday-Thursday**                      **10:30 am - 10 pm**  
**Friday**                                        **10:30 am - 3 pm**

We now have food ordering kiosks to help speed you through the lunch line!

Starbucks Café: Located in the Elihu Burritt Library

- **Hours of Operation:**  
**Monday-Thursday**                      **7:30 am – 4:30 pm**  
**Friday**                                        **7:30 am – 2 pm**  
**Saturday**                                    **9 am – 12 pm**  
**Sunday**                                        **Closed**

ZIME: Located in the lobby of Willard-DiLoreto Hall

- **Monday-Thursday**                      **12:30 pm - 4:30 pm**  
 • Pre-made sandwiches, salads, coffees, cold beverages, snacks, and desserts

**Where can I buy a snack?**

Vending machines are in the Student Center, all residence halls, and most academic buildings.

## Miscellaneous

**Where are courtesy phones located?**

- Courtesy phones are located throughout each building on campus. One is located immediately to the right of the Student Center Information Desk. The last five digits of an on-campus phone number may be dialed directly.
- Courtesy phones in the Student Center are set for local calling. Dial 9 to get an outside line.

**Can I get the phone number or room number for a resident hall student from the Information Desk?**

- No, the Student Center is not authorized to give out this information.

**How will I know if classes are cancelled or delayed due to weather conditions?**

- In case of inclement weather, please call the CCSU storm phone at (860) 832-3333 or visit [ccsu.edu/cancel](http://ccsu.edu/cancel) to learn details about delays/cancellations.

**Who would I contact to start a new club?**

- Visit the Student Activities/Leadership Development Office in the Student Center or call 860-832-1990.

**Where can I go for spiritual guidance?**

- Campus Ministry welcomes all faiths and spiritualities.
- Visit [www.ccsu.edu/campusministry](http://www.ccsu.edu/campusministry) to gather more information on our Campus Ministry.

**Where should I go if I lost something?**

- Go to the CCSU Police on East Street 860-832-2375, or
- The Student Affairs Office in Davidson Hall, Room 103, 860-832-1601, or
- The Info Desk at the Student Center, 860-832-1970.

**What happens if I violate University policy?**

Refer to the “Student Code of Conduct” section in the Student Handbook.

If you have questions about any of the services or policies provided, please call the appropriate office for clarification, **OR** contact the Office of the Vice President for Student Affairs and we will gladly help you.

**Contact us:**

Office of the Vice President for Student Affairs

Davidson Hall, Room 103

Central Connecticut State University

1615 Stanley Street

New Britain, CT 06050

**Phone:** 860-832-1601

**Fax:** 860-832-1610

**Email:** [student\\_affairs@mail.ccsu.edu](mailto:student_affairs@mail.ccsu.edu)

Office Hours are Monday - Friday, 8am - 5pm



## Resources

### Accessibility Services

*Surbhi Patel, Director; Willard-DiLoreto Hall, Room W201*

*Phone: 860-832-1952, Fax: 860-832-1865; Website: [www.ccsu.edu/sds/](http://www.ccsu.edu/sds/)*

The mission of Accessibility Services (AS) at Central Connecticut State University is to ensure that qualified students with disabilities are provided the necessary reasonable academic adjustments, accommodations and/or modifications to ensure equal access to University programs, services, and activities. These include but are not limited to general campus, academic, and housing accommodations. In addition, AS offers strategies to students to negotiate campus life independently, learn advocacy skills, and become knowledgeable about adaptive technology and other on and off campus resources. [www.ccsu.edu/sds/](http://www.ccsu.edu/sds/).

The Americans with Disabilities Act (ADA) defines a person with a disability as a person who



has a physical or mental impairment that substantially limits one or more major life activity. Diagnosed disability categories include but are not limited to students with the following impairments: mobility/orthopedic impairments, sensory including vision and hearing loss, chronic physical and psychiatric/psychological health impairments including specific learning disabilities, attention deficit disorder, and acquired head trauma. Self-disclosure is required in order to benefit from ADA protections and can be done at any time. However, students are encouraged to disclose their disability to AS through an interactive Intake meeting as soon as they are notified of acceptance to the University to ensure timely services. If a student is uncertain whether their condition qualifies as a disability, and it has interfered with their academic success or access to campus programs or activities, they are encouraged to schedule a confidential meeting with one of the AS specialists. Student Disability Services maintains the confidentiality of student disability records and assists students in coordinating reasonable accommodations with faculty and campus staff as needed. Accessibility Services also provides University faculty and staff with assistance in meeting their federal obligations under the Section 504 of the federal Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act Amendments Act of 2008.

## **Alumni Affairs**

*Robert Jost, Interim Director Alumni Affairs; Davidson Hall, Room 206*  
*jost.rf@ccsu.edu Office Phone: 860-832-1742; Website: [www.ccsu.edu/alumni](http://www.ccsu.edu/alumni)*

You can continue your campus involvement after graduation by participating in the activities of the CCSU Alumni Association. You will automatically be a member upon your graduation, joining over 75,000 other proud alumni. The Alumni Association offers reunions, educational and social events, Homecoming activities and a variety of special discount offers on insurance. Alumni receive a free subscription to the Central Focus alumni publication.

The Association provides scholarships for legacy students (children, grandchildren, and siblings of alumni) and works with CCSU groups to bring to campus programs of interest to students.

## **Blue Chip Card Office (CCSU Identification Cards)**

*Thomas King, Director of Auxiliary Services and Cloud Infrastructure, Willard-DiLoreto Hall, Room D125 Semester Hours: Mon.-Fri. 8 am -5 pm, Phone: 860- 832-2140;*  
*Website: [www.cardoffice.ccsu.edu](http://www.cardoffice.ccsu.edu) Online Card Office: <https://get.cbord.com/ccsu>*

The Blue Chip Card Office is responsible for producing ID cards for students, faculty and staff at CCSU. This office also manages the Blue Chip debit card system that enables a cardholder to purchase services or merchandise both on- and off-campus. These services include vending machines, laundry, public copiers, food services on campus, bookstore, laser printing at the Marcus White Computer Lab, and various vendors off-campus. The Blue Chip Card can be used to pay parking and library fines.

The Card Office is also responsible for issuing the U-Pass to undergraduate students. The U-Pass

allows students to take the busses and some trains for free. Students must present their Blue Chip card when they use the U-Pass. The U-Pass is available at the Card Office year-round. Please visit webpage, <https://ctrides.com/upass> for more information.

The Blue Chip card is also used for access to all residence halls front doors and Welte, Student Center, and Copernicus Garages. Entrance to the halls and garages is gained by holding the Blue Chip card near the card reader (a square panel) by the front door or gate.

The Blue Chip card is a sophisticated device. Please do not bend it, punch holes in it, scratch the magnetic stripe on the back, or use it as an all-purpose tool.

All students are required to have a Blue Chip Card. The Blue Chip card must be presented in order to use the library or computer lab services. The Blue Chip Card does not expire. Do not throw your card away upon graduating or withdrawing from CCSU. Should you return, it will be valid. Check out our website at [www.cardoffice.ccsu.edu](http://www.cardoffice.ccsu.edu) for current Card Office information.

## **Bookstore**

***Your CCSU Bookstore Team, [bkscentralct@bncollege.com](mailto:bkscentralct@bncollege.com),  
Student Center Hours: Monday & Tuesday 9 am - 7 pm, Wednesday & Thursday 9 am – 6 pm,  
Friday 9 am - 4 pm, and Saturday 11 am -3 pm  
Phone: 860-832-BOOK (2665); Website: [www.CCSUBookstore.com](http://www.CCSUBookstore.com)***

The Bookstore is responsible for carrying all required textbook materials. Please remember to purchase textbooks prior to the middle of each term, since textbooks will be returned to publishers after midterms in order to prepare for the next semester. Students have the option of renting or purchasing new, used and/or digital copies of their textbooks (does not apply to all textbooks). The Bookstore accepts Blue Chip Cards, cash, and credit cards, but does not accept checks. During the semester the Bookstore is normally open Monday–Thursday from 9 am–7 pm and Friday from 9 am–4 pm, and Saturday from 11 am -3 pm. with extended hours during the first week of classes. Please feel free to call or email the Bookstore with questions.

One of the best ways to save on textbooks at the CCSU Bookstore is by renting! Compared to buying new books, students can save over 50% when they rent a textbook. Students have the option of using their financial aid award money to pay for these, as well as all other kinds of textbooks. While not all textbooks are currently available in rental form, there are a variety of inexpensive ways to purchase your books through the CCSU Bookstore!

The Bookstore also sells the following items: A great selection of CCSU gear and gifts, school supplies, reference materials, study aids, N.Y. Times bestsellers, soda, candy, snacks, computer and electronic supplies, greeting cards, gift cards, posters, and health and beauty aids.

## **Bursar's Office**

***Keri Lupachino-Maynard, Director, Student Financial Services; Willard-DiLoreto Hall, Room W212***

***Hours: Monday - Friday 8 am - 5 pm***

***Phone: 860-832-2010; Fax: 860-832-2173***

***Website: [www.ccsu.edu/bursar](http://www.ccsu.edu/bursar)***

The Bursar's Office is the administrative office responsible for student billing and revenue collection. Registered students are billed for tuition and fees, as well as room and board, in June for the fall term, due July 15th, in November for the spring term, due December 15th. For the summer and winter terms, all charges are due upon registration. The Bursar's Office is also responsible for applying charges and credits/payments to a student's bill that may accrue during the term. Credit is applied to the student's bill each term for awarded financial aid, documented scholarships, and outside sponsorship. The funds received from financial aid sources pay each affected student's term charges. Excess financial aid (money in excess of all student charges) is then distributed directly to the student, either by check or by pre-arranged Direct Deposit to the student's bank account.

The Bursar offers the option to allow registered students on financial aid to have up to \$800 of qualifying excess financial aid deposited into their Blue Chip debit card account so that books can be purchased from the CCSU Barnes & Noble Bookstore beginning ten days prior to the start of classes. The required Blue Chip Advance form is available online through the Bursar's website or in the Bursars Office. Blue Chip funds cannot be withdrawn in the form of cash.

### ***E-Billing***

CCSU offers the convenience of online billing and payment. No paper bills are sent.

When bills are ready for viewing, students receive email notifications to their CCSU email account. A link in the email takes students to CentralPipeline. Students may also access the eBill by logging directly into WebCentral-Banner Web using their CCSU email address and password. Once logged in, students can view their eBills, make credit card or e-Check payments, and set-up third-party users who can view the eBill and make payments on their behalf.

All Students can:

- View and pay their bills 24/7 from any computer with internet access.
- Authorize another party, such as a parent or employer, to pay bills and to view billing information.
- Pay housing and admissions deposits online.
- Make electronic payments from checking or savings accounts (U.S. banks only) or with a credit card (MasterCard, Visa, Discover, or American Express).

### **Instructions for viewing your bill via the Web:**

- Navigate to the CCSU CentralPipeline page at [www.ccsu.edu/pipeline](http://www.ccsu.edu/pipeline)
- From the CentralPipeline home page, click on the WebCentral-Banner Web link and log

in with your **CCSU email address and password**.

- From the Home tab, click on the **eBill/Make Payment** link.
- Under **Student Account**, click on the **View Activity** button for most current information.
- To view a printable copy of your bill, click on **My Account**, then **Statements**. Select the statement needed from the drop-down menu and click on the **View** button.
- You will also have the option of setting up one or more authorized payers within the eBill system who will also receive email notification of the bills.
- Bills are due July 15 for the Fall term and December 15 for the Spring term. Summer and Winter term charges are due upon registration.

#### **Instructions for web payments via electronic check:**

1. Navigate to the CCSU CentralPipeline page at [www.ccsu.edu/pipeline](http://www.ccsu.edu/pipeline)
2. From the CentralPipeline home page, click on the **WebCentral-Banner Web** link and log in with your **CCSU email address and password**.
3. From the Home tab, click on the **eBill/Make Payment** link.
4. Under **Student Account**, click on the **Make Payment** button.
5. Under **Account Payment**, click on the **Make Payment** button.
6. Select the **payment type** radio button and enter the Payment Amount for your selection and then click on the **Continue** button.
7. Select **Electronic Check** (checking/savings) from the **Payment Method** drop-down menu and click on the **Select** button.
8. Enter your **Account Information**, if desired, check **Refund Option** and **Option to Save** then click on the **Continue** button.
9. Verify your payment information and click check box for **I agree** to the above terms and conditions, click on **Submit Payment** button.

#### **Instructions for web payments via credit card (will be charged a 2.95%/\$3 minimum service fee):**

1. Navigate to the CCSU CentralPipeline page at [www.ccsu.edu/pipeline](http://www.ccsu.edu/pipeline)
2. From the CentralPipeline home page, click on the **WebCentral-Banner Web** link and log in with your **CCSU email address and password**.
3. From the Home tab, click on the **eBill/Make Payment** link.
4. Under Student Account, click on the **Make Payment** button.
5. Under Account Payment, click on the **Make Payment** button.
6. Select the payment type radio button and enter the **Payment Amount** for your selection and then click on the **Continue** button.
7. Select **Credit Card via PayPath** from the Payment Method drop-down menu and click on the **Select** button.
8. Review Details and click on **Continue to PayPath** button. A new window will open up.
9. In the new window, click on the **Continue** button.
10. Review the service fee information and click on the **Continue** button.
11. Enter your **Account Information** and click on the **Continue** button.
12. Verify your payment information, click check box for **I agree** to the terms and conditions, and click on **Submit Payment** button.

The Bursar's Office can be contacted as follows:

Email: [billing-bursar@ccsu.edu](mailto:billing-bursar@ccsu.edu)

Phone: 860-832-2010

Fax: 860-832-2173

Office Hours: Monday - Friday 8 am to 5 pm

Mail: Willard 212, 1615 Stanley Street, P.O. Box 4010, New Britain, CT 06050-4010

### ***Central Payment Plan***

All enrolled students may take advantage of the Central Payment Plan (CPP). The CPP enables the participant to pay CCSU's term charges in installments.

#### **Terms and Conditions**

1. Enrollment in the CPP.
  - A. Each term, complete the online enrollment through TouchNet Payment Portal as follows:
    1. Navigate to the CCSU CentralPipeline page at [www.ccsu.edu/pipeline](http://www.ccsu.edu/pipeline)
    2. From the CentralPipeline home page, click on the WebCentral-Banner Web link and log in with your CCSU email address and password.
    3. From the Home tab, click on the eBill/Make Payment link.
    4. Under Student Account, click on the Enroll in Payment Plan button.
    5. Select the term from the drop-down menu and click on the Select button.
    6. Review the details of the plan and click on the Continue button.
    7. Amount of Down Payment shown is the minimum amount. Adjust to higher amount if desired and click on the Display Schedule button.
    8. Answer Yes or No to the Set up Automatic Payments request and click on the Continue button.
- Select Payment Method drop-down menu and click on the Select button.  
For eChecks: Select Electronic Check (checking/savings) from the Payment Method drop-down menu and click on the Select button. Enter your Account Information, if desired, check Refund Option and Option to Save then click on the Continue button. Verify your payment information and click check box for I agree to the above terms and conditions, click on Submit Payment button.
- For credit cards (will be charged a 2.95%/\$3 minimum service fee): Select Credit Card via PayPath from the Payment Method drop-down menu and click on the Select button. Review Details and click on Continue to PayPath button. A new window will open up in the new window, click on the Continue button. Review the service fee information and click on the Continue button. Enter your Account Information and click on the Continue button. Verify your payment information and click check box for I agree to the terms and conditions, click on Submit Payment button.
- The first installment will be required as a down payment upon enrollment along with the \$35 Enrollment Fee.

- It is important, especially for students who have been notified of on-campus housing assignments, to enroll in a payment plan and/or submit proper payment prior to the due date of the University's bill to avoid housing cancellation, University late fee of \$50, and courses being dropped.
2. Budget Amount/Payments.
- The total budgeted amount is payable in up to seven (7) equal installments.
  - All payments made through the CPP will be credited to the student's university bill.
  - Refunds to student participants for any reason will be handled through normal University refund procedures.
  - Due dates of installments vary by term:

<b><u>Fall Term</u></b>		
<b>Sign Up Month</b>	<b># Payments</b>	<b>Due Dates</b>
April	7	1st payment due with enrollment, then 5/15, 6/15, 7/15, 8/15, 9/15, 10/15
May	6	1st payment due with enrollment, then 6/15, 7/15, 8/15, 9/15, 10/15
June	5	1st payment due with enrollment, then 7/15, 8/15, 9/15, 10/15
July	4	1st payment due with enrollment, then 8/15, 9/15, 10/15
August	3	1st payment due with enrollment, then 9/15, 10/15
September	2	1st payment due with enrollment, then 10/15

<b><u>Winter Term</u></b>		
<b>Sign Up Month</b>	<b># Payments</b>	<b>Due Dates</b>
October	4	1st payment due with enrollment, then 11/15, 12/15, 1/15
November	3	1st payment due with enrollment, then 12/15, 1/15
December	2	1st payment due with enrollment, then 1/15

<b><u>Spring Term</u></b>		
<b>Sign Up Month</b>	<b># Payments</b>	<b>Due Dates</b>
November	5	1st payment due with enrollment, then 12/15, 1/15, 2/15, 3/15
December	4	1st payment due with enrollment, then 1/15, 2/15, 3/15
January	3	1st payment due with enrollment, then 2/15, 3/15
February	2	1st payment due with enrollment, then 3/15

<b><u>Summer Term</u></b>		
<b>Sign Up Month</b>	<b># Payments</b>	<b>Due Dates</b>
April	5	1st payment due with enrollment, then 5/15, 6/15, 7/15, 8/15
May	4	1st payment due with enrollment, then 6/15, 7/15, 8/15
June	3	1st payment due with enrollment, then 7/15, 8/15
July	2	1st payment due with enrollment, then 8/15

### 3. Enrollment Fee

- The enrollment fee for this service is \$35/term.
- A new enrollment must be completed for EACH TERM.
- The enrollment fee is non-refundable.
- There are NO interest charges.

### 4. Failure to Pay and Uncollectible Check Charge.

- A \$30.00 late fee will be assessed for each installment payment that is not received by the due date.
- The University will assess a \$20.00 service charge for any check payment returned for insufficient funds or which is not collectible for any other reason. Fee assessed to the CPP account will be added to the student's university eBill.

## UNPAID OBLIGATIONS

Students who do not pay their bills by the due date may be subject to penalties and loss of University privileges/services including:

- Withholding of University services, course registration, transcripts of grades or other official papers;
- Prevention of re-admission until unpaid financial obligation is paid in full;
- Cancellation of all classes in which you were previously enrolled;
- Re-registration into those classes is not guaranteed. It will be on a course availability basis only, and subject to a \$100 non-refundable Re-registration Fee;
- Denial of future course registration;
- \$50.00 Late Fee;
- Revocation of student status; and
- Referral of the unpaid financial obligation to the University's contracted collection agency. The student would be responsible for any related collection costs in addition to the amount due.

### *Tuition & Fee Refund Policy*

(Board of Regents for Higher Education Pages 6-12 Minutes – December 18, 2014 Regular



Meeting, Effective beginning Academic Year 2014-15)

In accordance with the Higher Education Amendments of 1998 (Public Law 105-244), the Federal Government mandates that students receiving Title IV assistance who withdraw from all classes may only keep the financial aid they have "earned" up to the time of withdrawal. Title IV funds that were disbursed more than the earned amount must be returned by the University and/or the student to the Federal government. This could result in the student owing funds to the University, the government, or both. The amount of unearned aid to be returned is based on the percentage of enrollment period completed.

The refund policy below excludes the effect of the return of Title IV funds. Students receiving Federal aid should consult with their University Bursar or Financial Aid office prior to withdrawal to determine the financial impact that the return of Title IV funds will have upon the student.

<b>TUITION/FEE</b>	<b>TIME DUE</b>	<b>CSU Refund</b>
Application Fee	Upon Submission of Application	• Non-refundable
Confirmation Deposit (UG/G) \$200 (applied to Tuition/Fees)	May 1 or within 15 days of invoicing thereafter	• Non-refundable
Re-registration Fee	Upon re-registration	• Non-refundable
Full-time Tuition and Fees	Fall Semester not later than August 1  Spring Semester not later than January 2	<ul style="list-style-type: none"> <li>• Upon withdrawal from the University up to, but not including, the first day of the term, as defined by the published university calendar, 100% of the term charges will be cancelled.</li> <li>• 90% of the term charges will be cancelled during the first week of the term.</li> <li>• 60% of the term charges will be cancelled during the second week of the term.</li> <li>• 40% of the term charges will be cancelled during the third and the fourth weeks of the term.</li> <li>• No cancellation of charges after the fourth week of the term</li> </ul>

Housing Deposit \$250	On or before April 1 for returning students and on or before May 1 for new students, with specific date to be established annually. Dates will be no less than 30 days prior to the dates shown above (April 1 and May 1).	<ul style="list-style-type: none"> <li>• Non-refundable</li> </ul>
Housing Fee (applies to students who withdraw from University)	<p>Academic year contract to be paid in two installments:</p> <p>Fall Semester: not later than August 1</p> <p>Spring Semester: not later than January 2</p>	<ul style="list-style-type: none"> <li>• Upon withdrawal from the University, the housing refund will mirror the University refund policy for tuition and fees.</li> <li>• 100% of the term charges will be cancelled upon withdrawal from the University up to, but not including, the first day of the term as defined by the published university calendar,</li> <li>• 90% of the term charges, will be cancelled during the first week of the term,</li> <li>• 60% of the term charges, will be cancelled during the second week of the term,</li> <li>• 40% of the term charges, will be cancelled during the third and fourth weeks of the term,</li> <li>• No cancellation of charges after the fourth week of the term.</li> </ul>
Housing Fee (applies to students who remain enrolled but withdraw from University housing)		<ul style="list-style-type: none"> <li>• Upon withdrawal from University housing up to and including June 30, 100% of the housing charges will be removed from the student's account.</li> <li>• No cancellation of charges for students who withdraw from housing on or after July 1 (academic year) or December 1 (spring term – for those students who plan to enter housing for the first time in spring), unless</li> </ul>

		otherwise approved through a review process to be established by each university.
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### **Housing Contract Cancellation**

1. Students who wish to cancel their Housing Contract/Assignment must do so in writing by adhering to the Housing Withdrawal process for their respective University.
2. Students who request to cancel their Housing Contract/Assignment will be released for the following reasons:
  - a. The student is participating in an internship, co-op, study abroad, student teaching, or other academic obligation that reduces or eliminates their need for on-campus housing.
  - b. The student has medical reasons for cancellation that are verified by the appropriate university department.
  - c. The student has graduated from the University before the end of the contract period.
  - d. The student is academically suspended before the end of the contract period.
  - e. The student has officially withdrawn from the University.
3. Students who request a Housing Contract Cancellation for reasons other than those noted in section B will have their Housing Cancellation request reviewed through a process to be established by each University.
4. Students who are approved to have their Housing Contract cancelled for reasons other than those noted in section B, will forfeit the Housing Deposit that they have paid if their cancellation is before or during their initial contracted term of occupancy.
5. Students who are not approved to have their Housing Contract cancelled shall remain responsible for the fees associated with the duration of their Housing Contract and retain the right to occupy their assigned room.
6. Students who have their Housing Contract cancelled for the convenience of the university will not be required to pay any housing fee associated with the contract period. Students who have their Housing Contract cancelled for judicial/disciplinary reasons will be responsible for paying for the duration of the semester in which their contract was cancelled and are not entitled to a refund.

### **Housing Contract Cancellation Review Process:**

1. The Vice President for Student Affairs (or Vice President to whom Residence Life reports) at each university will establish a process to review and decide upon student requests to cancel their housing contract when the student does not meet any of the conditions identified in B above and the student requests relief from their obligation to pay the full academic-year housing fee.
2. Under the process, each university may define conditions under which it will waive or refund any portion of the housing fee, with the exception of the housing deposit. In cases where the Committee agrees to cancel the housing contract during the fall term (or first

term of occupancy), the student forfeits their housing deposit.

Food Service Fee	<p>Fall Semester: not later than August 1</p> <p>Spring Semester: not later than January 2</p>	Meal portion of fee refundable, on a prorated basis, upon withdrawal from the University; or upon withdrawal from University housing at the request of the student and contingent upon the concurrence of the University. The discretionary cash component of the food service fee, if any, will be refunded according to procedures established at each University.
Part time Registration Fee	All terms	Non-refundable
Part time Tuition and General University Fee and Course Fees	All Terms, Courses eight weeks or greater in length	<ul style="list-style-type: none"> <li>• 100% of the term charges will be cancelled during the first week of the term,</li> <li>• 60% of the term charges will be cancelled during the second week of the term,</li> <li>• 40% of the term charges will be cancelled during the third and the fourth weeks of the term,</li> <li>• No refund after the fourth week of the term.</li> </ul>
	Courses three weeks to seven weeks in length	<ul style="list-style-type: none"> <li>• 100% of the term charges will be cancelled during the first 3 calendar days of the term,</li> <li>• 60% of the term charges will be cancelled during the fourth, fifth, and sixth calendar day of the term,</li> <li>• 40% of the term charges will be cancelled during the seventh, eighth, and ninth calendar day of the term,</li> <li>• No cancellation of charges after the ninth calendar day of the term.</li> </ul>

	Courses less than three weeks in length	<ul style="list-style-type: none"> <li>• 100% of the term charges will be cancelled during the first 2 calendar days of the term,</li> <li>• 60% of the term charges will be cancelled during the third and fourth calendar day of the term,</li> <li>• No cancellation of charges after the fourth calendar day of the term.</li> </ul>
Ed.D. Professional Seminar	Summer-four full days, not meeting consecutively	<ul style="list-style-type: none"> <li>• 75% of the term charges will be canceled within the first 2 calendar days of the term,</li> <li>• No cancellation of charges thereafter</li> </ul>
E-Learning On-Line Fee	Upon Registration	Non-refundable
E-Learning Course Fees		Included within Full-time and Part-time refund schedules above

### **Refund of Federal Funds**

This refund policy excludes the effect of the return of Title IV funds. Students receiving Federal aid should consult with their University or College Financial Aid office prior to withdrawal to determine the financial impact that the return of Title IV funds will have upon the student.

In accordance with the Higher Education Amendments of 1998 (Public Law 105-244), the Federal government mandates that students receiving Title IV assistance who withdraw from all classes may only keep the financial aid they have "earned" up to the time of withdrawal. Title IV funds that were disbursed in excess of the earned amount must be returned by the University or College and/or the student to the Federal government. This could result in the student owing funds to the University or College, the government, or both. The amount of unearned aid to be returned is based on the percentage of enrollment period completed.

Federal regulations require that all refunds be restored to Federal programs in the following priority sequence:

- Federal Direct Unsubsidized Loans
- Federal Direct Subsidized Loans
- Federal Direct PLUS Loans received on behalf of the student
- Federal Pell Grants
- Federal SEOG Grants
- Other grants or loan assistance authorized by title IV of the HEA
- After obligations to the above are satisfied, funds will then be returned to:

- Other State, Private, or Institutional Assistance
- Student

## **Campus Faith Consultants**

The Campus Faith Consultants seek to promote personal and communal growth and well-being at Central Connecticut State University. Toward this end, the campus faith consultants are available for personal counseling, participation in discussion as well as a variety of social, spiritual, and educational programs.

*For more information on campus faith, please visit the website: [ccsu.edu/ministry](http://ccsu.edu/ministry)*

### **Members of the Campus Faith Consultants of CCSU:**

**Father Michael Casey** (Catholic) Email: [Fr.casey@stfranciscatholic.org](mailto:Fr.casey@stfranciscatholic.org)  
St. Francis Catholic Center Phone: 860-225-6449 Website: [www.Stfranciscatholic.org](http://www.Stfranciscatholic.org)

**Mr. Steven Bernstein** (Jewish) Email: [bernsteinstj@ccsu.edu](mailto:bernsteinstj@ccsu.edu)  
Elihu Burritt Library; Phone: 860-832-2055

**Dr. Nidal Al-Masoud** (Islam) Email: [almasoudn@ccsu.edu](mailto:almasoudn@ccsu.edu)  
Copernicus Hall, Room 2350700; Phone: 860-832-1825 (On-campus connection for Imam Sharief)

**Dr. Felton Best** (Protestant) Email: [BestF@ccsu.edu](mailto:BestF@ccsu.edu)  
Willard-DiLoreto Hall, Room W30404; Phone 860-832-2190  
(On-campus connections for Anglican/Episcopal, Baptist, Congregational (UCC), Lutheran and Methodist Churches)

## **Cancellation of Classes or Final Examinations Due to Inclement Weather**

*Call the storm phone at 860-832-3333, or visit the website at [www.ccsu.edu/cancellation](http://www.ccsu.edu/cancellation), to view the most current information.*

At the discretion of the University, classes may be cancelled or delayed due to inclement weather. The most accurate cancellation and delay information for Central Connecticut State University will be made available via the storm phone: 860-832-3333 and on the web at [www.ccsu.edu/cancellation](http://www.ccsu.edu/cancellation). These services will be updated at 6 am for the day schedule and 2:30 pm for the evening schedule.

If the University is forced to close or to delay opening during the final examination period because of storm conditions, this information will also be made available on the storm phone and the web. These services also will carry information from the Registrar's Office once the affected exams are rescheduled.

The University will also notify the broadcast media of cancellations or delays affecting regular classes or exams. WTIC-AM 1080 is the principal radio outlet. WFSB, WTNH, and NBC CT, FOX CT are the principal television outlets. Since radio and television stations are geared heavily toward broadcasting delay and closing announcements for public elementary and secondary schools, we recommend using the storm phone and the web site for the most accurate information about CCSU's closings or delays.

## **Career Development, Office of**

*Paul J. Rossitto, Director; Willard-DiLoreto Hall, Room D101*

*Phone: 860-832-1615; Website: [www.ccsu.edu/cdo](http://www.ccsu.edu/cdo)*

The Office of Career Development (CDO) assists students in developing and implementing academic and career plans by offering the following services:

Self-Assessment: CDO assists students wishing to examine their values, interests and skills by using our online assessment tool, Focus 2, a computer-assisted career guidance program.  
[www.ccsu.edu/csc/focus2.html](http://www.ccsu.edu/csc/focus2.html)

Career Advising: This service is available to all students and alumni, either individually or through workshops. Understanding the relationship between majors and careers, gathering career information, and developing a plan are important steps to job and career success, and the CDO provides support in these areas. Also, career exploration is supported through online search tools and printed materials on our website's resource library.  
[www.ccsu.edu/csc/resources.html](http://www.ccsu.edu/csc/resources.html)

Career Development: Students may access an array of computer-based, career-related information. Visit CDO whether looking for an assessment of abilities and interests, the latest listing of employers visiting campus to recruit students, an opportunity to explore a career through experiential learning or to learn about the job search process.

Graduating students are assisted with the transition to professional employment through information on resume writing, career research, interviewing techniques, and other topics related to career development and the job search process.

The office maintains listings of full- and part-time jobs that can be accessed through the Handshake icon located on the CDO website at [www.ccsu.edu/cdo](http://www.ccsu.edu/cdo)

The CDO hosts nine career fairs a year and they offer students a forum to meet with employers regarding various types of employment opportunities offered throughout the academic year. Check the CDO website for dates and times. Experiential education programs are offered to both undergraduate and graduate students. Through these programs, students work in positions that are related to their major fields of study and gain real world experience. Visit the Office of Career Development or its website for detailed information.



## **Center for Africana Studies**

*Oluwatoyin Awoderu, MBA Director, Marcus White, Room 008*

*Phone: 860-832-2816; Website: [web.ccsu.edu/cas/](http://web.ccsu.edu/cas/)*

The Center for Africana Studies develops programs and events to encourage study and teaching about Africa, African Americans, and people of African descent throughout the Diaspora. The Center:

- Promotes a clearer awareness of the experiences of African and African-American people in the Diaspora;
- Facilitates African/African Diasporic research, consultation, and community service among CCSU faculty, students, and scholars in the community and throughout the world;
- Supports and contributes to undergraduate/graduate instruction about the continent of Africa and African people worldwide;
- Engages with local, national, and international communities and individuals to further our mutual understanding of African peoples' experiences;
- Develops resources and international support systems for students and scholars of Africana Studies.

The Center for Africana Studies achieves these goals through its strong focus on student participation. In addition, the Center's extracurricular activities are critical to student and faculty development and to keeping the community involved and informed about Africa and Africans in the Diaspora. These activities include mentoring and leadership programs for students on campus and in the local schools, the Sojourner Truth Newsletter, lecture series, annual conference, and research collaboration with scholars from other institutions.

The Center for Africana Studies also houses the Archaeology Laboratory for African and African Diaspora Studies (ALAADS), directed by Dr. Elizabeth Clay ([clay@ccsu.edu](mailto:clay@ccsu.edu)) with the assistance of archaeologist Ms. Janet Woodruff. ALAADS is one of the few archaeological facilities in the United States dedicated to interpreting the lives of African peoples through the material culture of their homes and workplaces, with emphasis on free and captive Africans in the New England and Mid-Atlantic states. Students are welcomed to participate in field schools and artifact analysis in the laboratory. If interested, contact Ms. Janet Woodruff ([woodruffj@ccsu.edu](mailto:woodruffj@ccsu.edu)).

## **Center for International Education**

*Dr. Momar Ndiaye, Director; Barnard Hall, Room 406*

*Phone: 860-832-2040; Website: [www.ccsu.edu/CIE](http://www.ccsu.edu/CIE)*

Established by the Board of Governors for Higher Education in 1987 as a statewide Center for Excellence in International Education, the Center for International Education (CIE) is the cornerstone of the University's commitment to international education. The Center contributes to the University's mission by developing and supporting internationally focused programs, both academic and extracurricular. It provides a forum for students, faculty, staff, and alumni to

pursue common interests through on-campus international activities, as well as programs of study around the globe. Working in collaboration with the University's academic departments and programs, the CIE also promotes curricular integration of international education and the preparation of globally competent students.

Through its network of over 20 University partnerships around the world and a growing list of affiliated study abroad programs, the Center offers study abroad programs at both graduate and undergraduate levels. In any given year, the CIE offers a variety of programs in Africa, Asia, the Caribbean, Europe, the Middle East, and Latin America to hundreds of students. CCSU students are strongly encouraged to pursue overseas study as part of their academic programs, either via long-term study at partner universities, or through affiliate programs, or via faculty-led courses abroad. By living and learning in another culture, CCSU students prepare for an increasingly integrated and interdependent world.

The Center also welcomes, advises, and supports a growing number of international students each semester, including the students who are enrolled in credit-bearing courses and those who come to CCSU to engage in intensive English language instruction. Through programming that brings students of many different heritages together, the Center fosters a spirit of cross-cultural understanding and provides opportunities for students to appreciate the customs and values of others, learning more about themselves in the process.

### **International Student and Scholar Services (CIE)**

All international students must contact the International Student and Scholar Services Coordinator at the Center for International Education as soon as they arrive on CCSU's campus. The Center provides a wide range of orientation and advising services for international students, including orientation to campus and the community; personal and cross-cultural counseling; advising on all immigration matters, including issuing I-20 and DS-2019 forms, granting extensions and travel authorization, transfers, work, internship and practical training; and serving as the liaison with other campus offices and the Department of Homeland Security. Additional information is available on the Center's website at [www.ccsu.edu/iss](http://www.ccsu.edu/iss).

### **Intensive English Language Program (CIE)**

The Intensive English Language Program (IELP) offers dynamic English language instruction to international students, faculty, foreign professionals, and other non-native English speakers. The Intensive English Language Program includes highly participatory instruction in reading, writing, listening, speaking, grammar, and pronunciation. Students are placed in the appropriate level based on their TOEFL or IELTS test scores.

Registration for these courses is done directly through the IELP office. Please contact the office at 860-832-3376 or by email to [ielp@ccsu.edu](mailto:ielp@ccsu.edu) for an application, course schedule or other information.

### **Study Abroad Programs (CIE)**

Students at Central Connecticut State University can enhance their education and improve their career options by studying abroad! CCSU-sponsored international programs include short term

Courses Abroad programs and semester and year-long study at one of CCSU's Partner Universities overseas or affiliated study abroad programs. Study Abroad on an approved CCSU program counts toward fulfillment of the international requirement for general education.

Short term programs, which are led by CCSU professors, offer students a variety of credit-bearing courses in many locations around the world. These courses abroad are offered three times a year, during winter session, spring semester, and summer session. Detailed information, including registration deadlines, program dates, cost, and course offerings, is available at the beginning of each academic year on the CIE website:

[www.ccsu.edu/studyAbroad/coursesAbroad.html](http://www.ccsu.edu/studyAbroad/coursesAbroad.html)

Students wishing to study abroad for a semester or longer may choose from among a wide array of programs located in, China, Czech Republic, France, Germany, Ireland, Italy, Japan, Korea, Poland, Spain, Sweden, and the United Kingdom. In general, students participating in one of these exchange programs pay tuition and fees to CCSU. Although variations in payment procedures depend upon the partner university, CCSU financial aid applies to most programs. Applications are due twice a year: April 1 for Fall and/or Spring of the following academic year. Courses taken at a partner university are considered in residence; credits and grades tally into the GPA and apply toward Central's graduation requirements.

To plan either type of study abroad program, contact the International Education Coordinator in the Center for International Education (CIE), Barnard Hall, Room 406, or call 860-832-2040. Specific program information for all international programs and dates of regularly scheduled information sessions can be found on the CIE website at:

[www.ccsu.edu/studyAbroad/coursesAbroad.html](http://www.ccsu.edu/studyAbroad/coursesAbroad.html)

## **Central Access Success and Academics**

*Jessica Hernandez, Director for College Success and Community Engagement; Phone: 860-832-1907; Website: [www.ccsu.edu/pas](http://www.ccsu.edu/pas); Willard-DiLoreto Hall W313*

Central Access Success & Academics (CASA) houses the Educational Opportunity Program (EOP), Central's Academic Readiness & Engagement Program (CARE Scholars), Central's TRiO –Student Support Services (SSS) Program, Student Support Services Teacher Prep (SSS-Teacher Prep) Program, Upward Bound Math & Science Program (UBMS), and Educational Talent Search Program (ETS).

## **Mission Statement**

The Department's mission is to provide a diverse population of first generation and low-income students access into higher education by preparing them to meet high academic, personal, and social standards.

The Educational Opportunity Program (EOP), in its fifty-fourth year, is a university-funded program that promotes the academic achievement and success of first generation, low-income, college-bound students. Each year, EOP assists 75 Connecticut students in their transition to college via an intensive five-week summer program. Mentoring and Academic support are

offered throughout students' academic years at CCSU.

**Central's Academic Readiness & Engagement Program (CARE Scholars)** is dedicated to providing students coming from foster care & adoption with resources to support them throughout their academic endeavors.

**The TRiO-SSS and SSS Teacher Prep Programs** serve students who are first generation and/or who may have financial need or a documented disability. Students in the program receive academic and social support, tutoring, career and graduate school advising, grant aid, among many services. Students pursuing a teacher education field also receive additional assistance and preparation through the SSS Teacher Prep Program. Interested students can apply via the TRiO website.

### **Child Care, Drop-In Center**

*Kelly McCarthy, School of Education & Professional Studies, Carroll Hall 141, 860-832-2125*  
*Email: [kellymccarthy@ccsu.edu](mailto:kellymccarthy@ccsu.edu); Website: [www.ccsu.edu/childcare](http://www.ccsu.edu/childcare)*

The Drop-In Child Care Center's mission is to provide a high-quality, meaningful, and developmentally appropriate educational experiences for children ages 4-12 years old, that is easily accessible and supportive to the needs of our CCSU students, faculty, and staff.

The CCSU Drop-In Child Care Center supports all learners through social and emotional learning, differentiated instruction and culturally responsive teaching. We provide high-quality preschool education and enrichment programs to support the needs of our students, faculty, and staff. We strive to promote equity in education and seek to provide educational advancement opportunities to strengthen our community.

### **Community Engagement**

*Beth Frankel Merenstein, Associate Vice President for Community Engagement and Experiential Learning, Davidson Hall, 212.0201, 860-832-3174*  
*Email: [CommunityEngagement@ccsu.edu](mailto:CommunityEngagement@ccsu.edu)*  
*Website: [www.ccsu.edu/communityEngagement](http://www.ccsu.edu/communityEngagement)*

The Office of Community Engagement (OCE) seeks to support the CCSU campus community in building and developing sustainable and collaborative partnerships with agencies, nonprofit organizations, and other entities in our communities. Community engagement is an integral component of the University's vision and one of its four elements of distinction. OCE connects faculty and community partners to support the development of service-learning projects and community-based research and works with students and student organizations to create volunteer and internship opportunities that enhance student learning outcomes, help students develop professional skills, and provides hands on exposure to various disciplines and areas of study. These opportunities also work towards developing civic and democratic engagement which aligns directly with CCSU's mission to prepare students to be thoughtful, responsible, and successful citizens. Contact us to learn how you can get involved today!

## **Commuter Student Services**

*Scott Hazan, Director, Student Center, Room 116 Phone: 860-832-1981*

*Website: [www.stdctr.ccsu.edu](http://www.stdctr.ccsu.edu)*

Several offices of the Student Affairs division strive to provide services and programs to assist commuting students to have full participation in campus life at CCSU.

The Student Center provides space for all students but especially commuter students in between classes. Services available to commuter students include auto emergency equipment, including a “jump- start” box and tire inflator stored at the Student Center Information Desk; Breakers Game Room (FREE); use of recreational facilities; and access to all academic and personal support services. The Student Center makes every effort to be open during inclement weather to support students. Please call 860-832-1970 with any questions about services for commuting students.

[www.ccsu.edu/studentcenter/commuters.html](http://www.ccsu.edu/studentcenter/commuters.html)

Involved students are twice more likely to succeed in college than those who just go to class and head home again. The department of Student Activities/Leadership Development assists students interested in getting involved in student leadership positions and activities. Commuter students have representation in various organizations, including the Student Government Association and the Student Union Board of Governors (SUBOG). Visit: [www.ccsu.campuslabs.com/engage/](http://www.ccsu.campuslabs.com/engage/)

SUBOG provides funding for programs for commuting students, such as the Commuter Coffees, which are held periodically throughout the year.

## **Continuing Education**

*Christa Sterling, Director, Elihu Burritt Library, 302-05; Phone: 860-832-2277; Email: [csterling@ccsu.edu](mailto:csterling@ccsu.edu) Website: [www.ccsu.edu/ConEd](http://www.ccsu.edu/ConEd)*

*Judy Ratcliffe, Assistant Director, Elihu Burritt Library, 302-05; Phone: 860-832-2276; Email: [ratcliffejuv@ccsu.edu](mailto:ratcliffejuv@ccsu.edu), Website: [www.ccsu.edu/ConEd](http://www.ccsu.edu/ConEd)*

The primary mission of the Office of Continuing Education (CE) at CCSU is to offer non-credit classes and programs for the success and support of the workforce in the surrounding area and beyond. We offer a wide variety of education and training in the areas of business, technology, education, healthcare, cultural competency, soft skills, and more. Our classes are in the traditional format or online or a combination of both and may be accelerated or condensed. Our classes can also be customized to meet the needs of our customers and may be offered onsite.

CCSU has a vast pool of diverse, experienced and skilled faculty from which we may choose to serve our customer’s needs and build cutting-edge training programs. Our faculty are often called upon to consult, visit and educate leaders and businesses.

Continuing education also offers youth programs in the summer. All of these classes are based in technology while focusing on a variety of topics to encourage kids in science, technology,

engineering, arts, and math (STEAM) programs.

We also offer life & leisure programs for the community in a wide range of interesting and relevant topics. These programs are presented by faculty, alumni and visiting professors and are offered on campus from spring to fall. These events are for members of our community and are a place to meet new friends and socialize while engaging in the intellectual and academic culture of the campus.

For additional information on how you might participate in our continuing education programs please contact the Office of Continuing Education at 860-832-2277 or email [csterling@ccsu.edu](mailto:csterling@ccsu.edu).

### **Counseling Services**

*Dr. Michael Russo, Director; Willard-DiLoreto Hall, Room W101*

*Phone: 860-832-1925; Website: [www.ccsu.edu/sws](http://www.ccsu.edu/sws)*

*General Inquiries: 860-832-1925; Appointments: 860-832-1926*

*Refer to [Student Wellness Center \(SWC\)](#)*

### **Early Alert**

*Ramón Hernández, Associate Dean for Student Affairs; Davidson Hall, Room 103*

*Elizabeth Spear, Director, The Learning Center; Willard-DiLoreto Hall, Room D316*

*Phone: 860-832-1601; Website: [www.ccsu.edu/tlc/otherServices/earlyAlert.asp](http://www.ccsu.edu/tlc/otherServices/earlyAlert.asp)*

The Early Alert program exists to intervene with students that have poor grades or attendance in their courses. Poor academic performance or attendance can often be a symptom of a deeper problem for a student. If we can meet with and help the student before the first exam of the semester, there is a better chance of facilitating academic success. Faculty, administrators, staff, and students are encouraged to refer students having difficulty in a class to ensure a successful completion of course studies.

### **Equity & Inclusion, Office for**

*Dr. Craig Wright, Vice President*

*Davidson Hall, Room 119 Phone: 860-832-1652*

*Website: [www.ccsu.edu/diversity](http://www.ccsu.edu/diversity)*

Central Connecticut State University is committed to advancing social justice and equity by exercising affirmative action to remove all discriminatory barriers to equal employment opportunity and to achieve the full and fair participation of women, African Americans, American Indian, Hispanics, Asian Americans and any other protected group members found to be underutilized in the workforce or adversely affected by policies or practices.

All students, faculty, staff, services, programs, and academic events within the University are governed by the policies, laws, and grievance procedures concerning discrimination and sexual harassment. The Office of Equity and Inclusion provides students with information and referrals regarding discrimination and harassment, including sexual harassment and/or sexual misconduct.

The Office for Equity and Inclusion is responsible for overseeing investigations and enforcement of the University's antidiscrimination policies.

As a part of the Office of Equity and Inclusion, the Office of Victim Advocacy provides services to assist and support individuals affiliated with CCSU who have been impacted by sexual assault, relationship violence, and/or stalking. Contact Information: Victim Advocacy and Violence Prevention Specialist at 860-832-1652. The office is in Willard-DiLoreto Hall, Room D305 and is staffed by a professional staff member.

## **Financial Aid Office**

*Keri Lupachino-Maynard, Director; Willard-DiLoreto Hall, Room W208*

*Phone: 860-832-2200; Website: [www.ccsu.edu/finaid](http://www.ccsu.edu/finaid)*

All students interested in receiving financial aid at CCSU must complete a Free Application for Federal Student Aid (FAFSA) online at **fafsa.ed.gov**. The FAFSA may be completed as early as December 2023 for the 2024-25 academic year. To assure the FAFSA will be received by CCSU, include our Federal School Code: 001378. To electronically sign the FAFSA, the student and parent need to visit **studentaid.gov** to create a unique individual FSA ID - username and password. The FSA ID will serve as an electronic signature when completing the FAFSA at **studentaid.gov**, making FAFSA corrections, FAFSA renewals for subsequent academic years, and signing other federal student aid documents such as loan counseling and loan promissory notes.

The Financial Aid Office has a priority application deadline of March 1. Submitting a completed FAFSA application to CCSU by the priority deadline, allows for full consideration of all financial aid funds awarded by the Financial Aid Office. After a careful review, funds will be awarded to eligible students. Financial aid at CCSU includes federally funded aid, such as PELL and SEOG grants, Subsidized and Unsubsidized Direct Loans, and Federal Work Study. In addition, the State of Connecticut and CCSU provides limited grants funds. Students may submit a FAFSA after the priority deadline; however, funding is limited to federal financial aid funds – typically Direct Loans and Pell Grants, if you qualify.

Additional financial aid information regarding student eligibility is available online at [www.ccsu.edu/finaid](http://www.ccsu.edu/finaid).



## **Food Pantry, Maria's Place**

*Amily Marie, Graduate Intern, Student Affairs; Davidson Hall, Room 103;*

*Phone: 860-832-1601; Email: [foodpantry@ccsu.edu](mailto:foodpantry@ccsu.edu); Website: [www.ccsu.edu/mariasplace](http://www.ccsu.edu/mariasplace)*

The Food Pantry is an initiative of the Newman House at CCSU in collaboration with the Office of Community Engagement, Campus of Compassion and the Food Pantry Committee.

Maria's Place provides the CCSU community with donated, non-perishable items to ensure that CCSU students, faculty, and staff can acquire the necessary items to fulfill basic needs. Access to food and necessary supplies is a human right and everyone ought to be treated with respect and dignity. Thanks to the ongoing support of our generous CCSU community members and the University's Circle of Care Team, Maria's Place can continue to serve the CCSU community.

This is a free service for all current CCSU students, faculty, and staff who are in need of food and other necessary items. Those using the pantry may take one bag of items per visit. During the first visit, the individual's CCSU BlueChip ID Card must be shown. All visits to the pantry are confidential and volunteers maintain the privacy of visitors.

We welcome you to utilize the CCSU Campus Pantry located in the lower level of the R.C. Vance Academic Center!

## **Health Services**

*Dr. Amber Cheema Director; Willard-DiLoreto Hall, Room W101*

*Phone: 860-832-1925; Website: [www.ccsu.edu/health](http://www.ccsu.edu/health)*

*General Inquiries: 860-832-1925; Appointments: 860-832-1926*

*Refer to [Student Wellness Center \(SWC\)](#)*

## **Housing/Department of Residential Life**

*Marvin Wilson, Director of Residence Life; Mid-Campus Hall, Room 118*

*Phone: 860-832-1660; Website: [www.ccsu.edu/reslife](http://www.ccsu.edu/reslife)*

Please refer to the [Student Guide to On-Campus Living](#) section for additional information.



## **Information Technology Department**

*Information Technology @ [www.ccsu.edu/it](http://www.ccsu.edu/it) (links to all IT resources, including the Self-Help Knowledgebase)*

*IT Help Desk: 860-832-1720, [techsupport@ccsu.edu](mailto:techsupport@ccsu.edu)*

*Semester Hours: Mon-Thurs 7:30 am - 8 pm, Fri 7:30 am - 5 pm. (Hours vary during winter and summer breaks).*

*Walk-In Support: TechCentral, Marcus White Annex, room 100*

The Information Technology Department provides state-of-the-art computing and technology services to the entire University community. IT serves as the resource for technological-related functions on campus and provides full support in various ways. The Client Support area of IT, which includes the Help Desk and TechCentral, plays an integral part in serving CCSU students. Information and assistance is available through the IT Help Desk and the IT web site. In addition, Walk-In Support provides one-on-one technology assistance for campus Wi-Fi, computer software, and campus technology.

## **Latin American, Latino, and Caribbean Center**

*Dr. Mary Ann Mahony, Director; Melody Lozano, University Assistant, [lozano@ccsu.edu](mailto:lozano@ccsu.edu), Elihu Burritt Library, Suite 408, Phone: 860-832-0056; Website: [www.ccsu.edu/lalcc/](http://www.ccsu.edu/lalcc/)*

The Latin American, Latino, and Caribbean Center (LALCC) is an academic cultural center that promotes the understanding of and appreciation for the historical, social, and cultural life of Latin American and Spanish-Speaking Caribbean societies, and of Latinos in the United States. To fulfill our mission, we have developed a welcoming and inclusive space reflective of the complexity of Latin American, Latino, and Caribbean cultures on the fourth floor of the CCSU library where students have computer access, access to printing and scanning, as well as study and meeting space. At the LALCC, students may request assistance with research related to Latin American, Spanish-Speaking Caribbean, and U.S. Latino/a/e/x Studies. In addition, we host several student-focused programs including Mentoring Mondays in which students meet campus

administrators and leaders and Talking Tuesdays in which students meet and talk with successful Connecticut Latinas and Latinos.

Student participation is central to the Center's mission. Through our Student Development Program, we employ undergraduate work-study students with strong academic skills interested in working with other students and faculty in a stimulating and supportive environment, while also learning about Latino, Caribbean, and Latin American affairs and cultures. Volunteers are also welcomed to join us. We encourage you to drop by the Center and become involved. Depending upon the availability of funding, the Center offers a limited number of scholarships to CCSU students for study abroad and study away courses related to the programs it supports.

## Learning Center

*Elizabeth Spear, Director; Willard-DiLoreto Hall, Room D316*

*Phone: 860-832-1900; Website: [www.ccsu.edu/tlc](http://www.ccsu.edu/tlc)*

The Learning Center (TLC) provides a full range of academic support services. Academic Coaches work one-on-one to support students in reaching their academic goals by enhancing collegiate learning skills. Students may be referred to The Learning Center for academic coaching by faculty members through the Early Alert program. The Tutor Lab provides tutoring (See below).

For the most up-to-date information regarding Math placement testing, please visit [www.ccsu.edu/tlc/otherServices/placementTesting.asp](http://www.ccsu.edu/tlc/otherServices/placementTesting.asp)

**Need a quiet spot to attend an online class?** If you are a commuter with an online course to attend in the middle of your day on campus, we got you! Contact us and we will help!

**TUTORING** - Individual appointments in person or by video chat. Drop-in hours between 11-2. Please see the website for the most up-to-date information on available courses and modes of accessing support [www.ccsu.edu/tlc/tutoring/default.asp](http://www.ccsu.edu/tlc/tutoring/default.asp) Tutors are available to try to clarify specific course concepts and guide students needing remediation to other resources such as prerequisite texts or other courses. Hours vary by semester and are posted in the center and online by the end of the first week of classes. If you are a strong math, statistics, engineering, physics, biology, or chemistry student, there are opportunities for student employment as a peer tutor. Please contact Dr. Kate Ayotte, [kateayotte@ccsu.edu](mailto:kateayotte@ccsu.edu) for application information.

## INDIVIDUAL ACADEMIC COACHING

Students who wish to establish a strong grade point average are encouraged to visit The Learning Center early in their college experience for assistance with exam preparation, collegiate learning strategies, and time management.

Students meet with an Academic Coach to establish a plan for the semester that includes regular

meetings to help them stay on track and develop effective learning strategies that meet their individual needs. Students are responsible for making the appointments and attending the sessions prepared to work through the established plan. Students may stop by The Learning Center in Willard-DiLoreto Hall, Room D316 or call (860) 832-1900 to set up an appointment and complete the Intake Survey.

The Learning Center also provides graduate assistantships and undergraduate work-study positions for students with strong academic skills who are seeking opportunities to work with other students in a stimulating and supportive environment.

## **LGBTQ Center**

*Dusty Rader, Interim Coordinator, Barrows Hall, First Floor, Suite 120*

*Phone: 860-832-2090 Website: [www.ccsu.edu/lgbt](http://www.ccsu.edu/lgbt) Email: [LGBTQ@ccsu.edu](mailto:LGBTQ@ccsu.edu)*

*Hours: M-F, 9am-5pm*

The LGBTQ Center provides a welcoming, creatively inspiring, and safe space for students, faculty, and staff who identify as lesbian, gay, bisexual, transgender, nonbinary, queer, intersex, or asexual, as well as any other non-cisgender or non-heterosexual identified folks, and allies. Our goal is to empower our LGBTQ+ campus family by building cultural awareness, community connections, and learning opportunities. We offer resources, support services, programming, field trips, and referrals, as well as trainings and workshops for the entire campus community. You can visit us online at [www.ccsu.edu/lgbt](http://www.ccsu.edu/lgbt) ; follow us on Instagram @ccsulgbtqcenter, or contact us at [LGBTQ@ccsu.edu](mailto:LGBTQ@ccsu.edu) for more information.

The LGBTQ Center is located on the first floor of Barrows Hall. We are inside the first door and immediately to the left—you can't miss us. At the Center you can find a safe space lounge where students are welcome to study and hang out, a library with LGBTQIA+ related books and magazines, and the "Queer for You" Closet (Q4U), a maintained space full of donated clothing of every style, size, and purpose, available for free for anyone. Please drop by and say hello!

## **Library**

*Dr. Carl Antonucci, Director; Elihu Burritt Library*

*Phone: 860-832-2097; Website: [www.library.ccsu.edu](http://www.library.ccsu.edu)*

The academic focal point of every University community is its library. CCSU's library, Elihu Burritt, provides students with information and materials needed to complete assigned classwork and research. The library has a collection of over 473,000 books and an extensive journal collection (print + online). The library website ([www.library.ccsu.edu](http://www.library.ccsu.edu)) is a gateway to over 100,000 academic e-journals and magazines, 213,054 eBooks and over 130 research databases in a variety of disciplines. Reference librarians are always available to help students understand and apply all facets of the research process to assigned projects. This assistance includes how to find the various types of information available such as articles, books and statistics, how to evaluate both open Internet and academic resources, and how to cite resources across multiple

writing styles. The Elihu Burritt Library provides a comfortable and productive space that allows students to work on assignments and research while having research assistance and library materials at their fingertips.

Additional library resources and services:

- Curriculum Laboratory — textbooks and materials for student teachers and education majors
- Reserves – materials placed in the library by professors for specific classes
- Periodicals — current and bound periodicals, microfilm, and microfiche (printing services available)
- Special Collections (Polish Archives and LGBTQ Archives)
- Rare Books, and University Archives
- Inter-Library Loan — will help students use ILLiad to obtain materials from virtually every major library in the United States
- A growing media collection, including videos, and music CDs
- Makerspace
- 4th Floor Quiet Study
- Two Group Study Rooms

### **Library Hours**

*Monday-Thursday: 8 am - 10:45 pm*

*Friday: 8 am - 4:45 pm.*

*Saturday: 9 am - 3:45 pm*

*Sunday: 1 pm - 9:45 pm*

**During school breaks: Monday thru Friday, 8 am - 4:45 pm.**

*For updated hours, call: 860-832-2055 or visit the website [www.library.ccsu.edu](http://www.library.ccsu.edu)*

Students must have a current CCSU Blue Chip to check out all library materials, and students are responsible for every item they check out. For the library services for students and borrowing policies for students visit the library website ( [www.libguides.ccsu.edu/about/services/students](http://www.libguides.ccsu.edu/about/services/students) ).

**The library also provides various programs, exhibits, and events throughout the year that might be of interest to students.**

### **Media Services**

*Spencer Raccio, Media Technician; Elihu Burritt Library 207*

*Phone: 860-832-3371; Website: [www.ccsu.edu/media](http://www.ccsu.edu/media)*

The Media Center coordinates all instructional media services on campus. Located in Willard Hall, the Center offers facilities for consulting and developing instructional materials during scheduled times. The Center also manages the University television services (BLUE TV), channel (CCSU TV) and campus video production services, for faculty and students. In addition, with the approval of a faculty member, students may request media equipment for class use.

## Mediation Services

*Dr. Jill Bassett-Cameron, Senior Equity & Inclusion Officer/Title IX Coordinator, Davidson Hall, Room 119, 860-832-1653*

*Mr. Ramon Hernandez, Associate Dean, Student Affairs; Davidson Hall, Room 103, 860-832-1601*

*Ms. Lindsey Hammell, Case Manager, Office for Equity and Inclusion, Davidson Hall, Room 119, 860-832-3795*

*Dr. Joseph Paige, Ombudsperson; Davidson Hall, Room 113, 860-832-2129*

*Mr. Marvin Wilson, Director, Residential Life; Mid-campus Residence Hall, 860-832-1660*

*Dr. Jonathan Pohl, Coordinator of Wellness Education, Student Wellness Center  
Willard-DiLoreto Hall, Room W101, 860-832-1948*

*Dr. Michael Russo, Director, Student Wellness Center  
Willard-DiLoreto Hall W101, 860-832-1626*

*Dr. Craig Wright, Vice President for Equity & Inclusion, Davidson Hall, Room 119, 860-832-1653*

The University recognizes that conflicts are a part of every student's life. Campus Mediation Services helps students responsibly and constructively solve their own conflicts. Mediation is a voluntary, confidential, and structured process of resolving disputes and conflicts with the help of a neutral third party. A mediator helps disputing parties to generate and evaluate options for reaching a mutually acceptable agreement. Often, students in conflict do not have an opportunity to talk over their grievances in a neutral setting and work together to find their own solutions. As a result, anger and frustration grow. Mediation is a workable alternative. You may contact Campus Mediators listed above on an as-needed basis. For more information, contact **Ramón Hernández, Davidson Hall, Room 103, 860-832-1601**.

## Minority Student Resources

*Ramon Hernandez, Associate Dean for Student Affairs, Davidson Hall, Room 103 Phone: 860-832-1601*

If you are a minority student, there are several important resources on campus, including many active student organizations. BSU (Black Student Union), COLADA (Central Organization of Latin American Dance Awareness), LASO (Latin-American Student Organization), MSA (Muslim Student Association), SASA (South Asian Student Association), and UCC (United Caribbean Club). In addition, the NAACP student chapter has a strong history and active role of campus advocacy. Officers of these organizations can be contacted through the Student Activities Office, located in the Student Center, 860-832-1990.

## Ombudsperson

*Dr. Joseph Paige, Ombudsperson; Davidson Hall, Room 210, Phone: 860-832-2216;  
Website: [www.ccsu.edu/ombudsperson](http://www.ccsu.edu/ombudsperson)*

An Ombudsperson (Ombuds) is a designated neutral or impartial conflict resolution practitioner who provides confidential and informal assistance to visitors on a variety of issues and concerns. The Ombudsperson's office operates independently and has no formal decision-making authority or disciplinary responsibilities. The Ombudsperson does not act as an advocate for any one position in a dispute; rather he strives for fairness of process and healthy campus conflict resolution. An Ombudsperson is someone who helps people to informally resolve conflict by facilitating communication to help all parties reach mutually satisfactory solutions. The Ombudsperson may also provide coaching and education to help visitors effectively manage conflict over time.

What are some of the benefits of speaking with the University Ombudsperson?

- If you aren't sure where to take your concern, the Ombudsperson is a safe place to start
- His office provides visitors with the ability to speak and be heard by a neutral listener
- The University Ombudsperson helps visitors explore options; however, visitors choose the path of the overall process

What are some examples of issues which are brought to the University Ombudsperson?

- Miscommunication between supervisors, coworkers, employees, and/or students
- Interpersonal, intercultural, and group conflicts
- Confusion around policies and/or procedures
- Perceived ethical dilemmas
- Perceived unfair treatment or bullying

Managerial effectiveness

## **Planetarium**

*Carol B. Ivers, Planetarium Director Copernicus Hall Room 211 (Office Room 214) Phone: 860-832-2950; [www.ccsu.edu/astronomy/](http://www.ccsu.edu/astronomy/)*

The Copernican Planetarium and Observatory are both located in Copernicus Hall. The planetarium has 100 seats and hosts live astronomy programs for the campus community, private and public-school groups, civic groups, and the public. Astronomy shows are presented with the aid of a classic Spitz 512 planetarium projector. The observatory houses a 16-inch Cassegrain telescope. This instrument is utilized for Observational Astronomy classes and Astronomy labs as well as during observing sessions following free public planetarium shows. Occurrences of unique astronomical events provide further opportunities for using a variety of other telescopes and astronomical instruments housed in the Geological Sciences Department.

## **Police Services, CCSU**

*Sean Grant, Chief of Police and Director of Public Safety; CCSU Police Department, 1500 East Street; Routine Service Phone: 860-832-2375, Emergency 911; Website: [www.ccsu.edu/Police](http://www.ccsu.edu/Police)*

The CCSU Police Department (CCSUPD) is the equivalent of our own municipal police agency with the statutory authority to fulfill all police functions. Its role is to support the mission of the



University by helping to maintain a high quality of life on campus. Operating “24/7” throughout the year, police officers patrol the University, investigate any criminal incidents, and enforce traffic rules and regulations. Other services of the CCSUPD include:

- Response to medical emergencies. Officers are certified Emergency Medical Responders;
- Emergency Notification Systems;
- Education of students and staff about crime prevention measures;
- Coordination of emergency services with other municipal and State emergency responders;
- Providing escorts (using other students or police officers);
- Utilization of a network of fire and personal safety systems, including strategically placed emergency telephones, computerized fire detection, and alarm systems; access control systems; and a number of closed-circuit security cameras (CCTV) across campus.

CCSU is committed to providing as safe a work and learning environment as possible. To learn more about the CCSUPD, check out the Website at [www.ccsu.edu/Police](http://www.ccsu.edu/Police) where you may also obtain a copy of campus crime statistics and other relevant information gathered in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092 (f)).

### **Registrar, Office of the**

*Patrick M. Tucker, Registrar; Willard-DiLoreto Hall, Room D202*

*Phone: 860-832-2236; Website: [www.ccsu.edu/registrar](http://www.ccsu.edu/registrar)*

The Office of the Registrar is another of your main resources for information about academic policies and assistance with your academic progress. The Registrar’s staff assesses your academic record and determines your eligibility for graduation and certification.

Please note, applications for graduation should be submitted one year prior to graduation. Those expecting to complete degree requirements in May should apply by May 1 of the previous year, those completing in August should apply by August 1 of the previous year, and those completing in December should apply by December 1 of the previous year.

Course registration, grade reporting, and maintenance of academic records are also handled by the Registrar’s staff. Official transcripts of your academic record will be issued upon written request at no charge. Unofficial Transcripts Grade Reports and Enrollment Verification Certificates are available at no charge on CentralPipeline by logging into BannerWeb – Web Central.

The Office of the Registrar will send important information to students regarding academic advising, course registration, and graduation through their CCSU email account. Students are responsible for checking their CCSU email account regularly to stay informed and not miss out on important deadlines.



For additional information about the Registrar's Office, please visit [www.ccsu.edu/registrar](http://www.ccsu.edu/registrar) .

### **Residence Life, Department of**

*Marvin Wilson, Director of Residence Life; Mid-Campus Hall, Room 118*

*Phone: 860-832-1660; Website: [www.ccsu.edu/reslife](http://www.ccsu.edu/reslife)*

Please refer to the [Student Guide to On-Campus Living](#) section for additional information.

### **Sexual Misconduct and Assault Information**

*The Office of the Vice President for Student Affairs; Davidson Hall, Room 103*

*Phone: 860-832-1601; Website: [www.ccsu.edu/sexualassault](http://www.ccsu.edu/sexualassault)*

Please refer to the "Sexual Misconduct" section under Rights & Responsibilities for additional information.

### **Student Affairs, Office of the Vice President for**

*Dr. Kellie Byrd Danso, Vice President, Davidson Hall, Room 103*

*Phone: 860-832-1601; Website: [www.ccsu.edu/studentaffairs](http://www.ccsu.edu/studentaffairs)*

The Division of Student Affairs offers programs, services, and activities designed to establish strong connections with students and to foster a sense of belonging to the larger CCSU community. Our main goal is to encourage student success through a spirit of collegiality, respect, and collaboration. We assist students in their educational, personal, and social development and are committed to providing a campus environment that offers extensive learning opportunities outside the classroom that promotes safe and healthy behaviors.

### **Student Center**

*Scott Hazen, Director, Student Center*

*Phone: 860-832-1981; Website: [www.stdctr.ccsu.edu](http://www.stdctr.ccsu.edu)*

The Student Center is the gathering place of the campus community and provides services that support student life. The 84,000-square feet of space provides our University community with quality meeting and programming space. The Student Center is also the home of the Central Reservations Office, Student Activities/Leadership Development, and houses the offices of the Black Student Union, United Caribbean Club, the Mosaic Center, PRIDE, Central Activities Network (CAN), Latin American Students Organization (LASO), Central Organization Latin American Dance Awareness (COLADA), WFCS Radio, the Recorder, the HELIX and Student Government Association. It also serves as home for the offices of New Student Programs and the Women's Center, and the CCSU Bookstore.

There is a **student mailbox** area where all residents have mailboxes.

The **Information Desk** 860-832-1970, located in the main lobby of the Student Center, provides

a variety of services, including a schedule of campus events, lost and found, and general campus information. Emergency equipment and periodicals are available for loan with a valid CCSU student Blue Chip Card.

### **Remote Printing!**

Printers are in the Library, Student Center, and TechCentral. Students will need to have money on their Blue Chip card to print, balances may be checked at [www.get.cbord.com/ccsu](http://www.get.cbord.com/ccsu).

**Central Reservations Office (CRO)** 860-832-1964 at CCSU is the **one-stop-shop location** to coordinate your next meeting, conference or event. You are invited to call or stop by the CRO, located in the Student Center, Room 115, to discuss your next event with one of our event coordinators. On campus service providers will contact you directly about all of your needs. CRO can facilitate the use of specialized venues on campus through our network of facility managers. Schedule your next meeting by visiting [www.today.ccsu.edu/virtualems](http://www.today.ccsu.edu/virtualems). Log in with your CCSU username and password and select “Request Space in the Student Center.”

**CENTix** 860-832-1989 the campus box office is located at the Information Desk and sells tickets for most campus events, including Central Activities Network (CAN) activities, Theatre Department productions, athletic and some off-campus sponsored events. You can buy CT Transit or CT Fast track bus passes. Online tickets are available at: [www.tickets.ccsu.edu](http://www.tickets.ccsu.edu).

An **Automated Teller Machine (ATM)** is located at the Student Center North Entrance near the bookstore and is available 24 hours a day.

The **Breakers Game Room** offers tournament billiard tables, air hockey, ping pong, foosball, electronic gaming, board games, and sports television. All play is FREE! Visit the web at [www.stdctr.ccsu.edu](http://www.stdctr.ccsu.edu).

Computers (5 macs and 5 chrome books) are located on the second floor of the Student Center drum for use by students. Additionally, students may loan out a chrome book for a week for personal use, visit the Information Desk for more information.

The new **Esports Center** located in Memorial Hall provides virtual game tournaments. The state-of-the-art facility is dedicated to esports, academics, competition, and recreation.

**House phones** are in several locations at the Student Center; make free local calls or call any campus office.

**Lounges** are located throughout the Student Center for relaxation and study needs. They include quiet, bright lighting, low lighting, busy, TV Lounges, couches, and study tables in all combinations to fit your needs. The Student Center also supports lounge spaces in Memorial Hall - Southwest Study Quad, this room individual study pods, group study pods, conference room study space, and living room style study space.

**Walkup email and web surfing stations** are available in 8 locations in the Student Center, as well as access points to the campus network via wireless cards and Ethernet cards in the lounges.

**Electronic devices charging stations** - in the Student Center free stations located in the Wells Street Lounge, TCC and Devil's Den. CCSU now has secured electronic charging stations in the Student Center Devil's Den, EB Library, Memorial Hall and Hilltop Café. Note the campus is 100% wireless including the residence halls.

We have **hydration stations!** Fill your refillable water bottle and save the environment from one more plastic bottle. They are located by the bookstore entrance, and near the Devil's Den!

The Student Center is committed to student development and provides opportunities for student participation in its operations, services, event management, game room management, and programming through employment. Our **S. T. A. R. employees** manage and operate the Student Center facility and various service areas, such as: Accountability, Breakers Game Room, Electronic Gaming, Event Services, Graphic Design, Technical Services, Information Desk and CENTix Box Office. That's why our most important asset is our student staff! Students do not need to have work study to be employed. Recruitment is conducted each semester for employment the following semester. For student employment information, go to [www.stdctr.ccsu.edu](http://www.stdctr.ccsu.edu) and click on the "Student Employment" option.

Student Center hours of operation, please visit: [www.stdctr.ccsu.edu](http://www.stdctr.ccsu.edu). For daily events schedule, please visit: [www.today.ccsu.edu](http://www.today.ccsu.edu).

## **Student Parking**

*CCSU Police Department, 1500 East St., New Britain, CT*

*Phone: 860-832-2375; Website: [www.ccsu.edu/Police](http://www.ccsu.edu/Police) ; Parking: [www.ccsu.edu/parking](http://www.ccsu.edu/parking)*

Every student (graduate, undergraduate, full time, and part time) is required to have a current CCSU parking decal, available from the CCSU Police Department and Card Office. Before a parking decal can be obtained, a student must first have a CCSU student ID (Blue Chip Card). These are free and may be obtained at the Card Office in Willard-DiLoreto D125. Students should also pick up a copy of the parking regulations brochure that include a campus map and an explanation of parking areas and policies on the Central campus.

Any student who parks in a faculty/staff parking lot may be ticketed (fine of \$25 or more) and is subjected to being towed at the owner's expense (towing charges are controlled by the towing companies and are typically over \$75). These parking lots are clearly marked by color-coded flags and banners (Resident students—Green, Commuter students—Red) as you enter the lots. Always look for the flags and banners before entering; do not go on the word of someone else (student or faculty) that it is okay to park in the lot.

If you feel you were ticketed unjustly, parking tickets may be appealed, within 10 days of

issuance; to the University Parking Appeals Committee (appeal forms are available at the CCSU Police Department). All fines must be paid in full before an appeal will be considered. Fines will double if not paid within 10 days of the date that the ticket was issued. Students will be notified of their hearing date with the appeals committee in writing and may appear in person before the committee. Refunds for successful appeals shall be processed within six to eight weeks of the date the appeal was granted. For more information on the appeals process, call the CCSU Police Motor-pool at 860-832-2384.

From November 1 to April 15, students should avoid overnight parking in surface lots and on the tops of parking garages. Due to the potential for snow conditions and emergencies, all persons' parking in open lots overnight during this period do so at their own risk. A parking ban may be imposed and those vehicles in surface lots and on top of garages will be subject to parking fines and towing at the owner's expense.

A more complete text of parking regulations may be found online at the CCSU Parking website [www.ccsu.edu/parking](http://www.ccsu.edu/parking).

### **Student Rights & Responsibilities, Office of**

*Stephanie Reis, Director; Mid-Campus Hall, Room 118*

*Phone: 860-832-1667; Website: [www.ccsu.edu/studentrights](http://www.ccsu.edu/studentrights)*

The Office of Student Rights & Responsibilities administers the conduct system for all students, and is available to all students, faculty, and staff who may have questions or concerns regarding the University Student Conduct System.

The Office of Student Rights & Responsibilities is responsible for developing ways to effectively respond to incidents or issues which threaten to disrupt the learning environment. In addition, this office assists with the coordination of conduct referrals to counseling or alcohol and other drug education programs. The goals of the Office of Student Rights & Responsibilities include:

- Encourage learning and the development of life-skills such as healthy decision-making, civility, social responsibility, and accountability.
- Resolve discipline cases in a developmentally sound manner consistent with University policy and applicable state and federal laws.
- Maintain integrity regarding the health, safety, and security of all members within the CCSU community.

## **Student Wellness Center (SWC)**

*Dr. Michael Russo, Director of Counseling & Student Development*

*Dr. Amber Cheema, Director of Student Health Services*

*Dr. Jonathan Pohl, Coordinator of Wellness Education*

*Willard-DiLoreto Hall, Room W101*

*Phone: 860-832-1925; Website: [www.ccsu.edu/sws](http://www.ccsu.edu/sws)*

The Student Wellness Center provides integrated mental health, physical health, and wellness education services to assist all undergraduate and graduate students in the pursuit of academic success, a fulfilling college experience, and a healthy lifestyle.

Counseling services supports students' academic success by assisting them in resolving mental health concerns and other personal difficulties. We offer individual counseling, group counseling, and couples/family counseling, as well as psychiatric referral services to enrolled full- and part-time students. We also provide referrals for specialty, long term, or more intensive services. Our services are provided at no charge and are confidential.

Health services supports students' academic success by providing routine medical care to enrolled full- and part-time students. There is NO charge for the office visit, although some lab tests, immunizations, treatments, and prescription medications may require a small fee. We also provide referral services for more complex or serious medical issues. All visits are confidential.

Wellness Education's mission is to equip the CCSU 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 provided at no charge.

### ***Counseling & Student Development***

*Dr. Michael Russo, Director of Counseling & Student Development*

*Student Wellness Center for Counseling Services*

*Willard-DiLoreto Hall, Room W101; Phone: 860-832-1926*

*Website: [www.ccsu.edu/counselingandwellnesscenter](http://www.ccsu.edu/counselingandwellnesscenter)*

The Student Wellness Center's counseling services provides a range of individual, family/couples, and group counseling services, as well as other preventive mental health related services to enrolled CCSU students (graduate, undergraduate, full-time, and part-time). Our services are provided at no cost and are confidential. We also offer referral services to off-campus resources for medication management and other specialized or intensive services. Students are encouraged to seek assistance before personal, emotional, inter-personal or behavioral concerns begin to interfere with their well-being or academic success. To make an appointment, please call 860 -832-1926 or drop by the Counseling Center (Willard-DiLoreto Hall, Room W101).

## *Health Services*

*Dr. Amber Cheema, Director of Student Health Services;*

*Willard-DiLoreto Hall, Room W101*

*Phone: 860-832-1926; Website: [www.ccsu.edu/healthservices](http://www.ccsu.edu/healthservices)*

The Student Wellness Center/Health Services provides medical care by appointment and walk-in. All students (residential, commuter, full-time and part-time) can use our services regardless of health insurance.

Most services are provided at no cost to students. We evaluate and treat acute illnesses and injuries, refer to appropriate specialty consultants as needed, provide some laboratory tests; e.g., urine pregnancy tests or strep screens, carry a small stock of commonly prescribed medications, and maintain a health education resource center for information on medical issues and concerns. We are not an emergency facility and do not act as an emergency medical service for the University.

Some services provided do have a small fee, which is billed directly to your Bursar's account. These include:

- Some laboratory tests e.g., rapid strep testing or tests for sexually transmitted-infections;
- Pregnancy testing;
- Some prescriptions from our in-house pharmacy.

Please note that Student Wellness Center, Health does not bill any insurance or other third-party payers for services provided.

Health Services-SWC is also responsible for processing all Connecticut State University Student Health forms for incoming CCSU students.

## **HEALTH INFORMATION REQUIREMENTS**

All students are required to submit a completed Connecticut State University Student Health Services form prior to beginning classes. For most students, proof of adequate immunization against measles, mumps, rubella (MMR) and varicella (chicken pox) along with completion of the Tuberculosis (TB) Risk Assessment are required prior to being able to register for classes. As of summer 2021, the Covid-19 Vaccine is also required for students. **Full instructions are attached to the form. The instructions include age related and other exemptions, so please read this carefully.** The form can be downloaded at [www.ccsu.edu/health/forms](http://www.ccsu.edu/health/forms). Please submit the completed health form as soon as possible to avoid any delay in registering for classes. Failure to submit the required medical information may result in a health hold being placed on your registration status. Information about any missing health information can be found on your registration status page in your Blue Net account. Please log in to Central Pipeline to access this information.

## **FOR INTERNATIONAL STUDENTS**

Because international students do not have a primary physician while attending the University,

we can help provide and/or manage their medical care during their stay. For that reason, we require that all international students whether part time or full time, submit a completed health services form. In that way, we can better manage their medical care while they are attending the University and ensure the health and safety of the campus at large.

### **FOR RESIDENCE HALL STUDENTS**

All residence hall students are required to be vaccinated against meningococcal disease prior to living on campus. In the United States, we require a specific type of meningitis vaccine for protection of this disease (with all subtypes A, C, Y, and W 135 in the vaccine) that is not offered in most countries outside the United States. It is also highly recommended that students living on campus get the Meningitis B vaccine. *Students entering school as of the current academic year, must have received their meningitis vaccination within five years of entering CCSU.*

### **MEDICAL EXCUSE POLICY**

Excuse notes are sent to instructors only after a student is seen in our office and his or her medical recovery, or risk of spread of an infection, warrants an absence from class. We will not see a student for the sole purpose of providing an excuse note.

Students must notify the Office of the Vice President for Student Affairs if expected to be out for five or more consecutive days. For those students who are out of class for five or more consecutive days but were not cared for at Health Services-SWC, please ask your healthcare provider to send information about your absence to the Office for Student Affairs. The verification of your absence will be relayed to the appropriate professors.

Since instructors have the final word regarding absences, please make sure you understand each instructor's absence and illness policy. Most instructors will allow a certain number of absences. Please try to save these in case of illness.

### ***Wellness Education, Office of***

*Jonathan Pohl, PhD. Coordinator of Wellness Education; Willard-DiLoreto Hall, Room W10106  
Phone: 860-832-1948; Website: [www.web.ccsu.edu/healthservices/oade/default.asp](http://www.web.ccsu.edu/healthservices/oade/default.asp)*

The Office of Wellness Education (WE) is one of three areas that make up the Student Wellness Services and provides wellness related interactive programs and activities for students, faculty and staff. Our goal is to provide students with an opportunity to learn about themselves and enhance personal skills leading to improvement in their emotional, behavioral, and physical health while reaching academic goals. Topics are ever-changing and have included but are not limited to: stress management; choices about alcohol; 8 factors of wellness; QPR - suicide prevention; healthy eating; coping with grief and loss; alcohol, tobacco and other drug misuse/abuse; sexual health; time management; empowered bystander training; coping with COVID and healthy relationships. Working inside and outside of the classroom, WE is available to assist students, groups, or classes in addressing students' wellness education needs.



## **Healthy Lifestyle Promotion**

Our Office is continuing efforts to build a CCSU community equipped with information and resources to foster healthy lifestyles and enhance social norms. We coordinate campus wide health fairs:

- **Fresh Check Day** building community and connecting students with resources
- **Alcohol Awareness fair** providing information to students when making choices about alcohol
- **My Best Self** with a focus on the 8 factors of wellness

Each of these fairs includes faculty, staff and students informing participants through interactive experiences. Every fair has stress reducing elements, such as gong meditation, therapy dogs, and/or creating a stress reliever. In addition to these larger scale annual events, the office also provides ongoing educational events/tabling with topics such as: stress management, safe spring break, getting through the holidays, coping with COVID, misuse of prescription drugs, QPR – suicide prevention, and healthy relationships. Our office coordinates WE prevention programming to residence halls and academic classes, especially First Year Experience classes.

For CCSU students, we maintain the results of an anonymous, voluntary survey of healthy/unhealthy behaviors. Many times, students are surprised at how their perceptions match/don't match with survey results.

## **Volunteer Opportunities**

Wellness Education welcomes the opportunity to work with student volunteers who are focused on developing campus-wide wellness activities. We have had students volunteer to work Health Fairs providing peer to peer education and support. Students have brought program ideas to the office, such as the 1100 tea candles to raise awareness of the loss of 1100 students nationally each year to suicide.

## **Alcohol Concerns**

Support for students who are in recovery from alcohol and other substances/behaviors is available through a weekly Healthy Living through SMART Recovery meeting in Willard 101 at Student Wellness Services. Just off campus is the peer support meeting modeled after Alcoholics Anonymous held at St. Francis church on Wednesdays at 8 pm. Schedules for other area self-help group meetings can be obtained on the web. Our office can provide further support to help students reach their goal.

## **Alcohol and Drug Education**

The Office of Wellness Education is continuing efforts to build a CCSU community equipped with information and resources that foster healthy lifestyles. We provide programming through Choices, FYE presentations and tabling, on blood alcohol concentration (BAC), importance of a standard drink, signs of alcohol poisoning, and how to help yourself or a friend. Students seeking information on alcohol/drugs can meet with staff to review the physical/psychological effects of substances.



### **Open Wellness Area**

The Wellness Education open area is available for students to quietly study, and create arts and crafts. Socialize with peers or attend a Skillshare session highlighting a potential hobby. Skillshare offers videos on a variety of activities and was funded by a grant from the Connecticut Clearinghouse. We also host therapy dogs throughout the semester.

### **TechCentral Computer Lab**

*Marcus White Annex, Room 100*

*Phone: 860-832-1722; Website: [www.ccsu.edu/tc](http://www.ccsu.edu/tc)*

TechCentral is the main general purpose computer lab on campus for students, faculty, and staff. This lab has a mix of Dell and Apple computers, laser printers, and scanners. All computers are connected to the internet and offer a variety of popular software applications. For your convenience, the lab is open and offers extended hours, including weekends. For the most current schedule, go to [www.ccsu.edu/tc/](http://www.ccsu.edu/tc/) Printing from your laptop, cellphone, or other mobile device is also available. The campus wireless network is available in the lab. The lab also has a number of group working area, with a computer and a large monitor, which can be reserved by students for working on presentations and projects.

Students have access to any of the hardware and software available on a first-come, first-served basis. A CCSU Blue Chip Card is required for pay-for printing.

This lab should only be used for academically related work.

**Computer Lab Hours - visit [www.ccsu.edu/tc](http://www.ccsu.edu/tc) for current hours**

### **Undergraduate Advising**

*Dr. Adina Elfant, Director; Willard-DiLoreto Hall, Room D102*

*Phone: 860-832-1614; Email: [ccsuadvising@ccsu.edu](mailto:ccsuadvising@ccsu.edu)*

Academic advising is a collaborative endeavor that helps students develop their educational plans and clarify their career and life goals. Advising should be an active experience and one in which students are expected to be an engaged participant.

There are five distinct Student Services Centers to serve the advising needs of our students. Four of them are located within the Schools and College that comprise the University and Explore Central is for students who are not yet ready to declare a major. All undergraduate students new to the University are first advised by their appropriate center. Students will continue to be advised in the school-based centers throughout their freshman year or until they are ready to be assigned to a faculty advisor within their declared major.

Students are required to meet with their assigned advisor each semester to review course planning and receive their registration PIN.

## **Veterans Affairs**

*Chris G. Gutierrez, Coordinator of Veterans Affairs*

*Melina Lopez, Veteran Retention Specialist*

*Willard-DiLoreto Hall, Room D201*

*Phone: 860-832-AVET (2838); Website: [www.ccsu.edu/vets](http://www.ccsu.edu/vets)*

Eligible veterans may receive veteran's educational benefits depending upon the number of days on active duty and, in some cases, whether monthly contributions were made to an educational assistance program. Veterans with a service-connected disability may be eligible for educational assistance, as well as children, wives, and widows of veterans whose death or permanent and total disability is service-connected. An educational entitlement program is also available for eligible members of the Selected Reserve and the Connecticut National Guard. Any veteran, who has served honorably on active duty in the United States Armed Forces during certain time periods and is domiciled in the State of Connecticut at the time of acceptance to CCSU, as well as any members of the Connecticut Army and Air National Guard, may be eligible for a tuition waiver. For information about eligibility and application procedures, or if you have any questions, please contact the Office of Veterans Affairs.

## **Voter Registration**

Voter registration for Connecticut residents can be done on campus regardless of the town that you live in. Please visit our Student Activities Office located in the Student Center, Room 201. All students are urged to take advantage of this convenient service and exercise their rights and duties as citizens by becoming registered voters. This service is offered from September 1 to October 31 to allow administrative time to meet mailing timelines and deadlines.

## **Wellness Education**

*Dr. Jonathan Pohl, PhD. Coordinator of Wellness Education; Willard-DiLoreto Hall, Room W101*

*Phone: 860-832-1925; Website: [www.web.ccsu.edu/healthservices/oade/default.as](http://www.web.ccsu.edu/healthservices/oade/default.as)*

*Refer to [Student Wellness Center \(SWC\)](#)*

## **Women's Center (Lactation Rooms)**

*Jacqueline Cobbina-Boivin, Director; Student Center, Room 215 Phone: 860-832-1655*

*Website: [www.ccsu.edu/boyea](http://www.ccsu.edu/boyea)*

The Ruthe Boyea Women's Center (named after its first director) is a multi-purpose program, advocacy and service center for students, staff, and faculty members who identify as women. Men are also welcome to use our resources and seek employment. Support services for re-entry women, Latina and African American women are offered by the Women's Center. Crisis intervention, peer counseling and peer support groups are offered to assist students addressing the following traumas, dating violence, stalking, sexual harassment, and sexual assault. Mentoring, internships, volunteering, work-study, and student labor employment opportunities are available. Research materials and community service files are available for use by all persons on campus. The Center advocates for issues that are pertinent to developing gender equity, enhancing academic achievement, personal development, career aspirations and eliminating

gender discrimination. The Center provides study space and opportunities for conversations and support on women's issues. Hours and information on programs and services are posted outside the Center.

In order to better support our new mothers who, wish to breast-feed/pump, CCSU is pleased to provide private and comfortable lactation rooms. For locations, please visit [www.ccsu.edu/ccw/lactation](http://www.ccsu.edu/ccw/lactation).

## **Writing Center**

*Dr. Amanda Fields, Director; Willard-DiLoreto Hall, Room W314 Phone: 860-832-2765;*

*Website: [www.ccsu.edu/writingcenter](http://www.ccsu.edu/writingcenter); follow us on Tiktok @ccsuwritingcenter;*

*IG @ccsuwriting; Twitter @CcsuCenter*

The CCSU Writing Center offers free one-on-one sessions with a trained staff of undergraduate and graduate tutors. We work with undergraduate and graduate students, faculty, and staff at any stage of the writing process and offer face-to-face, online, and walk-in sessions for 30-60 minutes. We can help with analyzing assignment prompts, brainstorming, organizing, developing self-editing strategies, learning about various citation styles, and much more. Feel free to visit us with writing assignments, personal writing, or application materials. We recommend regular appointments if your goal is to improve your overall writing. The Writing Center is open Monday through Friday during the fall and spring semesters while classes are in session. Limited evening hours are also held online; please check our website for days and times. To schedule an appointment and learn more about our staff, tutoring approach, or other services, please visit our website at [www.ccsu.edu/writingcenter](http://www.ccsu.edu/writingcenter).

Interested in working in the CCSU Writing Center? Consider taking WRT 280: Tutoring Writing (fulfills Skill Area 1, Communication Skills requirement and the Diversity, Equity, and Inclusion requirement), and contact Dr. Fields ([afields@ccsu.edu](mailto:afields@ccsu.edu)).



## **Campus Life**

### **Academic Center for Student Athletes**

*Inez Vera, Director, E.B Library, Room 001012*  
[inez@ccsu.edu](mailto:inez@ccsu.edu) Phone: 860-832-1913

*Alicia Waring, Team Advisor, E.B. Library, Room 001012*  
[alicia.waring@ccsu.edu](mailto:alicia.waring@ccsu.edu) Phone: 860-832-1979

*Cathy Sylvester, Team Advisor, E.B. Library, Room 001012*  
[sylvestercab@ccsu.edu](mailto:sylvestercab@ccsu.edu) Phone: 860-832-1921

The Academic Center for Student Athletes (ACSA) provides academic support for CCSU's Division I Intercollegiate student-athletes from a comprehensive approach. The Center's staff facilitate team study halls and workshops to assist student-athletes in their transition to college, along with establishing and maintaining a well-balanced schedule. Individual meetings with student-athletes inform necessary and appropriate collaborative interventions integrating learning solutions, life skills, and campus resources. Located in the Library, the Center is equipped with computers and printers for use during the Academic Year. Hours: Monday-Thursday from 8 am to 7 pm, Friday from 8 am to 4:45 pm, and Sunday 5 pm to 8:30 pm.

### **Athletics**

*Tom Pincince, Director; Kaiser Hall, Room 112-01*  
Phone: 860-832-3035 or 860-832-3040; Website: [www.ccsubluedevils.com](http://www.ccsubluedevils.com)  
Facebook: @CCSUBBlueDevils Twitter: @CCSUBBlueDevils; IG @CCSUBBlueDevils

As a CCSU student you can enjoy being a spectator of 16 intercollegiate varsity sports, all played at the Division I level in the Northeast Conference. The CCSU Blue Devils have won 99 regular season or conference championships in their history in the Northeast Conference.

The Blue Devils host home contests at Arute Field, the CCSU Baseball Field, the CCSU Track

and Field Facility, the CCSU Softball Field, the CCSU Soccer Field, Detrick Gymnasium, and the Jack Suydam Natatorium. All CCSU's outdoor facilities are located within the athletic complex at the northeast end of campus. The Blue Devils also host home cross-country events at Stanley Quarter Park.

Admission to all athletic events is free to CCSU students with a current student ID card.

Tryouts, practice, and competition are open to all full-time students who meet all NCAA, Northeast Conference and University eligibility standards. Please contact the Department of Athletics for more information.

### **Men's Sports**

Baseball, Basketball, Cross Country, Football, Indoor Track, Outdoor Track and Soccer

### **Women's Sports**

Basketball, Cross Country, Indoor Track, Lacrosse, Outdoor Track, Soccer, Softball, Swimming & Diving, and Volleyball

Please visit **[ccsubluedevils.com](http://ccsubluedevils.com)**, for the most up-to-date information on all 16 of CCSU's Division I teams, including complete schedules.

## **Athletics (Title IX)**

The Title IX Coordinator is responsible for working with the Athletics Department to ensure Title IX compliance. Title IX is a federal civil rights statute that prohibits gender discrimination in education programs, including athletic programs that receive or benefit from Federal funding. The major athletic categories that are analyzed for compliance are sports offerings, scholarships, and other program areas, including equipment and supplies, coaching, availability, competitive facilities, and tutoring.

## **Student Activities/Leadership Development**

*Scott Hazan, Director, Student Center 2nd Floor*

*Phone: 860-832-1990; Website: [www.ccsu.edu/SALD](http://www.ccsu.edu/SALD)*

### **Mission Statement**

The Department of Student Activities/Leadership Development provides meaningful involvement opportunities which foster students' personal growth and strength of character through training, mentorship, and engagement in co-curricular activities. Students will develop civic responsibility, community involvement, and respect for diversity in preparation to be thoughtful, responsible, and successful citizens.

SA/LD fulfills this mission by providing:

- Student organization advising & training
- Guidance for the coordination, organization, and supervision of student-sponsored events
- Facilitation of leadership development workshops

- Vast student leadership roles and opportunities
- Many student-orientated, major campus events
- Recreation and wellness activities
- Support and celebration of our diverse student body
- And much more!

## **Media Board**

*Student Activities/Leadership Development Office; Student Center, Room 201*

*Website: [www.thelink.ccsu.edu/organization/mediaboard](http://www.thelink.ccsu.edu/organization/mediaboard)*

The Media Board provides a forum for student media leaders, faculty, and the general student community to share information, exchange ideas, and discuss issues relevant to the management of student-run college media organizations.

## **Mosaic Center**

*Student Center, Room 205*

*Phone: 860-832-1892; Website: [www.ccsu.edu/mosaiccenter](http://www.ccsu.edu/mosaiccenter)*

The Mosaic Center is dedicated to building bridges of awareness at CCSU. It is a committee of the Student Union Board of Governors (SUBOG). Membership is open to all students interested in increasing knowledge and awareness of our commonalities and differences. Stop by the Student Center Room 205 to find out more about the Mosaic Center.

## **Recreation & Intramurals**

Scott Kazar, Recreation specialist; Kaylee Roux, Assistant Recreation Specialist

Phone: 860-832-3734; Website: [www.ccsu.edu/campusrecreation](http://www.ccsu.edu/campusrecreation)

Welcome to CCSU Campus Recreation—Campus Recreation is an operation within the Division of Student Affairs at Central Connecticut State University. We provide wellness and healthy lifestyle-oriented programs, events, and services to students, faculty and staff through our program areas including Fitness, Recreation, Intramurals, and Sport Clubs.

**Our Mission**—Campus Recreation provides creative and innovative wellness and recreational programming to meet the diverse needs of students and the CCSU community.

**Our Commitment**—The department is committed to a varying range of fitness and wellness opportunities to the CCSU community, which will allow opportunities for an enhanced and healthier lifestyle. Providing an environment where students can experience an advance their character development, teamwork skills, and grow as professionals.

The website provides most of the information you need to get involved in one of the four disciplines at Campus Recreation. If you have questions, please feel free to contact the Welcome Desk at 860-832-3734.

## **Student Government Association**

*Student Center, Room 221*

*Phone: 860-832-3740 Website: [www.web.ccsu.edu/sga/default.asp](http://www.web.ccsu.edu/sga/default.asp)*

The Student Government Association is for everyone who would like to help make CCSU the best it can be. The full-time undergraduate students of CCSU make up the membership of SGA. The SGA Senate is the representative body of the SGA. Its members, the executive officers, and senators of the SGA, are democratically elected by the undergraduate students of CCSU. The SGA senate is responsible for acting as the voice of the students; we handle their concerns, needs, and celebrations.

The SGA Senate is also responsible for promoting student participation in the various projects, committees and organizations at the university, state, and national level that help shape the university and education in Connecticut.

The SGA Senate allocates the SGA portion of the Student Activity Fund that is paid by all full-time undergraduate students. The Student Activity Fund is used to promote and fund student clubs, activities, services and forums for the benefit of the students and their educational opportunities.

If you would like to get involved or would just like more information, contact the SGA at 860-832-3740, or via email at [MySGA@ccsu.edu](mailto:MySGA@ccsu.edu), or visit the office in Room 211 in the Student Center. Come and join us at our weekly meetings on Wednesday at 3:05 in the Bellin room of the Student Center.

## **Student Union Board of Governors**

*Website: <https://clubcentral.ccsu.edu/organization/studentunionboardofgovernors>*

The Student Union Board of Governors (SUBOG) is a student, faculty, staff and alumni organization that advises the Departments of the Student Center and Student Activities/Leadership Development carrying out their missions on campus. Board Standing Committees the House Committee shall plan, with the advice of the Director, Student Center, capital expenditures and physical changes in the building. It shall also recommend policies of building usage such plans, expenditures, changes, and policies being subject to the Board's approval. The Budget Committee shall determine, with the Director, Student Center, the general program fiscal policies of the Student Center such policies being subject to the Board's approval. The Student Services Committee whose function shall be to focus on the needs of the students can be best realized through involvement in various boards, committees, and activities in general, and to aid in making available the support necessary to promote student leadership and development. The Director of Student Activities/Leadership Development and the Director of the Student Center will serve on the committee. The mission of SUBOG is to advise SA/LD and the Student Center on policies, programs, services, and initiatives and how to best serve the campus.



## Central Activities Network

Phone: 860-832-3678;

Website: <https://clubcentral.ccsu.edu/organization/cancentralactivitiesnetwork>

Central Activities Network (CAN) puts on major events for undergraduate students which include concerts, comedy shows, movies, lectures, and trips. We host major event weeks such as Weeks of Welcome, Homecoming Week, Winter Week, and Spring Week which includes the Spring Concert!

Students who volunteer with the CAN will gain valuable experience in leadership, communication, budgeting, and time management skills. Being a part of CAN is fun and exciting, where you meet a lot of people and gain valuable skills! Our meetings are open to all students. For more information, please stop by the C.A.N office on the 2nd floor of the Student Center, room 203, or DM us on social media @can\_ccsu!



## Recognized Student Clubs & Organizations

### ACADEMIC AND SPECIAL INTEREST

Accounting Society  
Actuarial Science Club  
Anthropology Club  
Art Club  
Arts & Crafts Club  
Autism Connection  
Best Buddies  
Biology Club  
Broadcast Club  
Central Car Club  
Central Cares Club  
CHANGE Club  
Chemistry Club



Chess Club  
College Democrats  
College Republicans  
Communication Club  
Computer Science Club  
Criminal Justice Club  
Economics Club  
Emergency Medical Services Club  
Entrepreneurship Club  
E Sports Club  
Exercise Science Club  
Fashion Design Club  
Finance Association  
Future Educators Club  
Geography Club  
Geology and Planetary Sciences Club  
Gerontology Club  
Habitat for Humanity  
History Club  
Human Resources Club  
International Society of Automation  
Lunar Exploration Vehicle Club  
Management Information Systems Club  
Marxist Student Association  
Marketing Club  
Math Club  
Multi Powered Vehicle Club  
Philosophy and Debate Club  
Physical Education & Health Fitness  
Physics Club  
Pre-Health Society (formerly Caducean)  
Psychology Club  
Social Work Club  
Society of Paranormal Investigation  
Sociology club  
Student Athlete Advisory Council  
Student Nurses Association  
Student Organ Donations Advocates  
Student Veterans Organization  
Tabletop Club  
Tea Club

## **GOVERNMENTAL**

Central Activities Network  
Graduate Student Association  
Inter-Greek Council

Inter Residence Council  
Media Board  
Senior Class Committee  
Student Government Association:  
Student Union Board of Governors

## **CULTURAL AND INTERNATIONAL**

Africana Students Organization  
Black Student Union  
Center for Africana Studies  
Chinese American Students Association  
French Club  
Japanese American Cultural Club  
Korean Club  
Latin American Student Organization  
(LASO)  
Mosaic Center (SC 205)  
Muslim Student Association  
Polish Club  
PRIDE  
South Asian Students Association  
Spanish Club  
United Caribbean Club

## **SPORTS AND RECREATION**

Baseball Club  
Brazilian Jiu-jitsu  
Equestrian Club  
Fencing Club  
Golf Club  
Ice Hockey Club  
Karate Club  
Men's Lacrosse Club  
Men's Rugby Club  
Men's Soccer  
Men's Volleyball  
Outing Club  
Ski & Snowboarding Club  
Taekwondo/Krav Maga Club  
Tennis Club  
Ultimate Frisbee Club  
Volleyball Club  
Women's Flag Football Club  
Women's Lacrosse  
Women's Rugby  
Women's Soccer

Women's Volleyball Club

## **MEDIA AND PUBLICATIONS**

Helix (literary magazine)

The Recorder

WFCS FM-107

## **PERFORMING GROUPS**

A Cappella Society, TGFI, Divsi, Aca Bellas, Fermata, Chromachord  
Center Stage

Central Step & Dance

COLADA (Central Organization of Latin American Dance Awareness)

DanCentral

Ebony Choral Ensemble

Hip Hop Nation

Pep Squad

Schlock

Theatre Unlimited

## **PROFESSIONAL ASSOCIATIONS**

American Choral Directors Association

American Institute of Graphic Arts

American Society of Civil Engineers

American Society of Mechanical Engineers

Association Tech, Management & Applied Eng.

Athletic Trainers Association

Collegiate Health Services Corps

Construction Management Club

Institute of Electrical & Electronics Engineers

International Association of Business Communicators

National Association for Music Education

National Society of Black Engineers

Society of Automotive Engineers

Society of Manufacturing Engineers

Society of Professional Journalists

Society of Women Engineers

Technology Education Collegiate Association (TEECA)

USITT-US Institute of Theatre Technology

## **FRATERNITIES AND SORORITIES**

Lambda Alpha Upsilon Fraternity

Lambda Theta Phi Fraternity

Phi Delta Theta Fraternity

## **RELIGIOUS**

Christian Students at Central (CSAC)

Hillel

InterVarsity Christian Fellowship Club

Muslim Students Association

Newman Club

Tourism and Hospitality Club

Women Involved Now

## **INTRAMURAL SPORTS**

**Contact RECentral**

860-832-3733 or [www.imleagues.com](http://www.imleagues.com)

For more information on student organizations, use your Blue Net ID and password to log in to Collegiate Link @ <https://thelink.ccsu.edu/>

## **UNDERGRADUATE STUDENT CLUB AND ORGANIZATION POLICIES**

To ensure the place of student organizations on campus, the University has adopted the following policy regarding the recognition of such groups, along with a statement of privileges and responsibilities. You should consult the following sections of this handbook for additional policies relating to student organizations: Organizing a New Club; Participation in Co-curricular Activities; Fiscal Responsibility; Facility Use; Fraternity and Sorority; Posters and Advertising; Solicitation Policy; and Conduct and Discipline.

1. Organizations may be established with the University for any legal purpose compatible with the missions of academic institutions of higher learning. Affiliation with an extramural organization shall not, in itself, disqualify the University branch or chapter from University privileges.
2. A group becomes an organization when formally recognized by the University. Formal recognition of an organization means, and as herein described, that a recognized organization may be permitted the use of campus facilities, may have access to student funds, may use the University name and in general is accorded those privileges granted to other organizations within the campus community. All groups that meet the following requirements shall be considered for recognition:
  - a. Submission of a clear statement of purpose, criteria for membership, rules of procedure, a list of officers, and the name of a faculty advisor (full-time faculty) who has expressly indicated his/her willingness to serve. Changes in the foregoing must be submitted within one week of the date of effectiveness to the Department of Student Activities; such changes will then be presented to the Student Affairs Committee for its approval or other appropriate action.

- b. Where there is affiliation with an extramural organization, that organization's constitution and bylaws shall be filed with the Department of Student Activities; such constitution and bylaws will be reviewed by the Student Affairs Committee as part of the recognition process. All amendments in the extramural organization's constitution shall be submitted to the Student Affairs Committee through the Department of Student Activities within one month of the date of effectiveness.
  - c. All sources of outside funds shall be disclosed to the Department of Student Activities within one month of receipt of outside support. Activities fee funded organizations must deposit all funds into your University Activities fund account.
- 3. Recognition of an organization implies neither approval nor disapproval by the University of the stated aims, objectives, policies, and practices of the organization. No organization may use the University name without the express authorization of the University except to identify institutional affiliation.
- 4. Any organization which engages in illegal activities, or violates University policies or regulations, on or off campus, may have sanctions imposed against it, including withdrawal of University recognition in accord with 2.0 above.
  - a. Off-campus social events sponsored by registered student organizations (not advised by Residence Life) are to be initiated through the Department of Student Activities/Leadership Development (SA/LD).
- 5. Membership in a University organization shall be open to undergraduates who are willing to subscribe to the stated aims and meet the stated requirements of the organization (Refer to the Policy on Participation in Co-curricular Activities).
- 6. Recognized organizations within the campus community may be assigned use of campus buildings, grounds and/or equipment for regular business meetings and social/educational programs.
  - a. The organization requesting use of buildings, grounds, and/or equipment must inform the University of the General Purpose of any meeting.
  - b. The University delegates the assignment function to an administrative official.
  - c. Reasonable conditions may be imposed to regulate the timeliness of requests, to determine the appropriateness of the buildings, grounds, and/or equipment assigned to regulate time and use, and to ensure proper maintenance and staff support.
  - d. Preference may be given to programs designed for audiences consisting primarily of members of the University community.

- e. Allocation of the use of buildings, grounds, and/or equipment may be made based on priority of requests and the demonstrated needs of the organization.
  - f. Cost incurred by the University for use of its buildings, grounds, and/or equipment may be charged to the using organization.
  - g. Physical abuse of assigned buildings, grounds, and/or equipment may result in limitations of future use of campus buildings, grounds, and/or equipment by offending organizations; the organizations may be charged for such damages.
7. The authority to allocate University funds derived from student fees for use by organizations is delegated to the Student Senate, Student Union Board of Governors, and the Media Board.
- a. An interpretation from the State of Connecticut Attorney General's Office of Section 4-52 of the General Statutes reads, "... the student governing bodies charged with the responsibility to disburse funds only for the benefit of the students of Central Connecticut State University and, further, that the University administration is charged with the supervisory responsibilities, which include the determination that any programs receiving support from such funds are in fact for the benefit of students."
  - b. Organization budgets are approved by the Student Senate/SUBOG/Media Board, subject to the approval of the President of the University.
  - c. Financial accountability is required for all allocated funds, including statement of income and expenses on a regular basis.
  - d. A record indicating the financial condition of the organization, with supporting documents as necessary, may be requested by the Department of Student Activities at year end if not available through organization minutes and reporting.
  - e. All recognized student organizations must work with Department of Student Activities/Leadership Development when contracting services. Students may not make verbal or written offers to contract services.
8. Recognized organizations must demonstrate each year that they are viable in order to maintain their status as an active organization; otherwise, they will be placed in an inactive status or be declared defunct as defined below:
- a. **Active Organizations**
    - 1) President received specified training.
    - 2) Treasurer received special training.
    - 3) Register on **Club Central** by Student Activities established deadline.
    - 4) List first meeting for fall semester.
    - 5) Track financial allocation for the year.

- 6) Content, frequency, etc. of reports(s), and pertinent dates will be determined by the Director of Student Activities and Leadership Development.
- 7) All clubs must post minutes to “Club Central” approving all club funded expenditures.
- 8) All programming must be concluded by the last of classes and before finals begin (permission for programs after classes have concluded must be granted by the Director of Student Activities/Leadership Development).

**b. Inactive Organizations**

- 1) Fail to meet requirements in section above.
- 2) Will not be listed as inactive in the Student Handbook, etc.
- 3) Will not be eligible for Student Senate, other University funding, or use of accounts.
- 4) Will not be eligible to utilize University facilities.
- 5) Will not receive other benefits normally accorded active recognized organizations.
- 6) Active status may be reinstated with approval of the Department of Student
- 7) Activities and Leadership Development upon completion of requirements as stated in the preceding section.

**c. Defunct Organizations**

- 1) Fail to meet active organizations requirements for two consecutive years.
- 2) Action to declare a group defunct will be taken in the following fall semester by the Student Affairs Committee.
- 3) If a group is reactivated after this time it must follow the same procedure for obtaining recognition as a new organization, **Club Central**.

**Website:** <https://clubcentral.ccsu.edu/>

Club Central is an online database for all organizations on campus. Student organizations are required to register on Club Central each year, in addition to updating their roster, and uploading their meeting minutes. Organizations can create and submit event registration forms, send messages to club members, update club information, and much more. For all information on on-campus organizations, simply login to <https://clubcentral.ccsu.edu/> with your BlueNet username and password.

**Organizing a New Club**

If you are interested in organizing a new group, you must fill out a “New Club” form in the Student Activities/Leadership Development Office and attend a new club meeting facilitated by SA/LD. Check with the Student Activities/Leadership Development Office for the most accurate date and time for the meeting. The SA/LD Office also offers advice on creating effective organizations and reactivating recognized organizations.

### **Participation in Co-Curricular Activities**

Membership in Recognized Student Organizations is open to all fulltime, matriculated undergraduates not under disciplinary sanction. Officers of recognized student organizations or governing boards (graduate and undergraduate) must be in good academic standing (2.0 undergrad/3.0 graduate) to run for office or serve in elected positions. In the instance of a new or transfer students you are considered in good standing until you are not. Part Time undergraduate students, graduate students, staff, and faculty may participate as “Associate members”. Associate members may not vote or hold office in undergraduate student organizations.

\*Associate Members may not participate in club sports, intramurals, or use fitness facilities.

### **Fiscal Responsibility**

All organizations, regardless of their source of funds, are expected to maintain accurate financial records in the best interests of the members, officers, and faculty advisors. Organizations receiving Student Senate or other University funds must follow current policies governing those funds. It is the responsibility of the organization’s president, treasurer, and faculty advisor to become informed of and to abide by those policies (see Student Activities Office).

### **Faculty Use**

If you’re a member of a recognized campus organization, you may reserve campus facilities for the group by contacting the appropriate office listed below. The Student Center Reservations Office (860-832-1964), located in the Student Center, coordinates non-academic scheduling of facilities and advises on special events planning around and in the Student Center and in Memorial Hall. The Reservations Office is open Monday through Friday from 8:30 am to 4 pm for walk-in service.

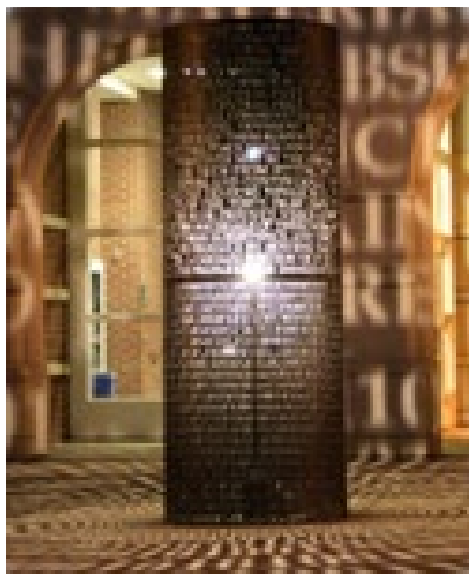
It is possible to list events not associated with an on-campus facility so that your event shows up on the official campus Web events calendar ([www.today.ccsu.edu](http://www.today.ccsu.edu)) by contacting Student Center Reservations.

### **Fraternity and Sorority Policies**

Greek letter social and social/service organizations share in the responsibility with the University for facilitating the learning process and the cultivation of an environment which enriches the educational experience and promotes the development of human talent. In addition to the general student organization policies, there are distinct policies regarding the formation, recognition and expectations for these Greek letter organization. The policies include specific prohibitions against discrimination, sexual abuse, and hazing. Copies of the complete policies and information about forming an organization can be obtained at the Student Activities/Leadership Development Office (located on the second floor of the Student Center).



## Rights & Responsibilities



### Administrative Statement of Action in Case of Campus Disruption

The President of the University as the Chief Executive Officer will not allow any groups of students to take over buildings, disrupt, forcibly interfere with the workings of this University, or infringe upon the rights of others. While a sincere respect for the opinions of each person associated with this University will be maintained, and while normal procedures will be followed, if there be no alternative in protecting the rights and safety of the faculty and students and the property of the University; appropriate law enforcement agencies and the full authority of the judiciary will be utilized. Order must be maintained on campus to ensure that the goals expressed in the preamble to the “Student Code of Conduct and Statement of Disciplinary Procedures” can be achieved.

The University will view the involvement of any faculty member or student in a campus disruption as a violation of the accepted standards of behavior and handle each case individually according to current policies and procedures. At present, students will be subject to the policies and procedures described in the Central Connecticut State University’s “Statement of Rights, Freedoms, and Responsibilities of Students” and faculty members will be subject to the policies and procedures established by the Board of Regents for the Connecticut State Universities.

The Board of Regents “Policy Resolution on Campus Freedom and Order” appears below: Be it Resolved:

That the Board of Regents—

1. Affirms and supports for the University the concepts of freedom of thought, inquiry, speech, and lawful assembly;

2. Affirms the rights of individuals and groups in the Universities to assemble, to dissent, to picket, and to demonstrate on the University campuses within the limits of administrative guidelines or regulations; and
3. Affirms the right of all individuals and groups at all times to pursue their normal activities within the Universities and to be protected from physical injury or property damage.

Be it further resolved: That the Board of Regents for State Universities hereby declares that the following are forms of conduct contrary to the purposes and wellbeing of the State Universities and are prohibited. Such conduct provides grounds for disciplinary proceedings leading to probation, suspension, or expulsion, and to resort to enforcement agencies when necessary.

1. Interfering with the freedom of any person to express his or her views, including invited speakers;
2. Disrupting the orderly conduct of instruction, research, administration, disciplinary proceedings, or other University activities;
3. Interfering, in any manner whatsoever, with the access to or exit from any University campus or the buildings, classrooms, libraries, meeting rooms, offices, or other premises which are duly open to members of the campus community or to other persons;
4. Occupying or utilizing without authorization any building or facility or portion thereof;
5. Damaging or destroying property or removing or using such property without authorization;
6. Possession of firearms or any other dangerous weapons on University premises except by authorized personnel;
7. Physically restraining or detaining any person or removing such person from any place where he or she is authorized or otherwise free to remain; and
8. Failing to comply with directions of University officials acting in performance of their duties.

## **Alcoholic Beverages-Policies & Regulations**

These regulations and policies are enacted pursuant to the Board of Regents resolution regarding consumption of alcoholic beverages on the Connecticut State University campuses, as adopted on November 3, 1972 and revised in May 1980 and June 1986.

**General** — The possession, consumption, and sale of alcoholic beverages on property under the control of Central Connecticut State University shall be in accord of the Connecticut General Statutes as well as any regulation promulgated by the State Liquor Commission and/or by Central Connecticut State University.

**CCSU Residence Halls** — Consumption or possession of alcoholic beverages within residence hall rooms is not permissible. The use of “social fund money” for the purchase of alcoholic beverages is prohibited. Alcohol is not permitted in offices. In residence halls, alcohol is permitted only in designated areas (James Hall suites/Gallaudet Hall - rooms). Please refer to the [Student Guide to On-Campus Living](#).

**Alcoholic Beverage Order Approval** — an Alcoholic Beverage Order Approval signed by the President of the University or Chief Operations Officer is required for any social event if alcohol is to be consumed. The approval request form and complete policy guidelines can be obtained from the Central Reservations Office at the Student Center and must be requested by a faculty member, administrator or staff member.

**CCSU Buildings & Grounds** — The possession, sale, distribution and/or Consumption of alcoholic beverages anywhere on campus is prohibited unless granted by the University President or the Chief Administrative Officer.

**Possession and Consumption of Alcoholic Beverages at any Intercollegiate and/or Intramural Athletic Activity** - The possession, sale, distribution and use of alcoholic beverages at indoor and outdoor athletic contests are prohibited except when approved for use in writing by the President or Chief Operations Officer.

**Alcohol Awareness** — A program to create an awareness of alcohol use and abuse engendering responsible alcohol use and informing students of the University Alcohol Policy shall be included in First-year Orientation.

**BYOB** — “Bring Your Own Bottle” functions are prohibited anywhere on or off the campus.

**Alcohol Permits** — Alcoholic permits sanctioned by Connecticut General Statute(s) are not allowed.

**Use of Student Activity Funds** — Purchase of alcoholic beverages from Student Activity Fund sources is prohibited.

**Religious Services** — The use of wines in traditional religious services held on campus is permitted.

Those found in violation of these policies and regulations will be subject to administrative disciplinary action and/or criminal prosecution.

### **Supplemental Information**

- Alcohol is not permitted in residence hall rooms or offices.
- The illegal (underage) use of alcohol is not permitted in any building or on the grounds of the campus.
- The possession, use, or distribution of illegal drugs (controlled substances) at the University is strictly prohibited.
- Students who violate these policies may be subject to campus, civil, and possibly federal laws and disciplinary actions.
- The University has made a strong commitment to a campus environment that supports the development of a healthy lifestyle. The abuse of alcohol and other drugs are inappropriate behaviors and inconsistent with the goals of this University. The use of alcohol and other

drugs leads to many health risks. It is important to be aware of these risks.

- The Office of Wellness Education has prepared information on health risks associated with alcohol and drug use.
- The University extends a hand of support to our students through an informal and formal network of student services: the Student Assistance Program, Campus Ministry, Student Wellness Services/Health Service, and Counseling Center.
- Alcohol usage may be permitted in an Executive Office if it is in conjunction with a donor or University event that has received necessary permission.

A final note to our students: The University is concerned about your health and welfare because you represent Connecticut's current and future work force and leadership. We want you to be successful in the classroom and out in the work force. We want you to have a healthy and productive life. Part of our contribution to that life is to build a campus environment that supports and promotes good health. Our policies and services are founded on this principle.

### **Bicycles, Scooters, Skateboards, Rollerblades, Roller-Skates & Mopeds**

These devices must be ridden in a careful and prudent manner, with reasonable regard for the safety of the operator and other persons. Skateboards, scooters, rollerblades and roller-skates are specifically prohibited within the parking garages of the University.

**Bicycles:** Bicycle operators are reminded that while riding on roads or highways they are to keep to the right side of the roadway and that they are subject to the same traffic regulations governing the operation of vehicles (e.g., stop signs, traffic lights, and one-way street designations). Except for bicycles operated by employees of the CCSU Police Department in the performance of duty, the operation of bicycles within parking garages and other CCSU buildings is prohibited.

**Security:** No bicycle or moped may be parked in any University building, nor shall any moped or bicycle be chained, tied, or affixed in any manner to a railing adjacent to a sidewalk or stairs leading to a building or any other portion of the building that is used for entrance or egress. The University reserves the right to remove any bicycle/moped parked in this manner and shall have the right to cut or physically remove any locking device attached to the bicycle/moped in order to remove it for the safety of pedestrians and/or violation of State fire codes. The University assumes no responsibility for replacement of any locking device, nor does the University assume any responsibility for real or assumed damage to bicycles/moped during removal/storage operations.

**Warning Devices:** All bicycles should be equipped with a horn or bell while being operated on campus. Bicycles being operated during the hours of darkness must also be equipped with a light on the front of the bicycle and a reflector on the rear.

**Mopeds:** For the purpose of these regulations, "mopeds" shall follow the same rules as bicycles. However, the operator must be at least 16 years of age and possess a valid operator's license.

**Penalties:** In lieu of or in addition to the fines cited in section 8.1 above, anyone found damaging University property as a result of violating these policies may be charged under applicable State Statutes. Violators who are not affiliated with the University as students or employees may be

charged with a trespassing offense under applicable State statutes.

## **Commitment to Civility**

As a Central Connecticut State University student:

- It is in my own best interest to help create a world, a community, and a campus of compassion, equality, and justice for all people.
- It is my responsibility to help build a community that fosters mutual respect and a safe environment for all human beings regardless of race, gender, religion, age, sexual orientation, disability, and socioeconomic status.
- It is my moral obligation to behave in ways that contribute to a civil campus environment, and I resolve to support this behavior in others.
- I therefore commit myself to actively work towards these goals in my daily life. This is my commitment to Central Connecticut State University.

## **Computer Use Policy**

This Policy governs the Acceptable and Responsible Use of Information Technology and Resources of Connecticut State Colleges and Universities (C S C U). Information Technology (IT) resources are a valuable asset to be used and managed responsibly to ensure their integrity, security, and availability for appropriate academic and administrative use.

The usage of CSCU IT resources is a privilege dependent upon appropriate use. Users of CSCU IT resources are responsible for using IT resources in accordance with CSCU policies and the law. Individuals who violate CSCU policy or the law regarding the use of IT resources are subject to loss of access to IT resources as well as additional CSCU disciplinary and/or legal action.

Please refer to the following website for additional information: [www.ct.edu/files/it/BOR\\_IT-001.pdf](http://www.ct.edu/files/it/BOR_IT-001.pdf)

## **Disability Discrimination Policy**

Central Connecticut State University is committed to the goal of providing an accessible campus and equal educational opportunity and full participation for persons with disabilities. To that end, this statement of policy is written to ensure that no qualified person be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity at the University.

## **Complaints and Appeal Procedures**

**Appealing Accommodation(s) Determined By Accessibility Services (AS):** Any student who disagrees with the academic accommodation(s) or other services that have been determined should first speak to the Director of AS as soon as possible. The student should express their concerns and be prepared to offer alternative solutions. If, after consulting with the Director of AS, the student is still not satisfied regarding the proposed accommodation(s) or the provision of accommodation(s), the student should submit a detailed, written appeal addressed to the Director of AS within 10 business days of the decision. Within a reasonable time, a meeting will then be

arranged between the student and the Vice president for Student Affairs or designee for a resolution. If the student remains dissatisfied with the decision, they may file a formal complaint with the Office of Equity & Inclusion. [www.ccsu.edu/diversity/ada](http://www.ccsu.edu/diversity/ada)

Please remember that the University has an obligation to provide reasonable and appropriate accommodations to ensure that otherwise qualified students with disabilities have access to all University programs, services, and activities. However, if the University can provide an accommodation that is equally as effective as the one requested, the University is not required to provide the requested accommodation.

**Complaints With Other CCSU Departments or Programs:** It is the practice of AS that a student should first try to resolve issues with academic programs or other activities concerning his/her AS approved accommodations with the University employee representing the department offering the academic program or activity. If unable to resolve the implementation of his/her AS approved accommodations, a student should report any complaints to the Director of AS. If the student believes that the AS Director's efforts to resolve the complaint have been unsuccessful, he/she may file a detailed, written appeal addressed to the Director within 10 business days of the AS Director's last effort at resolution of the complaint. Within a reasonable time, a meeting will then be arranged between the student and the Vice President for Student Affairs or designee for a resolution. If the student remains dissatisfied with the decision, he/she may file a formal complaint with the Office of Equity & Inclusion. [www.ccsu.edu/diversity/ada](http://www.ccsu.edu/diversity/ada)

## **Electronic Communications Policy**

### **1. Introduction**

The Connecticut State Colleges and Universities (CSCU) encourages the use of electronic communications to share information and knowledge in support of CSCU mission and goals. To this end, CSCU provides and supports interactive, electronic communications resources and services.

### **2. Purpose**

The purpose of this Policy is to:

- Promote the use of electronic communication as an official means of communication within CSCU;
- Ensure that CSCU electronic communications resources are used for purposes appropriate to the CSCU mission and goals;
- Prevent disruptions to and misuse of CSCU electronic communications resources and services;
- Ensure that the CSCU community is aware that use of CSCU electronic communications resources is subject to state and federal laws and the CSCU policies;
- Ensure that electronic communications resources are used in compliance with those laws and the CSCU policies.

### **3. Scope**

This Policy applies to:

- All electronic communications resources owned or managed by CSCU including the content of electronic communications, electronic attachments and transactional information associated with such communications;
- All electronic communications resources provided by CSCU through contracts and other agreements with CSCU;
- All users and uses of CSCU electronic communications resources; and other users of electronic communications resources provided by CSCU.

#### **4. Policy Authority**

This policy is issued by the Board of Regents for Higher Education for the CSCU. For more details on the electronic communications policy please refer to the following website

[www.ct.edu/files/it/BOR\\_IT-002.pdf](http://www.ct.edu/files/it/BOR_IT-002.pdf)

### **Emergency Medical Treatment/Withdrawal Procedures**

The following procedures will be in effect for students who exhibit behavior which is considered dangerous and/or life threatening:

- I. CCSU Police will be contacted. After consultation with appropriate CCSU staff (i.e., Residence Life), CCSU Police will determine if the student should be removed by medical transport to an appropriate treatment facility.
- II. If a student's behavior results in removal by emergency transport, the student will not be permitted to return to the University until the following conditions are met:
  - a. The student must present appropriate discharge papers to the Office of the Vice President for Student Affairs for temporary re-admission to the residence halls and/or classes, during University hours.
  - b. If a resident student is transported to a hospital emergency room by University action during off hours (after 5 pm or weekends), the student must present appropriate discharge papers to the Residential Life staff by 10 am the next morning.
  - c. The student must meet with Student Affairs on the next business day in order to remain in residence and/or return to classes. The Vice President, or his/her designee within Student Affairs, will provide several options prior to clearing the temporary re-admissions to residence halls or classes:
    1. The student must be evaluated by Student Wellness Services for medical issue(s);
    2. The student must be evaluated by the Student Wellness Services for psychological/substance abuse issue(s);
    3. The student must participate in a Student Rights & Responsibilities hearing;
    4. The student must schedule future meetings with the Vice President or his/her designee.
- III. If the Vice President or his/her designee requires a student to attend any or all of the

options under section II, the staff or the area(s) will then review the documentation and make appropriate recommendations to the Vice President for Student Affairs or his/her designee. Such recommendations may include, but are not limited to the following:

- a. Further medical/psychiatric assessment or care, which includes continuing contact with the Student Wellness Services or other appropriate agencies.
- b. Based upon student's current medical/psychiatric condition, the individual may not be allowed to continue as a student.
- c. Other conditions as deemed necessary.

#### **IV. Interpretations**

Questions regarding the interpretation of this Code shall be referred to the Vice President for Student Affairs or his/her designee for final determination. The interpretation accorded by the Vice President for Student Affairs or his/her designee shall be binding.

### **Family Educational Rights and Privacy Act (FERPA)**

#### **Notice and Directory Information Policy**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College or University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College or University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College or University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request amendment of an education record that the student believes is inaccurate. Students may ask an appropriate College or University official to amend a record that they believe is inaccurate. However, FERPA is not intended to provide a process to question substantive judgments that are correctly recorded. Consequently, FERPA amendment requests do not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned.

To request amendment of an education record, the student should write to the official, clearly identifying the part of the record he or she wants changed and specifying why he/she believes it is inaccurate. The institution will notify the student of the decision. If the institution decides not to amend the record as requested by the student, a College or University official will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.



3. **The right to provide written consent before the College or University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.** FERPA permits disclosure without a student's prior written consent under the FERPA exception for disclosure to school officials who have a legitimate educational interest. A "school official" is a person employed by a College or University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Regents; an employee of the Board of Regents System Office; or, a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College or University who performs an institutional service or function for which the College or University would otherwise use its own employees and who is under the direct control of the College or University with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College or University.

Upon request, the College or University also discloses education records to officials of another school in which a student seeks or intends to enroll without the prior consent of, or notice to, the student.

**FERPA also permits disclosure of education records without consent in connection with, but not limited to:**

- To comply with a judicial order or a lawfully issued subpoena;
  - To appropriate parties in a health or safety emergency;
  - In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
  - To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
  - To accrediting organizations to carry out their functions;
  - To organizations conducting certain studies for or on behalf of the College or University;
  - The results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime.
  - Directory information as defined in the policy of the Board of Regents.
4. **The right to refuse to permit the College or University to release Directory Information** about the student, except to school officials with a legitimate educational interest and others as indicated in paragraph 3 above. To do so, a student exercising this right must notify the University's or College's Registrar, in writing. Once filed, this notification becomes a permanent part of the student's record until the student instructs the University or College, in writing, to remove it. A student may exercise his or her right

to opt out of Directory Information, prohibiting disclosure of the student's information without the student's consent as noted in section 3, except however, that pursuant to the Solomon Amendment, military recruiters must be provided the same access to student information as is provided to nonmilitary recruiters.

5. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by Colleges to comply with the requirements of FERPA.** The name and address of the Office that Administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

### **Directory Information Policy**

Acknowledging that Directory Information is FERPA protected information that may be disclosed at the discretion of a College or University, it is the policy of the Board of Regents for Higher Education for the Connecticut State Colleges and Universities that disclosure of Directory Information is within the sole discretion of the College or University. Colleges and Universities may disclose Directory Information without the prior consent of the student only as provided herein.

The Board of Regents for Higher Education has designated the following as Directory Information:

For purposes of **access by school officials of the Colleges and Universities governed by the Board of Regents for Higher Education**, the following is designated as Directory Information:

- Student's legal name
- Permanent mailing address
- Month and day of birth
- Photographs
- Student identification number, User ID, or other unique identifier
- Email address
- Telephone number
- University or College previously attended or currently attending
- Dates of attendance
- Full vs. part-time student status
- Awards and honors
- Class standing/year
- Major, minor, concentration and/or program of study
- Degree(s)/Certificate(s) candidacy
- Degree(s)/Certificate(s) earned
- Previous Institutions attended
- Graduation expected/completion

For purposes of **access by military recruiters only**, the following is designated as Directory Information (Student Recruiting Information):

- Student's legal name
- Permanent mailing address
- Telephone number
- Age
- Place of birth
- Class standing/year
- Major and/or program of study
- Degrees received
- Most recent educational institution attended

For purposes of **participation in any recognized activity or sports**, the following is designated as Directory Information:

- Student's preferred name
- City and State of Residence
- Dates of attendance
- Class standing/Year
- Recognized activity or sport
- Team performance statistics
- Team position
- Photos and videos
- Awards
- Height and weight of athlete

For purposes of **disclosure to/access by the general public**, the following is designated as Directory Information:

- Student's preferred name
- Permanent mailing address
- Photographs
- Dates of attendance
- Major, minor, concentration and/or program of study
- Degree/Certificate candidacy
- Degree(s)/Certificate(s) earned
- Awards
- Full vs. Part-time status
- Anticipated graduation date
- Graduation date

*\*Approved by the Connecticut Board of Regents for Higher Education on December 18, 2014*

## **Leave of Absence Policy, Undergraduate Student**

A Leave of Absence is a period of separation from CCSU for up to two consecutive semesters. During this time, a student maintains his or her matriculation and is entitled to return to CCSU. The Undergraduate Student Leave of Absence enables students to return after a maximum two-

semester absence from campus. Students with this status need not apply for re-admission. Students may register for classes during the normal registration period based on cumulative credits earned both in transfer and at CCSU. This policy does not supersede any existing University withdrawal policy.

Students desiring a Leave of Absence must:

- Be matriculated and enrolled in the semester immediately preceding the Leave of Absence;
- Address any outstanding financial obligations with the Bursar;
- Have no disciplinary action pending.

Leave of Absence Process:

- Forms are available on the Web at [www.ccsu.edu/registrar](http://www.ccsu.edu/registrar).
- Complete the Leave of Absence application and return it to the Office of the Registrar.

As required on the Leave of Absence request form, students must complete the following before the leave of absence goes into effect:

- Students living on campus must contact the Office of Residence Life.
- International students must contact the Center for International Education to ensure that all legal documents are in order.

Status while on a Leave of Absence:

- Each semester an email of related materials will be sent to all students on a leave of absence.
- The student is eligible to enroll without question upon completion of the leave of absence.
- The student will be reported to all outside agencies as not currently enrolled.
- The student will not be entitled to access or privileges held by enrolled students.
- Upon return to CCSU, the student will comply with the requirements toward his or her degree as identified in the catalog at the time the student originally matriculated, unless other exceptions had been previously authorized.

Requirements to Return:

- The student need only register for the upcoming semester.
- Failure to return to active status during the semester designated on the Leave of Absence application will necessitate that the student apply for re-activation and pay the appropriate fees to Admissions at a later date when they choose to return to CCSU.

**Please note:** A University Leave of Absence is not a federally approved leave of absence and could impact the grace period for student loan repayment. While a student is on a leave of absence they will be reported as not enrolled/withdrawn. The University's Tuition Refund Policy applies to all Leave of Absence and the percentage of tuition charges cancelled upon withdrawal is dependent on the official date of notification of the Leave of Absence by the student. For additional information please refer to the Tuition Refund Policy on the Bursar's Office website at [www.ccsu.edu/bursar](http://www.ccsu.edu/bursar).

## Medical Leave Policy

The universities comprising the Board of Regents (BOR) of Higher Education are committed to supporting the health and well-being of their students. The universities provide a wide range of counseling services to address the mental and physical health needs of their students, including counseling, psychiatric services, consultation, and referral assistance. The goal of the universities is to enable each and every student to function fully as a member of the academic community.

Students are permitted to take voluntary leaves of absence for physical or mental health reasons. If a student so requests, the Student Wellness Center/Health Services or Student Wellness Center/Counseling Center will assist a student in determining whether to take a voluntary medical leave of absence and in arranging that leave. A student on a voluntary medical leave of absence may maintain contact with, and may visit, campus friends and teaching, residence, counseling, and administrative staff. Students who wish to take a voluntary leave of absence for physical or mental health reasons should complete the Leave of Absence process through the Office of the Registrar.

However, occasionally students experience medical, psychiatric, or psychological conditions which cause them to pose a threat to the well-being of themselves or others. Should such a circumstance arise and should the student refuse to take a voluntary leave of absence from the University, an involuntary medical leave of absence may be recommended by a physician or therapist on the staff of the Student Wellness Center/Health Services or the Student Wellness Center/Counseling Center.

A student may be placed on an involuntary medical leave of absence if it is determined that he or she poses a significant risk to the health or safety of himself or herself or to the health or safety of others. Such a determination may be based on evidence that a student has threatened or attempted suicide or has threatened, attempted, or inflicted other serious bodily harm upon him or herself, has threatened, attempted, or engaged in homicidal or other violent behavior towards others in the community, or has exhibited behavior which poses a significant threat to his or her health and well-being. Involuntary leave will be considered when it is established that reasonable accommodations cannot sufficiently mitigate the identified risks.

The following procedures shall be followed in imposing an involuntary medical leave of absence:

1. When in the opinion of a professional member of the staff of the health or counseling center an involuntary medical leave of absence should be imposed, the recommendation for the imposition of such a leave of absence shall be presented as soon as possible to the Vice President for Student Affairs or to his or her designee. The reasons supporting the recommendation shall be set forth therein.

2. Upon receipt of the recommendation, the Vice President for Student Affairs shall confer with other University personnel, if appropriate. The Vice President for Student Affairs shall also, if possible, notify the student that the recommendation has been received and shall advise the student, in writing, that he or she has three (3) business days within which to schedule a meeting to confer with the Vice President for Student Affairs and present additional documentation for consideration.
3. During the meeting, the Vice President for Student Affairs shall discuss with the student the circumstances giving rise to the recommendation, the implications of voluntary and involuntary leaves of absence, and the procedures for returning from an involuntary leave. If appropriate, the Vice President for Student Affairs shall suggest to the student that he or she voluntarily take a leave of absence from the University. The affected student may be accompanied during the meeting with the Vice President for Student Affairs by a support person of his or her choosing. The support person shall not be entitled to speak during the meeting.
4. If, at the conclusion of the meeting, the Vice President for Student Affairs determines that an involuntary medical leave of absence may be necessary, or if no meeting is requested by the student in accordance with section 2 above, the Vice President for Student Affairs shall notify the student in writing of the imposition of the involuntary leave of absence. The notice shall advise the student of the anticipated duration of the involuntary leave, which should be based on an individualized assessment of the student's specific needs and circumstances.
5. With the consent of the student, or when deemed appropriate to do so and in accordance with the university's student records policy and applicable state and federal law, the Vice President for Student Affairs may notify a parent, guardian, or spouse of the leave and may request that a parent, guardian, spouse or other appropriate person make arrangements to remove the student from the University.
6. A student may appeal the imposition of an involuntary medical leave of absence to the President or his or her designee. However, at the direction of the Vice President for Student Affairs, the leave of absence may remain in effect pending the outcome of the appeal. A student wishing to appeal the imposition of an involuntary leave must do so in a written letter of appeal, delivered to the President within three (3) business days of receipt the notice of imposition of the leave. The letter of appeal shall set forth the reasons why the student believes that the imposition of the leave is not warranted. After reviewing the letter of appeal, the President, or his or her designee, may meet with the student and consult with the Vice President for Student Affairs and other University officials, as he or she deems necessary. The decision of the President or his or her designee shall be final.
7. A student who has been placed on a medical leave of absence, whether voluntary or involuntary, shall be eligible to return to the University according to the following:

- a. A student placed on an involuntary medical leave of absence may request to return to active status or after a date that has been specified at the time the involuntary leave is imposed. Generally, involuntary leaves are imposed for a minimum of one (1) semester, but may be extended for additional durations, including unusual cases where a student requests an extension due to their medical condition or disability. Extensions may be considered, taking into account the nature of the student's disabilities, the specific risks involved, and the potential for reasonable accommodations to mitigate those risks. In the event that a student is unable to return within a reasonable timeframe, the institution will consider alternative arrangements.
- b. A request to return from an involuntary medical leave of absence may only be made during the 30- day period immediately preceding the beginning of the semester in which the students seek to enroll.
- c. A student who wishes to return to the University shall:
  - i. Notify the Student Wellness Center/Health Services of his or her desire to return and the specific semester for which the reentry is sought.
  - ii. Provide written documentation to the Student Wellness Services that the condition which led to the imposition of an involuntary medical leave of absence has been treated by a licensed health care provider. The documentation shall consist of a written record, signed by the treating health care provider, indication: date of original visit; diagnosis; treatment; compliance and adherence with treatment plan; assessment of any need for on-going medical/psychiatric supervision or treatment; and any recommendation regarding the readiness of the student to return to the university. The documentation must not be initiated more than thirty (30) days prior to the beginning of the semester within which the student seeks to re-enter the university.
- d. Upon receipt of the documentation outlined above, the University, through either the Student Wellness Center/Health Services or the Student Wellness Center/Counseling & Student Development, as applicable, will:
  - iii. Initiate a timely review of the student's request and the supporting documentation provided by the treating health care provider;
  - iv. Conduct a re-entry assessment conference with the student and a qualified staff member from the Student Wellness Center/Health Services or the Student Wellness Center/Counseling & Student Development, who shall not be the same individual as previously provided direct service care to the student;
  - v. Conduct a re-entry assessment conference with the Director of Residence Life (or his or her designee), in the case of students who are seeking on-campus housing;
  - vi. As necessary and if warranted, consult via email or phone with the health care provider who provided the supporting documentation, for purposes of coordinating a continuing treatment plan and addressing any conditions which may be imposed upon re-entry;
  - vii. Forward a recommendation to the Vice President for Student Affairs (or his or her designee), relative to the student's preparedness to reenter the

University community. This commendation may include conditions which are designed not only to support the student in a successful reentry transition, but also to safeguard the University community.

- viii. Conditions which may be imposed include but are not limited to: restrictions on full-time or part-time status in the semester of return; restrictions on housing eligibility; limitations in course registration options; and requirements set forth in a behavioral contract. No condition shall be assigned which is punitive in intention;
- e. The Vice President for Student Affairs (or his or her designee) will consider the recommendation, consult with those who prepared the recommendation, and if needed, arrange a personal interview with the student and/or request a consultation with the dean/chair of the student's major department.
- f. The Vice President for Student Affairs will, based on the totality of the information available, including the student's prior academic history, make a decision on the reentry request. The student will be informed of the decision in writing.
- g. In the event the request is denied, the student will be informed of the reasons for that denial and be advised as to what he/she will be required to do before another request for re-entry will be entertained.
- h. In the event the request is granted, the student will be informed in writing, and any conditions which are being assigned (see subsection d(v) above) shall be outlined fully for the student, including the date on which the conditions shall no longer apply.

The decision of the Vice President for Student Affairs shall be final.

## **Nondiscrimination in Employment and Education Policy**

Central Connecticut State University (CCSU) is committed to a policy of nondiscrimination in education and employment. No person shall be discriminated against in terms and conditions of employment, personnel practices, or access to or participation in programs, services and activities with regard to: age; ancestry, color; gender identity and expression; intellectual disability; learning disability; mental disability; physical disability; marital status, national origin; race; religious creed; sex, including pregnancy, transgender status, sexual harassment and sexual assault; sexual orientation; or any other status protected by federal or state laws. Discrimination in employment based on genetic information is prohibited. In addition, CCSU will not refuse to hire solely because of a prior criminal conviction, unless that refusal is permitted by Connecticut law.

Harassment on the basis of any of the above protected classes is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

This policy is directed at verbal or physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal



statements and other forms of expression are involved, CCSU will give due consideration to an individual's constitutionally protected right to free speech and academic freedom.

Retaliation is illegal. No individual who opposes an allegedly discriminatory act or practice shall suffer retaliation as a result of such participation. Complaints of retaliation may be filed within a reasonable time of the alleged retaliatory act with the Chief Equity & Inclusion Officer or any manager not directly involved in the alleged retaliation who will then notify the Office of Equity & Inclusion.

This policy shall apply to all individuals affiliated with CCSU including, but not limited to, students, employees, applicants, agents and guests and is intended to protect the rights of concerned individuals.

### **Complaint Process**

A complaint against a student alleging a violation of this policy should be filed with the Office for Student Rights & Responsibilities, in Mid-Campus Hall, Room 118, the Office of Equity & Inclusion, in Davidson 119; or the Office of the Vice President for Student Affairs, in Davidson 103.

A complaint against a University employee alleging a violation of this policy should be filed with the Office of Equity & Inclusion, located in Davidson Hall Room 119. Any complaint filed against a University employee must be filed within 90 days of the alleged violation.

For more information, call the **Office of Equity & Inclusion** at 860-832-1652.

Mailing Address: Office of Equity & Inclusion, 1615 Stanley St. Davidson Hall, 119, New Britain, CT 06050.

For complete policy and complaint procedure please visit [ccsu.edu/diversity](http://ccsu.edu/diversity).

### **Pet Policy**

With the exception of animals used to aid persons with disabilities, animals used in University laboratories and fish in residence hall rooms, animals are prohibited in campus buildings.

### **Posters & Advertising Policy**

Campus events, student organization or University sponsored, will be listed on-line at [www.today.ccsu.edu](http://www.today.ccsu.edu). Any event scheduled through the Central Reservations Office 860-832-1964 can be listed on [www.today.ccsu.edu](http://www.today.ccsu.edu), the official University web event calendar. Advertising can also be arranged with The Recorder (student newspaper) and WFCS (Student radio). The following rules apply for posting notices:

- The maximum size for posters placed on campus is 22 inches by 28 inches.
- No posters or flyers are allowed on windows or doors in any building.
- Posters must be placed on tiled areas or approved bulletin boards only; all others will be removed.
- Posters on tiled areas should be secured by tape only, and by thumbtacks on bulletin

boards. Those that fall will be discarded.

- Posters must be removed the day after the advertised event date.
- Club or Department name must appear on the poster.

Posters to be displayed in various areas must be approved as follows: for Memorial Hall and Student Center bulletin boards (11 by 17 inches maximum), by the Student Center Information Desk; for Elihu Burritt Library, by the main office; for Welte Hall, by the office of the Music Department Chair; for Kaiser Hall, by the office of the Assistant Director of Athletics; for Davidson Hall, by the Office of the Vice President for Institutional Advancement (Room 106); and for the Residence Halls, by the Office of the Director of Residence Life (Mid-Campus).

No outside organization shall place posters on campus without permission from the Chief Operations Officer. No unauthorized or unsolicited handbills, posters, notices, or other similar devices of a temporary nature are to be displayed on the exterior of any campus building, parked cars, trees, telephone poles, grounds, etc. on University property.

## **BOR\CCSU Sexual Misconduct Reporting, Support Services and Processes Policy**

### **Central Connecticut State University Statement**

Central Connecticut State University (CCSU) 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 CCSU campus, the University provides education and prevention programs for the CCSU community and pursues all criminal and administrative remedies for complaints of sexual misconduct.

CCSU 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 CCSU'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 CCSU-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.

- 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.

### **Statement of Policy**

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

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

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

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

**Consent** must be affirmed and given freely, willingly, and knowingly of each participant to

desired sexual involvement. Consent is a mutually affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. Consent may be revoked at any time during the sexual activity by any person engaged in the activity.

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

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

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

**Sexual misconduct** includes engaging in any of the following behaviors:

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

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

- Sexual flirtation, touching, advances or propositions
- Verbal abuse of a sexual nature
- Pressure to engage in sexual activity
- Graphic or suggestive comments about an individual's dress or appearance
- Use of sexually degrading words to describe an individual
- Display of sexually suggestive objects, pictures, or photographs
- Sexual jokes
- Stereotypic comments based upon gender

- Threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.

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

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

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

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

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

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

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

Offenses that are designated as "domestic violence" are against family or household members or

persons in dating or cohabitating relationships and include assaults, sexual assaults, stalking, and violations of protective or restraining orders issued by a Court. Intimate partner violence may also include physical abuse, threat of abuse, and emotional abuse.

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

**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 email, instant message, on-line community or any other internet communication) or remaining in the physical presence of the other person.

### **Confidentiality**

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

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

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

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

### ***Mandated Reporting by College and University Employees***

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

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

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

### ***Rights of Parties***

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

All reports of sexual misconduct will be treated seriously and with dignity by the institution.

Referrals to off-campus counseling and medical services that are available immediately and confidential, whether or not those who report feel ready to make any decisions about reporting to

police, a college or university employee or the campus's Title IX Coordinator.

Those who have been the victim of sexual misconduct have the right to take both criminal and civil legal action against the individual allegedly responsible.

Those who seek confidentiality may contact a clergy member(s), a University counseling center psychologist, a University health center care provider, the Sexual Assault Crisis Center of Connecticut and/or the Connecticut Coalition Against Domestic Violence - all of whom are bound by state statutes and professional ethics to maintain confidentiality without written releases.

### ***Right to Notify Law Enforcement & Seek Protective and Other Orders***

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

1. Notify law enforcement and receive assistance from campus authorities in making the notification; and,
2. Obtain a protective order, apply for a temporary restraining order or seek enforcement of an existing order.

Such orders include:

- Standing criminal protective orders;
- Protective orders issued in cases of stalking, harassment, sexual assault, or risk of injury to or impairing the morals of a child;
- Temporary restraining orders or protective orders prohibiting the harassment of a witness;
- Family violence protective orders.

### ***Options for Changing Academic, Housing, Transportation and Working Arrangements***

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

### **Support Services Contact Information**

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

### **Employee Conduct Procedures**

Employees who are reported to have engaged in sexual misconduct are subject to discipline in



accordance with the procedures applicable to the employee's classification of employment.

## **Student Conduct Procedures**

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

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

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

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

Both the reported victim and accused student are entitled to be provided at the same time written notice of results of any disciplinary proceeding, normally within one (1) business day after the conclusion of such proceeding, which notice shall include the following: the name of the accused student, the violation committed, if any, and any sanction imposed upon the accused student.

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

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

### ***Dissemination of this Policy***

Upon adoption by the Board all CSCU institutions shall, upon receipt, immediately post and maintain this policy at all times in an easily accessible manner on each institution's website. This

policy shall thereafter be annually provided to all Title IX Coordinators, campus law enforcement officers and security personnel, and other campus personnel. Further, this policy shall be presented at student orientation and at student awareness and prevention trainings and made broadly available at each campus. The policy shall be expanded upon by each institution to provide resources and contact information specific to their institution and geographic area as set forth above.

**To report an incident at Central Connecticut State University**

**Office of Equity & Inclusion** (All complaints)

1615 Stanley St.  
New Britain, CT 06053  
Davidson Hall, Rm. 119  
860-832-1652

**Office for Student Rights & Responsibilities** (Complaints against students)

Mid-Campus Hall, Room 118  
860-832-1667

**University Police** (All criminal complaints)

860-832-2375

**Human Resources** (Complaints against employees)

860-832-1756

**Office for Student Affairs** (Complaints against students)

Davidson Hall, Rm. 103  
860-832-1605

**If you want to speak with someone at CCSU**

**Office of Victim Advocacy and Violence Prevention**

Willard-DiLoreto Hall, Room D 305  
860-832-3795

**Ruth Boyea Women's Center**

Student Center 215  
860-832-1655

**SWC, Counseling & Student Development** (Confidential)

Willard-DiLoreto Hall, Room W 101  
860-832-1926

**If you want to speak with a Community Partner**  
**Sexual Assault Crisis Services** (confidential)  
860-223-1787 (English)

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

**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 of the relevant agencies listed below. The individual can also simultaneously avail themselves of the University's Internal Discrimination Grievance Procedure.

**The Connecticut Commission on Human Rights & Opportunities** (All)  
Capitol Region  
999 Asylum Avenue  
Hartford, CT 06105  
860-566-7710

Eastern Region  
100 Broadway  
Norwich, CT 06360  
860-886-5703

Southwest Region  
1057 Broad Street  
Bridgeport, CT 06604  
203-579-6246

West Central Region  
Rowland State 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 one hundred and eighty (180) days after the alleged act of employment discrimination occurred.

**The Equal Employment Opportunities Commission** (Employees)  
John F. Kennedy Federal Office Building  
Government Center, Room 475  
Boston, MA 02203  
1-800-669-4000

Complaints should be filed with the Equal Employment Opportunities 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. **State of Connecticut: Employee Grievance Procedure**

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

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

33 Arch Street  
Ninth Floor  
Boston, MA 02110  
Tel: 617-289-0111  
Fax: 617-289-0150

**Office for Student Rights & Responsibilities (Complaints against students)**

Student Affairs' Office for Student Rights & 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.

Mid-Campus Hall, Room 118  
860-832-1667

**CCSU 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 Student Affairs, the Human Resources Department and the Office of Equity & Inclusion.

**CCSU Police Department**

1500 East St  
New Britain, CT 06053  
860-832-2375

**Solicitation Policy**

The University does not permit solicitation or sales of any nature on campus and is not responsible for any such representation. Solicitation by individuals, groups, non-campus organizations, including sales and the taking of orders for sales, except as related to the educational mission of the University or non-profit organizations authorized to solicit under

Connecticut statutes in agencies of the state, is prohibited.

The University, its various departments, and recognized campus organizations are solely permitted to sponsor programs that may include solicitation and sales on the campus. The University shall stipulate conditions under which such solicitation/sales can take place. Students may request permission for solicitation/sales on campus from the Director of Student Activities & Leadership Development. All other requests for solicitation/sales on campus are to be directed to the Office of Marketing & Communications.

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

## **Student Code of Conduct and Statement of Disciplinary Procedures**

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## **I. STUDENT CODE OF CONDUCT**

### **PREAMBLE**

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

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

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

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

### **INTRODUCTION**

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

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

## PART A: DEFINITIONS

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

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



solely or in conjunction with another entity.

11. **“Disciplinary Officer”** or **“Conduct Administrator”** means a University, College or CSCU official who is authorized to determine the appropriate resolution of an alleged violation of the Code, and/or to impose sanctions or affect other remedies as appropriate. Subject to the provisions of this Code, a disciplinary officer or conduct administrator is vested with the authority to, among other duties: investigate a complaint of an alleged violation of the Code decline to pursue a complaint, refer identified disputants to mediation or other appropriate avenues of resolution, establish charges against a student, enter into an administrative agreement developed with an Accused Student in accordance with Section II-B-3 of this Code, advise a Hearing Body, and present the case before the Hearing Body.
12. **“Hearing Body”** or **“Hearing Panel”** means any person or persons authorized by the University Vice President for Student Affairs, Community College Dean of Students or Charter Oak State College Provost to determine whether a student has violated the Code and to impose sanctions as warranted, including a hearing officer or hearing board.
13. **“Institution”** means the University or College within CSCU.
14. **“Instructor”** means any faculty member, teaching assistant or any other person authorized by the University to provide educational services, including, but not limited to, teaching, research, and academic advising.
15. **“Member of the CSCU Community”** means any person who is a student, an official or any other person who works for CSCU, either directly or indirectly (e.g., for a private enterprise doing business on a CSCU campus).
16. **“Policy”** means the written regulations, standards, and student conduct expectations adopted by the BOR and found in, but not limited to the Student Handbook, the Residence Life Handbook, the housing contract, the graduate and undergraduate catalogs, and other publicized University and College notices.
17. **“Prohibited Conduct”** means the conduct prohibited by this Code, as more particularly described in Part I-D of this Code.
18. **“Reporting Party”** means any person who alleges that a student has violated this Code.
19. **“Student”** means either (1) any person admitted, registered, enrolled or attending any CSCU course or CSCU conducted program, whether full-time or part-time, and whether pursuing undergraduate, graduate or professional studies, or continuing education; (2) any person who is not officially enrolled for a particular term but who has a continuing relationship with a CSCU; or (3) any person within two calendar years after the conclusion of their last registered Community College course unless the student has formally withdrawn, graduated or been expelled from the College.
20. **“Student Code”** or **“Code”** means this Student Code of Conduct.
21. **“Student Organization”** means an association or group of persons that have complied with the formal requirements for University or College recognition.
22. **“Support Person”** means a person, who accompanies an Accused Student, a Reporting Party or a victim to a hearing for the limited purpose of providing support and guidance. A support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process.
23. **“University”** means any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, and Western Connecticut State University, whichever the alleged violation of the Code

occurred.

24. “**Shall**” and “will” are used in the imperative sense.

25. “**May**” is used in the permissive sense.

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

1. Application of the Student Code: The Student Code shall apply to the four Connecticut State Universities, the twelve Community Colleges, and the on-line college:

Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.

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

The Student Code shall apply to Students and to University Student Organizations. The term “student” shall generally apply to the student as an individual and to a Student Organization as a single entity. The officers or leaders of a particular Student Organization usually will be expected to represent the organization during the disciplinary process. Nothing in this Student Code shall preclude holding certain members of a Student Organization accountable for their individual acts committed in the context of or in association with the organization’s alleged violation of this Code.

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

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

## **PART C: SCOPE OF AUTHORITY**

A Student who is found responsible for engaging in conduct that violates the Student Code on any CSCU campus or on property controlled by the BOR or by any CSCU Affiliate or any

CSCU sponsored function or event shall be subject to the sanctions described in this Code. The Student Code of Conduct also applies to online activities, where applicable. Students who attempt to engage in conduct that violates this Code, who knowingly encourage, aid or assist another person in engaging in such conduct, or who agree with another person, explicitly or otherwise, to engage in such conduct, may also be subject to disciplinary action.

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

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

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

## **PART D: PROHIBITED CONDUCT**

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

1. Academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating.
  - Plagiarism is defined as the submission of work by a student for academic credit as one's own work of authorship, which contains work of another author without appropriate attribution.
  - Cheating includes, but is not limited to: (i) use of any unauthorized assistance in

taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (iv) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.

2. Acts of dishonesty, including but not limited to the following:
  - a. Misuse of University or College documents, including, but not limited to forging, transferring, altering or otherwise misusing a student fee card, student payroll card, identification card or other College or University identification document, course registration document, schedule card, transcript, or any other institution-issued document or record.
  - b. Knowingly furnishing false information to any CCSU Official, faculty member or office.
3. Theft of property or services, or damage to, defacement or destruction of, or tampering with, real or personal property owned by the State of Connecticut, CCSU/BOR, the institution, or any member of the CCSU Community.
4. Actual or threatened physical assault or abuse, threatening behavior, intimidation, or coercion.
5. Sexual misconduct may include engaging in one or more behaviors:
  - (a) **Sexual harassment**, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:
    - Sexual flirtation, touching, advances or propositions
    - Verbal abuse of a sexual nature
    - Pressure to engage in sexual activity
    - Graphic or suggestive comments about an individual's dress or appearance
    - Use of sexually degrading words to describe an individual
    - Display of sexually suggestive objects, pictures or photographs
    - Sexual jokes
    - Stereotypic comments based upon gender
    - Threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.

(b) **Sexual assault** shall include but is not limited to a sexual act directed against another person when that person is not capable of giving consent, which shall mean the voluntary

agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another.

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

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

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

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

6. Intimate partner violence is defined as:

- Including intimate partner violence, which is any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault, as defined in section 5 above; (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment, as defined in section 5 above or, (5) sexual exploitation, as defined in section 5 above.
- Calling, threatening to hurt one's family members or pets and humiliating another person.
- Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
- Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- Emotional abuse, which can include but is not limited to, damage to one's property,

driving recklessly to scare someone, name

7. Violations of privacy, including, but not limited to, voyeurism and the use of web-based, electronic or other devices to make a photographic, audio or video record of any person without his or her express consent, when such a recording is intended or likely to cause injury or distress. This includes, but is not limited to: (i) surreptitiously taking pictures or videos of another person in spaces such as sleeping areas, bathrooms, gymnasiums, locker rooms, and changing areas; and (ii) sexually exploiting another person by electronically recording or permitting others to view or electronically record, consensual sexual activity without a partner's knowledge or permitting others to view or listen to such video or audio tapes without a partner's knowledge and consent. Publicizing or threatening to publicize such records will also be considered a violation of this Code.
8. Hazing, which is defined as an act which endangers the mental or physical health or safety of a Student, or which destroys, damages, or removes public or private property for the purpose of initiation or admission into, affiliation with or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense to an allegation of hazing. Consenting to the activity by remaining silent or not objecting in the presence of hazing is not a neutral act and is also a violation of this Student Code.
9. Stalking, which is defined as repeatedly contacting another person when:
  - a. The contacting person knows or should know that the contact is unwanted by the other person; and
  - b. The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life.
10. As used in this definition, the term "contacting" includes, but is not limited to, communicating with (including internet communication via email, instant message, on-line community or any other internet communication) or remaining in the physical presence of the other person.
11. Harassment, which is defined as conduct which is abusive or which interferes with a person's pursuit of his or her customary or usual affairs, including, but not limited to, such conduct when directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation or expression, age, physical attribute, or physical or mental disability or disorder, including learning disabilities and mental retardation.
12. Conduct that is disorderly, lewd or indecent (including, but not limited to, public nudity and sexual activity in areas generally open to members of the campus community), breach of peace or aiding, abetting or procuring another person to breach the peace on CSCU premises or at functions sponsored by, or affiliated with the University or College.
13. Behavior or activity, which endangers the health, safety, or well-being of oneself or

others.

14. Offensive or disorderly conduct which causes interference, annoyance or alarm or recklessly creates a risk thereof at CSCU or CSCU premises, CSCU web or social media sites, at a CSCU-sponsored activity or in college or university courses, including cyber bullying. This offense does not apply to speech or other forms of constitutionally protected expression. Unauthorized possession, duplication or use of keys (including, but not limited to, card access, card keys, fobs, etc.) to any CSCU premises or forcible and/or unauthorized entry on or into CSCU premises.
15. Starting fires, causing explosions, falsely reporting the presence of fire, bombs, incendiary or explosive devices, or falsely reporting an emergency.
16. Unauthorized or improper possession, use, removal, tampering or disabling of fire and/or safety equipment and warning devices, failure to follow standard fire and/or emergency safety procedures, or interference with firefighting or emergency response equipment or personnel.
17. Use, possession, purchase, sale or distribution of alcoholic beverages, except as expressly permitted by law and CSCU regulations. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
18. Use, possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/or drugs, including, but not limited to, marijuana and heroin, or drug paraphernalia, except as expressly permitted by law.
19. Use, possession or distribution of firearms, ammunition for firearms, other weapons or dangerous instruments, facsimiles of weapons or firearms, fireworks, explosives or dangerous chemicals. A dangerous instrument is any instrument, article or substance that, under the circumstances in which it is being utilized, is capable of causing death or serious physical injury. The possession of a deadly weapon or dangerous instrument on campus is strictly prohibited, even if such item is legally owned.
20. Gambling, including, but not limited to, promoting, wagering, receiving monies for wagering or gambling for money or property on CSCU premises.
21. Disruption or obstruction of any College or University function, activity or event, whether it occurs on or off the campus, or of any non-University or College function, activity or event, which is authorized by the institution to occur on its premises.
22. Intentional obstruction of the free flow of pedestrian or vehicular traffic on CSCU premises or at University or College-sponsored or supervised functions or interference with entry into or exit from CSCU premises or with the free movement of any person.
23. Failure to comply with the directions of CSCU officials or law enforcement officers

acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

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



disciplinary system.

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

In addition to disciplinary procedures applicable to State University students in Section II, Community College students in Section III, and Charter Oak State College Students in Section IV, for any hearing conducted involving allegations of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence the Complainant and the Respondent shall each have the following rights:

1. All complaints of sexual misconduct will be reviewed by the Title IX Coordinator who will determine supportive measures and whether the complaint falls within the scope of Title IX.
2. If the institution's Title IX Coordinator determines that the alleged harassment is
  - (1) so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity; or,
  - (2) implicates an employee of the institution, alleging that the employee conditioned a provision of an aid, benefit, or service upon the complainant's participation in unwelcome sexual conduct; or,
  - (3) alleges "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v)1 , "dating violence" as defined in 34 U.S.C. 12291(a)(10)2 , "domestic violence" as defined in 34 U.S.C. 12291(a)(8)3 , or "stalking" as defined in 34 U.S.C. 12291(a)(30)4 as defined in 34 U.S.C. 12291(a)(30)5 and
  - (4) the alleged harassment occurred within the United States on property owned or controlled by the institution or any building owned or controlled by a student organization officially recognized by the institution; and
  - (5) at the time of the filing the Complainant was participating or attempting to participate in the educational program or activity;

The Title IX coordinator will initiate the Title IX Process.

The Title IX Process and Procedures are available on-line and through the Office of the Title IX Coordinator.

3. If the institution's Title IX Coordinator determines that the alleged harassment does not meet the factors in Section 2 above, but the alleged misconduct violates the Student Code of Conduct, the following procedures apply:
  - a) At any meeting or proceeding, both the Complainant and Respondent (Respondent means the person who has been reported to be the perpetrator of conduct violating the Student Code of Conduct) may be accompanied by an advisor or support person of the student's

choice provided the advisor or support person does not cause a scheduled meeting or hearing to be delayed or postponed and provided an advisor or support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding or pertaining to a report of sexual misconduct);

- b) Both the Complainant and Respondent are entitled to request that disciplinary proceedings begin promptly;
- c) Any hearing regarding an accusation of sexual misconduct shall (i) be fair, prompt and impartial; (ii) be conducted by a Hearing Body annually trained in issues relating to sexual misconduct (iii) use the preponderance of evidence (more likely than not ) standard; (iv) shall allow both the Complainant and Respondent the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding; (v) provide both the Complainant and Respondent with equal access to any information that will be used during meetings and hearings; (vi) invoke the standard of “affirmative consent<sup>6</sup>” in determining whether consent to engage in sexual activity was given by all persons who engaged in sexual activity; (vii) presume that the Respondent is not responsible until the conclusion of the process; and (viii) the hearing will be held live.
- d) In accordance with the Family Educational Rights and Privacy Act (FERPA), Complainant and Respondent have the right to keep their identities confidential;
- e) Complainants and Respondents shall be provided written notice of the decision of the Hearing Body simultaneously, normally within one (1) business day after the conclusion of the Hearing. In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to parties to sexual misconduct shall contain only the following: the name of the parties, the violation committed, if any, and any sanction imposed against the Respondent.
- f) Both parties shall have the same right to request a review of the decision of the Hearing Body (appeal rights) in the same manner and on the same basis; however, if a request for review is determined to be properly made and if the review determines there is sufficient grounds for altering the decision of the Hearing Body, among the other actions that may be taken as set forth above, the sanction of the hearing may be increased or decreased.

Notwithstanding the foregoing, in any hearing pertaining to sexual misconduct both the Complainant and Respondent are entitled to be simultaneously provided notice of any change in the results of the hearing prior to the time when the results become final, as well as to be notified when such results become final.

If the institution’s Title IX Coordinator determines that the allegations do not constitute a violation of either Title IX or Board policy and can make no finding of responsibility, complainant and respondent will be notified that the matter will

be closed.

## **PART F: CONDUCT AND DISCIPLINARY RECORDS**

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

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

## **PART G: INTERPRETATION AND REVISION**

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

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

## **II. CONDUCT AND DISCIPLINARY PROCEDURES APPLICABLE TO STATE UNIVERSITY STUDENTS**

### **PART A: DISCIPLINARY PROCEDURES - ACADEMIC MISCONDUCT**

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

The academic misconduct hearing board may make a recommendation to change the academic sanction imposed by the instructor on the basis of its hearing of the evidence of academic misconduct. (Should the academic sanction not be changed pursuant to this recommendation, the University reserves the right to change the academic sanction.) Upon consideration of the Accused Student's record of misconduct and/or the nature of the offense, the academic misconduct hearing board may impose additional non-academic sanctions in proportion to the severity of the misconduct. These sanctions may include the following: warning, written reprimand, discretionary sanctions, suspension and/or expulsion, as described in II.D of this Student Code of Conduct.

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

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

## **PART B: DISCIPLINARY PROCEDURES – NONACADEMIC MISCONDUCT**

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

1. Providing Information leading to a Complaint: Any person may provide information leading to the filing of a complaint against a Student or a Student Organization alleging a violation of the Student Code. A complaint must be made in writing and submitted to the University's Disciplinary Officer or Conduct Administrator.
2. Disciplinary Proceedings Against a Student Charged with a Violation of Law and a Violation of the Code: University proceedings may be instituted against an Accused Student who has been charged with a violation of state or federal law for conduct which also constitutes a potential violation of this Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously

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

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

intimate partner violence shall be conducted by an impartial Hearing Body trained in issues relating to sexual assault, sexual violence, intimate partner, and domestic violence.

6. Hearing Procedures:

- a. Notice of Hearing: Normally, a hearing will be conducted within ten (10) calendar days of the Accused Student being notified of the charges. Notice may be provided to the Accused Student by in- hand delivery, by registered mail, with delivery receipt attached or by certified mail, return receipt requested by University email or by overnight delivery with signature of recipient required. Should the Accused Student refuse to accept in-hand delivery, a written statement of the attempted delivery of the notice signed by the person attempting to make such delivery shall constitute notice. Should the Accused Student refuse to sign for registered or certified mail, the postal document indicating such refusal shall constitute notice.

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

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

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

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

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

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

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

- c. Record of Hearing: When expulsion or suspension from the University or residence hall separation is a possibility, the University shall make a recording of the hearing. The recording shall be the property of the University. No other recordings shall be made by any person during the hearing. Upon request, the Accused Student may review the recording in a designated University office in order to prepare for an appeal of the decision rendered by the Hearing Body. Further disclosure of the recording shall be governed by applicable state and federal law.
- d. Opportunity to Present a Defense: The Accused Student shall have the full opportunity to present a defense and information, including the testimony of witnesses, in his or her behalf. The Reporting Party and the Accused Student may question the statements of any person who testifies in a manner deemed appropriate by the Hearing Body. The Reporting Party and the Accused Student may make concluding statements regarding the charges made and the information presented during the hearing. The Hearing Body may question the Accused Student and the Reporting Party, any witness presented by the Accused Student or the Reporting Party, and any other witness (e) s the Hearing Body may choose to call to testify.
- e. Accused Student Can Choose Whether or Not to Testify in His or Her Own Defense: The Accused Student who is present at the hearing shall be advised by the Hearing Body that he or she is not required to testify, to answer questions, or to make any statement regarding the complaint or the allegations set forth in the complaint. Refusal to do so shall not be considered by the Hearing Body to constitute evidence of responsibility.
- f. Non-Appearance of Accused Student at Disciplinary Hearing: If an Accused Student does not appear at a disciplinary hearing, the Hearing Body shall enter a plea of “not responsible” on behalf of such student and the hearing shall proceed in the normal manner of hearing evidence, weighing facts, and rendering judgment. The failure of an



Accused Student to appear at the disciplinary hearing shall not be considered by the Hearing Body to constitute evidence of responsibility.

- g. Advisors and Support Persons: The Reporting Party, any alleged victim, and the Accused Student shall each have the right to be accompanied by an Advisor and Support Person. The Advisor and the Support Person should be someone whose schedule allows attendance at the scheduled date and time for the disciplinary hearing because delays will not normally be allowed due to the scheduling conflicts of an Advisor or Support Person.
- h. Presentation of Evidence: Only evidence introduced at the hearing itself may be considered by the Hearing Body in determining whether it is more likely than not that the alleged violation was committed by the accused student.
- i. Evidence of Prior Convictions or Disciplinary Actions: Evidence of prior criminal convictions or University disciplinary actions may be presented to the Hearing Body only after a determination of responsibility has been made and only for consideration in connection with determining the sanction.
- j. Accommodation of Witnesses: The Hearing Body may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Reporting Party, the Accused Student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Hearing Body to be appropriate.
- k. Written Notice of Decision: The Accused Student shall receive written notice of the decision of the Hearing Body that shall set forth the decision rendered, including a finding of “responsible” or “not responsible,” and the sanctions imposed, if any. The decision of the Hearing Body, as well as the sanction(s) imposed, if any, generally will not be released to third parties without the prior written consent of the Accused Student. However, certain information may be released if and to the extent authorized by state or federal law.

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

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

7. Review: An Accused Student may request that the decision of the Hearing Body be reviewed by the Vice President for Student Affairs or his or her designee. A request for review must be made in writing to the Vice President for Student Affairs or his or her designee within three (3) Calendar Days of the Accused Student's receipt of the written notice of decision. For good cause shown, the Vice President for Student Affairs may extend the three-University Calendar Day limitation on filing a request for a review. An Accused Student may request only one review of each decision rendered by the Hearing Body. A decision reached as a result of an Administrative Disposition may not be reviewed.

- a. Grounds for Review: The Accused Student has the right to request a review of the decision of the Hearing Body on the grounds that: (i) the procedures set forth in this Code were not followed and, as a result, the decision was substantially affected; (ii) the sanction(s) imposed were not appropriate for the violation of the Code for which the Accused Student was found responsible; and/or (iii) new information, sufficient to alter the decision, or other relevant facts were not brought out in the original hearing because such information and/or facts were not known to the Accused Student at the time of the original hearing. The review shall be limited to a review of the record except as required to explain the basis of new information.
- b. Review Procedures: In order to prepare for the review, the Accused Student may review the recording of the original hearing in a designated University office but will not be permitted to remove the recording from that office or make copies. The review will not be heard by anyone involved in the initial hearing. The review shall be considered and a decision rendered within ten (10) Calendar Days of the filing of the request for review.

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

- c. Status of Student Pending Review: All sanctions imposed by the Hearing Body shall be and continue in effect pending the outcome of a review. Any request to delay the commencement of sanctions pending

a review must be made by the Accused Student, in writing, to the Vice President for Student Affairs or his or her designee.

- d. With respect only to Hearings related to sexual assault, sexual, intimate partner, domestic violence or other sex offense, the alleged victim shall have the same right to request a review in the same manner and on the same basis as shall the Accused Student as set forth above; however, in such cases, if a review by any alleged victim is granted, among the other actions that may be taken as set forth above, the sanction of the Hearing may also be increased.

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

## **PART C: INTERIM SUSPENSIONS AND RESIDENCE HALL SEPARATIONS**

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

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

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

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

2. Effect of Interim Suspension or Residence Hall Separation: During the interim suspension or residence hall separation, the removed Student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the Student might otherwise be eligible, as the Vice President for Student Affairs, or his or her designee, may determine to be appropriate.
3. Procedure: The Accused Student shall be notified, either orally or in writing, of the pending

imposition of an interim suspension or residence hall separation. Whenever possible prior to the imposition of the interim suspension or suspension, the affected Student will be afforded an opportunity to meet with the Vice President for Student Affairs, or his or her designee. Otherwise, the meeting will be held on the first Calendar Day that the Student is available.

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

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

## **PART D: DISCIPLINARY SANCTIONS**

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

1. Sanctions Which May Be Imposed for Violations of the Code: The following sanctions may be imposed, individually or in various combinations, on any student found to have violated the Student Code and will be entered into the Student's disciplinary records. Notation of disciplinary sanctions shall be on file only in the appropriate office in the Division for 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, and 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.
- d. Loss of Privileges: Denial of specified privileges for a designated period.
  - e. Restitution: Compensation for loss, damage to real or personal property. This may take the form of appropriate service and/or monetary or material replacement.
  - f. Discretionary Sanctions: Work assignments, essays, service to the University, or other related discretionary assignments, referral for professional services such as counseling, participation in educational programs, parental notification under limited circumstances, and ineligibility to participate in University activities or events. Periodic contact with a designated member of the University Community or non-college professional may be required.
  - g. Residence Hall Warning: A written notice to a Student advising him or her that specific behavior or activity constitutes a violation of the Code and that the repetition of such behavior will likely result in the commencement of more serious disciplinary action by the University.
  - h. Residence Hall Probation: Residence Hall probation is a designated period during which an Accused Student is given the opportunity to modify unacceptable behavior and/or to complete specific assignments in an effort to regain full student privileges within the residence hall in which the Student resides. Residence hall probation may include restrictions and/or conditions on the exercise of residence hall activities and privileges. Periodic contact with a designated member of the residence hall staff or professional may be required. If the Accused Student fully complies with the terms and conditions imposed in connection with the residence hall probation, full residence hall privileges will be restored to the Student upon termination of the probationary period. Failure to comply with the terms and conditions of the probation constitutes prohibited conduct that is separate from and in addition to the conduct for which the probation was imposed. A Student accused of violation of probation will be given due notice and the procedures set forth in this Code shall be followed.

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

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

## **Student Software Ownership/Software Development Policy**

It shall be the policy of the state system of higher education that the end product of any work done by a student from any of the state's public colleges or universities to convert, modify, or update state-owned software shall be owned by the state. The software created by a student shall be owned by the state when the following conditions are met: the state, at the inception of the project, informs the student in writing of the state's intention to use the software; the student creates the software as a part of a course-related activity; the student uses state resources to create the software; and the student shall be paid for creating the software or shall be required to sign an agreement in advance, ensuring that the software is owned by the state. The student shall own any software he or she develops, unless it is covered under the policy statements noted above or is produced under the provisions of a grant or an agreement with an outside funding agent.

## **Withdrawal from the University**

A student wishing to withdraw from the University must confer with the Office of the Registrar and have the appropriate forms completed and approved by that office no later than twelve weeks after the start of the semester. The Registrar's Office will assist in filing the form necessary for withdrawal. The University's Tuition Refund Policy applies to withdrawals and the percentage of tuition charges cancelled upon withdrawal is dependent on the official date of notification of the withdrawal by the student. For additional information please refer to the Tuition Refund Policy on the Bursar's Office website at [www.ccsu.edu/bursar](http://www.ccsu.edu/bursar).

Withdrawals after this date will be permitted only under extenuating circumstances and will require consultation and approval of the Academic Dean and the Registrar. Re-admission is contingent upon the student's academic standing at the time of re-entry. The student must complete a reactivation form with the Office of Admissions to initiate re-admission.

Re-admission is contingent upon the student's academic standing at the time of re-entry. The student must complete a reactivation form with the Office of Admissions to initiate re-admission. A leave of absence may be requested, for up to two consecutive semesters, at the time of withdrawal so that a student will maintain their status and not have to apply for re-admission.

## Student Guide to On-Campus Living



### General Information

Central Connecticut State University welcomes you to our Residence Life program. As a member of the “Blue Devil family,” you will find that living within the residence halls provides a “home away from home” atmosphere. Students often find that living on campus is the best way to maintain their academics and utilize campus resources.

We hope that you will find being a part of the on-campus living experience will provide you with fond memories that will last a lifetime!

### Our Mission

The Department of Residence Life provides housing and residential experiences through a living/learning atmosphere in which students can develop as leaders and responsible citizens;



to form communities that embrace diversity, to promote safety, health, and wellness; and to engage the broader community, while instilling a sense of pride in Central Connecticut State University.

## **Residence Life Staff**

### ***Central Office Staff and Office Location***

The following full-time staff members are located in the central office, which is located on the first floor of the Mid-Campus Hall. The operating hours are 8 am - 5 pm, Monday - Friday.

The **Director of Residence Life** is responsible for the overall administration of the Residence Life Program including managing the departmental budget and strategic planning.

The **Associate Director** manages the housing assignment and selection process, coordinates all late stay and early returns to campus, and supervises the live-in professional staff members.

The **Associate Director** manages the Resident Assistant Program and resident education component of the department in addition to supervising the selection and training of new student staff members.

The **Residence Life Secretary** manages the central office and assists the Associate Director with the housing assignment process.

### ***Area Coordinators/Resident Directors***

The Area Coordinators (AC) and the Resident Directors (RD) are full-time administrators at Central Connecticut State University and live in the residence halls. They are responsible for the residence hall students, activities, and facilities. They advise, counsel, and supervise residents individually or as part of a group. It is their responsibility to work with students and Resident Assistants (RA) to create an environment that encourages both social and academic development of the students who live in the halls. Each night an Area Coordinator or Resident Director is on duty for crisis management and intervention.

The professional staff is trained in the areas of management, programming, interpersonal relations, and counseling. Additionally, they are responsible for supervising and training Resident Assistants (RAs), desk staff personnel, providing leadership development opportunities, responding to disciplinary actions, and serving as advisors for student organizations. The professional staff reserves the right to meet with you, at any time deemed necessary, during your stay at Central Connecticut State University.

### ***Resident Assistants***

Each residence hall is fully staffed by a team of student paraprofessionals better known as Resident Assistants (RAs). RAs are carefully selected and trained to help residents create a community environment conducive to individual and social growth. Each RA strives to empower students to identify needs, determine goals, maintain visibility, provide opportunities for student involvement in the residential community, and assist individual students in realizing

and implementing a mature approach to personal conduct. We encourage you to call upon your RA as a resource in gathering information and answering questions about the University.

### ***Student Employment Program***

This program gives an opportunity for students to have an “out of the classroom” learning experience through various positions that our department offers throughout the academic year and summer break. Those leadership positions offered are Desk Attendants, Main Office Residence Life Assistants, Marketing Specialists, Graphic Designers and Summer Conference Assistants.

### ***Other University Employees***

**Residence Hall Custodians:** help maintain the common areas in and around the residence halls. Residents are responsible for cleaning their own rooms and suite bathrooms, removing trash and recycling to designated outdoor dumpsters, reporting damages and facility concerns, and treating the residence hall community with respect. Students may be billed for trash in the hallway, spills on the carpet, writing on walls or doors, and other outstanding damage.

**Residence Hall Maintenance Staff:** respond to and resolve facility concerns. Residents are responsible for reporting room and building maintenance concerns. Occasionally, it is necessary for maintenance personnel to enter your room to resolve an issue. When we have advanced knowledge of any concern, Residence Life staff will post signage in hall lobbies and/or send emails to your CCSU account.

**University Police Officers:** respond to residence hall emergencies, investigate complaints, and provide educational resources for students. Officers also provide educational programming and resources for students.

## **On-Campus Living**

### **As a Member of a Community**

A high priority at Central is to create a community that enhances your college experience. The Department of Residence Life strives to make your living environment more than a place to sleep. We are committed to providing you with opportunities that will allow you to learn about yourself and others, interact with diverse students, and develop a sense of community. We feel that we share a partnership with other members of the University by providing you with the necessary tools and resources to succeed. Your college experience is one that you should remember for a lifetime. It is our hope that you find living on campus filled with opportunities for you to grow personally and professionally.

You should realize that you play a significant role in your residence building regarding the spirit of “community.” We encourage you to form positive relationships with other resident students, such as your roommate(s), suitemates, floor members, Residence Life staff and others. You are not only sharing a bedroom but also a bathroom and communal areas. You are responsible for living up to the rules and regulations and working with others in your community to create an atmosphere promoting studying and social interaction. We encourage

you to ask questions and seek out the Residence Life staff when you have problems or concerns.

### **Tips for Being a Good Resident/Roommate**

Your enjoyment of your Residence Life experience will depend on the mutual respect and understanding that you demonstrate as a resident. It is important that each student realizes that they have responsibilities while residing on campus and should advocate for themselves.

#### **To establish positive relationships in the residence hall, each resident must:**

- Be treated with respect.
- Listen to one another and take comments seriously.
- Be responsible for actions.
- Express personal feelings in a manner that does not violate the dignity of others.
- Be able to say “no” without feeling guilty.
- Express preferences without risking ridicule and derision.

#### **If conflicts arise between you and another resident, follow these guidelines:**

- Keep the problem between you and that resident.
- Talk with the resident about the situation.
- Discuss solutions that you both can live with and write them down.
- Discuss the situation with a Residence Life staff member.

### **Good Samaritan Medical Amnesty Statement**

Respect for safety is a CCSU core value. All members are expected and strongly encouraged to seek help for any individual in need of medical assistance. This holds true for events when medical assistance is necessary to aid an individual who is suffering from the effects of alcohol and/or other drugs. Students seeking help will not face disciplinary action for any alcohol or drug violation associated with a medical emergency. The act of seeking help for oneself or for another individual, due to an alcohol/other drug medical emergency, will be evaluated by the Office of Student Conduct under this Good Samaritan Statement.

This Good Samaritan Statement does not apply to other forms of behavior and violations. To request a waiver under the Good Samaritan Statement, a student needs to complete and then submit the Good Samaritan Waiver Request Form to the Office of Student Conduct within five (5) University calendar days.

### **Student Rights and Responsibilities**

- Living on campus at Central Connecticut State University is a privilege offered to matriculated students. As a student residing in university residence halls, you are afforded rights that respect your privacy and ability to succeed academically and personally. By accepting on-campus housing you also agree to accept the responsibilities of community living as established in this document.

- All residential students and their guests must always be considerate of other students, staff, faculty, and guests. You have the right to live in a clean and safe environment free of harassment, discrimination, and intolerance of your race, age, religious beliefs, cultural or ethnic status, gender identity, sexual orientation, status of ability, or personal interest. You have the responsibility to create an environment for all others that is free of harassment, discrimination, and intolerance of one's race, age, religious beliefs, cultural or ethnic status, gender identity, sexual orientation, status of ability, or personal interest.
- You have the right to privacy within your assigned residence hall room and the maintenance of confidentiality of your personal information by Residence Life staff members. University Police, Residence Life staff, and maintenance personnel have the right to access your room without permission for monthly unannounced health and safety inspections, to complete maintenance requests, to confirm occupancy and to respond to concerns regarding individual or community safety.
- You have the right to keep your personal possessions within your assigned room and/or suite and have the responsibility to make reasonable measures to ensure their safe keeping. This includes, but is not limited to, locking your room door(s) and window(s), maintaining privacy and appropriate security of valuables, and reporting missing items. The university is not responsible for loss or damage to students' personal property for any cause or reason including but not limited to theft, fires, flood, weather conditions, equipment failures, or acts of God.
- The university reserves the right to remove (without your permission) any item(s) that is a violation of university or residence hall protocols or that threatens the safety of an individual or the community. The item(s) will be maintained in a secure location with the Residence Hall office or University Police until you permanently remove the item(s) from campus. Item(s) stored in the Residence Hall office will be disposed of after the last day of finals of the semester in which the item(s) was removed. Items which are deemed dangerous and found in violation of local, state, or federal laws may be confiscated by University Police.
- You are responsible for complying with university and Residence Life staff in an emergency. This involves evacuation, sheltering, and altering access privileges in weather, campus, or residence hall emergency situations. Compliance with these requests is critical to ensuring your and others' safety. Failure to comply will result in a referral to the Office of Student Rights & Responsibilities or University Police.
- Living in a CCSU residence hall, you to abide by the university's protocols governing student conduct, responsibilities, and discipline. You are responsible for knowing, and observing regulations set forth in the Student Code of Conduct.
- You are responsible for maintaining a clean and safe environment within and directly adjacent to the residence halls. Damage or cleaning charges resulting from your intentional or unintentional actions will result in a damage bill assessed to your student

account. Theft of property or services, or damage to, defacement or destruction of, or tampering with, real or personal property owned by the State of Connecticut, the university, or any member of the university community is strictly prohibited.

**Renters insurance- Please note the following:**

Central Connecticut State University does not assume financial responsibility for damages or theft of students' personal property. The Department of Residence Life highly recommends that each student consider purchasing renters' insurance. **Renters insurance is not mandatory and may be purchased from any source.**

## **Residence Life Policies & Procedures**

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 & Responsibilities. All students are responsible for reading and understanding the University's Student Code of Conduct section of the Student Handbook.

- **Alcoholic Beverages:** Possession and/or consumption of alcoholic beverages, having alcoholic containers (i.e., empty cans, bottles, decorative containers, etc.) in a room and being in a room with alcoholic beverages is prohibited in the residence halls except for James and Gallaudet Halls rooms/suites identified as 21 years and older.
- **Blue Chip ID Card:** This is your student ID. It gives you access to your Residence Hall main entrance door and your room and bathroom. Blue Chip ID Cards should not be lent to anyone including other CCSU students or visitor guests. It is used when you do your laundry, get snacks or drinks from the vending machines, borrow books from the library and purchase meals on campus. In addition, off campus merchants accept it as a form of payment. Visit the Card Office website for the listing of the merchants' locations where the Blue Chip ID Card is accepted.
- **Cars/Parking:** Resident students may have cars on campus if registered with the University Police Department. Please refer to the parking [website](#) for additional information.
- **Cohabitation:** Cohabitation is strictly prohibited. Please see the visitation policy for more information.
- **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. The Department of Residence Life is not responsible for food left in the kitchen and communal areas. Individuals who use the kitchens are responsible for maintaining the cleanliness after use. The Department of Residence Life reserves the right to close kitchens due to health and safety issues at any time.
- **Courtesy Hours:** They are observed 24 hours a day throughout the residence halls. When asked by another resident or Residence Life staff member to reduce noise level, residents are expected to immediately comply as a courtesy to fellow community members.
- **Curfews:** There are no curfew hours for residential students. The Residence Halls are locked 24 hours a day. Resident students' Blue Chip ID cards will open the

main entrance to their assigned Residence Hall. Students who return after hours are expected to refrain from making excessive noise so as not to disturb others sleeping or studying. Students should only enter and exit through the main entrance door of the Residence Halls. Students who let in unauthorized individuals and/or prop side doors may be subject to disciplinary action.

- **Decorations:** Decorations within and visible to the residential community or public must be tasteful and appropriate for a diverse audience. Decorations may not obstruct doorways, windows, lights, or emergency fixtures (including sprinklers and smoke detectors) or be affixed in a manner that causes damage to university property (i.e., using adhesive tape, nails, hooks, glue, etc.). **Residents are not permitted to obstruct, affix, or hang any item from a sprinkler head and smoke detectors.** It is prohibited to hang anything on the ceiling of a bedroom, common room, or hall. Decorations may not include any stolen property or traffic/public signage. No materials should be used for decorating/hanging items that may result in damage to the walls, ceilings, doors, or furniture within the room. As such, prohibited materials include (but are not limited to) tacks, nails, staples, etc. An artificial UL-approved manufacturer pre-lit tree with a maximum height of 3 feet is permitted with all roommates' approval. For safety reasons, live or cut trees are prohibited in all the residence halls. Holiday/string lights must be unplugged/switched off when a room is unoccupied.

- **Disruptive/Personal Behaviors:** Behavior(s) that infringes upon academic pursuits or is disruptive to orderly community living, including infringing on the privacy and privileges of the residential community members is not allowed. Inconsiderate, disrespectful, harassing, intolerant, lewd, or obscene behaviors are unacceptable within or around university residence halls. Behaviors that threaten the safety or well-being of self or others may result in immediate removal from on-campus housing and subject to disciplinary action. Behaviors that have the potential to threaten one's own or others' safety is prohibited. These behaviors include but are not limited to fighting, hitting, wrestling, kicking, bouncing balls, threatening others, running, skating, skateboarding, or rollerblading within or immediately adjacent to the residence hall; using items or words as a means to threaten others; holding individuals against their will; leaning or throwing items in the hallways, out of residence hall windows; and throwing items towards the residence hall.

- **Drugs and other chemicals:** Possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/ or drugs, including, but not limited to, marijuana and heroin, or drug paraphernalia is prohibited in the residence halls. Please review the CCSU Student Code of Conduct for specific information about prohibitions and disciplinary procedures for violations.

- **Electronic Student Communication Policy:** The Department of Residence Life uses email accounts provided by the University as the designated form of communication with all students. It is the student's responsibility to check their official University email accounts regularly.

- **Fire Safety:** Students are expected to exercise all precautions to prevent fires in the residence halls. No cooking is 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 conduct monthly health and fire safety inspections.

- **Fire Alarms, Sprinklers, Heat and Smoke Detectors:** have been installed in every Residence Hall room. All students must vacate the building immediately when the fire alarm sounds away from the residence halls. **Always respond to a fire alarm.** Always treat a fire alarm as an actual fire. When you are leaving your room, wear shoes, take a coat, lock your room door, and evacuate using the nearest exit. Please take any necessary medications with you. Failure to vacate promptly may result in separation from the Residence Halls. Students found tampering and/or covering fire safety equipment, heat or smoke detectors, or the fire alarm system will be subject to disciplinary action and possible restitution. Criminal charges may also result.

**You can help to prevent a fire from occurring in your residence hall by:**

- Turn off your hairdryer, lamps, and curling/flat iron immediately after use.
- Never cover lamps with any material for any reason.
- Never use candles, incense, or any open flame item. Open flame devices are not permitted in residence halls rooms/suites.
- Keep hallways, windows, and exit paths always clear
- Never overload electric circuits. Always use a power strip with a surge protector to avoid blowing fuses and tripping breakers.
- Only use electrical items that are in good working order.
- Always report fire, smoke, or burning smells to a residence life staff member or University Police immediately.
- If your clothing catches on fire, stop, drop, and roll out the fire.
- Never hang anything from or hit a sprinkler in a residence hall. Doing so will rupture the glass heat sensor and activate the sprinkler system. Also, never cover or hang anything from a smoke detector.
- **Never tamper with smoke alarms or sprinklers in your room or building;** tampering with fire safety equipment will result in disciplinary action.
- **Recurring fire alarms** set off accidentally because of misuse of cooking equipment, ignorance of proper cooking techniques, failure to use proper bathroom or kitchen ventilation systems, or other action deemed negligent or careless that has been previously addressed by Residence Life or university personnel may also result in disciplinary action.
- **Gambling:** Gambling and games of chance are not permitted within the residential communities and may not be sponsored by Residence Life staff or organizations outside of the residence hall community.
- **Health & Fire Safety Inspections:** For the health and safety of each resident, the Residence Life staff conducts monthly routine inspections for fire safety hazards, damage, and the cleanliness of the rooms/ suites. If a student has prohibited/restricted items, it will be confiscated by the Residence Life staff.
- **Health Forms:** See the Student Wellness Services section of the Student Handbook to see all student health requirements. All residential students are also required to obtain a meningitis vaccination before they move into the residence halls.

For more information about required vaccine information and resources, please review the **Health Form Requirement**.

- **Quiet Hours:** From 10 pm - 10 am Sunday - Thursday, and 11 pm - 11 am Friday - Saturday. Consideration is always essential. Students should be active in enforcing this policy and involving the Residence Life staff when necessary.
- **24 - Hour Quiet Hours:** During Finals Week, the “Quiet Hour” policy is implemented all day, 24 hours. If a student violates the 24 - hour Quiet Hour policy, they may be subject to disciplinary action.
- **Non-Compliance:** You are responsible to respectfully comply with a reasonable request from a university or Residence Life staff member so that they may complete their job responsibilities.
- **Painting of Student Rooms:** Students may not paint their rooms. This is done through the Facilities Department to ensure paint is up to state code.
- **Personal Belongings:** Students must remove all belongings from their room/suite upon exiting of housing assignment. Items left behind will be removed from campus after 30 business days.
- **Personal Injury/If I get sick:** The Department of Residence Life reserves the right to request medical assistance (including an ambulance) on a resident’s behalf if necessary. Also, the university does not assume responsibility or liability for payment of medical bills that may be a result of accidental injury or illness while residents reside in the residence halls. Students are encouraged to utilize Health Services or, in the event of an emergency, to call 911. Students are also encouraged to notify the front desk staff, Resident Assistant, or the Director on Duty of any accidental injury in the residence halls.
- **Personal Transportation:** Bicycles, motorcycles, mopeds, and scooters are not permitted within the residential community. These items may be stored outside of the building at an individual’s own risk. Covered bicycle storage is available through the Department of Residence Life.
- **Posting flyers/materials:** The Department of Residence Life must authorize the posting of all materials in the Residence Halls. All posting materials must be dropped off in the Residence Life main office located in Mid- Campus Hall, Room 118 for approval. Once the material is approved, it will be posted by Residence Life staff in the Residence Halls.
- **Reporting a missing student:** If you believe a resident student (your friend or roommate) is missing, please contact a Residence Life staff member immediately. The Resident Director/ Area Coordinator will attempt to contact the missing student and notify the University Police.
- **Smoking:** The State of Connecticut prohibits smoking (including e-cigarettes) in any Residence Hall or Residence Hall rooms. Use of e-cigarettes in any Residence Hall may be subject to a citation issued by University Police and referral to the Office of Student Rights & Responsibilities. Please refer to the following webpage for the designated smoking areas on campus: **Smoking Policy**.
- **Soliciting, Propaganda, and Commercial Activities:** Residential communities may not be used to distribute propaganda, share promotional materials, or for any commercial purpose including solicitation, fundraising, and commercial business activities. Students may not use their status as a residential student to solicit, fundraise,



collect donations, or conduct business activities within residential communities. Special permission is required of all individuals requesting to organize, share promotional materials, fundraise, or collect donations within residential communities in advance. For your protection, we recommend the following:

- Never provide a social security number, bank account, or credit card information to unsolicited callers.
  - Never provide your contact information to anyone with whom you do not want to make contact.
  - Report annoying or obscene phone calls and hang-ups to University Police. Record the phone number and time of these calls from the display on your phone.
- 
- **Sports & Physical Play:** Playing sports or aggressive physical activity is prohibited in the residence halls. This includes but is not limited to wrestling, boxing, golf, football, and soccer.
  - **Students Transported to the Hospital:** Students who are transported to the hospital due to alcohol, drug, or other substance abuse and/or medical must establish contact and/or make an appointment with a Student Affairs Designee within 24 hours of the next business day. Please refer to the Emergency Medical Treatment/Withdrawal Procedures section of the Student Handbook for further details on the return criteria to the Residence Halls. The University is not responsible for any costs for ambulance services or treatment. Transportation back to campus is the responsibility of the student.
  - **Theft of Personal Belongings:** Students must keep their room/suite always locked. Students should be mindful of personal items left in communal area spaces in the residence hall. Students should not keep valuables in conspicuous places but should report suspicious circumstances to a staff member immediately, whether it involves them or not. If a personal item is stolen, the student should report the theft to the University Police and Residence Life staff. The University does not carry insurance for personal thefts.
  - **University Right of Entry:** The University/ Department of Residence Life staff reserves the right to enter students' rooms/suites for university-related business and/or emergency situations.
  - **University Furniture/Property:** Students who steal, misuse, or deface University furniture/property will be subject to disciplinary action and restitution. All furniture must remain in its assigned area (i.e., lounges, kitchens, suites, bedrooms, etc.).
  - **Windows:** Throwing, dropping, or causing anything (an object or liquid) to fall through and/or out of a window is prohibited. Entering and/or exiting any residence hall through a window is prohibited. Residents are not allowed to hang or place any items out of windows, including posters, flags and/or any type of decorations.
  - **Window Screens:** Removing window screens in bedrooms, suites, lounges, and hallways is prohibited. Students who remove screens from the windows may be subject to disciplinary action and a fee may be assessed to the responsible individual.
  - **Work/Business Operations within Residence Halls:** Your residence hall room may not be used as a base for business or freelance work operations including (but not limited to) babysitting or childcare services, pet-sitting services, etc. The residence

hall environment is not conducive to such operations and utilization of your residence hall room for such operations may result in a mediation meeting with your hall director or subsequent referral to the Office of Student Rights & Responsibilities.

***Restricted/Prohibited Items (Including but not limited to):***

Below is a list of many prohibited/restricted items that create safety hazards and may cause fires or damage property in the residence halls. Possession of prohibited items or misuse of them will result in the item(s) being confiscated by the Residence Hall staff until the resident can safely remove it from the premises. If a student does not pick up their restricted items by the given time, it will be discarded. **All parties are responsible for the restricted item found in the room or suite and are subject to disciplinary action. Please note that the items on the listing below may be changed to ensure the security and safety of the students in the Residence Halls. Department of Residence Life reserves the right to evaluate additional items that create health and safety issues.**

Air conditioners	Heating elements
Air fryers	Hot plates or hot pots
Alcohol beverage/containers (empty or filled)	Hover boards
Alcohol paraphernalia	Hookah
Amplifiers	Incense
B-B guns/ Toy guns	Knives (other than kitchen knives)
Candles (with or without wicks) or oil/wax tart warmers	Lamps (plastic fixtures, kerosene, oil types, lava lamps)
Cardboard drawer units	LED Strip Lights
Ceiling fans	Loft Units
Coffee pots or coffee makers used in rooms/suites	Multi-outlet adapters
Dart boards with point tip darts	Micro-mobility Devices (e-bikes, e-scooters, e-skateboards, hoverboards)
Drug paraphernalia such as bongos	Noise makers such as bull horns, vuvuzela, or megaphones
Duct tape	Non-university mattress
Electric appliances	Paint/paint thinner
Extension cords (only surge protectors permitted)	Pets (except fish)
Fishnets and other ceiling decorations	Portable heaters
Firearms (including air rifles)	Sun lamps
Fireworks	Sub/woofers
Fitness equipment	Toasters of any kind
Flammable liquids	Vaporizers or humidifier
Furniture (no furniture that does not collapse: no full-size couches/sofas, or non-collapsible chairs)	Weapons of any kind
Gasoline	Wicker furniture or wastepaper baskets

Gasoline-powered equipment  
Halogen bulb fixtures

Wireless router  
3D Printers

***Permitted items are allowed in the residence halls under the following conditions:***

- Aquariums (for flake-eating fish only) - tank not to exceed 10 gallons. One per room.
- Bicycles - must not block egress (door or window of room).
- Black lights - must not be used to replace fixtures provided by the university.
- Cleaning Supplies - Students are encouraged to bring their own cleaning supplies for their rooms and to clean their space regularly.
- Electronic Cigarettes - Must be used outside of the Residence Hall in designated smoking areas.
- Fitness weights - not to exceed 10 pounds.
- Furniture - collapsible folding furniture only
- Hair dryers/straighteners - hand-held only, must be U.L. approved. To be used in bathrooms and bedrooms only.
- Indoor/outdoor decorative lights - must be UL approved; cannot be hung near sprinkler heads and ceilings.
- Irons - must have auto shut-off, to be used on desktop boards.
- Ironing Boards - only desktop boards allowed.
- Lamps – desktop lamps, no floor lamps.
- Microwave/refrigerator combination units - Standard room: 1 refrigerator (maximum 5.0 cubic feet, Energy Star rated) and 1 microwave (not to exceed 700 w) is permitted. Suite: 1 microwave is permitted per suite (not to exceed 700w). 1 refrigerator within the suite is permitted. Note: if using a microwave/refrigerator combination unit, it must be one-plug technology.
- Musical instruments - subject to quiet hours and 24-hour courtesy hours.
- Plug strip/surge protector - must have built-in circuit breaker & UL approved.
- Radios/Stereos - only one per room due to the power allotment for each room.
- Refrigerators - the unit must be UL approved and draw a maximum of two amps due to power allotment in the rooms. Only one per room.
- Television - due to the power allotment for each room, only one per room. Students are encouraged to bring TVs no larger than 40 inches.
- Vacuums - handhelds only (no uprights or canisters).
- Posters/Wall coverings - must not exceed 50% of wall space.
- Wastebaskets - must be made of metal or plastic (no wicker wastebaskets permitted).

***Approved Kitchen Equipment to Be Used Only in the Residence Halls Designated***

***Kitchens:*** These items can be kept in students' rooms as storage.

- Blenders
- Electric Kettles
- George Foreman Grills
- Keurig
- Rice Maker

## Safety & Security Policies

Residence Life staff members are trained to respond to campus and residence hall emergencies and to assist with making reports to University Police or the Office of Student Rights & Responsibilities as appropriate. CCSU is supported by fully sanctioned, full-time police officers. The University Police Officers write reports, investigate criminal complaints, issue citations, and make arrests as appropriate. Additionally, University Police Officers provide educational programming for residence hall students and can offer guidance in providing safer residence hall communities.

Central Connecticut State University reports all campus incidents in accordance with the “Student Right to Know and Campus Security Act” of 1990. A report of campus incidents and statistics is available by contacting the Central Connecticut State University Police.

Access to the Residence Halls is restricted to residents, their invited guests, University personnel and authorized visitors. Each resident is issued a Blue Chip ID Card that will provide access into the building. The Residence Halls are locked 24 hours a day. All students must carry their Blue Chip ID Card at all times. To provide privacy and security to our residential students, it is University policy not to release room numbers or personal telephone numbers. Blue Chip ID Card is not given to any other students or visitor guests.

### **Lost/Stolen Blue Chip ID Card**

Report a lost or stolen Blue Chip ID card immediately! You can report your lost card to the Card Office during Card Office hours by calling 860-832-2140. After-hours, call the University Police at 860-832-2375. You can also report your lost card to. When you report your lost Blue Chip ID Card, request a "hold" to be placed on your card. This prevents anyone (even if you find it) from using your card. If you think you left your card in your room, car, or somewhere else, ask us for a temporary card so you can look for your card. You can purchase a new card for a fee.

### **Door Alarms**

For safety, the residence halls have alarms on back and side doors and other doors not the main entrance. All students and their guests must enter through the main entrance door in all buildings. Entering or exiting through other doors will result in alarms sounding and will result in conduct sanctioning.

**Lockouts:** Once a student has been accessed into their room, they must show their ID or give the location of the missing ID.

### **Lockouts During Weekdays:**

- Residents should first try to locate their RA to gain access to their room.
- If your RA is not available, you should then try to locate another RA in the building.
- If no RA is available, please contact the Main Office Residence Life Assistant. The contact number is posted in your Residence Hall Office. Please note if you are locked out you might need to wait for assistance.

**Lockouts During Weeknights**

- During “duty hours” (8 pm to 12 am Sunday – Wednesday, & 8 pm to 1 am Thursday – Saturday) residents should go to the staff office and have the RA on duty provide access to their room.
- After “duty hours” have ended, students should go to the room of the RA(s) on duty and ask to be let into their room. The name of each RA on duty is posted near the residence hall staff office and on each RA’s door.

**Lockouts During Weekends:**

- During the day, residents should go to the RA(s) room on duty and ask for access. The name of each RA on duty is posted throughout the building.
- During “duty hours” (8 pm to 12 am Sunday – Wednesday, & 8 pm to 1 am Thursday – Saturday) residents should go to the staff office and have the RA on duty provide access to their room.
- After “duty hours” have ended, students should go to the room of the RA(s) on duty and ask for entry into their room. The name of each RA on duty is posted throughout the building.

**Visitor Sign-in Policy**

- All visitors must enter through the Residence Hall’s designated front entrance and sign in between 8 pm - 1 am Monday-Sunday. All visitors who entered the Residence Halls before 8 pm must come to the main lobby at 8 pm to sign in. All visitors are expected to leave by the end of visiting hours.
- All visitors must call the resident who they are visiting ahead of time to meet them at the main entrance. Visitors are not allowed to go up to the resident’s room first unescorted.
- Resident hosts must provide a signature to assure that the visitor is indeed a guest and to assume all responsibility for that guest.
- Visitors must be 18 years of age or older.
- All visitors must show a valid physical form of photo identification, either a CCSU I.D. or a state/government I.D. such as driver’s license.
- Each resident is allowed only 2 guests at a time, regardless of whether the resident has a single room, or a roommate is present.
- All visitors must sign out upon leaving the Residence Halls.
- If a visitor is planning to stay overnight, their host must indicate that at the time of sign-in for safety and security reasons.
- Visitors must always be escorted by the resident host. Guests must leave the residence halls at the same time as their host.
- Visitors are authorized to use only the guest bathrooms.
- All visitors are to abide by university policies. Resident students who have visitors are responsible for their visitor while on campus. In addition, resident students and their guests who are found in violation of university policies may be subject to a disciplinary action by the Office of Student Rights & Responsibilities and be asked to leave who are found in violation.
- Residents and visitors will be expected to always carry their IDs. Residents are also urged to immediately report any suspicious activity or safety concern to the

Residence Hall staff or University Police (860-832-2375). The following are considered a serious breach of building security and are subject to university sanctions:

- Propping open interior and exterior doors
- Tampering with any of the building protection systems (i.e., fire alarm pull handles, smoke detectors, smoke suppression systems, fire extinguishers, etc.)
- Entering /exiting through an unauthorized door
- Unauthorized entry by a non-resident

### **Overnight Visitation**

- Students can have up to two overnight guests per room.
- All overnight guests must be at least 18 years old.
- Must provide a state identification containing their date of birth if they are not a current CCSU student.
- Each guest is permitted to stay up to three nights per seven-day period.
- There must be a mutual agreement between the roommate(s), while respecting the other's decision as to overnight stays.
- Resident students have a right to deny overnight guests requested by their roommates or suitemates
- Having an overnight guest is a privilege. If a violation occurs concerning this policy, you may lose your overnight guest privilege and disciplinary action may be taken.
- Students are responsible for all actions of their guests and may be subject to Student Conduct action if University and Residence Life policies are violated.
- It is the sole responsibility of the roommate with a guest to make sure that they are checked in correctly with the Desk Attendant staff of the Residence Hall.
- Cohabitation is prohibited.

### **Extreme Weather Emergencies**

When directed, proceed immediately to the closest shelter area. Specific locations for weather emergencies will be available in each residence hall and reviewed at hall/floor meetings.

### **Emergency Procedures and Equipment**

Residents and their guests are required to comply with university and Residence Life staff during any campus or building drills, alarms, and emergency situations. Failure to properly evacuate and find shelter and/or tampering with or removing any emergency equipment is unacceptable. The university reserves the right to pursue a criminal or judicial complaint for students who fail to comply with emergency evacuation/sheltering instructions. The Department of Residence Life requests that students with permanent or temporary mobility or sensory limitations notify their Resident Directors/Area Coordinators so that we may be prepared to assist in an emergency.

### **Protect Yourself/ Your Possessions**

Take precautions to protect yourself. The CCSU Police department offers services and programs to prepare and protect residential students. Please visit [University Police](#) for detailed information. Protecting your personal possessions takes a little effort. You have the right to keep your

personal possessions within your assigned room, suite, or apartment and have the responsibility to make reasonable measures to ensure their safe keeping. This includes, but is not limited to, locking your room door(s) and window(s), maintaining privacy and appropriate security of valuables, and reporting missing items. The university is not responsible for loss or damage to students' personal property for any cause or reason including but not limited to theft, fires, flood, weather conditions, equipment failures, or acts of God. We recommend the following:

- Before packing your valuables, record identification numbers of appliances, electronics, equipment, and other valuables.
- Check to make sure that property in your residence hall room is covered by your own/your family's homeowner's/renter's insurance. Student insurance is available.
- Do not keep a large amount of cash or valuable jewelry in your room. Keep any cash, jewelry, bank information, and credit cards locked in a safe location. Do not share the location of these items with others.
- Always lock your car and never leave valuables exposed in your vehicle.
- Always keep your laptop computer and books in your possession. Do not leave them unattended even for a few minutes.
- Always lock your bicycle securely through the wheels and frame with a u-lock. Bikes may only be locked to available bike racks on campus.

### **Proper Identification**

All students and guests must carry proper ID with them at all times. Students residing on campus must present their Blue Chip ID upon request by a university official or Residence Life staff member in the performance of their responsibilities. Guests of residential students must always carry a valid ID with them and present an ID to a university official or Residence Life staff member upon request.

### **Public Area Video Recording**

Selected lobbies, lounges, stairwells, and areas immediately adjacent to residence halls are equipped with video recording. Surveillance footage is used by Residence Life staff and University Police to address incidents as appropriate.

### **Safety Checklist**

- Always carry your Blue Chip ID card
- Always lock your car
- Always lock your room/suite door(s)
- Check the Storm Phone for inclement weather cancellations information: 860.832.3333
- Exit the building when a fire alarm sounds
- Have a designated driver and never accept rides from unknown individuals
- Know your alcohol limits
- Listen to your inner voice if you feel something is unsafe and leave the situation
- Never carry your social security card or anything that could make ID theft possible
- Program the University Police non-emergency telephone number in your cell phone: 860-832-2375
- Download the CCSU LiveSafe App to your cellphone

- Always carry a cell phone if possible
- Walk with friends or use the Safewalk feature on the LiveSafe App at night

### **Sexual Misconduct**

Please visit the Office for Equity & Inclusion to review the [Sexual Misconduct Policy and Protocol](#).

### **Security Equipment**

The removal, tampering with, and/or destruction of residence hall safety equipment is illegal and may result in removal from on-campus housing and judicial action. This includes but is not limited to residence hall cameras, door and window alarms, window screens, smoke detectors and card access systems. Additionally, room doors and bathroom doors may not be propped, and personal shower curtains may not be hung in place of university-issued shower curtains.

### **Surveillance Cameras**

All residence hall lobbies, and other locations are equipped with surveillance cameras. Cameras are not continuously monitored but are used to assist with criminal and/or conduct investigations.

## **Room Selection Process**

### **POLICIES REGARDING ROOM ASSIGNMENTS**

All the housing assignments are done through MyHousing software. By using MyHousing, students can apply for housing, choose their own roommates and make room switches during the times provided by the department of Residence Life.

### **Room Vacancies**

Room vacancies can occur at any time during the academic year. The university reserves the right to assign a new student to the vacancy without notice. The vacancy must remain available to be filled at any point. Residents assigned to the room occupying a vacancy may be charged an additional fee if it is determined that the space is not available to another student.

### **Consolidation of Rooms/Room Change**

The university reserves the right to change your room assignment for the following reasons, including but not limited to:

- If your preferred roommate(s) is/are no longer assigned to the room and vacancies exist in the same room type and residence hall.
- If you have no roommate preference(s), your room assignment may be changed to consolidate rooms to make space for students with roommate requests (during or after a room selection process).
- If the gender of the room or floor needs to be changed to accommodate university needs.
- To consolidate room types to maximize room capacity.
- To resolve a roommate problem.



- To address a conduct issue.

In addition, for the fall semester the university reserves the right to convert doubles to triples to accommodate instances of exceeding capacity for the current configuration. If a room is converted to a triple to accommodate exceeding capacity, the residents of the converted room will pay a reduced rate consistent with the standard triple rate. Conversely, for the spring semester, the university reserves the right to convert triple rooms to double rooms based on the demand for housing. If a room is converted to a double, the current occupants have the option of staying in the room and assuming the difference in cost consistent with a standard double room, or of requesting to be moved to a consolidated triple room at the current triple rate.

### **Criteria for students living on campus**

- All residents are assigned individually. Only matriculated undergraduate students with satisfactory academic progress are eligible to live on campus. Housing is available to graduate students if space is available on a semester-to-semester basis.
- All students with a disability, seeking accommodation, are required to be registered with the Student Disability Services Office. Reasonable notification is requested. For additional information, please visit the [Student Disability Services Office](#).
- All students living in the Residence Halls must be on a meal plan. Your meal plan can be changed, up until the first day of classes each semester, by visiting the Residence Life Office in Mid-Campus Residence Hall, Room 118. Please refer to Bursar's website for price listings and to the food services website for more details about the meal plan and the menus.
  - Bursars: [Fees for Full-time Students](#)
  - [CCSU Dining Services](#)

**Residents who are: student teaching, military deployment, participating in Co-op or in the Exchange Program** who do not need housing for all, or portions of the following semester must notify the Department of Residence Life so adjustments can be made to the e-bill. Additionally, if residents wish to return to the Residence Hall for the following semester, they must complete a new housing application indicating their intentions before leaving the Residence Hall. Please note, the Department of Residence Life will try to honor the request for students seeking a specific room, based on available space.

### **Roommate Changes**

Students are encouraged to try to work with their roommate or to seek help from the Residence Life staff. Contact the Resident Director/Area Coordinator if the roommate situation is not resolved or is detrimental to your health and safety. The Resident Director/Area Coordinator may move or reassign one or both residents if the conflict cannot be resolved amicably and if space allows. All the necessary paperwork must be filled out with the RA or Resident Director/ Area Coordinator at the time of checking out of the Residence Hall. All room changes must be approved by the Department of Residence Life prior to moving. Unauthorized room changes may result in disciplinary action.

### **Housing during the Breaks**

During all holidays and breaks between semesters, residents may apply through MyHousing to get approval to remain on campus during breaks including Spring Break.

### **Leaving the Residence Hall Check-Out Procedures**

Anytime a student intends to move out of the Residence Hall, the student must notify the Department of Residence Life of their intentions.

- Remove all personal belongings from the room, clean the room, and have the Residence Hall staff check the room for damages.
- The student must complete the Room Condition Report with the Residence Hall staff.
- If withdrawing from university housing, the student must fill out a housing cancellation request form by logging into MyHousing.

## **Housing Fees & Refund Policies**

### **Housing Deposits**

The housing deposit for the Fall and Spring semesters is due March 1 (for current resident students)/May 1 (for new students to housing). Information for room selection is provided in March for the Fall Semester housing and in October for Spring Semester housing. Students can stay in their current room assignment or change the housing assignment for the next semester. The non-refundable housing deposit must be paid for a student to be considered for housing.

### **Social Fee**

Each student assigned to a Residence Hall pays a \$44.00 annually (\$22.00/semester) Social Fee to assist the Residence Hall Councils and Inter Residence Council with activities and programs put on throughout the academic year. This money is used to enhance the college experience of the students. Programs such as trips to Boston, New York City, Lake Compounce, hockey games, ice skating trips, laser tag to name a few. Multiple on campus events are held throughout the academic year.

### **Damage Billing**

#### **Individual Rooms**

- Prior to a student moving into their room, the Residence Life staff completes a thorough inspection of each room and records its condition on the Room Condition Report.
- When a student moves into their room, the student should review the Room Condition Report and make additions that may have been overlooked by the Residence Life staff.
- After a student has checked out with a Residence Life staff member, and moved out of their room, the Area Coordinator/Resident Director will compare the move-in condition of the room, as noted on the Room Condition Report, to the move out condition of the room. Any damage noticed after move-out that was not mentioned in the Room Condition Report at move-in will be considered damage and may result in a damage bill.

- Resident Assistants (RAs) do not determine the room's condition; they check the resident out and make sure the Room Condition Report is completed and signed. Being checked out by a RA does not mean that a student will not receive any room or hall damage charges.
- Students will be notified via email sent to their CCSU account or may check MyHousing to see the damage charges. The email will include the damage the student is being billed for, along with the process for appealing the damage, if it is believed they were billed in error.
  - All appeals must be submitted by email, by the posted deadline, in order to be considered.
  - Students will be notified by email if the appeal was granted, or if the charges will remain on their account.
  - Students may only appeal a damage bill that occurred in their room/suite. Damage that occurred in communal areas (i.e., hallways, floor bathrooms, lounges, kitchens, and computer labs) may not be appealed.
- Due to the volume of damage billing done at the end of each semester and the time necessary to receive price quotes from Facilities Department, it may take several weeks after the close of the semester for the damage bills to appear on each student's account.

### **Common Space Damage**

When damage/vandalism occurs or excessive cleaning is needed in the residence hall communal areas (i.e., lounges, kitchens, hallways, bathrooms) the Residence Life staff members will investigate to determine the responsible individual(s) involved who will be responsible for paying the repair costs. If the individual(s) responsible cannot be determined by the Area Coordinator/Resident Director of the building, the Area Coordinator/Resident Director will bill students living on a section of a floor, the entire floor, or the entire residence hall. In turn, students will be notified by email that they have been billed for communal area damage. Communal area damage bills cannot be appealed.

### **Examples of damage charge incidents (including but not limited to):**

- Any damage that goes beyond the normal, expected wear and tear of items
- Excessive cleaning required, failure to remove garbage, etc.
- Bodily fluids (blood, urine, mucous, feces, and vomit) in the halls, bathrooms, or other communal areas
- Broken exit signs
- Broken windows or glass or ripped/missing window screens
- Inverted or incorrectly assembled beds
- Broken lounge or room/suite furniture
- Damage to carpet and upholstery
- Food or trash left in sinks or water fountains
- Trash or trash bags not properly disposed (i.e., room trash found in stairwell or bathroom/lounge trash can)
- Smoke detectors that are missing or have been tampered with
- Removal of any university furniture from its designated location

- Holes in walls and doors or painting of walls required because of excessive marks
- Sprinkler head discharges due to causes other than fire
- Graffiti

### **Housing Refund Policy**

- The \$250.00 Housing Deposit is **non-refundable**.
- No refunds will be given to students removed from on-campus housing due to disciplinary sanctions for violation of policies.
- Any student wishing to withdraw from the meal plan must indicate this on the Residence Hall Withdrawal Form.
- The meal portion fee is refundable, on a prorated basis, upon withdrawal from the University, or upon withdrawal from university housing at the request of the student and contingent upon the concurrence of the University. The discretionary cash component of the food service fee, if any, will be refunded according to procedures established at each University.

### **Students who withdraw from the University**

- Upon withdrawal from the University, up to and including the first day of University-wide classes as defined by the published University calendar, 100% of the balance paid less the housing deposit will be refunded.
- 90% of the balance, less the housing deposit, will be refunded during the first week of university- wide classes.
- 60% of the balance, less the housing deposit, will be refunded during the second week of university wide classes.
- 40% of the balance, less the housing deposit, will be refunded during the third and fourth weeks of university-wide classes.
- No refund after the fourth week of university-wide classes.

### **Students who remain enrolled but withdraw from University Housing**

- Upon withdrawal from university housing up to and including June 30th, 100% housing charges, less the housing deposit, will be removed from the student's account.
- No refunds for students who withdraw from university housing on or after July 1 (academic year) or December 1 (spring term for those students who planned to enter housing for the first time in spring), unless otherwise approved.

### **Housing Contract Cancellation**

- I. Students who wish to cancel their Housing Contract/Assignment must do so via MyHousing by adhering to the Housing Withdrawal process for their respective University.
- II. Students who request to cancel their Housing Contract/Assignment will automatically be released for the following reasons:
  - The student is participating in an internship, co-op, study abroad, student teaching, or other academic obligation that reduces or eliminates their need for on-campus housing.

- The student has medical reasons for cancellation that are verified by University Health Service Staff.
  - The student has graduated from the University before the end of the contract period.
  - The student is academically suspended before the end of the contract period.
  - The student has officially withdrawn or taken an official leave of absence from the University.
- III. Students who request a Housing Contract Cancellation for reasons other than those noted in section II will have their Housing Cancellation request reviewed through a process to be established by each University.
- IV. Students who are approved to have their Housing Contract cancelled for reasons other than those noted in section II will forfeit the Housing Deposit that they have paid if their cancellation is before or during their initial contracted term of occupancy.
- V. Students who are not approved to have their Housing Contract cancelled shall remain responsible for the fees associated with the duration of their Housing Contract and retain the right to occupy their assigned room.
- VI. Students who have their Housing Contract cancelled for the convenience of the university will not be required to pay any housing fee associated with the contract period.
- VII. Students who have their Housing Contract cancelled for judicial/disciplinary reasons will be responsible for paying for the duration of the semester in which their contract was cancelled and are not entitled to a refund.

### **Housing Contract Cancellation Review Process**

- A. The Vice President for Student Affairs (or Vice President to whom Residence Life reports) at each university will establish a process to review and decide upon student requests to cancel their housing contract when the student does not meet any of the conditions identified in section II above and the student requests relief from their obligation to pay the full academic-year housing fee.
- B. Under the process, each university may define conditions under which it will waive or refund any portion of the housing fee, with the exception of the housing deposit. In cases where the Committee agrees to cancel the housing contract during the fall term (or first term of occupancy), the student forfeits their housing deposit.

**An Annual Housing Contract Cancellation request form must be submitted via MyHousing. This request form can be obtained on the Residence Life website.**

### **Housing Bill Charge Dispute Procedures**

Any housing bill charge dispute must be submitted in writing to the Director of Residence Life.

- Must include the student's full name and ID number
- Brief statement as to reason for disputing the billing charges
- Must include the amount disputing

## Amenities & Services

Living on campus has great rewards included within the price of your residence hall room. This section covers all the great services the Department of Residence Life can offer.

### Blue TV

Apogee is the cable provider for the CCSU campus. Basic cable, along with HBOMax and Showtime Anytime, is provided in all student rooms and is included in your housing fee. Televisions and cable cords are not provided, so please bring your own. Refer to **Campus Television** for the CCSU campus cable lineup. Report any concerns regarding your cable service to your Resident Director/Area Coordinator.

### Internet Connection

Wired and wireless internet access is available through a residential computing network. If you need any computer assistance, call the IT Help Desk at (860) 832-1720 or visit the Walk-In Center in Marcus White Tech Central. Data jacks are in each resident's room. Students are encouraged to bring their personal computers. Wireless Routers are prohibited in the Residence Halls. To see all the policies involving student computers on campus and computer labs, see the Student Handbook's Computer Use Policy section.

### Computer Labs in the Residence Halls

Each Residence Hall has a computer lab with printer access. Students are responsible for providing their own paper. Software programs such as Microsoft Word, Excel, Access, and PowerPoint are available.

### Laundry

All the Residence Halls have a laundry room with several washers and dryers. Your Blue Chip ID Card is required to do laundry. Report any problems with washers and dryers to your Resident Director/Area Coordinator. As a student living on campus, you can monitor the availability of all washers and dryers in your residence hall. You can also monitor the time left on laundry loads and receive email alerts notifying you when your laundry is finished. To utilize laundry tracker, follow these simple steps:

- Visit [www.laundrytrackerconnect.com](http://www.laundrytrackerconnect.com)
- Enter location ID: Central
- Click on your Residence Hall to display washer and dryer availability

### Reporting Maintenance Issues

Critical issues such as water, flooding, fire or burning smell and bugs of any type must be reported to the Residence Life staff immediately in person. If there are recurring non-emergency maintenance issues, report it by using MyHousing. Do not wait until the end of the semester; report the maintenance issue right away so it can be taken care of. Follow up with your Resident Director/Area Coordinator if the maintenance issue has not been resolved within one week.

### **Telephones**

Central Connecticut State University no longer provides telephone service or voice mail service in student residence hall rooms except in those student rooms designated to conform to ADA requirements. House phones are on each residence hall floor which may be used for incoming calls and to place 911, campus, local and toll-free access calls. Students may use their own cellular phone service, or internet phone provider using a PC.

### **Vending Machines**

Each Residence Hall has soda and snack vending machines. Your Blue Chip ID Card, credit/debit card, or cash is required to make purchases. For information concerning refunds due to vending issues contact the Card Office at 860-832-2140 during their office hours.

## **Residence Halls Building Information**

All the Residence Hall rooms are standard double rooms except a few single and triple rooms. For the list of pricing for each Residence Hall, please refer to the Bursar's webpage at [www.ccsu.edu/bursar](http://www.ccsu.edu/bursar). For the Residence Hall profile information or other specific and general housing information, including the most current updates, please see the Residence Life [website](#).

### ***Traditional Style Residence Halls***

**Beecher Hall** – Home of the Bandits. Co-ed by floor. One communal bathroom on each floor, computer lab, large multipurpose/study space, kitchen, and laundry facilities.

**Seth North Hall** – Home of the Vikings. First year residence hall. Co-ed by floor. One communal bathroom on each floor, computer lab, large multipurpose/study space, kitchen, and laundry facilities.

**Sam May Hall** – Home of the Bulldogs. Co-ed by floor. One communal bathroom on each floor, computer lab, large multipurpose/ study space, kitchen, and laundry facilities.

### ***Quad Style Residence Halls***

**Barrows Hall** – Home of the Bobcats. All female residence hall focused on contemporary themes and programs related to women. Every three rooms share a bathroom. Kitchen on each floor, TV lounge, computer lab, study lounge, recreation room, and laundry facilities. Limited single rooms available, first-come, first served.

**Gallaudet Hall** – Home of the Gators. 21+ Residence Hall. Co-ed by floor. Three rooms share a bathroom. Kitchen and lounge on each floor, computer lab, TV lounge and laundry facilities.

**Sheridan Hall** – Home of the Sharks. Co-ed by floor. Three rooms share a bathroom. Kitchen and lounge on each floor, computer lab, TV lounge and laundry facilities.

**Vance Hall** – Home of the Spartans. Co-ed by quad areas. Five rooms share a bathroom. Kitchen and lounge on each floor, computer lab, multipurpose room, and laundry facilities. Limited single rooms available, first-come, first served.

***Suite Style Residence Halls***

**James Hall** – Home of the Jaguars. 21+ Residence Hall. Co-ed by suites. Three to four bedrooms share a bathroom and furnished living room. Kitchen on each floor, two computer labs, TV lounge and laundry facilities. Limited single bedrooms are available, first come, first serve.

**Mid-Campus Residence Hall** – Home of the Raptors. Co-ed by suites. Two to three bedrooms share a bathroom and furnished living room. TV lounge and kitchenette area on each floor, computer lab, community kitchen and fireplace lounge, multipurpose room, and laundry facilities. Limited single bedrooms are available, first come, first serve.



## Alma Mater

*Let us praise her glorious name,  
Alma Mater, blue and white.  
Gather round the sacred flame,  
of Alma Mater's nurt'ring light.  
  
Though we wander from her side,  
In our hearts she'll e'er abide.  
Let her sons and daughters sing  
Of Alma Mater triumphing.*

Text by Professor Emeritus David Gerstein  
Department of English

Tune "Madrid" arranged by  
Professor Emeritus B. Glenn  
Chandler Department of Music

## Campus Map

An interactive map can be found at [www.ccsu.edu/campusMap](http://www.ccsu.edu/campusMap)



Central Connecticut State University  
1615 Stanley Street, P.O. Box 4010  
New Britain, CT 06050--4010

For further information about the University,  
please visit [www.ccsu.edu](http://www.ccsu.edu) or call **860-832-CCSU (2278)**