

Policy on Student Illness. See **Health Services.**

Academic Honesty Policy

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

Throughout the following policy, the term *college* refers to any one of the schools or colleges of the University. The term *Universitywide program* refers to programs such as Interactive Information Technology or the Bachelor of University Studies that do not reside in a college. The term *department chair* refers to a department chair or, in the case of colleges that do not have departments, the equivalent of a department chair.

Policy

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

document or record maintained by any member of the faculty or administration.

Procedure

F. If an instructor becomes aware of a violation of sections A, B, C, D, or E, or other dishonest academic action, the following procedures shall be followed:

1. The complainant must present the charge and all evidence to the student in a private conference. This must take place within 10 academic days (see section L) of discovery of the alleged violation.
2. If the complainant is an instructor and if the situation cannot be resolved in such a conference, a meeting shall be set up with the department chair, the complainant, and the accused student before 10 additional academic days have elapsed. If the complainant is the department chair, this meeting will be held with the dean or director of the relevant University-wide program. If the situation is not resolved at this meeting, either the complainant or the accused may elect to file a written complaint specifying the charges and evidence.

A written complaint that shall include the penalty proposed by the instructor shall be filed with the dean of the college in which the alleged violation occurs. The dean shall ensure that both parties receive copies of the complaint as soon as possible. If the alleged violation occurs in a University-wide program, the complaint should be filed with the director of the University-wide program. If the student is matriculated in a college or in a University-wide program other than that in which the alleged violation occurs, a written copy of the complaint shall be sent to the dean of the college of matriculation or to the director of the program of matriculation. A copy of the complaint shall also be sent to the academic advisor of the matriculated student.

3. In cases of a University official's alleging a violation of section E that cannot be resolved by such a conference, the complaint shall be referred to the vice president for student affairs. The vice president for student affairs will then determine the dean or University-wide program director with whom the complaint will be filed, or if the case shall be referred to the University Conduct Board (whose procedures shall apply).

1989
Expanded Sports
Center opens

1989
Dedication of
Harry Jack Gray
Center

- G. The dean with whom the complaint has been filed shall call a meeting of the college Academic Standing Committee to be held within 20 academic days of receiving the complaint. The director of a University-wide program with whom the complaint has been filed shall call a meeting of the University-wide program curriculum committee, which shall function as an Academic Standing Committee, to be held within 20 academic days of receiving the charge and evidence. The Academic Standing Committee shall then carry out the provisions of sections H and I below.
- H. The Academic Standing Committee shall implement the following procedures:
1. Both parties, the complainant and the accused, shall, at least 10 days prior to the meeting, be informed, in writing, of the time and date of the meeting and invited to attend.
 2. The vice president for student affairs (or designee), the college dean(s), and the director of the University-wide program (when relevant) shall be invited, but not required, to attend the meeting(s) with voice but without vote.
 3. At the meeting, the student shall have the right to a meeting advisor, selected by the student. The meeting advisor shall not be licensed in the field of law, shall be a member of the University community (limited to faculty, staff, and students), and shall not be otherwise involved in the case. The meeting advisor shall not address the committee or otherwise directly participate, but the accused may request a short recess to consult the meeting advisor. Meetings will be scheduled in a timely manner, with an effort to accommodate the meeting advisor's availability.
 4. No member of the committee who is otherwise involved in the alleged violation shall sit in judgment during the meeting.
 5. The meeting shall be closed to all nonparticipants.
 6. Both parties shall be afforded the opportunity to speak, to present evidence and witnesses, and to hear and question adverse witnesses.
 7. All meetings must be completed and the committee's recommendation must be made within 15 academic days of the initial meeting to the appropriate dean.

-
8. All of the proceedings pursuant to the investigation of an alleged violation shall be carried forward in a confidential manner. There shall be no general announcement of the identity of the student(s) charged with the violation nor of the recommendation of the committee.
- I. After duly investigating the reports received, hearing the statements of the accused and such other persons as may testify, and hearing other relevant evidence, the committee shall recommend to the dean or the director of the University-wide program one or more of the following, as it deems appropriate:
1. that (a) the charges be dismissed, (b) the charges have not been substantiated, or (c) the evidence established innocence; or
 2. that the student is considered guilty of the alleged violation by a preponderance of the evidence, and therefore one or more of the following actions be taken:
 - a. instructor's penalty shall be upheld
 - b. that the student be dropped from the course or assigned a grade of F for the specific assignment or for the entire course
 - c. that the student be suspended (i) for the remainder of the current semester, losing credit for the current academic program, or (ii) for the following semester or year, or both
 - d. that the student be dismissed from the University, and the dismissal be entered on the student's permanent academic record (transcript original), maintained by the registrar in the case of dismissal.
- J. The chair of the committee shall present the recommendation in writing to the dean or University-wide program director who convened the committee. The recommendation shall also be presented in writing to the student, the original complainant, the dean of the student's college of matriculation or the director of the student's University-wide program of matriculation. If any of the individuals to whom the recommendation of the committee has been presented should find the recommendation unacceptable with respect to the imposition of suspension or dismissal, that individual may make an appeal to the provost. In the absence of such an appeal, the dean of the student's college of matriculation or the director of the student's University-wide program of matriculation shall be responsible for seeing that the recommendation is carried out, subject to the student's right of appeal set forth in section K, below. The dean

or director shall also provide the student's academic advisor with a confidential report of the recommendation and action taken. In the case of nonmatriculated students, the dean or the director with whom the complaint was filed shall notify the student of the recommendation and shall be responsible for seeing that the recommendation is carried out subject to the student's right of appeal. If such an appeal is made, the chair of the committee shall forward the recommendation and all relevant material to the provost for consideration and action.

- K. Should the student find the action unacceptable, the student may appeal to the provost not later than 10 academic days after notification. Student appeals will be considered only on the following bases:
1. the existence of newly discovered evidence not available at the time of the hearing/decision
 2. the imposition of an unreasonable penalty or sanction at a prior hearing
 3. a substantive violation, mistake, or error in the procedures established herein has occurred, which would have significantly altered the outcome of the meeting provided for in section H (above).

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

- L. All of the proceedings pursuant to the investigation of an alleged violation shall be carried forward in a confidential manner. There shall be no general announcement of the identity of the person or persons charged with the violation or of the decision of the committee, except that the advisor of the student shall receive a confidential report of any action taken.
- M. For the purposes of this policy, *academic days* are defined as those days when the University offers regularly scheduled spring or fall semester course work or final examinations and shall not include Saturdays or Sundays. Summer sessions or vacation periods shall not be included in computing academic days. The review of violations that are alleged to have taken place during summer sessions or vacation periods, or which are reviewed in part or in whole during these periods, shall be consistent with the procedures set forth in this section and shall be conducted with all reasonable speed, while

at the same time consideration is given to the unavailability of faculty and staff during said periods.

Appeal of an Academic Decision

1. Appeals relating to a faculty member's decision in the implementation of an academic policy can be made on the grounds of discriminatory, unjust, or capricious action.
2. The appeals procedure shall normally be as follows:
 - a. The student shall discuss the matter with the faculty member.
 - b. If the situation cannot be resolved in such a conference, the student may request a meeting with the department chair/division director of the faculty member's college. If the faculty member is an adjunct faculty member teaching an All-University Curriculum (AUC) course, the student may request a meeting with the director of the AUC.
 - c. If the situation is not resolved at this meeting, the student may take the appeal to the dean of the college in which the course is taught. In the case of an AUC course, the director of the AUC shall hear the complaint. The dean/director shall screen the evidence presented by the student and determine whether the appeal warrants further investigation. If so, the appeal and the evidence shall go to the chair of the academic standing committee of the college of the faculty member. In the case of an adjunct faculty member teaching in the AUC, the All-University Curriculum committee will act as the academic standing committee.
 - d. The chair shall call a meeting of the Academic Standing Committee/All-University Curriculum Committee, and the committee shall review the appeal by hearing all the evidence presented by student and faculty member. Both the student and the faculty member will be invited to meet with the Academic Standing Committee to respond to questions concerning written material that either party has presented.
 - e. The vice president for student affairs and the ombudsperson shall be invited to attend the meeting(s) with voice but without vote.

*1990
Introduction of
Hartford Half-Tuition
program*

- f. After investigating the appeal, the committee shall submit a detailed report and recommendation(s) to the dean of the college. In the case of an AUC course, the faculty member's dean and the director of the AUC will receive the report jointly. The committee shall make the final determination of the case.
- g. The dean of the college and the director of the AUC (in the case of an AUC course) shall inform the concerned parties of the decision(s) of the committee. There shall be no further appeal.
- h. The entire procedure as described shall take place promptly, and no later than the semester following the student's complaint.

Civility

The University of Hartford prides itself on the service it provides to its various clients and constituencies. It carries out its mission with the concerns of these groups as its first priority.

Among the many groups that it serves are, first and foremost, students and their parents. The main reason for the presence of students on the campus is to receive an education, and this education should be brought to the students in as humane and flexible a framework as possible, with an absence of red tape and unnecessary rules and restrictions. While high academic standards should be striven for and maintained, and strong moral and ethical values should be encouraged in everyone, the maintenance of such standards and values should not be confused with the imposition of rules for their own sake.

Support services for students should be delivered in a fashion that is student centered and responsive to student needs. Students should be treated politely and sensibly. Those responsible for the delivery of services should be willing to apply rules flexibly and intelligently and even to make exceptions when a good purpose and common sense are served by doing so. They should be mindful that many students are still learning how to conduct themselves in a community and may be less understanding or patient than their elders.

Programs and procedures should be regularly reviewed to make sure that they remain responsive to student needs and can be operated smoothly. Changes should be made where necessary.

1990
Completion of
\$50 million
capital campaign

In most cases, at least where full-time undergraduates are concerned, parents fund the education that students receive. They, too, should be treated politely and cooperatively. Their concerns should be answered courteously and promptly, and they should be kept informed about rules and procedures at the University. Questions about their sons and daughters should be answered clearly and without breaching rules of confidentiality and privacy. The advice of parents on the operations of the University should be sought where appropriate.

Courtesy and politeness, like charity, begin at home. Many offices and services on the campus provide assistance to faculty members and members of the staff. Here, too, a client-centered attitude should be encouraged. There should be no rule or regulation that cannot be explained and no procedure developed purely and simply for the convenience of the members of the office in question. Efforts should be made to keep constituencies informed, and regulations and procedures should not be changed without adequate consultations, particularly (though not exclusively) with officially constituted committees and other governance bodies. When changes of this kind are made, they should be adequately announced, and the reasons for the changes should, where appropriate, be explained.

What holds true for internal constituencies should also apply to external ones. Decisions made at the University frequently have an effect on the external public. When this is so, it is important that the public be consulted and informed. Other external clients and constituencies include business and industry, alumni, friends of the University, and donors. The concerns of all these groups should be kept adequately in mind.

In all of their dealing with employees, supervisors should do their best to reward those for whom they are responsible, not in terms simply of their own ability to apply rules undeviatingly or to carry out the specific mission of the office in question, but rather in terms of responsiveness to constituencies, willingness to facilitate, and a sense of the overall mission of the University. Behind the actions of all members of the campus community, there should stand an awareness of mission and an eagerness to establish good relations with all constituencies. The education and retention of students, good employee relations, and a willingness to advance the University in a positive direction should be uppermost in the minds of all.

Diversity

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

- to become an open, honest, disciplined, and caring community where the unique qualities of each person are fully appreciated
- to create on the campus a community reasonably reflective of the wide diversity of the larger society—but in which that diversity is managed and supported for the benefit of all
- to balance the rights of individuals and the concerns of the institution, so that all of our members are treated with respect and the larger goals of the University are fully understood. Each student, faculty member, and member of the staff deserves the full respect of, and courteous treatment by, other members of the University family, regardless of race, color, sex, age, religion, national or ethnic origin, disability, sexual orientation, or veteran status. Institutional efforts to promote community imply certain expectations regarding the behavior of members of the community. We do not tolerate acts of incivility, bigotry, violence, racial or sexual harassment, or substance abuse. Conduct counter to these expectations will be considered to be a serious offense against our community and the rights of its members, and will be dealt with severely.

Community Relations

Being Neighborly

The University of Hartford is proud to be a part of West Hartford, Hartford, and Bloomfield. Being good neighbors is one of the University's highest priorities, and with this in mind, the University encourages students to engage in responsible behavior while visiting these towns. Any unreasonable disturbances, such as noise, speeding, littering, and/or trespassing on the rights of our neighbors, are not welcomed or condoned. Our goal is to create goodwill continually.

Alcohol Policy

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

The University expects members of the campus community who are of legal drinking age and who choose to consume alcoholic beverages to do so responsibly and as a result of an informed decision. This decision should be based upon consideration of the consequences to self, others, and the community at large. Intoxication in no way relieves an individual from full responsibility for the consequences of his or her actions. Based on its concern for the rights and the personal growth of individual students, the University will intervene when inappropriate behavior is demonstrated.

Due to its potentially negative effect on academic performance, health, personal relationships, and safety, the University is concerned about alcohol abuse. The University provides alcohol-education programs, on-campus counseling services, and referrals to off-campus counseling and treatment programs. The University may require evaluation and/or treatment for a student as a condition of enrollment. Seeking confidential assistance from or being referred to these services will not, by itself, result in disciplinary action.

The University of Hartford abides by Connecticut state law and local ordinances pertaining to the consumption, possession, sale, and distribution of alcoholic beverages. Specifically:

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

*1990
Educational Main
Street begins*

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

1990
Beginning of Say Yes
to Education program

I. General Regulations

A. Public Consumption of Alcoholic Beverages

Consumption of alcoholic beverages and/or the possession of alcoholic beverages is permitted in approved venues only. Public consumption of alcoholic beverages is prohibited in all public areas, including all common areas, such as lobbies, lounges, hallways, and outdoor areas, on the residential and academic sides of campus. Alleged violations of this policy, including, but not limited to, the possession of bottles or cans of alcohol, unruly or inappropriate behavior, or underage consumption of alcohol, will be addressed by Public Safety, the Office of Residential Life, the Office of Student Conduct Administration or other University staff members.

B. Bulk Containers

Students are not permitted to have bulk containers of and/or excessive quantities of alcohol on the University of Hartford campus. *Bulk containers* are defined as any container exceeding 5 liters. Bulk containers are only permissible through third-party vendors in University-approved locations. Students wishing to organize events with bulk containers of alcohol must work through the Special Events Committee. Please see section II-C of the alcohol policy for additional information on working with the Special Events Committee.

C. Grain Alcohol

Grain alcohol is prohibited on campus.

D. Binge Drinking Paraphernalia

Binge drinking paraphernalia, including, but not limited to, funnels and luges, are prohibited on campus.

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

-
- F. Students are prohibited from displaying alcohol-related materials**—for example, signs, posters, or lights—in common areas and in public view. Students may, however, display such materials in their private space.
- G. University of Hartford students are responsible for presenting their valid University of Hartford ID and a valid driver's license or state ID card for age verification**, before they can be served alcohol. People who are not University of Hartford students are responsible for presenting another form of picture identification (e.g., driver's license, passport, state ID card). During party registration, Public Safety, the Office of Residential Life, and the student host will determine how individuals under the age of 21 will be made visibly distinguishable to ensure that they are not permitted to obtain alcohol from within the apartment.

II. Parties

Parties can only occur during the academic year, which is defined as fall and spring semesters. Winterterm and Summerterm are not considered to be part of the academic year, as related to party policy.

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

- Students hosting parties on campus need to be in compliance with the Connecticut state statute regarding the sale and possession of alcohol. It is beneficial for students also to become familiar with the Dram Shop Act of Connecticut regarding intent to sell alcohol. For information on the Connecticut state statutes or the Dram Shop Act, students may attend the SmartHost or call Public Safety.
- Residents hosting a party are expected to clean up all external areas affected by the party by 10 a.m. on the day after the party. These areas include, but are not limited to, interior courtyards, laundry rooms, and areas surrounding the quad.

- Residents found not complying with any of the regulations set forth in the party guidelines are subject to immediate administrative action as well as charges under the University conduct system. Party privileges can be temporarily revoked at the discretion of the Office of Residential Life pending the resolution of a judicial hearing for violations of the University alcohol policy.

A. Types of Parties

All contained parties and social parties must be registered with Public Safety. SmartHost attendance is mandatory for host, servers, and door people before a party can be registered.

Alcohol equivalents are based on an estimate of 5 drinks per person times the maximum number of persons permitted at each party type (private, contained, social). Note: for social parties, the equivalent is based on an estimated number of persons within the 30' x 30' print (100 students); then the standard equivalent is used (5 drinks per person).

1. Private Parties

- a gathering of 12 or fewer people
- allowed only in Regents Park, Park River, and Village Apartments
- alcohol is present
- a courtesy notification of the resident assistant on duty is recommended
- alcohol may not exceed two 30-packs of beer (60 beers) or its alcoholic equivalent.

2. Contained Parties

- a gathering of 13 to 20 people
- allowed only in Regents Park, Park River, and Village Apartments
- alcohol is present
- notification of Public Safety (860.768.7985) is required by 6 p.m. on the day of the party
- attendance at the SmartHost is mandatory for the host and designated door person of a contained party and strongly recommended for any other responsible person(s)
- alcohol may not exceed three 30-packs of beer (90 beers) or its alcoholic equivalent.

3. Social Parties

Social parties are allowed in Village Quad Apartments 3, 4, 5, 6, and 7 only. Each social party may include an outdoor designated area at the discretion of the registered party host.

The participants in a social party, including an outdoor designated area, must abide by the following guidelines:

- a. Designated area is defined as a 30' x 30' print, marked off by a visible constraining barrier.
 - b. Designated area will have one access point used both to enter and to exit, monitored by a third door person.
 - c. Individuals entering the designated area with alcohol must be at least 21 years of age.
 - d. Individuals within the designated area will be subject to identification verification.
 - e. No more than 20 people are allowed in an apartment at one time.
 - f. Alcohol can be served only from the host apartment.
 - g. No alcohol bottles and cans are permitted to be removed from the host apartment during the party, but alcohol can be removed in approved containers.
- ♦ Six people must register each social party: one host; three door people, one of whom is stationed at the access point of the designated outdoor area; and two servers. The three door people must be at least 20 years old. The role of the door person is to check student IDs and to regulate individuals entering/exiting the apartment and the designated outdoor area. A minimum of one door person must be present at all times in the apartment, and a minimum of one door person must be present at all times at the access point to the designated outdoor area. The two servers must be at least 21 years of age. The servers are responsible for monitoring the location where alcohol is stored and ensuring that only individuals who are of legal drinking age are given access to these beverages. A minimum of one server must be present at all times. The host lives in the apartment where the party is being held, and must be at least 21 years of age. The host monitors the behavior of individuals at the party, and works with Public Safety and the Office of Residential Life to ensure that all policies are being followed. The host must be present at all times.

1990
Creation of
Occupational Therapy
program

- An apartment can only host one social party per weekend. This means that only one social party can be registered in a Village apartment per weekend. A *weekend* is defined as Friday and Saturday during the academic year.
- No more than three social parties can occur in the entire Village on any night, and no more than one can occur in any given Village Quad (3–7) on any night. In a quad with one social party, there may only be two contained parties in that quad.
- h. Alcohol may not exceed 20 30-packs of beer (600 beers) or its alcoholic equivalent.

4. Alcohol Equivalents

Outline of alcoholic (content) equivalents of one 30-pack of beer:

Type	Ounces	Quarts	Liters
80 proof	36	1	1
40 proof	72	2	2
Wine	–	–	3.75 liters or 5 bottles of 750 ml of wine

1 liter = 33.81 fluid ounces

1 liter = 1.06 quarts

1 quart = 32 ounces

One drink is equivalent to:

- 12 oz. beer (4.1%)
- 4 oz. wine (12%)
- 1.25 oz. shot (80 proof 40%)
- 1 oz. shot (100 proof 50%)

The legal blood alcohol limit in Connecticut is .08.

B. *The SmartHost*

A class has been established with the goal of educating students about the responsibilities and liabilities inherent to hosting a party at which alcohol is served. SmartHost attendance is mandatory for host, servers, and door people before a party can be registered. This class is generally offered at the beginning of each semester. Look for advertisements and/or call Public Safety (860.768.7985) for additional information.

C. *Special Events*

To enable staff to be of maximum assistance to students with the planning of an event, student sponsors are encouraged to allow as much planning time as possible. Given the additional considerations of setup, cleanup, maintenance needs, scheduling Public Safety and/or Hartford police officers, and so forth, it is required that students discuss the social event with the Special Events Committee at least seven days prior to the scheduled date. A representative of the Special Events Committee may be reached at 860.768.4283.

If you intend to sell alcohol, you will need a State of Connecticut Temporary Alcohol Permit for your event. The state requires at least three weeks to process such requests. It will be necessary to hire a third-party vendor to sell the alcohol. This vendor must provide the University with a certificate of liability insurance that names the University as an additional insured. Any such event must be brought before the Special Events Committee four weeks prior to the event so that staff can ensure that your program fulfills all necessary regulations and legal requirements.

D. *Special Events Off Campus*

If a University club or group is holding an event off campus where alcohol is to be served, the group must notify Public Safety and the Office of Residential Life in writing no later than three days prior to the event. The written notification must be in the form of a letter from the group's advisor and must include the time, date, and place of the event as well as the estimated number of attendees.

III. Violations of the Alcohol Policy

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

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

Hosts, servers, and doorpersons will be held equally responsible for violations of the alcohol policy that cause a party to end. This includes being responsible for their guests' actions. Please note that recognized University organizations who violate the alcohol policy risk jeopardizing their recognition, funding, and campus privileges in addition to other sanctions.

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

IV. Where to Get Help

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

Campus Resources

For more information, see full description in other sections of *The Source*.

Counseling and Psychological Services, GSU 313	860.768.4482
Connections Health Education Center, UC 118	860.768.5433
Health Services, Sports Center	860.768.6601
Office of Residential Life, Central Office	860.768.7992
Apartment Resident Director, VA 7105	860.768.6110
Complex Area Office, B Complex Director	860.768.6102
Campus Ministry, GSU 153	
Protestant	860.768.5127
Catholic	860.768.4899
Jewish (Hillel)	860.768.7956

1991
Introduction of
Doctoral Program
in Educational
Leadership

Community Resources

Blue Ridge Treatment Center 860.243.1331
1095 Blue Hills Ave., Bloomfield, CT 06002

University of Connecticut 860.679.2000
Alcohol/Drug Treatment Center
263 Farmington Ave., Farmington, CT 06030

The Institute of Living 860.545.7070
Alcohol and Drug Treatment Program
400 Washington St., Hartford, CT 06106

Info Line (general help line) 800.203.1234
Alcoholics Anonymous 860.282.5924
Cocaine National Helpline 800.627.2463
Narcotics Anonymous 800.627.3543

*1991
Hartford College for
Women affiliates
with UofH*

Mediation Services

Sometimes students may find themselves involved in disputes that they are not able to easily resolve and may need some assistance in working through the conflict. When such disputes occur, students may take advantage of mediation services offered on campus as an alternative to the judicial system.

What is mediation?

Mediation is a way of working through conflicts with the help of neutral third parties called "mediators." The mediators, usually a team of two people, guide the two disputing parties through a structured process so that they can reach their own resolution to the dispute.

Who can make use of the mediation services?

Mediation services are open to all members of the University community. The only stipulation regarding mediation is that both (or all) members of the disputing parties must agree to participate voluntarily in the process.

How does mediation work?

There are five steps to the mediation process:

1. Introduction—Here the mediators greet the disputing parties to explain the process and set the stage for the mediation.
2. Storytelling/fact finding—Each disputant explains the conflict to the mediators along with any needs and concerns. The focus is on each disputant's point of view and his/her feelings.
3. Caucuses—Disputants will meet separately with the mediators so that they can discuss their needs and concerns in more detail. If a disputant wants to tell the mediators something confidential, he/she can do so at this time. The mediators will then meet without the disputants to discuss what they have heard and their strategy for helping to resolve the conflict.
4. Problem solving—The mediators help the disputants focus on the future and solving the problem(s).
5. Agreement writing—The agreement is the only written record of the mediation. Agreements are legally binding. In the event that one side does not live up to the agreement, the mediation coordinator may speak to the delinquent party to see if there has been a new development or problem in holding to the agreement. If necessary, the aggrieved party may seek redress elsewhere.

1992
Introduction of Master
of Fine Arts program
at Hartford Art School

What makes a mediation different from the misconduct process?

The main difference is that a mediation allows the control of the solution to the dispute to remain with the disputing parties. No sanctions or judgments are imposed by the mediators. The disputants are the people who write the agreement.

How would I arrange for a mediation?

If you are interested in setting up a mediation or in just finding out more about the process, contact the peer advocate (GSU 307) at 860.768.4611. All calls are confidential.

Sexual Assault Policy and Guidelines

Policy and Definitions

The University of Hartford prohibits sexual assault in any form. The University recognizes that the term *sexual assault* encompasses a wide range of exploitative and violent behaviors that exist on a continuum relative to the severity of the particular behavior. These behaviors include sexual harassment, forced sexual contact, and forced sexual intercourse (or rape). These acts not only violate the University of Hartford policy and University Code of Student Conduct prohibiting sexual assault but also violate the criminal laws of the state of Connecticut.

The University of Hartford accepts the following definitions as forms of sexual assault:

- ♦ *Sexual harassment* is defined as deliberate, unsolicited, and/or unwelcome verbal comments, gestures, or physical contact of a sexual nature. (See the University of Hartford policy on sexual harassment for more details.)
- ♦ *Forced sexual contact* is defined as coerced, manipulated, or unwanted touching, directly or through clothing of an intimate part of another person (e.g., the genital area, groin, inner thigh, anus, buttocks, or breasts) that occurs against one's will, or without one's consent, including when one is unconscious, intoxicated, or otherwise unable to give consent.
- ♦ *Forced sexual intercourse* (or rape) is defined as any coerced, manipulated, or unwanted penetration (oral, anal, or vaginal) that occurs against one's will or without one's consent, including when one is unconscious, intoxicated, or otherwise unable to give consent. Penetration, however slight, is sufficient; emission of semen is not required. Penetration can be with a penis, finger(s), or object(s).
- ♦ *Forced sexual intercourse* (or rape) by a date, boyfriend, girlfriend, casual friend, acquaintance, or stranger is considered a serious crime of rape. Date/acquaintance rape, often occurs out of some level of mutually consensual sexual activity. If at some point the person stops consenting, and if penetration occurs, it then becomes forced sexual intercourse (or rape).

1992
Creation of
Architectural
Engineering
Technology
program
at Ward

1992
Launch of UofH
business educa-
tion program
at Jagiellonian
University in Poland

Connecticut State Law and the Code of Student Conduct

Forced sexual contact and forced intercourse (or rape) constitute sexual assault and are serious crimes under Connecticut law. These crimes are punishable by imprisonment in jail, probation, a criminal record, and/or a monetary fine. The maximum penalty for conviction of sexual assault is a period of imprisonment not to exceed 20 years.

The Code of Student Conduct specifically prohibits sexual assault in all forms as defined above. Sexual assault can result in the involvement of law enforcement officials and severe sanctions under the University misconduct system, including suspension or expulsion from the University. The Code of Student Conduct in no manner, stated or implied, intends to protect or shield students from their responsibilities under local, state, or federal laws. Therefore, a student may be held accountable under both systems. This, in fact, is not double jeopardy.

Incidence and Prevalence of Sexual Assault

National studies show that college and University students are more vulnerable to incidents of sexual assault than any other age group. In a number of recent college surveys, one out of four women students has reported experiencing an incident of sexual assault (forced sexual contact or forced sexual intercourse), and almost 90 percent of these women stated that they knew their assailants. In these reported incidents of sexual assault, 75 percent of the men and 55 percent of the women stated they had been intoxicated or under the influence of drugs.

Women—Ways to Prevent Sexual Assault

Be assertive and speak firmly. Many women have difficulty confronting coercive behavior because they have been socialized to be “polite,” but the other person may ignore or misunderstand “nice” or “polite” approaches. Be forceful. Say something like, “Stop this, I’m not enjoying it.” If you do not want to be touched, say so. If he/she does not respect this, you always have the right to leave. *Remember:* Communicate your feelings. Trust your intuition. If you feel uncomfortable, think you are being pressured to have sex, or believe you are in a dangerous situation, you are probably right. Confront the person immediately or leave.

Know that alcohol and drugs are often related to sexual assault. The use of alcohol and drugs compromises your ability both to make responsible decisions and to communicate effectively. When you are at a party, never accept a drink of any kind that you do not prepare or

see prepared. This even includes soda and water, unless you are given a sealed container to open yourself.

There are blue-light emergency call boxes situated around the campus. Directions for their use are located on each box.

Men—Ways to Prevent Sexual Assault

Ask directly and don't assume. Many men believe that it is a routine part of "seduction" to ignore a person who says "no" and to assume he/she means "maybe" or even "yes." But without clearly established consent, what is called seduction is actual sexual assault. Even after a person has given consent, he or she still has the right to change his or her mind. Unless we are willing to accept "no" from our partner, "yes" has no meaning.

Listen to and respect the other person. If you are getting a double message from someone, speak up and clarify the message. If he/she says no to your advances, back off and suggest talking.

Recognize that intoxication is no excuse. Intoxication is not a defense for sexual assault. You are responsible for your actions whether or not you are sober. If he/she is intoxicated, help him/her; don't take advantage of him/her. If he/she has passed out or is not in control of himself/herself, it is a crime to have sex with him/her.

Men Against Rape and Sexual Assault (MARS)

Mission: Educate and empower the male community at the University of Hartford to work as allies with women in rape prevention and other forms of men's violence.

Men Against Rape and Sexual Assault was formed on the University of Hartford campus to encourage men on our campus to become actively involved in sexual assault prevention. The group meets once a month to discuss issues, bring in guest speakers, and educate all students about sexual assault prevention.

Resources for Responding to Sexual Assault

Medical Treatment

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

- to treat physical injuries
- to ascertain the risk of sexually transmitted diseases or pregnancy and intervene accordingly
- to gather evidence that could aid prosecution. Evidence should be

collected immediately. After the first 24 hours, the quality of evidence usually decreases but can be collected up to 72 hours after the assault. This evidence collection can be performed at any of the area hospital emergency rooms: Saint Francis (860.548.4001) and Hartford Hospital (860.524.2525).

A support person may be present during the exam.

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

Follow-up and routine gynecological services for those who have experienced sexual assault are provided at the University's Health Services (860.768.6601). Gynecology clinics are held weekly. Questions regarding the medical aspects of the assault can be answered during regular Health Services hours: Monday through Friday, 8 a.m.–8 p.m., and Saturday and Sunday, 2–6 p.m.

Emotional Support and Counseling

On Campus—There are a number of services offered on campus to provide emotional support and counseling to individuals who have been sexually assaulted. Sexual assault advisors are volunteer members of the University of Hartford faculty and staff. All have intensive training in serving as advocates to help individuals deal with the aftermath of an assault. They can assist in identifying existing needs, whether medical, judicial/legal, counseling, academic, or housing related. They can also inform the student regarding the most appropriate campus and/or community services to provide this needed assistance and can facilitate the setting up of appointments, as needed or requested. These advisors are on call around the clock on a rotating schedule. To contact a sexual assault advisor, call Counseling and Psychological Services (CAPS) at 860.768.4482, 8:30 a.m.–4:30 p.m., or Public Safety at 860.768.7985 anytime.

You may also reach a counselor at Counseling and Psychological Services (CAPS) by calling 860.768.4482 during regular office hours, Monday through Friday, 8:30 a.m.–4:30 p.m. After hours, a CPD counselor is on call and may be reached through the Public Safety dispatcher at 860.768.7985. Counselors from this office are available to intervene in a crisis situation and can provide safe, confidential support for you during this difficult period. They can inform you of common reactions to crises and discuss coping methods that may assist you

immediately following the assault and at a later time. Talking about your concerns with one of these counselors may help you sort through feelings and decide what to do.

Off Campus—The Sexual Assault Crisis Services (SACS) is operated by the Hartford YWCA and maintains a 24-hour emergency hotline (860.522.6666). Trained volunteer counselors are available to provide information and support; upon request, a SACS volunteer or University of Hartford sexual assault advisor will also meet at the hospital any individual who has been sexually assaulted to provide support throughout the medical examination.

Public Safety, 860.768.7985 (7777, IN EMERGENCY)

Contacting the Public Safety department immediately following an assault helps to

- ensure the student's safety
- protect the student and others from future victimization
- apprehend the alleged assailant
- maintain future options regarding criminal prosecution, University disciplinary action, and/or criminal action against the assailant

When an assault is reported, the student who was assaulted may request an officer of a specific gender to respond. Every attempt will be made to comply with this request. The responding officer will interview the student regarding the facts surrounding the assault. The student will be asked to identify, if she/he can, or describe the assailant(s). The student will also be asked about the scene of the crime, to identify witnesses, and to describe what happened before and after the incident. The responding officer will make a written report, which will be important in the event the student wishes to file a formal complaint, either immediately or at a later date, with the local authorities or through the University misconduct process. The student may wish to have a support person with her/him during this process.

Reporting the incident is a separate step from choosing to file a formal complaint. When a student files a report with Public Safety, she/he is not obligated to continue with legal proceedings or University misconduct action.

1994
The Hartt School enters into cooperative arrangement with the Hartford Ballet to teach dance

Importance of Reporting Sexual Assaults

Students who have been sexually assaulted (through forced sexual contact or forced sexual intercourse) have been victimized. Their assailants are at fault and the assailants' behavior is not acceptable. In order to stop this type of criminal activity, we encourage students to report what has happened. This reporting will ensure help for the individual who has been assaulted and remediation for the alleged perpetrator. Recognizing the different needs of individuals who have been sexually assaulted, there is a range of ways to report the perpetrator's behavior. A student who has been assaulted may pursue any of the following options:

1995
International Center
established

1. If the student who has been assaulted desires criminal prosecution through the courts, she/he needs to contact the Public Safety office. At her/his request, Public Safety will summon the appropriate local police agency. Both Public Safety and the local police will provide the individual who was assaulted with information regarding her/his rights. The student will also be provided with information regarding her/his state or federal legal rights to have the perpetrator tested for communicable diseases. It is important for the student who has been assaulted to note that a police report does not require that he/she follow through with the prosecution process. The student has the right to withdraw the charges at any point during the process if he/she so wishes. The student also will be free from pressure by the University not to report the crime, or to report it as a lesser offense.
2. If the offender is a University of Hartford student, and the student who was assaulted does not want to take action through the courts, he/she may file misconduct charges and have the case handled by the University judicial system. The student who was assaulted does, however, have the right to proceed with this matter through both the courts and the University misconduct system. To ensure due process, sensitivity, and respect for the rights of the individual who was assaulted, as well as of the accused, the following conditions will prevail in all University misconduct processes:
 - All policies, rights, procedures, as stated in the University Code of Student Conduct, are applied.

-
- The individual who was assaulted has the right to act as the complainant or to request that a University staff member serve as the complainant.
 - The individual who was assaulted has the right to be accompanied by an advocate. The advocate, although allowed to be present at the hearing, may not participate in the hearing.
 - The individual who was assaulted has the right not to have her/his past sexual history discussed during the hearing.
 - The individual who was assaulted has the right to make a victim impact statement.
3. If the student who was assaulted does not want to pursue a formal complaint within the University system or criminal justice system at this time, she/he may file a confidential report by contacting Public Safety and completing a statement describing the details of the assault. With such information, the University can keep accurate records about the number of assaults involving students; determine whether there is a pattern of assaults with regard to a particular location, method, or assailant; and alert the campus community to potential danger.
4. The student who was assaulted will be informed of existing campus mental health and support services.
- If the complaint is against a student, and if after preliminary investigation the accusation seems arguably valid, the complainant will be advised of various options, including those under the University misconduct system.
 - If the complaint is against an employee, and if based upon the investigation the complaint is found to have validity, Human Resources Development (HRD) shall make known the various options available. Any questions on this process should be directed to HRD or the vice president for student affairs.

*1996
Hartt launches new
theatre program and
offers the University's
first Ph.D. program*

Code of Student Conduct

This Code of Student Conduct shall supersede all prior Student Conduct Codes and judicial codes and regulations. All University of Hartford students possess certain rights and privileges together with corresponding duties and responsibilities. Every student is entitled to freedom of action as a necessary expression of scholarly activity. As a member of the University community, students can expect that their personal dignity and property will be respected.

In turn, all students are responsible for maintaining standards of conduct that do not interfere with the rights of others nor prevent the University from functioning as a center of inquiry and learning.

Students are admitted to the University with the understanding that they will accept the University's basic principles and rules of behavior.

Violations of University regulations, as printed in the *Bulletin*, *The Source*, and/or the Housing Contract, will result in appropriate sanctions (as listed in sec. XIII-Sanctions of this handbook), up through and including suspension or dismissal from the University. Through the Code of Student Conduct and the established misconduct resolution system, the University expects that students will uphold the standards of behavior that the University community has adopted.

Scope of the Code of Student Conduct

The University Code of Student Conduct covers all students, full time or part time, graduate or undergraduate. All student organizations and members thereof are subject to all provisions of this code.

Participation in the University misconduct resolution system is limited solely to members of the University community.

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

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

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

1997
University celebrates
40th Charter Day

I. Misconduct

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

Violations of the University's Code of Student Conduct during the current year (8.30.07–8.30.08) may result in a drop in housing status as outlined in the Status System for Housing Assignments (*The Source*, Residential Life Information and Policies, Assignment Process).

Complicity: Students present during the planning or commission of any violation of the Code of Student Conduct in such a way as to condone, support, or encourage the violation(s) are choosing to accept the consequences of that decision. Anyone who creates an opportunity, or encourages another person, to violate the Code of Student Conduct may be held responsible and may be subject to the same sanctions as outlined in Acts of Misconduct A-Z below.

Students are generally responsible for all violations that occur in their residence hall room, suite, apartment, and interior common areas, and may be held accountable for any violations that occur in those areas. Sanctions and penalties for misconduct are outlined in section XIII and may range from warning/probation through suspension or dismissal from the University.

Acts of Misconduct: Misconduct may result in University sanctions. For information on sanctions, please refer to section XIII. The following subsections are broad, and a student or student organization may be held accountable with one or more of the specific violations defined within the subsection:

- A. Damage and/or destruction and/or theft of University property or property belonging to others on the University campus; failure to report accidental damage of University property or property belonging to others on the University campus; possession of property on University premises allegedly stolen from the University or from others; mutilation and/or alteration and/or theft of library material.
- B. Interference with any University function, activity, and/or class by any form of deliberate disturbance or disruption.
- C. Refusal to vacate a building, street, sidewalk, driveway, or other facility of the University when directed to do so by an authorized employee of the University having just cause to order these areas to be vacated (e.g., during a fire alarm, utilities problem, etc).
- D. Tampering with fire-fighting equipment or life-saving fire-detection/-alerting equipment, such as smoke detectors, fire extinguishers, hoses, fire alarm boxes, or any part thereof.
- E. Possession and/or use on University property of a dangerous article and/or substance and/or weapon(s) with the potential to injure or discomfort a person and/or cause property damage and/or cause damage to the community. Possession and/or use of objects being used as weapons and/or ammunition.
- F. Illegal or unauthorized entry or presence in any University facility.
- G. Alcohol—Students are expected to observe University policies and Connecticut laws regarding the use of alcoholic beverages; this includes driving under the influence of alcohol and/or selling or obtaining alcoholic beverages for a minor (defined as a person under 21 years of age). No one under the age of 21 can legally consume, sell, distribute, possess, or purchase alcoholic beverages. Intoxication in no way relieves an individual from full responsibility for the consequences of his/her actions.
- H. Noise and general disorderliness—Students shall not be disorderly at any time. Disorderliness is defined as creating an unreasonable disturbance, and/or trespassing on the rights of others, and/or any lewd, indecent and/or disrespectful behavior, and/or any reckless behavior directed toward students and/or University officials, including but not limited to Public Safety and Residential Life staff.
- I. Providing false information to any University official acting within the scope of his/her official duties or University office or agency, or offering false statement in any University disciplinary proceeding.
- J. Acting with violence and/or committing an assault—a violent,

1998
Walter Harrison
becomes fifth
president

-
- physical attack upon a person or a group of people. Students shall not aid, abet, encourage, or participate in the commission of an act of violence or life-threatening behavior. Neither shall students commit a violent physical attack upon a person or a group of people on University property, in the course of a University activity, or in any other setting.
- K. Using, or attempting to use, University property or services in a manner inconsistent with their designated purpose.
 - L. Failure to respond to a reasonable request or order of a University official acting in the scope of his/her duties. Failure to produce student identification and failure to comply with judicial sanctions.
 - M. Harassment and/or threatening of any nature, including physical, written, or verbal annoyances, threats, pestering, or teasing that causes any reasonable individual fear, trouble, or concern.
 - N. Visitors—The student host is responsible for the conduct of his/her guest(s) and may be held accountable for the behavior of his/her guest(s). All guests must comply with the University's rules and regulations.
 - O. Drug paraphernalia—Possession, use, storage, or sale of paraphernalia in connection with the use of illegal drugs.
 - P. Drugs—Possession, use, storage, or sale of marijuana, LSD, barbiturates, inhalants, amphetamines, and/or other dangerous, illicit, illegal, or legal drugs not prescribed for a student's personal use by a licensed physician. Also prohibited is use of medication, prescribed for a student's personal use by a licensed physician, in a manner contrary to prescribed directions.
 - Q. Any discriminatory and/or oppressive and/or uncivil behavior based upon race, color, sex, age, national or ethnic origin, religion, handicap status, or sexual orientation, directed toward an individual and/or group of people, and/or interfering with any and all functions of the University.
 - R. Commission of any act that would constitute a crime under federal, state, or municipal law.
 - S. Health and Safety—Failure to maintain a residential area at an acceptable standard as defined by the Office of Residential Life and/or the Facilities Department.
 - T. Occupation of all or part of any University building or facility; or the use of obstruction or coercion of any person; or threats of violence to any persons for the purpose of, or with the effect of, hampering or preventing the discharge of any University function,

limiting the lawful freedom of anyone to go about in a lawful manner, or compelling, or preventing specific activities related to the University.

- U. False reporting of a fire through the use of pull stations, smoke detectors, or other means; or false reporting of the presence of a bomb.
- V. Setting, contributing to, or causing a fire on University property.
- W. Behavior or activity that endangers the safety of oneself or others. This includes, but is not limited to, destructive behavior by individuals and or/groups and/or behavior that has potential to cause injury to self or others.
- X. Rioting, or aiding, abetting, conspiring, encouraging, or participating in a riot.
- Y. Sexual assault—defined as unsolicited, unwelcome, and/or nonconsensual physical contact of a sexual nature, even between acquaintances. Connecticut law states that intoxication is no defense against a charge of sexual assault.
- Z. When there is indication of any of the following abuse of computer technology, which either interferes with the proper functioning of the University technology system or impinges on another user's rights, misconduct violations will be brought under this code. A student's privileges to use the computer area or system may be suspended pending the outcome of the judicial hearing. Examples of abuse of a user's privilege include the following:
 - unauthorized attempt to modify computer equipment or peripherals.
 - unauthorized attempt to modify software components, such as operating systems, compilers, utility routines, etc.
 - use of an account without proper authorization from the owner of that account.
 - use of an account, either University funded or externally funded, for purposes other than that for which funds have been authorized.
 - reading, use, or changing of private files, including the University's administrative or academic files, without proper authorization; or changing or deleting private files belonging to another user without proper authorization.
 - violations of property rights and copyrights in data and computer programs.

-
- use of software to communicate offensive or obscene messages to other users of the system.
 - use of University facilities, hardware, or software in the commission or attempted commission of a crime, under federal, state, or local law.
 - knowingly introducing or attempting to introduce a computer virus.
 - sharing files with others that include copyrighted materials without written permission from the copyright owner.

Hazing Policy

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

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

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

1. drinking alcohol or any other substance
2. using any drug, narcotic, or controlled substance
3. eating foods or drinking liquids or quantities of food or liquids that a reasonable person would not eat or drink
4. branding
5. permitting less than six continuous, uninterrupted hours of sleep per night
6. nudity at any time
7. conducting activities that do not allow adequate time for study
8. subjecting a person or group of people to verbal harassment
9. the use of demeaning names

*1998
Center for Community
Service established*

1998
Mary Primrose Fuller
\$15 million bequest
is largest in University
history

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

Penalties for Hazing

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

II. University Misconduct Resolution System

The University of Hartford misconduct resolution system is an educational system and not a court of law. The University, through this system, recognizes that all students, in addition to being members of the University community, belong to our society at large. The University Code of Student Conduct in no manner, stated or implied, intends to

protect or shield students from their responsibilities under local, state, or federal laws; and the University reserves the right to refer any cases to the appropriate authorities. The University misconduct resolution system may impose educational sanctions on a student or student organization found responsible for violating University regulations. Additionally, students should also understand that they may be liable for violations of civil or criminal laws.

The University has developed several avenues by which all students may address perceived violations of their rights and privileges as members of this community. These include mediation services, Greek Standards Board, and the misconduct resolution process. If all parties to a complaint agree, they can opt to resolve any concerns through mediation or the Greek Standards Board. For concerns that cannot be appropriately handled through these methods, the misconduct resolution process may be used.

Parental Notification

Parental notification occurs when a student has been found responsible for violating the Code of Student Conduct regarding drug and alcohol usage for the second time. Parents are also notified when a student is found responsible for breaking the Code of Student Conduct regarding drug and alcohol usage when coupled with being held responsible for breaking the Code of Student Conduct regarding acting with violence and/or committing an assault, or any other serious offense.

*1999
First-Year Interest
Groups (FIGS)
program begins*

III. Complaints against Faculty or Staff

Faculty and staff are not covered by the Code of Student Conduct. If a student has a complaint against a faculty or staff member, he/she is encouraged first to meet with that person to resolve the matter. If this is not successful, the student may contact the person's department chair or supervisor or the dean of the faculty member's college. For complaints against an administrator, the student may contact Human Resources Development (FASB). If assistance is needed in doing this, the student may contact the peer advocate or the Office of the Vice President for Student Affairs (GSU 307B).

IV. Administrative Disposition

In cases in which the respondent accepts responsibility for a misconduct violation(s), the University conduct officer/designee or a hearing officer/designee may offer an administrative disposition.

V. Resolution Authority

As a means of resolving Code of Student Conduct violations, the University has established a University student conduct officer and hearing officers as well as an Administrative Hearing Committee.

- A. Hearing officers are student affairs professionals. They are trained to conduct and assess informal resolution sessions, to create and impose sanctions, to measure the progress and success of the sanctioning process, and to administer appropriate University service projects.
- B. The University Administrative Hearing Committee (AHC) is an appellate body that comprises faculty, staff, and student members and is chaired by the University conduct officer. All committee members are drawn from a general panel of University-wide trained faculty, staff, and student volunteers. The Administrative Hearing Committee is authorized to recommend sanctions up to and including suspension or dismissal from the University. The committee meets on an as-needed basis on Tuesdays and Thursdays at 12:30 p.m.

VI. Role of the University Conduct Officer

Within the scope of the University Code of Student Conduct, the conduct officer acts on behalf of the University in resolving Code of Student Conduct violations, reviews all University incident reports, determines appropriate misconduct violations as necessary, and then seeks informal resolution. The case may be referred for misconduct violation(s) mediation as an appropriate intermediate step upon agreement of the parties.

As the need arises, the conduct officer schedules and chairs all University hearings. The conduct officer or designee leads the questioning process during the hearing. While consensus is the goal, in the event of a tie among committee members, the conduct officer or designee will cast the deciding vote. The conduct officer also serves as the reviewing officer for the hearing officer misconduct violation(s) incident decisions. In addition, the conduct officer consults with students, faculty, and staff on matters of conduct and, in general, serves as a confidential

2000
Barney School of
Business earns
AACSB International
accreditation

resource in situations in which an incident has not been documented, or in which documentation is available, but charges have not been determined. The conduct officer has the authority to recommend suspension and dismissal from the University.

VII Misconduct Resolution Process

A. Steps in the Process

For the purposes of this Code of Student Conduct, academic days are defined as Monday through Friday when fall, spring, summer, and winter term classes are in session, including official University exam periods. When an incident occurs, an incident report must be generated within 10 academic days of the discovery of the alleged incident or the discovery of the identity of the person(s) involved. This period may be extended up to 16 academic weeks if

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

Once the incident report reaches the University conduct officer or designee, the officer reviews the report and determines misconduct violations (section I), if any, that may have occurred. If a misconduct violation(s) has been identified, reasonable efforts will be made to arrive at informal resolution through an administrative disposition.

If the incident involves two parties, both parties may agree to try an alternative means of setting their dispute before entering the misconduct resolution process.

Notification of Pending Misconduct Violations

Students who are being charged with allegedly violating the Code of Student Conduct (step A above) will be notified of these pending misconduct violations at a scheduled meeting with the University conduct officer/designee or hearing officer/designee. Meeting notices may be sent electronically to the student's University e-mail address as well as via letter to their local address of record or via telephone call. IT IS UP TO THE STUDENTS TO MAKE SURE THEIR LOCAL ADDRESS OF RECORD IS ACCURATE. At this meeting the student may choose to settle the misconduct violation(s) through an administrative disposition. If not, he/she has 7 days to supply documentation or provide witnesses showing the misconduct violations to be incorrect. If the student disputes the

2000
University delegation
presents replica of
Bethsaida Key to Pope
John Paul II

2001
University Magnet
School opens

outcome of an administrative decision, a review may be requested within 5 academic days of delivery of the decision with the Office of Student Conduct Administration. **If a student fails to attend a scheduled meeting with the University conduct officer/designee or hearing officer/designee, the misconduct violation will be resolved based on the information available to the hearing officer at the time. The student may choose to have the decision reviewed.** If a misconduct violation(s) occurs at the end of an academic year and the student is unavailable to meet with the University conduct officer or a hearing officer, a decision as to responsibility will be made to resolve the misconduct violation. Upon delivery of the decision to the student at the beginning of the following academic year, the student will have 10 academic days to request a review of the decision.

B. Hearing Procedures

Reasonable efforts will be made to resolve the charges informally within 7 academic days or within 11 academic days if an appellate hearing has been granted; an appellate hearing may be extended to a maximum of 16 academic weeks. **If a student fails to attend a scheduled meeting with the University student conduct officer/designee or hearing officer/designee, the misconduct violation(s) will be resolved based on the information available to the hearing officer at the time. The student may choose to have the decision reviewed.**

All University Administrative Hearing Committee hearings will be recorded on audiotape. The student will have the right to bring witnesses and/or an advocate who is a member of the University of Hartford community to the hearing. Failure of the respondent to appear at a scheduled hearing will result in resolution of the misconduct violation(s) based on the information available to the hearing officer at the time. The student may appeal. Failure of the complainant to appear at a scheduled hearing may lead to dismissal of the case at the discretion of the board. It is up to the complainant and the respondent to make sure the address of record is accurate. Failure of the respondent and the complainant to pick up Code of Conduct violation(s) notifications does not exempt him/her from hearing procedures.

Any scheduling conflicts should be brought to the attention of the conduct officer upon notification of a hearing date. The conduct officer will determine whether rescheduling is necessary.

All materials and names of witnesses submitted by the complainant and/or the respondent must be received by the conduct officer at least three full academic days prior to the day of the hearing (see sections IX and X for details). Hearing packets will be available three academic days prior to the hearing and must be picked up at the Office of Student Conduct Administration. The complainant and the respondent are responsible for picking up their packets in the Office of Student Conduct Administration. Any questions regarding the impartiality of a University Administrative Hearing Committee member should be addressed with the conduct officer at least 48 hours prior to the hearing. If during the course of a hearing the respondent admits to committing violations for which he/she has not been held accountable, the conduct officer may make note of this information and may pursue these violations at a different time.

The University Administrative Hearing Committee, at its discretion (for instance, if the hearing goes on for more than one hour), may recess a hearing and reconvene at a time that is mutually convenient for the respondent, the complainant, and the hearing committee.

The conduct officer, as chair of the University Administrative Hearing Committee, has the discretion to reasonably limit the time allotted to the parties and Administrative Hearing Committee members for the four participative elements of a misconduct violation(s) hearing.

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

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

2. **Opening statements**—The conduct officer reads the incident documentation and misconduct violation(s). The complainant, if other than the conduct officer, makes the opening statement and presents the misconduct violation(s) he/she has filed. The respondent then makes an opening statement and responds to the misconduct violation(s). If there are multiple respondents, each individual is entitled to an opening statement. The conduct officer or complainant and/or the respondent may have their witness(es) make a statement as a part of their opening statements.
3. **Questioning**—The conduct officer/designee or complainant begins this phase of the hearing by asking questions of the respondent and any witness(es). The respondent then asks questions of the complainant as necessary, and any witness(es). If there are multiple respondents, each individual has the opportunity to ask questions. When the respondent has finished asking questions, the hearing committee members may ask questions of everyone. The complainant, if incident is complainant generated, and respondent must confine their responses to answering the questions. Statements cannot be made at this time by either the complainant or the respondent.
4. **Closing statements**—The closing statement functions as a summary. Each party briefly recounts their respective story and, if desired, expresses an opinion on the outcome of the hearing. No new information can be introduced in the closing statement. This is the final phase of the hearing, and it begins with the complainant's closing statement, if misconduct violation(s) are complainant generated, followed by that of the respondent. If the University has brought the charges, only the respondent makes a closing statement. As with opening statements and questioning, if there are multiple respondents each individual has the opportunity to make a statement.
5. **Administrative Hearing Committee Discussions**—The University Administrative Hearing Committee determines outcomes and, if necessary, sanctions. Based on the appeals process, the hearing committee may affirm, modify, or reverse any part of the original decision, or may increase sanctions if deemed appropriate. The University conduct officer will make a reasonable effort to notify the complainant, as necessary, and the

respondent of the outcome within 72 hours of the hearing's conclusion. If additional time is needed to deliberate, both parties will be notified. A written disposition may be hand delivered and/or mailed to the accused and complainant as necessary. It is the responsibility of each party to provide the Office of Student Conduct Administration with a correct local address of record. Failure of the respondent to pick up his/her misconduct violation(s) disposition does not exempt him/her from timeliness of sanctions, if sanctions are issued.

VIII. Rights of Complainants

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

- A. The right to have access at a hearing to one advisor who must not be licensed or trained in the field of law but shall be a member of the University community (limited to faculty, staff, or students) and not otherwise involved in the incident. The complainant, however, may consult with a lawyer outside of hearing procedures. The advisor may not address the Administrative Hearing Committee. The complainant may request a short recess(es), however, to consult with the advisor. Hearings are not scheduled around advisor availability.
- B. The right to provide any written documentation or material(s) relevant to their side of the story for the Administrative Hearing Committee to review prior to the hearing. All documentation/materials must be submitted to the University conduct officer at least three full academic days prior to the day of the hearing. For example, if the hearing were on a Thursday, the deadline would be the previous Friday by 4:30 p.m., since Monday, Tuesday, and Wednesday are the three days prior to the hearing, and documentation or materials cannot be accepted without approval of the respondent (see section XI, subsection C). Academic days are defined as Monday through Friday when classes are in session, including winter and summer sessions, as well as official University exam periods.
- C. The right to choose an open or closed hearing. If the hearing is open, any member of the University community (limited to faculty, staff, students) may attend to observe. Closed hearings are limited

*2001
Greenberg Junior
Faculty Research
Grants established*

- to the complainant, the respondent, and committee members as applicable, and any witnesses or advisors.
- D. The right to ask questions of the respondent or any witnesses during the hearing.
 - E. The right to question, at least 48 hours prior to the hearing, the impartiality of a committee member as well as the right to request the replacement of the committee member. The conduct officer shall rule on the request.
 - F. The right to an appeal as outlined in section XI.

IX. Rights of Respondents

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

- A. The right to accept an administrative disposition in lieu of a hearing (see section V).
- B. The right to review any documentation/materials submitted as evidence.
- C. The right to refuse to answer questions. Refusal to answer will not be viewed as acknowledgment of responsibility.
- D. The right to provide any written documentation or material(s) for the University conduct officer. The material must be submitted to the University conduct officer at least seven days prior to informal resolution or at least three full academic days prior to the meeting of the University Administrative Hearing Committee. For example, if the hearing were on a Thursday, the deadline would be the previous Friday by 4:30 p.m., since Monday, Tuesday, and Wednesday are the three days prior to the hearing, and documentation or materials cannot be accepted without approval of the complainant (see section XI, subsection C). Academic days are defined as Monday through Friday when classes are in session, including winter and summer terms, as well as official University exam periods.
- E. The right to choose an open or closed hearing. If either party, the respondent or the complainant, selects a closed hearing, the hearing will be closed. If the hearing is open, any member of the University community (limited to faculty, staff, and students) may attend as an observer. Closed hearings are limited to the complainant (if present), the respondent, conduct officer, committee members, and any witnesses or advisors.
- F. The right to have access at a hearing to one advisor who must not be licensed or trained in the field of law but shall be a member of the

2001
Dept. of African
American Music
named Jackie McLean
Institute
of Jazz

University community (limited to faculty, staff, or students) and not otherwise involved in the incident. The respondent, however, may consult with a lawyer outside of hearing procedures. The advisor may not address the conduct officer or Administrative Hearing Committee. The respondent may request a short recess(es), however, to consult with the advisor. Administrative hearings are not scheduled around advisor availability.

- G. The right to ask questions of the complainant and any witnesses during the hearing.
- H. The right to question, at least 48 hours prior to the hearing, the impartiality of a hearing committee member, as well as the right to request the replacement of the committee member in question. The conduct officer shall rule on the request.
- I. The right to an appeal as outlined in section XII.

2002
Hartford Art
School marks
125th anniversary

X. Role of Witnesses

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

- A. A witness may make a statement as part of the opening statement.
- B. A witness may be asked questions by the complainant, the respondent, conduct officer, or committee member during the questioning phase of the hearing.
- C. If a witness cannot or does not want to attend a hearing, the witness may file a written statement with the Office of Student Conduct Administration. The statement must be submitted at least three academic days prior to the day of the hearing. For example, if the hearing were on a Thursday, the deadline would be the previous Friday by 4:30 p.m., since Monday, Tuesday, and Wednesday are the three days prior to the hearing.

- D. If during the course of the hearing, or as a result of a written statement, a witness admits to violation of the Code of Student Conduct, the conduct officer may pursue misconduct violation against that person.
- E. In incidents involving alleged sexual harassment and/or assault, when the witness is the person who was allegedly harassed and/or assaulted, the student's schedule will be taken into consideration when scheduling the hearing.

XI. Statements Made at a University Hearing

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

XII. Review or Appeals

Either the respondent or the complainant may file for a review or may appeal in the Office of Student Conduct Administration.

All reviews or appeals will be considered only on the following basis:

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

In considering a review/appeal, the appellate officer may exercise any of the following options:

-
- Approve or reject any part of the original decision; however, no modifications may be made so as to increase the sanction(s).
 - Reconsider all or part of the original decision and sanction, if appropriate.
 - Grant an appeal hearing. The University Administrative Hearing Committee will hear the case and render a decision. The committee may approve, modify, or reject any part of the original decision or may increase a sanction(s), if deemed appropriate.

Review or Appeals Process

1. Review requested for a decision rendered by a hearing officer or University conduct officer
2. Reviewing officer is notified of request within five academic days. (If decision is mailed to a student's off-campus address of record, three days will be added to the date on letter.)
3. Review denied—end of process.
4. Review granted—if appellate hearing is the result due to questions regarding the finding of responsible in original administrative decision, a reasonable effort will be made to hold a hearing within 11 academic days and decision is rendered—may be appealed. (If decision is mailed to a student's off-campus address of record, three days will be added to the date on letter.)
5. Appellate officer is notified of need to review appeal within two academic days.
6. Decision rendered—end of process.

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

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

XIII. Sanctions

Sanctions may be imposed by the University conduct officer/designee, University Administrative Hearing Committee, or the hearing officer/designee upon students or student organizations found responsible for violating the Code of Student Conduct. While the following sanctions are recommended, they only serve as guidelines and shall not limit the conduct officer/designee, University Administrative Hearing Committee, or the hearing officers/designee from imposing other sanctions that they deem appropriate. When imposing sanctions, the conduct officer/designee, University Administrative Hearing Committee, or the hearing officer/designee may take into consideration the presence or absence of prior violations of similar or different types. Repeated violations of the Code of Student Conduct may cause more severe sanctions to be levied. All sanctions are officially recorded in the student's case disposition or in an administrative disposition letter. The only sanction that will ever become a part of a student's permanent academic record is dismissal from the University.

Violations of the Code of Student Conduct during the current year (8.30.07–8.30.08) may result in a drop in housing status as outlined in the Status System for Housing Assignments (*The Source*, Residential Life Information and Policies, Assignment Process). The following are examples of sanctions (please note that this is not an exhaustive listing):

A. Probation

Probation is designed to serve as a serious warning that any further violations of the Student Code of Conduct during the probationary period will result in harsher sanctions being levied against the respondent that may include losing on-campus housing privileges for one academic year or other sanctions as serious as suspension from the University of Hartford. Other sanctions may also apply as deemed appropriate by the University conduct officer/designee. The length of probation will be determined by the University conduct officer, University Administrative Hearing Committee or hearing officer/designee responsible for resolving the case. If, during a student's or organization's period of probation, no further violations occur, the student or organization is returned to Code of Conduct good standing. Violations of the Code of Student Conduct during the current year (8.30.07–8.30.08), however, may result in a drop in housing status as outlined in the Status System for Housing Assignments (*The Source*, Residential Life Information and Policies, Assignment Process).

B. Restrictions

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

- may not hold a student leadership office or position.
- may not participate in certain intercollegiate sports.
- may not participate in certain activities.
- may not use certain facilities and may be banned from specified areas.
- may not have any contact with a specific student or students directly, by phone, electronically, or via written communication. If a student has been found responsible for repeated violations of the University Code of Student Conduct, or has repeatedly broken University of Hartford Code of Conduct probation, the student may not hold a student leadership office or position.

C. Suspension or Permanent Removal (Expulsion) from Housing

University conduct officer, Administrative Hearing Committee, or hearing officer/designee may suspend or permanently remove (expel) a student from housing. *Suspension* is involuntary removal from housing for a specific period of time. *Expulsion* is involuntary permanent removal from housing. Students suspended or permanently removed from housing are usually banned from the residential areas. In these cases, the student is subject to arrest for trespass upon entering any part of the banned area. Students found responsible for three full offenses of items G, O, and/or P of the Code of Student Conduct during their University career can normally expect suspension or expulsion from housing (complicity may be considered as half an offense). Once a finding of responsible for G, O, or P is rendered through the misconduct resolution process, it becomes known as a “strike.” This “strike” remains as part of the student’s permanent conduct record. If a finding of complicity for G, O, or P is rendered through the misconduct resolution process, it becomes known as a “1/2 strike.” Suspension or permanent removal from housing is not the same as assignments based on housing status. Housing assignment status is a result of an annual evaluation (8.30.07–8.30.08) of a student’s overall University residential community citizenship. A student’s current conduct record (8.30.07–8.30.08) may have a part in this evaluation process. The Office of Residential Life determines this status.

2003
Donald and Linda Silpe
Gallery opens
at Hartford Art School

D. Suspension or Dismissal from the University

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

E. Temporary Removal from Housing or the University

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

2004
University High School
opens on Asylum
Avenue
campus

- Temporary removals from the University are made by action of the vice president of student affairs or designee.
- Temporary removals from housing are made by the director of residential life or designee.
- Temporary bans from the residential side of campus of commuter students are made by the University conduct officer or designee.

Students temporarily removed from the University or housing may also be banned from parts or all of the University's campus or property.

Any student issued a ban is then subject to arrest for trespass upon entering any part of the banned area.

F. Other Sanctions

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

XIV. Noncompliance

Students or organizations that do not fulfill the terms and conditions of sanctions imposed by the University conduct officer/designee, University Administrative Hearing Committee, or hearing officer may be held responsible for noncompliance of sanctions. Students or organizations out of compliance do not have a right to a hearing. A student or organization out of compliance may be suspended from the University for one year, or may lose their on-campus housing privileges for one academic year. Other sanctions may also be imposed as deemed appropriate by the University conduct officer/designee. Students or organizations may request, in writing, to the vice president for student affairs to have their no-compliance sanction(s) reviewed, only under the theory that the sanction(s) is/are unreasonable. The vice president for student affairs will render a final decision.

XV. Traffic Appeals

The Traffic Appeals Board (TAB) was established to provide an avenue of appeal for students who receive traffic-related citations issued by the University of Hartford Public Safety Department. All traffic appeal functions are overseen by the Student Government Association (860.768.4775).

In addition to its judicial function, TAB will, when advisable, make recommendations to the appropriate University officials concerning parking/driving regulations and the administration of these regulations.

The TAB coordinator, a student, is selected by a committee made up of the Student Government Association president, the current TAB coordinator, a staff member, and the student conduct administrator. The coordinator serves as chair for the in-person board and reviews written appeals. All TAB members are students and are selected through the Student Government Association. The TAB coordinator and the board members serve for one academic year but may reapply for the next year. There shall be at least two board members, plus the coordinator, present at each in-person appeal.

Your Car on Campus, published yearly by the Public Safety office, is the basis for all TAB decisions.

A. Procedures for Hearing Appeals

1. **Deadline**—Requests for appealing a traffic violation must be received within 14 calendar days of receiving the citation. Completed written appeals may be handed in at the Student Government Association Office, GSU 120. Blank appeal forms are available in this office as well as the Public Safety office. Students who have had their driving and parking privileges revoked lose all rights under TAB procedures since they can no longer drive or park on campus.
2. **In-person appeals**—These appeals are heard by TAB during its weekly sessions. Appointments are made in the SGA office. Students presenting an appeal will have the opportunity to describe the circumstances by which they received the citation or committed the violation. Students may also present evidence/witnesses as to why they feel the citation was unjustified. In an effort to arrive at the best decision, board members may question the student. The student will be asked to leave the hearing room while the board deliberates in private. In most cases, a decision will be reached and the outcome will be given to the student after a short deliberation. The board may, however, continue the case at a later date if it determines that more information is needed.
3. **Written appeals**—These appeals are reviewed by the TAB coordinator. The coordinator may, however, review written appeals with the board. Students presenting an appeal will have the opportunity to describe the circumstances by which they received the citation or committed the violation on the written appeal form. Once a written appeal is reviewed, a letter informing the student of the decision will be mailed. If the ticket is upheld, the reason is stated in the letter and the ticket is returned to the student.
4. **Moving violations**—Appeals to moving violations are heard by the director of Public Safety. Students needing to arrange an appointment may call the Public Safety Department at 768.7985. A representative of the Public Safety office may be present to provide information regarding the issuance of the citation.

-
5. **Graduate and part-time students**—Graduate or part-time students who are unable to attend a hearing and who would like to appeal their tickets in person may contact Judy Carlson, director of Public Safety, at 860.768-7987.
 6. **Harassment of TAB**—Harassment, in any form, of TAB or its individual members will not be tolerated, and further action may be taken.

B. Revocation of Parking/Driving Privileges

1. Parking Tickets

- a. *Warning*—Any student who accumulates five parking tickets will be issued a letter of warning by the Public Safety office informing him/her that further accumulation of parking tickets would jeopardize the student's parking privileges on campus.
- b. *Revoked*—Once a student has accumulated eight parking tickets, none of which has been successfully appealed, the student's parking permit and privileges will be automatically revoked by Public Safety for the remainder of the academic year. Revocation means that the student is prohibited from operating or parking a motor vehicle on campus or having other persons operate or park his/her motor vehicle on campus. If the car in violation is found on campus, it will be subject to towing at the owner's expense. Failure to observe the cancellation of parking privileges will result in administrative disciplinary action. Revocation also means that the student loses his/her rights under TAB procedures since the student can no longer drive or park on campus. There is no appeal to this action.

2. Moving Violations

- a. *Speeding*—Any student who receives two University speeding tickets in a single semester, the first ticket of which has not been dismissed through the appeal process, will have his/her driving and parking privileges at the University revoked upon the issuance of the second speeding ticket. This suspension of driving and parking privileges is automatic at the time the second ticket is issued and is in effect for the remainder of the academic year. The student will have 24 hours to remove his/her car from campus. A successful appeal of the second ticket will reinstate the student's parking and driving privileges.

2004
Hartt Community
Division opens
dance division

Students who are speeding and are verified, via radar, at or in excess of 41 miles per hour will be issued a ticket by the Public Safety office, be fined \$75, and will have their driving and parking privileges revoked for the remainder of the academic year. The student will have 24 hours to remove his/her car from campus. A successful appeal of this ticket will result in the appropriate adjustment to sanctions.

- b. *Reckless driving or other moving violations*—Any student who receives two tickets for reckless driving or other moving violations in an academic year, the first ticket of which has not been dismissed through the appeal process, will have his/her driving and parking privileges revoked upon the issuance of the second reckless driving ticket. This suspension of parking and driving privileges is automatic at the time the second ticket is issued and is in effect for the remainder of the academic year.
- c. *Drunk driving*—Any student who is arrested and convicted by state or municipal authorities for driving while intoxicated on University property may have his/her driving and parking privileges permanently revoked for the remainder of studies at the University. The student will be given 24 hours to remove his/her car from campus.

2005
Biology-Chemistry
Building opens

Arrest and Prosecution Policy

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

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