

# Middlesex Community College

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics for 2019



Middlesex Community College  
100 Training Hill Road  
Middletown, CT 06457

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Campus Crime Statistics for 2019**

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## **INTRODUCTION**

The main campus of Middlesex Community College (MxCC) is nestled on 31 acres and is located in Middletown, CT. It is committed to the safety and welfare of its 4,400 students, faculty, staff and visitors. Since no community is immune to crime or emergency situations, we recognize that campus safety is a shared responsibility. All must take responsibility for the safety and security of themselves, others, and their belongings.

The purpose of this publication is to:

- Provide an overview of campus security
- Share crime statistics required by the Clery Act
- Inform current and prospective students, staff, faculty, and visitors about the college's policies and programs to keep them safe
- Share information regarding emergency preparedness and planning.

## **Compiling the Annual Security Report**

### **REPORT PREPARATION and ANNUAL DISCLOSURE**

The Annual Security Report is prepared by the Office of Administration. Safety and statistical information is requested from State Police, Local Law Enforcement, the Dean of Academic and Student Affairs and the Office of Administration. Updated information on educational efforts and programs to comply with the Act is requested from the Office of the Dean of Academic and Student Affairs. Information is then compiled and assembled into the report which is published annually by October 1.

Each year an email notification is sent to all enrolled students, faculty and staff providing the link to the Annual Security Report. The link also is provided to prospective students and employees. The publication is available on the Middlesex website at [mxcc.edu/emergency](http://mxcc.edu/emergency). See "Annual Security Report – Clery Act." Printed copies are available in Chapman Hall in the Jean Burr Smith Library, the Office of the Dean of Administration, the CEO's Office and the Dean of Academic and Student Affairs Office.

Direct questions about this publication or campus safety to:

Dean of Administration, Kimberly Hogan	Founders Hall, Room 106	860.343.5731
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Disclaimer: The Board of Regents (BOR) is the body empowered to make 'policy' for all constituent units under its jurisdiction. The college is not empowered to create its own policies. For Clery Act compliance the word 'policy' is used throughout this document. In the event of conflict with any existing BOR policy, BOR policy would supersede any college 'policy' listed below. Absent any BOR policy, college promulgated rules apply.

## **GEOGRAPHY**

The college has two locations:

Main Campus  
100 Training Hill Road  
Middletown, CT 06457

MxCC@Platt  
220 Coe Avenue  
Meriden, CT 06451

MxCC also offers courses at Wilcox Technical School and Vinal Technical School.

## **Security of and Access to Campus Facilities**

### **ACCESS TO CAMPUS FACILITIES**

Administrative buildings are secured at the end of the business day. Academic buildings are locked at the conclusion of evening classes. When MxCC and MxCC@Platt are closed, buildings are generally locked, unless there is an event. Some college-sponsored programs are open to the general public while others are restricted to students and staff.

Security officers patrol the main campus daily, Monday-Saturday. They patrol the buildings and grounds, assist members of the campus community with maintaining a safe learning environment, enforce safety in parking lots with traffic and parking enforcement, maintain building security by locking and unlocking rooms as necessary, and provide general assistance to the community as needed. Security officers receive direction and supervision from the Office of Administration. On Sundays, Middletown Police and/or CT State Police patrol the area.

Security officers are on-site at MxCC@Platt between the hours of 2:30 pm to 8:30 pm, Monday through Thursday and patrol the buildings and grounds, assist members of the campus community with maintaining a safe learning environment, enforce safety in parking lots, maintain building security by locking and unlocking rooms as necessary, and provide general assistance as needed.

### **PERSONAL SAFETY**

The main campus utilizes the Blue Light Emergency Call Box system. These clearly identifiable posts provide a direct link to 911. Individuals in need of emergency assistance can speak to an individual who is able to pinpoint their exact location. These posts are located in the upper and lower parking lots. Also, Red Phones are located in Wheaton and Snow Hall for emergency reporting.

### **SURVEILLANCE CAMERAS**

Cameras have been strategically placed around the main campus to aid in maintaining personal safety and the safety of property.

## MAINTAINING CAMPUS SAFETY AND SECURITY

Facilities Management and Security Officers regularly inspect College grounds and buildings at the main campus to ensure that areas are well-lit, clear of debris and provide unobstructed egress. A maintenance help desk ticket system is available to all employees to alert Facilities Management to areas of concern or items needing attention.

## **Law Enforcement and Jurisdiction**

### **CRIME PREVENTION, SAFETY AND SECURITY AWARENESS**

Crime prevention and awareness programs are important aspects of reducing crime. Student, parent and new employee orientation programs present crime prevention and security awareness programs which deal with sexual assault, fire safety, alcohol/drug abuse, personal safety and workplace violence.

### **CAMPUS SECURITY/LAW ENFORCEMENT POLICY**

Middlesex Community College does not have a campus police department and does not have sworn or commissioned law enforcement.

The college contracts with Summit Security to provide security coverage during the college's operating hours, year-round, weekends and evenings. Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the college. Security officers do not possess arrest powers.

Criminal offenses are reported to the State Police and/or local (Middletown or Meriden) Police. All criminal offenses will be investigated by the appropriate law enforcement agency. Middlesex Community College is a state agency. The State Police under the Department of Emergency Services and Public Protection have jurisdiction over the college and its satellite locations. The Middletown Police Department may investigate or assist the State Police with criminal offenses that occur on the Middlesex campus. The Meriden Police Department may investigate or assist the State Police criminal offenses that occur at MxCC@Platt. The prosecution of all criminal offenses that occur at both locations are conducted at the Superior Court of Connecticut.

Non-criminal violations of college policy will be referred to the Dean of Academic and Student Affairs for review and action.

No administrator of an institution of higher education shall interfere with the right of a student or employee of such institution to file a complaint with the state police, local police department, or special police force established under section 10a-156b of the Connecticut General Statutes concerning crimes committed within the geographical limits of the property owned or under the control of such institution.

### **Monitoring and Reporting of Criminal Activity at Non-campus Locations**

MxCC does not have any officially recognized student organizations with non-campus locations.

## Reporting Crimes and Other Emergencies

### REPORTING CRIMES AND OTHER EMERGENCIES

#### To report an Emergency/Crime

To report a true emergency at either location, dial 911 for police, fire and medical-related emergencies. As soon as you are able, notify the Dean of Administration that 911 has been activated. Call 860.343.5731 or email [KHogan@mxcc.edu](mailto:KHogan@mxcc.edu).

On the main campus, using an on-campus phone during business hours, you also may dial 46366 for a non-medical emergency or 46377 for a medical emergency and trained staff/faculty will assist you until 911 arrives.

We cannot overemphasize the importance of prompt and accurate reporting of crime. MxCC encourages accurate and prompt reporting of all crimes per the procedures below since prompt and accurate reporting of a crime helps to ensure better success in apprehending the suspect and lessens the chance of evidence being tampered with or destroyed. Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to appropriate personnel in an accurate and prompt manner when the victim of a crime elects to or is willing but unable to make such a report. Clery Act crimes need to be reported for the school and police authorities to respond, for the purpose of making timely warning reports and for the inclusion in the annual statistical disclosure. When in doubt, always err on the side of caution.

#### To report a Crime:

For past tense crimes or calls for other non-emergency service,

Middletown Police	911 or 860.638.4000
Meriden Police	911 or 203.238.1911
State Police – Troop F	911 or 860.399.2111

MxCC does not have campus police. State police have jurisdiction over MxCC as a state property. Middletown Police normally are first responders to incidents on the main campus. Meriden Police are normally first responders to incidents at MxCC@)Platt. Students and employees are encouraged to report all crimes to the Middletown, Meriden and/or State Police.

To report a current crime or an emergency on the **Middletown campus**, call:

<b>Emergency</b>	<b>9-1-1</b>	
Security Cell Phone	860.463.5062	
State Police – Troop F	911 or 860.399.2111	
Lower Parking Lot Guard Hut Upper Parking Log Guard Hut	860.343.6904 860.343.6905	Only for non-urgent messages

To report a crime or an emergency at MxCC@Platt, call 911. To report a non-emergency or public safety related matter, call the Dean of Administration at 860.343.5731.

When the semester is not in session, Security Guards are available during business hours, Monday through Friday at the main campus. Any suspicious activity or person seen in the parking lots, loitering around vehicles, within or around buildings on campus should be reported to Security.

The individuals to whom students and employees should report Clery Act crimes are as follows:

Dean of Administration	Kimberly Hogan	860.343.5731	Founders Hall 106
Dean of Academic & Student Affairs	Sharale Mathis	860.343.5745	Founders Hall 107
Human Resource Director	Anastasia Pych	860.343.5751	Founders Hall 116
Security Guards		860.463.5062	
Title IX Coordinator	Ricardo Barrett	860.343.5823	Founders Hall 121

If assistance is required from the State Police, Middletown or Meriden Police Departments, or Middletown or Meriden Fire Departments, Middlesex personnel will contact the appropriate unit. If a sexual assault or rape should occur, Middlesex will follow the procedures outlined in Public Act 14-11, including activation of the MxCC [Campus Resource Team](#) listed on page 25.

A Daily Crime Log is maintained by the Administrative Assistant to the Dean of Administration in Founders Hall, Room 106. The Dean maintains the log in the absence of the Administrative Assistant. The public may review the Daily Crime Report by calling the Dean of Administration's Office at 860.343.5731.

In the event of a reported criminal situation that constitutes an ongoing or continuing serious threat to the MxCC community, MxCC would issue a timely warning. Please see the [Timely Warnings](#) section on page 6.

### **LIST OF EMPLOYEES TO WHOM STUDENTS AND EMPLOYEES SHOULD REPORT CRIMINAL OFFENSES**

Students and employees should report criminal offenses to the following employees. Although security guards are not employees of MxCC, they are empowered to assist in responding to criminal offenses and are required to notify the Dean of Administration of such offenses.

Dean of Administration	Kimberly Hogan 860.343.5731; Founders 106
Dean of Academic & Student Affairs	Sharale Mathis, 860.343.5745; Founders 107
Security Guards (main campus)	860.463.5062
Title IX Coordinator	Ricardo Barrett, 860.343.5823; Founders 121

## **POLICY ADDRESSING COUNSELORS AND VOLUNTARY CONFIDENTIAL REPORTING OF CRIME STATISTICS**

The College does not employ pastoral or professional counselors to provide therapeutic services. Academic advisors and counselors are required to report any crime revealed to them to the proper authorities. The College does not participate in a Voluntary Confidential Reporting program.

## **Timely Warnings & Emergency Notification and Evacuation**

### **TIMELY WARNINGS**

Middlesex Community College works closely with the Connecticut State Police and the Middletown and Meriden Police Departments. Prior to issuing a Timely Warning, the Dean of Administration will consult with the above authorities and/or the Campus CEO or designee. If a situation requires an immediate response, a Timely Warning will be issued immediately without consultation.

Timely Warnings will be provided to the entire college community in the event of a reported criminal situation that constitutes a serious or continuing serious threat to the MxCC community or in the event of an emergency. The community will be notified through the use of one or more of the following: Emergency intercom system, electronic mail, text message system (Everbridge), beacon (alertus), automated phone message (myCommNet alert), MxCC website, local radio and TV stations, or TV message monitors.

The decision to issue a timely warning will be based on the following factors:

- The nature of the crime
- The continuing danger to the campus community
- The possible risk of compromising law enforcement efforts

The College may not initiate a timely warning if, in the professional judgment of the responsible authorities, the warning/alert could compromise the efforts of first responders to assist victims or to contain, respond to or otherwise mitigate an emergency situation.

The following employees may issue a timely warning:

Campus CEO	Steven Minkler, Founders 105
Dean of Academic & Student Affairs	Sharale Mathis, Founders 107
Dean of Administration	Kimberly Hogan, Founders 106

The timely warning will contain all information that would promote safety (the nature of the incident, how to report to authorities, and how to avoid the situation) and aid in the prevention of similar crimes.



## Emergency Notification and Evacuation

MxCC's policy is to make every reasonable effort to immediately notify the campus community of any incident on campus or the adjacent surrounding area that has the immediate potential to jeopardize the health or safety of campus students, faculty, staff and visitors. MxCC will take into account the safety of the campus community and determine what information to release about the situation and begin the notification process.

If an emergency is weather-related, you may not be required to evacuate. Instead, you may be required to take shelter in a portion of the building in which you are located at the time and await further instructions. Severe weather evacuations will be evaluated based on the type of emergency, the imminence of the danger and recommendation from the state Department of Emergency Management and Homeland Security.

MxCC has a Continuity of Operations Plan (COOP), which ensures that the college can carry on all essential functions in case of a natural or man-made disaster. It outlines steps that the university will take in the event a disaster interrupts typical, normal operations.

MxCC would not immediately issue a notification for a confirmed emergency if doing so would compromise the efforts to:

- Assist a victim
- Contain the emergency
- Respond to the emergency
- Otherwise mitigate the emergency

The following employees may issue an emergency notification:

Campus CEO	Steven Minkler, Founders 105
Dean of Academic & Student Affairs	Sharale Mathis, Founders 107
Dean of Administration	Kimberly Hogan, Founders 106

The following resources/individuals may make the determination of an emergency situation on their own if time is of the essence, or they may consult with others, if time allows. This includes, but is not limited to, the following:

Police – Middletown, Meriden or State	Board of Regents
Summit Security Team	Fire – Middletown or Meriden

An emergency notification differs from a timely warning in that:

- It has a wide focus on any significant emergency or dangerous situation
- It is an event that is currently occurring on or imminently threatening the campus
- It applies to on-campus or adjacent situations
- It is initiated immediately upon confirmation that a dangerous situation or emergency exists or threatens.

MxCC tests the emergency response and evacuation procedures at least annually. These tests include drills, exercises and follow-through activities. They include, but are not limited to, the following:

- Technological tests of the 911 system, myCommNet Alert
- Tabletop drills by the Crisis Management and Behavioral Intervention Teams
- Departmental and individual classroom drills to discuss how students, staff and faculty in particular areas would respond to various emergencies
- Walk-through's of the campus for fire, police and other first responders

MxCC reserves the right to initiate unannounced drills to ensure the college's emergency response protocols are sufficient. All drills, tests and exercises are properly assessed so that MxCC's response efforts may be improved and enhanced.

MxCC will document each test. The information will be retained by the Dean of Administration. The file will contain a description of the exercise, the date the test was held, when it started & when it ended and whether it was announced or unannounced.

1. The procedures MxCC will use to immediately notify the campus community upon the confirmation of an emergency are listed in the [Public Information Notifications](#) on page 26.
2. The content of the notification will be determined by the employees listed on page 7 in consultation with the resources listed on that same page.
3. Employees listed above will initiate the notification. The Dean of Academic and Student Affairs and Marketing staff will update the college's webpage and social media accounts. The Dean of Administration or Media & Instructional Technology staff will update the college's hallway monitors. Broadcast messages over the college phones may be made by any of the employees listed above as well as all employees trained to work in the Information Desk. The Dean of Academic and Student Affairs, Administrative Assistant to the Dean of Academic and Student Affairs and marketing staff would manage media notifications, television, radio, etc. Any authorized employee, or security guard, would put notices on college doors or bulletin boards – if time allowed and doing so would not endanger the guards or employees. Only the following employees are authorized to send notifications out via myCommNet Alert, which includes text, voice & email messages to the entire MxCC population:

Dean of Administration	Dean of Academic & Student Affairs
Administrative Assistant to the Dean of Administration	Administrative Assistant to the Dean of Academic and Student Affairs

4. The Chief Executive Officer, Dean of Academic and Student Affairs or marketing department would disseminate information to the larger community in conjunction with the resources listed on the previous page.
5. MxCC will continuously assess the situation and provide updates as warranted and notify the community when the emergency has passed.
6. MxCC is small. All segments of the population will be notified of an emergency or dangerous situation(s). MxCC does not segment emergency notifications to particular groups or areas on campus.

## NOTIFICATION TO CAMPUS VISITORS

The following method is used to make notifications and to provide instructions and directions to campus visitors:

Each individual sponsoring or holding an on-campus event which includes visitors, attendees, patrons, spectators, guests or the general public, will be provided an “In the Event of an Emergency” document which instructs them to state the following:

- The location of all exits.
- Location of phones.
- Location of AEDs and First Aid Kits.
- Additional emergency information, including contact phone numbers, is contained in the packet.

Campus visitors also would be alerted via: the phone intercom system and the Alertus Beacon system. In addition, Emergency Guides and Fire Evacuation diagrams are located in each room.

## EVACUATION PROCEDURES

Emergency response procedures and egress routes are posted across campus in classrooms and offices. In the event of an emergency necessitating the evacuation of the building, do the following:

- Dial 911 or 8-911.
- Evacuation is mandatory. Leave immediately.
- Consider assisting individuals with disabilities.
- Close doors as you exit.
- Move all individuals to a safe area away from the building.
- Do not use elevators.
- Keep all building entrances clear for emergency personnel.
- Do not return to an evacuated building unless authorized by a police or fire official.
- Do not evacuate one building and enter another. Go around any buildings to the assembly points listed below:

<b>Building</b>	<b>Description</b>	<b>Assembly Point</b>
Chapman Hall	Classrooms, Library, Meeting spaces, Faculty Offices	Lower Parking Lot
Founders Hall	Administrative Offices, CICC, Cafeteria & Bookstore	Lower Parking Lot
Snow Hall	Classrooms, Faculty Offices, Conference Room	Upper Parking Lot
Wheaton Hall	Classrooms, Faculty Offices	Upper Parking Lot
MxCC@Platt 220 Coe Avenue Meriden, CT	Administrative Offices, Classrooms	Parking Lot

Faculty should take the following steps during an evacuation:

- Ensure all students are out of the classroom and area bathrooms.
- Instruct the first student in line to hold open exit door/s, until all persons in the class have been evacuated. Continue this procedure until the building is clear.
- Ensure students in wheelchairs are assisted. If they cannot be brought down from a second floor location, they should remain in the hallway near the elevator. If possible, stay with the person until help arrives. If the person must be left unattended, notify emergency personnel immediately.
- Remain with students until police or fire officials authorize building re-entry.

## **Security Awareness Programs**

The common theme of any awareness program is to encourage students, faculty, staff and guests to be aware of their surroundings, and to be responsible for their own security and the security of others. MxCC addresses campus safety awareness through a variety of venues:

- Student handbook: Reviewed/published annually; audience: Students
- Posters/notices on bulletin boards: annually; Audience: Students, employees, visitors
- Notices in restrooms: Reviewed/posted annually for the academic year; Audience: Students, employees, visitors
- Informational slides displayed on hallway monitors: Ongoing; at 2-week intervals. Audience: Students, employees, visitors
- Employee campus-wide announcements: Audience: employees
- Showing of the videos “Shots Fired” and “Run, Hide, Fight-Surviving an Active Shooter Event”: Audience: Students, employees
- Events sponsored by the Office of Administration, Counseling Office, Student Activities, and Criminal Justice Department. Audience: Varies

## **General Prevention and Awareness Programs**

### **SECURITY AWARENESS PROGRAMS**

The College does not offer formal programs regarding security awareness.

### **CRIME PREVENTION PROGRAMS**

The College does not offer formal programs regarding crime prevention.

### **CAMPUS SECURITY AUTHORITIES**

Federal law defines four categories of Campus Security Authorities or CSA’s:

- Campus police department or a campus security department;
- Individuals who have responsibility for campus security;
- Any individual or organization to which students and employees should report criminal offenses;
- An official of an institution who has significant responsibility for student and campus activities

At Middlesex Community College, the following departments, offices or individuals are identified as CSA's. The list of individual employees may be found on page 27.

- Campus CEO
- All Deans
- Counselors
- Club Advisors
- Chair, Behavioral Intervention Team
- Chair, Crisis Management Team
- Administrative Assistant, Dean of Administration
- Title IX Coordinator
- Building Superintendent
- Campus Resource Team Members

When a Campus Security Authority reports a crime to the Dean of Administration, the Dean reviews the report and contacts the necessary authorities. This may involve campus resources such as the Dean of Academic and Student Affairs, Title IX Coordinator, Building Superintendent or others as needed. The Dean would contact either the Middletown, Meriden or Connecticut State Police for investigation and resolution. The report is kept on file in the Dean of Administration's Office. If it is a reportable crime under the Clery Act, it is included in the Annual Security Report. All crimes are reviewed so that steps can be taken to ensure the college has a safe learning environment.

### **WEAPONS POLICY**

The possession or use of firearms, fireworks, dangerous weapons and the unauthorized possession of chemicals is prohibited. Persons carrying firearms, dangerous weapons, or unauthorized chemicals into the building or on the college's grounds may be subject to disciplinary action.

### **Drug, Alcohol and Substance Abuse**

#### **POLICY ON DRUGS AND ALCOHOL IN THE COMMUNITY COLLEGES**

Middlesex Community College has a zero tolerance policy on the possession, use or sale of drugs and alcohol on campus in accordance with Board policy on drugs and alcohol, listed below. The policy may also be accessed at:

<http://www.ct.edu/files/policies/2.1%20StudentCodeofConduct.pdf>

#### **DRUGS & ALCOHOL IN THE COMMUNITY COLLEGES**

The former Board of Trustees of Community-Technical Colleges endorsed the statement of the network of colleges and universities committed to the elimination of drug and alcohol abuse, which is based on the following premise:

American society is harmed in many ways by the abuse of alcohol and other drugs – decreased productivity, serious health problems, breakdown of the family structure, and strained social resources. Problems of illicit use and abuse of substances have a pervasive effect upon many segments of society – all socio-economic groups, all age levels and

even the unborn. Education and learning are especially impaired by alcohol abuse and illicit drug use. (Statement for the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse.)

The Board recognized that education regarding alcohol and substance abuse is an appropriate and even necessary part of contemporary college life. Since the unauthorized use of controlled substances, in addition to the potential harmful effect it may have on students and employees, is contrary to state and federal law and regulation, it must be prohibited in any college activity, on or off the college campus.

Although the conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and regulation and former Board of Trustees' policy- and employees and students will not be discriminated against because they have these disabilities- all students and employees are considered to be responsible for their actions and their conduct.

These provisions shall apply to all colleges, including Middlesex Community College, under the jurisdiction of the Board:

1. No student or employee shall knowingly possess, use, distribute, transmit, sell or be under the influence of any controlled substance on the college campus or off the college campus at a college-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of this provision.
2. All colleges shall develop and enforce policies regarding the sale, distribution, possession or consumption of alcoholic beverages on campus, subject to state and federal law. Consistent with previous Board policy, the consumption of alcoholic beverages on campus may be authorized by the president subject to the following conditions, as appropriate:
  - a. When a temporary permit for the sale of alcoholic beverages has been obtained and dram shop act insurance has been purchased;
  - b. When a college permit has been obtained;
  - c. When students bring their own beverages;
  - d. When alcoholic beverages are provided by a student organization and no fee is charged for attendance or for said beverages
3. All colleges shall strive to provide educational programs on the abuse of alcohol and other drugs and referral for assistance for students and employees who seek it. Colleges are encouraged to establish campus wide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service planning regions.
4. This policy shall be published in all college catalogs, faculty and staff manuals and other appropriate literature.

5. Failure to comply with this policy will result in invocation of the appropriate disciplinary procedure and may result in separation from the college and referral to the appropriate authorities for prosecution (Adopted November 20, 1989)

Middlesex Community College's standards of conduct are in compliance with Public Law 101-226, the Drug Free Schools and Communities Act. The standards of conduct prohibit unlawful possession, use or distribution of illicit drugs or alcohol by students, employees or visitors on the college campus or at college activities. Any person knowingly and unlawfully possessing, using, transmitting, selling or being under the influence of any dependency producing drug or alcohol on campus or at any college sponsored activity or event may be subject to disciplinary action.

The use of alcohol at any college activity on or off campus is prohibited unless the College president approves prior authorization. The president has established the following procedure regarding requests for the serving of alcoholic beverages at college functions:

1. Any request to serve alcoholic beverages must be consistent with the Board of Trustees for Community-Technical Colleges' Policy 4.15, "Drugs & Alcohol Policy in the Community Colleges."
2. The request must be submitted in writing to the Dean of Administration at least four (4) weeks in advance of the event.
3. If the sale of alcohol is being solicited, the request must demonstrate that a temporary permit for the sale of alcoholic beverages will be obtained and dram shop act insurance will be purchased.
4. A paragraph in the request must describe how alcohol will be made available only to legal age students and/or guests. This includes students bringing in their own alcoholic beverages, or beverages being provided free when purchased by a student organization or other group.
5. The request must include a plan for a visible educational program display or presentation urging responsible drinking of alcoholic beverages during the event.
6. Once the Dean of Administration has reviewed the request for all necessary compliance, the request will be forwarded to the Campus CEO for final decision.  
Note: under no conditions will alcoholic beverages be purchased for consumption with monies from the General or Operating funds of this College.

The possession, use and sale of alcohol on the MxCC campus is prohibited, unless the above procedures and protocols have been met. MxCC enforces state laws relating to underage drinking within its purview. For situations beyond the college's authority, MxCC would contact the Middletown, Meriden or State Police.

## **DRUG AND ALCOHOL EDUCATION**

The Counseling Office, Student Activities and the Office of the Dean of Administration offer programming and resources for students and employees. The Employee Assistance Program (EAP) is a professional, free and confidential service for employees that is equipped to handle drug and alcohol issues that employees may experience. The possession, use and sale of illegal drugs on the MxCC campus is prohibited. MxCC enforces federal and state drug laws within its purview. For situations beyond the college's authority, MxCC would contact the Middletown, Meriden or State Police.

## **Sexual Assault, Dating Violence, Domestic Violence, and Stalking Policies**

### **ACTS OF INTOLERANCE**

It is the position of the College that acts of intolerance (crimes of dating violence, domestic violence, sexual assault, stalking; and any crime based upon race, gender, gender identity, disability, national origin, religion, ethnicity or sexual orientation) are morally reprehensible and prohibited. All persons, regardless of any condition of their person, must be in an environment free from acts of hatred and the threat of violence.

### **SEXUAL ASSAULT PREVENTION AND RESPONSE**

The college's Title IX Coordinator is a certified sexual assault crisis counselor. Individuals who feel they are the victim of any sexual offense are urged to file a complaint with the Title IX Coordinator and the Connecticut State Police.

Title IX Coordinator	Ricardo Barrett	860.343.5823
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All college employees are mandated reporters. Employees are required to complete a reporting form and submit it to the Title IX Coordinator. This form must be submitted even if a student accidentally discloses an incident of sexual misconduct. The primary goal is to provide support to a victim of sexual misconduct.

When a student or employee reports to MxCC that the student or employee has been a victim of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, MxCC will provide the student or employee with a written explanation of the student's or employee's rights and options.

Victims of sexual offenses should be assured the college will provide resources, including but not limited to treatment through local emergency services and police assistance.

MxCC employs the following resources and educational programs to promote the awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses:

- [Campus Resource Team](#), listed on page 25, chaired by the Title IX Coordinator.
- The Title IX Coordinator is a state certified Sexual Assault Crisis Counselor Advocate.



- Title IX/Sexual Assault Brochure/Tear-offs and notices in the restroom
- Clothesline Project
- Blue Lights
- Fresh Check Day
- Information Slides on TV monitors
- Online training segment
- Handouts distributed at new Student Orientation
- Occasional guest speakers
- Safe and positive options for bystander intervention include the following:
  - **Active Bystander**
    - Believe someone who tells you they have been sexually assaulted, are in an abusive relationship, or are being stalked
    - Watch out for each other. If you see someone who looks like they're in trouble, check in with them, ask if they are okay.
    - Speak up when you see or hear someone making/discussing plans to take advantage of another person.
    - Refer people to resources listed in this document.
  - **Proactive Bystander Intervention**
    - In order to be a proactive bystander who helps prevent incident of sexual violence you can:
      - Believe violence is unacceptable and say it out loud
      - Talk openly with your friends about these issues
      - Use the resources listed in the brochure to inform yourself
      - Don't laugh at sexist jokes or comments
      - Empower victims to tell their stories
  - **Reactive Bystander Strategies**
    - In order to be a reactive bystander who positively intervenes in instances of sexual harassment or violence, there are certain ways you can step up to prevent a risky situation resulting from an assault.
      - Assume responsibility for intervening. Don't be afraid to get involved.
      - Get help from friends.
      - Get help from MxCC security guards, Title IX Coordinator or other college authorities for support and options
      - Ask the person who is in a potentially dangerous situation if he/she wants to leave.
      - Ask the victim if he/she is ok
      - Provide options and a listening ear
- **Risk reduction strategies include the following:**
  - Know where you are going. Speak up if you are uncomfortable.
  - Communicate with your partner. No means no.
  - Know that drinking and drugs can impair your judgment.

- If you drink, drink responsibly.
- Only drink something that you have poured yourself or that comes in a pre-sealed container. Don't drink something that has been left unattended.
- Use the buddy system and look out for each other.
- Listen carefully.
- Don't fall for the cliché, "if they say no, they really mean yes."
- Don't make assumptions about a person's behavior.
- Be aware that having sex with someone who is mentally or physically incapable of giving consent is rape.
- Remember sexual assault is a crime.
- Resist peer pressure to commit violent acts.
- Get involved if you believe that someone is at risk.
- Know your sexual intentions and limits.
- Communicate with your partner.
- Be aware that some people mistakenly believe drinking, dressing provocatively, or going to someone's room means you are willing to have sex.
- Listen to your gut feelings.

Individuals who feel they are the victim of any sexual offense are urged to file a complaint with the Title IX Coordinator and the Connecticut State Police. Victims should seek immediate medical assistance as there may be internal or external injuries which may require treatment for disease or infection. To assist in proving that the alleged criminal offense occurred, or to provide assistance in obtaining a protection order, all efforts should be made to preserve physical evidence of a sexual assault, stalking, domestic violence, and dating violence. This includes, but is not limited to, hair and body fluid transfer. A victim of a sexual assault should not wash or change clothing until instructed by law enforcement or medical personnel. See page 23 for information about where to obtain a forensic examination. Completing a forensic examination does NOT require an individual to file a police report.

The procedure to report or disclose sexual assault, sexual harassment, dating or intimate partner violence or stalking is as follows:

1. Report the incident (to the Title IX Coordinator or any faculty or staff member)
2. Meet with Title IX Coordinator
3. Title IX Coordinator investigates
4. Sanctions are determined
5. Request to Campus CEO for review

Every complainant has the right to:

- Be present, equal opportunity to present witnesses and evidence
- An adequate, reliable and impartial investigation of the complaint
- Be notified of the time frame within which the investigation will be conducted
- Be notified of the right to appeal, if any – both accuser and accused entitled to same rights
- Have the complaint decided by using a preponderance of the evidence – more likely that the sexual harassment or violence occurred

- Be notified in writing of the outcome
- Know sanctions imposed when they directly relate to the harassed student including restraining orders, suspension, transfers to other classes

The Policy on Student Conduct includes sanctions and additional hearing procedures for sexual misconduct cases as well as the following elements:

- The standard of evidence
- Sanctions
- A prompt, fair and impartial process
- The training will be conducted by officials annually trained
- Provide accuser & accused with the opportunity to have others present
- Not limit the choice of advisor
- Require various elements in writing to both the victim and the accused

The Title IX Coordinator will offer the victim a range of protective measures, including assisting the victim in notifying law enforcement authorities, if the victim chooses. Other measures may include class changes, requesting accommodations for classwork and exams, referral to counseling services and working with the victim to aid recovery.

All college employees are mandatory reporters. Employees do not have the option of declining to notify authorities once the victim has divulged information requiring notification.

The Title IX Coordinator will work with the Dean of Academic and Student Affairs and the Dean of Administration to ensure the victim's rights under orders of protection, 'no contact,' or restraining orders are protected. Such measures are confidential to the extent that they would not impair the ability of MxCC to provide the accommodations or protective measures.

MxCC Human Resources and MxCC's Title IX Coordinator will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy and legal assistance, visa and immigration assistance, financial aid and other services for victims on campus and within the community.

MxCC will provide written notification to victims about options for available assistance how to request changes to academic and campus working situations. MxCC does not have residences, and students are responsible for their transportation to and from campus. MxCC will try to assist students with these issues to the extent the college is able.

Victims are urged to seek counseling and emotional assistance. Counseling services can be initiated through the College's Counseling department. Additional [Resources for Victims of Sexual Assault](#) are listed on page 23. The college also has a Campus Resource Team. This consists of Middlesex employees, state and local resources who assist the college in responding to incidents of sexual violence. The [team members](#) can be found on page 25.

The college will make every feasible effort to preserve the confidentiality of and prevent the disclosure of the identities of the parties involved in a sexual misconduct matter. However, information regarding alleged sexual misconduct must be handled in accordance with applicable state and federal laws. Individuals should understand, for example, that under conditions of imminent harm to the community, the college may be required by federal law to inform the community of the occurrence of the incident/s of sexual misconduct. The Title IX Coordinator will inform the person requesting confidentiality if the college cannot ensure confidentiality.

Clery Act crimes must be disclosed. Victims are assured that the daily crime log, annual security report and other documentation available to the public will not contain personally identifying information about the victim.

### **MIDDLESEX COMMUNITY COLLEGE POLICY ON SEXUAL ASSAULT, SEXUAL HARASSMENT, DATING OR INTIMATE PARTNER VIOLENCE OR STALKING**

Sexual assault occurs when a person performs or compels another person to perform a sexual act or to have any form of sexual contact without consent. Rape is a specific sexual assault that involves any vaginal, oral, anal or urethral penetration with any body part or object without consent.

**Sec. 10a-55m. (a) (1)** “*Affirmative Consent*” means an active, clear and voluntary agreement by a person to engage in sexual activity with another person. Lack of consent may result from the impairment of the victim, which can include being under the influence of alcohol or other substances, or physical helplessness of the victim. Lack of consent may also result from intimidation to include physical force to silence the victim.

Attempted sexual assault or rape occurs when a person intends to commit the offense and engages in conduct that would lead to it. Prohibited conduct includes sexual assault, rape, attempted sexual assault, indecent exposure, voyeurism, or possession or distribution of illegal pornography. In addition, sexual assault and other sexual offenses are illegal under Connecticut General Statutes and may be prosecuted in a court of law.

Any behavior that constitutes a sexual offense under this policy, or other sexual offenses that are criminal in nature, are subject to disciplinary action, whether or not criminal charges are filed.

### **DATING VIOLENCE DEFINITIONS**

The terms ‘dating violence,’ ‘domestic violence,’ ‘sexual assault,’ and ‘stalking’ are covered in the following Connecticut General Statutes:

**Sec. 53a-70.** *Sexual assault in the first degree: Class B or A felony.*

(a) A person is guilty of sexual assault in the first degree when such person (1) compels another person to engage in sexual intercourse by the use of force against such other person or a third person, or by the threat of use of force against such other person or against a third person which reasonably causes such person to fear physical injury to such person or a third person, or (2) engages in sexual intercourse with another person and such other person is

under thirteen years of age and the actor is more than two years older than such person, or (3) commits sexual assault in the second degree as provided in section 53a-71 and in the commission of such offense is aided by two or more other persons actually present, or (4) engages in sexual intercourse with another person and such other person is mentally incapacitated to the extent that such other person is unable to consent to such sexual intercourse.

(b) (1) Except as provided in subdivision (2) of this subsection, sexual assault in the first degree is a class B felony for which two years of the sentence imposed may not be suspended or reduced by the court or, if the victim of the offense is under ten years of age, for which ten years of the sentence imposed may not be suspended or reduced by the court.

Sexual assault in the first degree is a class A felony if the offense is a violation of subdivision (1) of subsection (a) of this section and the victim of the offense is under sixteen years of age or the offense is a violation of subdivision (2) of subsection (a) of this section. Any person found guilty under said subdivision (1) or (2) shall be sentenced to a term of imprisonment of which ten years of the sentence imposed may not be suspended or reduced by the court if the victim is under ten years of age or of which five years of the sentence imposed may not be suspended or reduced by the court if the victim is under sixteen years of age.

Any person found guilty under this section shall be sentenced to a term of imprisonment of at least ten years, a portion of which may be suspended, except as provided in subdivisions (1) and (2) of this subsection, or a term of imprisonment and a period of special parole pursuant to subsection (b) of section 53a-28 which together constitute a sentence of at least ten years. Notwithstanding the provisions of subsection (a) of section 53a-29 and except as otherwise provided in this subsection, a court may suspend a portion of a sentence imposed under this subsection and impose a period of supervised probation pursuant to subsection (f) of section 53a-29.

**Sec. 53a-71. Sexual assault in the second degree: Class C or B felony.** (a) A person is guilty of sexual assault in the second degree when such person engages in sexual intercourse with another person and: (1) Such other person is thirteen years of age or older but under sixteen years of age and the actor is more than three years older than such other person; or (2) such other person is impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual intercourse; or (3) such other person is physically helpless; or (4) such other person is less than eighteen years old and the actor is such person's guardian or otherwise responsible for the general supervision of such person's welfare; or (5) such other person is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (6) the actor is a psychotherapist and such other person is (A) a patient of the actor and the sexual intercourse occurs during the psychotherapy session, (B) a patient or former patient of the actor and such patient or

former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual intercourse occurs by means of therapeutic deception; or (7) the actor accomplishes the sexual intercourse by means of false representation that the sexual intercourse is for a bona fide medical purpose by a health care professional; or (8) the actor is a school employee and such other person is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (9) the actor is a coach in an athletic activity or a person who provides intensive, ongoing instruction and such other person is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (10) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and such other person is under eighteen years of age; or (11) such other person is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

(a) Sexual assault in the second degree is a class C felony or, if the victim of the offense is under sixteen years of age, a class B felony, and any person found guilty under this section shall be sentenced to a term of imprisonment of which nine months of the sentence imposed may not be suspended or reduced by the court.

**Sec. 53a-72a.** *Sexual assault in the third degree: Class D or C felony.* (a) A person is guilty of sexual assault in the third degree when such person (1) compels another person to submit to sexual contact (A) by the use of force against such other person or a third person, or (B) by the threat of use of force against such other person or against a third person, which reasonably causes such other person to fear physical injury to himself or herself or a third person, or (2) engages in sexual intercourse with another person whom the actor knows to be related to him or her within any of the degrees of kindred specified in section 46b-21.

(b) Sexual assault in the third degree is a class D felony or, if the victim of the offense is under sixteen years of age, a class C felony.

## **SEXUAL ASSAULT/INTIMATE PARTNER VIOLENCE**

**Sec. 10a-55m. (a) (1)** “*Affirmative Consent*” means an active, clear and voluntary agreement by a person to engage in sexual activity with another person.

**Sec. 10a-55m. (a) (5)** “*Intimate partner violence*” means any physical or sexual harm against an individual by a current or former spouse of or person in a dating relationship with such individual that results from any action by such spouse or such person that may be classified as a sexual assault under section 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b or 53a-73a, stalking under section 53a-181c, 53a-181d or 53a-181e, or family violence as designated under section 46b-38h.

**Sec. 53a-70b.** *Sexual assault in spousal or cohabiting relationship: Class B felony.* (a)

For the purposes of this section:

(1) "Sexual intercourse" means vaginal intercourse, anal intercourse, fellatio or cunnilingus between persons regardless of sex. Penetration, however slight, is sufficient to complete vaginal intercourse, anal intercourse or fellatio and does not require emission of semen. Penetration may be committed by an object manipulated by the actor into the genital or anal opening of the victim's body; and

(2) "Use of force" means: (A) Use of a dangerous instrument; or (B) use of actual physical force or violence or superior physical strength against the victim.

(b) No spouse or cohabitor shall compel the other spouse or cohabitor to engage in sexual intercourse by the use of force against such other spouse or cohabitor, or by the threat of the use of force against such other spouse or cohabitor which reasonably causes such other spouse or cohabitor to fear physical injury.

(c) Any person who violates any provision of this section shall be guilty of a class B felony for which two years of the sentence imposed may not be suspended or reduced by the court.

## **STALKING**

**Sec. 53a-181c.** *Stalking in the first degree: Class D felony.* (a) A person is guilty of stalking in the first degree when such person commits stalking in the second degree as provided in section 53a-181d and (1) such person has previously been convicted of a violation of section 53a-181d, or (2) such conduct violates a court order in effect at the time of the offense, or (3) the other person is under sixteen years of age.

(b) Stalking in the first degree is a class D felony.

**Sec. 53a-181d.** *Stalking in the second degree: Class A misdemeanor.* (a) For the purposes of this section, "course of conduct" means two or more acts, including, but not limited to, acts in which a person directly, indirectly or through a third party, by any action, method, device or means, (1) follows, lies in wait for, monitors, observes, surveils, threatens, harasses, communicates with or sends unwanted gifts to, a person, or (2) interferes with a person's property.

(b) A person is guilty of stalking in the second degree when:

(1) Such person knowingly engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for such person's physical safety or the physical safety of a third person; or

(2) Such person intentionally, and for no legitimate purpose, engages in a course of conduct directed at a specific person that would cause a reasonable person to fear that such person's employment, business or career is threatened, where (A) such conduct consists of the actor telephoning to, appearing at or initiating communication or contact at such other person's place of employment or business, provided the actor was previously and clearly informed to cease such conduct, and (B) such conduct does not consist of

constitutionally protected activity.

(c) Stalking in the second degree is a class A misdemeanor.

**Sec. 53a-181e. Stalking in the third degree: Class B misdemeanor.** (a) A person is guilty of stalking in the third degree when he recklessly causes another person to reasonably fear for his physical safety by willfully and repeatedly following or lying in wait for such other person.

(b) Stalking in the third degree is a class B misdemeanor.

#### **PROGRAMMING:**

**Sec. 10a-55m. (a) (2)** “*Awareness programming*” means institutional action designed to inform the campus community of the affirmative consent standard used pursuant to subdivision (1) of subsection (b) of this section, and communicate the prevalence of sexual assaults, stalking and intimate partner violence, including the nature and number of cases of sexual assault, stalking and intimate partner violence reported at or disclosed to each institution of higher education in the preceding three calendar years, including, but not limited to, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars or panel discussions;

**Sec. 10a-55m. (a) (6)** “*Primary prevention programming*” means institutional action and strategies intended to prevent sexual assault, stalking and intimate partner violence before it occurs by means of changing social norms and other approaches, including, but not limited to, poster and flyer campaigns, electronic communications, films, guest speakers, symposia, conferences, seminars or panel discussions;

### **Sex Offender Registration Policy**

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to issue a statement advising the campus community where law enforcement information may be obtained. It also requires sex offenders who are already required to register in a State to provide notice of each institution of higher education in that State, at which the person is employed, carries on a vocation or is a student.

In the State of Connecticut, convicted sex offenders must register with the Sex Offender Registry maintained by the Connecticut Department of Public Safety, Division of State Police, Sex Offender Registry Unit, pursuant to Connecticut General Statutes 54-250. The Sex Offender Registry information provided under this law is intended to be used for such purposes as the administration of criminal justice, screening of current or prospective employees and volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and a willful violation shall be punishable by law.

The Connecticut Sex Offender Registry may be accessed online here:

<http://www.communitynotification.com>.



## RESOURCES FOR VICTIMS OF SEXUAL ASSAULT

### SAFE (Sexual Assault Forensic Examiner) Hospitals Specialize in Responding to Victims of Sexual Assault

#### **Hartford Hospital/Healthcare**

800 Seymour Street  
Hartford, CT 06102  
860-545-0000  
<http://www.hartfordhealthcare.org>

#### **Middlesex Health/Hospital**

28 Crescent Street  
Middletown, CT 06457  
860-358-6000  
<https://middlesexhealth.org/>

#### **Hospital of Central Connecticut (New Britain Campus)**

100 Grand Street  
New Britain, CT 06050  
860-224-5011  
<http://www.thocc.org>

#### **St. Francis Hospital**

114 Woodland Street  
Hartford, CT 06105  
860-714-4000  
<http://www.stfranciscare.org>

#### **Windham Hospital**

112 Mansfield Avenue  
Willimantic, CT 06226  
860-456-9116  
<http://www.windhamhospital.org>

#### **Middletown Police Department**

222 Main Street  
Middletown, CT 06457  
911 or 860.638.4000  
<http://cityofMiddletown.com/police>

#### **Meriden Police Department**

142 East Main Street  
Meriden, CT 06450  
911 or 203.238.1911  
<http://meridenct.gov/city-services/police>

## RESOURCES FOR VICTIMS OF SEXUAL ASSAULT (Continued)

### **CT State Police**

Troop F - Westbrook  
315 Spencer Plains Road  
Westbrook, CT 06498  
800.256.5761  
860.399.2100  
<http://www.ct.gov/despp/cwp/view.asp?a=4201&q=494680>

### **Rape, Abuse & Incest National Network (RAIN)**

National Sexual Assault Hotline:  
1-800-656-HOPE (4673)  
<https://www.rainn.org/>

### **Wheeler Clinic, Inc.**

91 Northwest Drive  
Plainville, CT 06062  
Main Number: 888.793.3500  
<https://www.wheelerclinic.org/>

### **Prudence Crandall Center for Women**

594 Burritt Street  
New Britain, CT 06050  
888.774.2900  
<http://prudencecrandall.org>

### **University of Connecticut Health Center**

263 Middletown Avenue  
Middletown, CT 06030  
860.679.2000  
[www.uchc.edu](http://www.uchc.edu)

### **Hospital of Central Connecticut**

100 Grand Street  
New Britain, CT 06052-2017  
860.224.5011  
[www.thocc.org](http://www.thocc.org)

### **CT Alliance to End Sexual Violence**

Statewide 24 hour toll free hotline  
1.888.999.5545 English  
1.888.568.8332 Español  
<https://endsexualviolencect.org/>

### **National Sexual Assault Hotline**

1.800.656.4673

### **Preventing Sexual Assault on College Campuses**

[www.pact5.org](http://www.pact5.org)

### **National Suicide Prevention Lifeline**

1.800.273.TALK (8255)  
[suicidepreventionlifeline.org](http://suicidepreventionlifeline.org)

## CAMPUS RESOURCE TEAM/Sexual Assault Response Team

Title IX Coordinator or Designee	Ricardo Barrett
Chief Student Affairs Officer or Designee	Sharale Mathis

At least one member from each of the following areas:

Administration	Sharale Mathis
Counseling	Emily Canto
Campus Safety Personnel	Kim Hogan
Faculty	Rebecca Rist Brown
Senior and Mid-Level Staff	Lin Lin Anastasia Pych
Student(s)	Vacant
Judicial Hearing Board	Ricardo Barrett
Community Sexual Assault Crisis Center, or Community-based domestic violence agency	Lindsay DeFrancisco, Women and Families Center
Middletown Police	Captain Gary Wallace (Gary.Wallace@middletownct.gov)
CT State Police, Troop F	Sergeant Charles Burns (Charles.Burns@ct.gov)

## PUBLIC INFORMATION NOTIFICATIONS

- Email to employee and college-issued student emails
- Hallway electronic message signs
- Weather-emergency line: 860-343.5800
- Middlesex Community College webpage: <https://mxcc.edu/>
- Middlesex Facebook account: [www.facebook.com/middlesexcc](http://www.facebook.com/middlesexcc)
- Middlesex Twitter account: [www.twitter.com/mxcc\\_ct](http://www.twitter.com/mxcc_ct)
- Notices or posters placed on bulletin boards, entrances to the college
- myCommNet Alert\* – the Board of Regents’ emergency notification system which relays information via text, email and/or voice message
- Intercom system
- Beacons –will light up, make noise & display emergency information. Beacons are in the following locations:

	Building	Location
1	Founders Hall	Cafeteria
2	Founders Hall	Pavilion
3	Chapman Hall	Room 808A
4	Chapman Hall	Room 808B
5	Chapman Hall	Room 808C
6	Chapman Hall	Room 808D

- Broadcast message over campus phones
- Television & radio:

### Television

Channel 3	WFSB
Channel 8	WTNH
Channel 30	WVIT
Channel 61	Fox

### Radio

WTIC – AM	1080	WRCH – FM	100.5	WZMX – FM	93.7
WDRC – AM	1360	WTIC – FM	96.5	WDRC – FM	102.9

- \* **myCommNet Alerts:** All students, faculty and staff are automatically enrolled in the myCommNet Alert. Information may be updated/edited by accessing your myCommNet account. Students may opt out of the alert by accessing their myCommNet account.

## CAMPUS SECURITY AUTHORITIES

### Campus CEO & All Deans

Steven Minkler	Campus CEO
Sharale Mathis	Dean of Academic and Student Affairs
Kimberly Hogan	Dean of Administration
Wesley Fox	Assoc Dean of Academics

### Counselors

Emily Canto	Counselor
Judy Mazgulski	Student Retention
Ricardo (Ricky) Barrett	Counselor

Lillian Baruffi	Administrative Assistant to the Dean of Administration
Steven Chester	Building Superintendent 2
Ricardo Barrett	Title IX Coordinator

### Director of Student Activities & Club Advisors

Janet Klinck	Director of Student Activities
Car Club	James Quinlan
Computer Club	Donna Hylton
Creative Writing Club	Christine Ruggiero
Dance Club	Irene Martin
Film and Video Club	John Shafer
HSSA (Human Services Student Assoc)	Rebecca Loew
Knitting Club	Sandra Couture
Math Club	Joe Murfin/Steve Krevisky
Frisbee/Pegasus Ultimate Frisbee	Tad Lincoln
Phi Theta Kappa (PTK)	Landi Lou/Lin Lin/Donna Bontatibus
Radio Club	John Shafer/Rich Lenoce
Robotics Club	Landi Lou
SPEAK (Students Promoting Equality, Acceptance and Knowledge)	Susan Lugli/Eva Jones
Theater Club	Janet Klinck
Vet Tech Club	Chris Gargamelli
Veteran's Club	Peter Galgano

**Clery Act Crime Statistics – Non Hate Crimes**  
**Middlesex Community College, Connecticut**  
**2017, 2018, 2019**

Clery Crime Statistics **Key for Sites:** OC = On Campus Crime PP = Public Property that borders the property of each campus

Offense	Main Campus, 100 Training Hill						Meriden Center**						MxCC@Platt*					
	2017		2018		2019		2017		2018		2019		2017		2018		2019	
	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0					0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0					0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0					0	0	0	0	0	0
Fondling	0	0	1	0	0	0	0	0					0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0					0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0					0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0					0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0					0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0					0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0					0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0					0	0	0	0	0	0
Arrests: Weapons, Carrying, Possession, etc.	0	0	0	0	0	0	0	0					0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	0	0	0					0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0					0	0	0	0	0	0

**VAWA (Violence Against Women’s Act) OFFENSES**

	Main Campus, 100 Training Hill						Meriden Center**						MxCC@Platt*					
	2017		2018		2019		2017		2018		2019		2017		2018		2019	
	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP
Domestic Violence	0	0	0	0	0	0	0	0					0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0					0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0					0	0	0	0	0	0

\* MxCC@Platt opened Fall 2017.

\*\* The Meriden Center closed effective 5/31/2017.

Shaded areas indicate the facility was not used during that time period.

**Clery Act Crime Statistics – Non HATE CRIMES**  
**Middlesex Community College, Connecticut**  
**2017, 2018, 2019**

**Non-Arrest Disciplinary Referrals**

Offense	Main Campus, 100 Training Hill						MxCC@Platt						Meriden Center**					
	2017		2018		2019		2017		2018		2019		2017		2018		2018	
	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0			0	0	0	0	0	0				
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0			0	0	0	0	0	0				
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0			0	0	0	0	0	0				

\*\* The Meriden Center closed effective 5/31/2017. Shaded areas indicate the facility was not in use at that time.

**Clery Act Crime Statistics – HATE CRIMES**  
**Middlesex Community College, Connecticut**  
**2017, 2018, 2019**

**Key for Sites:** OC = On Campus Crime    PP = Public Property that borders the property of each campus

Offense	Main Campus, 100 Training Hill						MxCC@Platt						Meriden Center*					
	2017		2018		2019		2017		2018		2019		2017		2018		2019	
	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	N/A
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	N/A
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	N/A
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	N/A
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	N/A
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	N/A
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	N/A
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	N/A
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	N/A
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	N/A
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	N/A
Arrests: Weapons, Carrying, Possession, etc.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	N/A
Arrests: Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	N/A
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	N/A

**VAWA (Violence Against Women’s Act) OFFENSES**

	Main Campus, 100 Training Hill						MxCC@Platt						Meriden Center*					
	2017		2018		2019		2017		2018		2019		2017		2018		2019	
	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP	0	0	OC	PP	OC	PP	OC	PP
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	N/A
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	N/A
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	N/A

An asterisk (\*) indicates that the facility was not in use after the Spring 2017 semester.    N/A indicates the facility was not in use.



**Clery Act Crime Statistics – HATE CRIMES**  
**Middlesex Community College, Connecticut**  
**2017, 2018, 2019**

**Non-Arrest Disciplinary Referrals**

<i>Offense</i>	Main Campus, 100 Training Hill						MxCC@Platt						Meriden Center**						
	2017		2018		2019		2017		2018		2019		2017		2018		2019		
	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP	OC	PP	
Disciplinary Referrals: Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	N/A
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	N/A
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	N/A	N/A	N/A	N/A

\*\* indicates the facility was not in use after Spring 2017.

N/A indicates the facility is not being used by MXCC

## DEFINITIONS

These definitions are used in the Department of Education publications:

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

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a private dwelling, public building, motor vehicle or aircraft, and personal or other property. Fires of suspicious or unknown origins are excluded.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. The use of force to gain entry is not required to classify an offense as burglary. Burglary in this program is categorized into three sub-classifications: Forcible entry, unlawful entry where no force is used, and attempted forcible entry.

### **Criminal Homicide (Two Categories)**

Murder/Non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

**Dating Violence:** Violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

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

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

**Drug Violation:** A drug violation is the non-prescribed use, possession, sale, purchase or distribution of any controlled substance, to include but not limited to marijuana, cocaine, amphetamines, heroin, hallucinogens, barbiturates, and paraphernalia in violation of the laws of the State of Connecticut.

**Hate Crime:** A hate crime, also known as a bias crime, is a criminal offense committed against a person, property or society which is motivated, in whole or in part, by the offender's bias against a race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but with displaying a weapon or subjecting the victim to actual attack.

**Larceny/Theft**: The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. (Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.)

**Liquor Law Violation**: The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places, bootlegging, operating a still, furnishing liquor to minor or intemperate person, using a vehicle for illegal transportation of liquor, drinking on a train or public conveyance,, and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

**Motor Vehicle Theft**: The theft or attempted theft of a motor vehicle, this offense category includes the stealing of automobiles, trucks, buses, motorcycles, motor scooters, snowmobiles etc.

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

**Stalking**: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (a) fear for this or her safety or the safety of others; or (b) suffer substantial emotional distress.

**Weapons Violation**: A weapons violation is the possession, use, sale, purchase or transfer of any weapon including but not limited to firearms, electronic defense weapons, edged weapons, and/or martial arts weapons, in violation of the laws of the State of Connecticut and/or the policies of Middlesex Community College.

## SEXUAL ASSAULT DEFINITIONS

A Sexual Assault is

**Fondling**: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

**Incest**: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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

**Statutory Rape**: Sexual intercourse with a person who is under the statutory age of consent.

**Unfounded Case**: The event did not happen or was determined through investigation to be false.

## Policy on Student Conduct

### I. Student Code of Conduct Preamble (Approved 3/13/14; amended 4/17/14, 1/15/15, 6/16/16)

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. In line with this purpose, the Board of Regents for Higher Education (“BOR”) in conjunction with the Connecticut State Colleges and Universities (“CSCU”) has the duty to protect the freedoms of inquiry and expression, and furthermore, has the responsibility to encourage all of its members to develop the capacity for critical judgment in their sustained and independent search for truth.

CSCU has certain self-defined institutional values. Principal among these values is respect for the safety, dignity, rights, and individuality of each member of the CSCU Community. The opportunity to live, study, and work in an institution which values diverse intellectual and cultural perspectives and encourages discussion and debate about competing ideas in an atmosphere of civility is a basic component of quality higher education.

All members of CSCU must at all times govern their social and academic interactions with tolerance and mutual respect so that the students who pass through a CSCU door are enriched by these experiences and are prepared for full and enlightened participation in a multi-cultural society. Because of the BOR’s and CSCU’s commitment to principles of pluralism, mutual respect, and civility, certain activities are not acceptable on CSCU campuses. Acts of intolerance, of hatred or violence based on race, religion, sexual orientation or expression, disability, gender, age, or ethnic background are antithetical to the BOR’s and CSCU’s fundamental principles and values. It is the BOR’s and CSCU’s responsibility to protect our students’ right to learn by establishing an environment of civility.

The disciplinary process is intended to be part of the educational mission of CSCU. Student disciplinary proceedings are not criminal proceedings and are not subject to court rules of procedure and evidence.

### Introduction:

This Student Code of Conduct (hereinafter the “Student Code” or “Code”) is intended to present a clear statement of student rights and responsibilities established by the Board of Regents for Higher Education. The BOR has charged the President of the Board of Regents for Higher Education with developing procedures to protect those rights and to address the abdication of responsibilities in collaboration with the four State Universities, the twelve Community Colleges and Charter Oak State College. The Student Code describes the types of acts that are not acceptable in an academic community.

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

### Part A: Definitions

The following list of defined terms utilized throughout this Student Code is provided in an effort to facilitate a more thorough understanding of the Code. This list is not intended to be a complete list of all the terms referenced in the Student Code that might require interpretation or clarification. The Vice President for Student Affairs at a University, the Dean of Students at a Community College, the Provost at Charter Oak State College or their designee shall make the final decision of the interpretation of the definition of any term found in the Student Code. For purposes of interpretation and application of the Student Code only, the following terms shall have the following meanings:

1. “*Accused Student*” means any student accused of violating this Student Code.
2. “*Advisor*” means a person who accompanies an Accused Student or an alleged victim to a hearing (or a proceeding pertaining to a report of sexual violence) for the limited purpose of providing advice and guidance to the student. An advisor may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding pertaining to a report of sexual violence).
3. “*Appellate Body*” means any person or persons authorized by the University Vice President for Student Affairs, Community College Dean of Students, Charter Oak State College Provost or their designee to consider an appeal from a determination by a Hearing Body that a student has violated the Student Code.
4. “*Calendar Days*” means the weekdays (Mondays through Fridays) when the University or College is open.

## APPENDIX A – Policy on Student Conduct

5. “College” means either collectively or singularly any of the following institutions: Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.
6. “Complainant(s)” means the person(s) who initiates a complaint by alleging that a Student(s) violated the Code.
7. “CSCU” means either collectively or singularly, any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.
8. “CSCU Affiliates” means individuals and/or entities with whom or with which the College or University has a contractual relationship.
9. “CSCU Official” means any person employed by the College or University to perform assigned administrative, instructional, or professional responsibilities.
10. “CSCU Premises” means all land, buildings, facilities, and other property in the possession of, or owned, used, and/or controlled by, the University or College, either solely or in conjunction with another entity.
11. “Disciplinary Officer” or “Conduct Administrator” means a University, College or CSCU official who is authorized to determine the appropriate resolution of an alleged violation of the Code, and/or to impose sanctions or affect other remedies as appropriate. Subject to the provisions of this Code, a disciplinary officer or conduct administrator is vested with the authority to, among other duties: investigate a complaint of an alleged violation of the Code decline to pursue a complaint, refer identified disputants to mediation or other appropriate avenues of resolution, establish charges against a student, enter into an administrative agreement developed with an Accused Student in accordance with Section II-B-3 of this Code, advise a Hearing Body, and present the case before the Hearing Body.
12. “Hearing Body” or “Hearing Panel” means any person or persons authorized by the University Vice President for Student Affairs, Community College Dean of Students or Charter Oak State College Provost to determine whether a student has violated the Code and to impose sanctions as warranted, including a hearing officer or hearing board.
13. “Institution” means the University or College within CSCU.
14. “Instructor” means any faculty member, teaching assistant or any other person authorized by the University to provide educational services, including, but not limited to, teaching, research, and academic advising.
15. “Member of the CSCU Community” means any person who is a student, an official or any other person who works for CSCU, either directly or indirectly (e.g., for a private enterprise doing business on a CSCU campus).
16. “Policy” means the written regulations, standards, and student conduct expectations adopted by the BOR and found in, but not limited to the Student Handbook, the Residence Life Handbook, the housing contract, the graduate and undergraduate catalogs, and other publicized University and College notices.
17. “Prohibited Conduct” means the conduct prohibited by this Code, as more particularly described in Part I-D of this Code.
18. “Reporting Party” means any person who alleges that a student has violated this Code.
19. “Student” means either (1) any person admitted, registered, enrolled or attending any CSCU course or CSCU conducted program, whether full-time or part-time, and whether pursuing undergraduate, graduate or professional studies, or continuing education; (2) any person who is not officially enrolled for a particular term but who has a continuing relationship with a CSCU; or (3) any person within two calendar years after the conclusion of their last registered Community College course unless the student has formally withdrawn, graduated or been expelled from the College.
20. “Student Code” or “Code” means this Student Code of Conduct.
21. “Student Organization” means an association or group of persons that have complied with the formal requirements for University or College recognition.

22. “*Support Person*” means a person, who accompanies an Accused Student, a Reporting Party or a victim to a hearing for the limited purpose of providing support and guidance. A support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process.
23. “*University*” means any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, and Western Connecticut State University, whichever the alleged violation of the Code occurred.
24. “*Shall*” and “*will*” are used in the imperative sense.
25. “*May*” is used in the permissive sense.

## **Part B: Applications, Distribution, and Administration of the Student Code of Conduct**

1. Application of the Student Code: The Student Code shall apply to the four Connecticut State Universities, the twelve Community Colleges, and the on-line college:

Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.

An alleged violation of the Student Code shall be addressed in accordance with the Code of Conduct, even if the accused Student has withdrawn from the Institution prior to the completion of the disciplinary procedures.

The Student Code shall apply to Students and to University Student Organizations. The term “student” shall generally apply to the student as an individual and to a Student Organization as a single entity. The officers or leaders of a particular Student Organization usually will be expected to represent the organization during the disciplinary process. Nothing in this Student

Code shall preclude holding certain members of a Student Organization accountable for their individual acts committed in the context of or in association with the organization’s alleged violation of this Code.

2. Distribution of the Student Code: The Student Code shall be made readily available electronically and/or in a printed publication to students, faculty and staff. The office responsible for Student Affairs will annually distribute and make available to students, faculty and staff, electronically and/or in a printed publication, any revisions to the Code.

3. Administration of the Student Code: A University’s and Charter Oak State College’s Provost or a Community College’s Dean of Students shall be the person designated by the institution President to be responsible for the administration of the Academic Misconduct portion of the Student Code. A University’s Vice President for Student Affairs, a Community College’s Dean of Students, or Charter Oak State College’s Provost shall be the person designated by the institution President to be responsible for the administration of the Non-Academic Misconduct portion of the Student Code.

## **Part C: Scope of Authority**

A Student who is found responsible for engaging in conduct that violates the Student Code on any CSCU campus or on property controlled by the BOR or by any CSCU Affiliate or any CSCU sponsored function or event shall be subject to the sanctions described in this Code. The Student Code of Conduct also applies to online activities, where applicable. Students who attempt to engage in conduct that violates this Code, who knowingly encourage, aid or assist another person in engaging in such conduct, or who agree with another person, explicitly or otherwise, to engage in such conduct, may also be subject to disciplinary action.

Off-campus misconduct by University students may be subject to the jurisdiction of the University and addressed through its disciplinary procedures if one of the following conditions is met: (i) a Student engages in prohibited

conduct at an official University event, at a University-sanctioned event, or at an event sponsored by a recognized

University Student Organization; or (ii) a Student engages in prohibited conduct under such circumstances that reasonable grounds exist for believing that the Accused Student poses a threat to the life, health or safety of any member of the CSCU or to the property of the CSCU.

Community College students conduct is subject to the Code on campus and off-campus whenever such conduct impairs College-related activities or affairs of another member of the College community or creates a risk of harm to a member or members of the College community. Students must be aware that, as citizens, they are subject to all federal and state laws in addition to all CSCU regulations governing student conduct and responsibilities. Students do not relinquish their rights nor do they shed their responsibilities as citizens by becoming members of the CSCU Community. However, where a court of law has found a student to have violated the law, an institution has the right to impose the sanctions of this Code even though the conduct does not impair institution-related activities of another member of the university or college community and does not create a risk of harm to the college or university community. The decision to exercise this right will be in the sole discretion of the President of the impacted institution or his/her designee.

Charter Oak State College applies this Code to matriculated and non-matriculated students, including those participating in portfolio assessment, credential evaluation, testing, or contract learning. Jurisdiction shall be limited to student conduct that occurs while students are taking Charter Oak State College courses or availing themselves of Charter Oak State College services. However, if a matriculated Charter Oak State College student is found guilty of student misconduct at another institution, including but not limited to misrepresentation of records from other institutions, the student may be subject to disciplinary action at Charter Oak State College.

## Part D: Prohibited Conduct

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

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

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

*Cheating* includes, but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests or examinations;

(ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (iv) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.

2. Acts of dishonesty, including but not limited to the following:

a. Misuse of University or College documents, including, but not limited to forging, transferring, altering or otherwise misusing a student fee card, student payroll card, identification card or other College or University identification document, course registration document, schedule card, transcript, or any other institution-issued document or record.

b. Knowingly furnishing false information to any CSCU Official, faculty member or office.

3. Theft of property or services, or damage to, defacement or destruction of, or tampering with, real or personal property owned by the State of Connecticut, CSCU/BOR, the institution, or any member of the CSCU Community.

4. Actual or threatened physical assault or abuse, threatening behavior, intimidation, or coercion.

5. Sexual misconduct may include engaging in one or more behaviors:

(a) Sexual harassment, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct which may constitute sexual harassment include but are not limited to:

## APPENDIX A – Policy on Student Conduct

- sexual flirtation, touching, advances or propositions
  - verbal abuse of a sexual nature
  - pressure to engage in sexual activity
  - graphic or suggestive comments about an individual's dress or appearance
  - use of sexually degrading words to describe an individual
  - display of sexually suggestive objects, pictures or photographs
  - sexual jokes
  - stereotypic comments based upon gender
  - threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.
- (b) Sexual assault shall include but is not limited to a sexual act directed against another person when that person is not capable of giving consent, which shall mean the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another.

A person who initially consents to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. Consent cannot be assumed because there is no physical resistance or other negative response. A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs which significantly impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent). Consent must be affirmative. (See Sexual Misconduct Reporting, Support Services and Processes Policy).

Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.

- (c) Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:
- Prostituting another person;
  - Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
  - Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
  - Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
  - Engaging in non-consensual voyeurism;
  - Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;
  - Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
  - Possessing, distributing, viewing or forcing others to view illegal pornography.

### 6. Intimate partner violence is defined as:

- Including intimate partner violence, which is any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault, as defined in section 5 above; (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment, as defined in section 5 above or, (5) sexual exploitation, as defined in section 5 above.
- Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
- Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- Emotional abuse, which can include but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's family members or pets and humiliating another person.

7. Violations of privacy, including, but not limited to, voyeurism and the use of web-based, electronic or other devices to make a photographic, audio or video record of any person without his or her express consent, when such a recording is intended or likely to cause injury or distress. This includes, but is not limited to: (i) surreptitiously taking pictures or videos of another person in spaces such as sleeping areas, bathrooms, gymnasiums, locker rooms, and changing areas; and (ii) sexually exploiting another person by electronically recording or permitting others to view or electronically record, consensual sexual activity without a partner's knowledge or permitting others to view or listen to such video or audio tapes without a partner's knowledge and consent. Publicizing or threatening to publicize such records will also be considered a violation of this Code.



## APPENDIX A – Policy on Student Conduct

8. Hazing, which is defined as an act which endangers the mental or physical health or safety of a Student, or which destroys, damages, or removes public or private property for the purpose of initiation or admission into, affiliation with or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense to an allegation of hazing. Consenting to the activity by remaining silent or not objecting in the presence of hazing is not a neutral act and is also a violation of this Student Code.
9. Stalking, which is defined as repeatedly contacting another person when:
  - a. The contacting person knows or should know that the contact is unwanted by the other person; and
  - b. The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life.

As used in this definition, the term "contacting" includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on-line community or any other internet communication) or remaining in the physical presence of the other person.
  - c. Harassment, which is defined as conduct which is abusive or which interferes with a person's pursuit of his or her customary or usual affairs, including, but not limited to, such conduct when directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation or expression, age, physical attribute, or physical or mental disability or disorder, including learning disabilities and mental retardation.
  - d. Conduct that is disorderly, lewd or indecent (including, but not limited to, public nudity and sexual activity in areas generally open to members of the campus community), breach of peace or aiding, abetting or procuring another person to breach the peace on CSCU premises or at functions sponsored by, or affiliated with the University or College.
  - e. Behavior or activity which endangers the health, safety, or well-being of oneself or others.
  - f. Offensive or disorderly conduct which causes interference, annoyance or alarm or recklessly creates a risk thereof at CSCU or CSCU premises, CSCU web or social media sites, at a CSCU-sponsored activity or in college or university courses, including cyber bullying. This offense does not apply to speech or other forms of constitutionally protected expression.
  - g. Unauthorized possession, duplication or use of keys (including, but not limited to, card access, card keys, fobs, etc.) to any CSCU premises or forcible and/or unauthorized entry on or into CSCU premises.
  - h. Starting fires, causing explosions, falsely reporting the presence of fire, bombs, incendiary or explosive devices, or falsely reporting an emergency.
  - i. Unauthorized or improper possession, use, removal, tampering or disabling of fire and/or safety equipment and warning devices, failure to follow standard fire and/or emergency safety procedures, or interference with firefighting or emergency response equipment or personnel.
  - j. Use, possession, purchase, sale or distribution of alcoholic beverages, except as expressly permitted by law and CSCU regulations. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
  - k. Use, possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/or drugs, including, but not limited to, marijuana and heroin, or drug paraphernalia, except as expressly permitted by law.
  - l. Use, possession or distribution of firearms, ammunition for firearms, other weapons or dangerous instruments, facsimiles of weapons or firearms, fireworks, explosives or dangerous chemicals. A dangerous instrument is any instrument, article or substance that, under the circumstances in which it is being utilized, is capable of causing death or serious physical injury. The possession of a deadly weapon or dangerous instrument on campus is strictly prohibited, even if such item is legally owned.
  - m. Gambling, including, but not limited to, promoting, wagering, receiving monies for wagering or gambling for money or property on CSCU premises.
  - n. Disruption or obstruction of any College or University function, activity or event, whether it occurs on or off the campus, or of any non-University or College function, activity or event which is authorized by the institution to occur on its premises.
  - o. Intentional obstruction of the free flow of pedestrian or vehicular traffic on CSCU premises or at University or College-sponsored or supervised functions or interference with entry into or exit from CSCU premises or

## APPENDIX A – Policy on Student Conduct

- with the free movement of any person.
- p. Failure to comply with the directions of CSCU officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
  - q. Conduct that violates published BOR/CSCU policies, rules, and regulations, including, but not limited to, residence hall rules and regulations.
  - r. Conduct prohibited by any federal, state, and/or local law, regulation or ordinance.
  - s. Unauthorized use of CSCU property or the property of members of the CSCU Community or of CSCU Affiliates.
  - t. Theft, unauthorized use, or abuse of University or College computers and/or peripheral systems and networks, including, but not limited to:
    - a. Unauthorized access to CSCU computer programs or files;
    - b. Unauthorized alteration, transfer or duplication of CSCU computer programs or files;
    - c. Unauthorized use of another individual's identification and/or password;
    - d. Deliberate disruption of the operation of CSCU computer systems and networks;
    - e. Use of the Institution's computing facilities and resources in violation of copyright laws (including unauthorized peer-to-peer file sharing of copyrighted material, including, but not limited to, copyrighted music, movies, and software);
    - f. Use of computing facilities and resources to send obscene messages (which are defined as messages which appeal mainly to a prurient, shameful or morbid interest in nudity, sex, excretion, sadism or masochism, go well beyond customary limits of candor in describing or representing such matters, and are utterly without redeeming social value); and
    - g. Violation of the BOR Policy Statement on Acceptable and responsible use of Information Technology resources and/or any applicable BOR computer use policy.
  - u. Abuse of the CSCU conduct and disciplinary system, including but not limited to:
    - a. Failure to obey the notice from a Hearing Body or CSCU Official to appear for a meeting or hearing as part of the Student Conduct system;
    - b. Falsification, distortion, or intentional misrepresentation of information to a Disciplinary Officer or Conduct Administrator, or before a Hearing Body;
    - c. Initiation of a conduct or disciplinary proceeding knowingly without cause;
    - d. Disruption or interference with the orderly conduct of a disciplinary proceeding;
    - e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary system;
    - f. Attempting to influence the impartiality of a Disciplinary Officer, Conduct Administrator or member of a Hearing Body prior to, and/or during the course of, the disciplinary proceeding;
    - g. Harassment (verbal or physical) and/or intimidation of a Disciplinary Officer, Conduct Administrator, or member of a Hearing Body prior to, and/or during the course of the disciplinary proceeding;
    - h. Failure to comply with the sanction(s) imposed under the Student Code; and
    - i. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

### **Part E: Hearing Procedures for Sexual Misconduct, Sexual Intimate Partner, Domestic Violence & Stalking Reports**

In addition to disciplinary procedures applicable to State University students in Section II, Community College students in Section III, or Charter Oak State College Students in Section IV, for any hearing conducted involving allegations of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence the reported victim and the accused student shall each have the following rights:

- i. At any meeting or proceeding, both the reported victim and accused student may be accompanied by an advisor or support person of the student's choice provided the advisor or support person does not cause a scheduled

- meeting or hearing to be delayed or postponed and provided an advisor or support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding or pertaining to a report of sexual misconduct);
- ii. The reported victim of sexual misconduct is entitled to request that disciplinary proceedings begin promptly;
  - iii. Any hearing regarding an accusation of sexual misconduct shall (i) be fair, prompt and impartial; (ii) be conducted by a Hearing Body annually trained in issues relating to sexual misconduct (iii) use the preponderance of evidence (more likely than not) standard; (iv) shall allow both the accused student and reported victim the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding; (v) shall provide both the accused student and the reported victim with equal access to any information that will be used during meetings and hearings; and (vi) invoke the standard of “affirmative consent”<sup>1</sup> in determining whether consent to engage in sexual activity was given by all persons who engaged in sexual activity.
  - iv. In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential;
  - v. Any reported victim shall be provided written notice of the decision of the Hearing Body at the same time as the accused student, normally within one (1) business day after the conclusion of the Hearing. In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any reported victim of sexual misconduct shall contain only the following: the name of the accused student, the violation committed, if any, and any sanction imposed against the accused student.
  - vi. The reported victim shall have the same right to request a review of the decision of the Hearing Body (appeal rights) in the same manner and on the same basis as shall the accused student; however, if a request for review by a reported victim is determined to be properly made and if the review determines there is sufficient grounds for altering the decision of the Hearing Body, among the other actions that may be taken as set forth above, the sanction of the hearing may also be increased. Notwithstanding the foregoing, in any hearing pertaining to sexual misconduct both the reported victim and the accused student are entitled to be simultaneously provided notice of any change in the results of the hearing prior to the time when the results become final as well as to be notified when such results become final.

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<sup>1</sup> The standard of “Affirmative Consent” is set forth in the BOR Sexual Misconduct Reporting, Support Services and Processes Policy and is incorporated herein by reference. (Approved by Board of Regents 1/15/15, revised 6/16/16)

## **Part F: Conduct and Disciplinary Records**

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

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

## **Part G: Interpretation and Revision**

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

This Code shall be reviewed and revised, if and as necessary, every five (5) years, or as directed by the President of the Board of Regents for Higher Education.

## Conduct and Disciplinary Procedures Applicable to Community College Students

Procedures for Community College students differ from those procedures applicable to either the Universities or Charter Oak State College. This is due to the environmental, cultural and administrative differences within the types of the institutions comprising CSCU. Procedures for addressing allegations and sanctions regarding academic misconduct (as defined in Section I.D.1 above) for Community College Students as set for in this Section III of the Code.

### Part A: Disciplinary Procedures (Academic and Non-Academic Misconduct)

In regard to College Students, the following procedures shall govern the enforcement of the Code:

1. Information that a student may have violated the Code should be submitted to the Dean of Students, Dean of Academic Affairs or other designee of the President (hereinafter referred to as “the Dean”), normally within thirty (30) calendar days of the date of a possible violation or within thirty (30) calendar days of the date that the facts constituting a possible violation were known.
2. Upon receipt of information relating to a possible violation, the Dean may immediately place restrictions on or suspend a student on an interim basis if, in the judgment of the Dean, the continued presence of the student at the College or continued participation in the full range of college activities poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process.
  - a. “Interim restrictions” are limitations on the Student’s participation in certain College functions and activities, access to certain locations on campus or access to certain persons, that do not prevent the Student from continuing to pursue his/her academic program. A Student upon whom the Dean has placed interim restrictions shall be afforded written reasons for the restrictions, as well as the time period during which the interim restrictions shall apply. The decision of the Dean regarding interim restrictions shall be final.
  - b. “Interim suspension” is the temporary separation of the Student from the College that involves the denial of all privileges, including entrance to College premises. Prior to imposing an interim suspension, the Dean shall make a good faith effort to meet with the Student. At this meeting, the Dean shall inform the Student of the information received and provide the Student an opportunity to present other information for the Dean’s consideration. Based upon the information available at that time, the Dean shall determine whether the Student’s continued presence on campus poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A Student suspended on an interim basis by the Dean shall be provided written reasons for the suspension and shall be entitled to an administrative conference or a hearing as soon as possible, normally within ten (10) calendar days from the date the interim suspension was imposed. The decision of the Dean regarding an interim suspension shall be final.
3. Following the imposition of interim restrictions or interim suspension, if any, the Dean shall promptly investigate the information received by meeting with individuals who may have knowledge of the matter, including the accused Student, and by reviewing all relevant documents. If upon the conclusion of the Dean’s investigation, the Dean determines that there is insufficient reason to believe the Student has committed a violation of any part of Section I.D. of this Policy, the Dean shall dismiss the matter and shall so inform the Student in writing.
4. If upon the conclusion of the Dean’s investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Section I. D. of this Code and, after considering both the possible violation and the prior conduct record of the Student, that a sanction of less than suspension or expulsion is appropriate, the Dean shall schedule an administrative conference with the Student. The Student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the Student shall have the opportunity to present information for the Dean’s consideration. At the conclusion of the administrative conference, the Dean shall determine whether it is more likely than not that the Student has violated the Policy and, if so, impose a sanction less than suspension or expulsion. The Dean shall provide the Student with a written explanation for the determination. The decision of the Dean shall be final.
5. If upon the conclusion of the Dean’s investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Section I.D. of this Code and, after considering both the violation and the prior conduct record of the Student, that a sanction of suspension or expulsion is appropriate, the Dean shall provide the Student with reasonable written notice of a meeting and shall inform the Student that

his/her failure to attend the meeting or to respond to the notice may result in the imposition of the maximum permissible sanction. At the meeting, the Dean shall provide the Student with a written statement that shall include the following:

- a. a concise statement of the alleged facts;
  - b. the provision(s) of Section I.D. that appear to have been violated;
  - c. the maximum permissible sanction; and
  - d. a statement that the student may resolve the matter by mutual agreement with the Dean, or may request a hearing by notifying the Dean in writing, which must be received by 5:00pm on the following business day.
6. If the Student requests a hearing, he/she is entitled to the following:
- a. to be heard within five (5) days or as soon as reasonably possible, by an impartial party or panel whose members shall be appointed by the Dean;
  - b. if the Dean appoints an impartial panel, to have a Student on the panel if requested by the Student;
  - c. to appear in person and to have an advisor who not shall attend as a representative of the Student. However, if there is pending at the time of the hearing a criminal matter pertaining to the same incident that is the subject of the hearing, a lawyer may be present for the sole purpose of observing the proceedings and advising the Student concerning the effect of the proceedings on the pending criminal matter;
  - d. to hear and to question the information presented;
  - e. to present information, to present witnesses, and to make a statement on his or her behalf; and
  - f. to receive a written decision following the hearing.
7. As used herein, the term “impartial” shall mean that the individual was not a party to the incident under consideration and has no personal interest in the outcome of the proceedings. Prior to the commencement of the hearing, the Student who is subject to the hearing may challenge the appointment of an impartial party or panel member on the ground that the person(s) is (are) not impartial. The challenge shall be made in writing to the Dean and shall contain the reasons for the assertion that the person(s) is (are) not impartial. The decision of the Dean shall be final.
8. The written decision of the impartial party or panel shall specify whether, based on the information presented, it is more likely than not that the Student committed the violation(s) reported and shall state the sanction to be imposed, if any. The written decision shall be provided to the Student.
9. Sanctions imposed by an impartial party or panel are effective immediately. The President may, for good cause, suspend imposition of the sanctions imposed by the impartial party or panel to allow the Student time to prepare a written request for review. If a written request is received, the President may continue to suspend imposition of the sanctions until he has reviewed and acted on the Student’s request.
10. A written request for review of the decision of the impartial party or panel must be received by the President within three (3) calendar days after the Student is notified of the decision and must clearly identify the grounds for review. The review by the President is limited to the record of the hearing, the written request, and any supporting documentation submitted with the request by the Student. The decision of the impartial party or the panel shall be upheld unless the President finds that:
- a. a violation of the procedures set forth herein significantly prejudiced the Student; and/or
  - b. the information presented to the impartial party or panel was not substantial enough to justify the decision; and/or,
  - c. the sanction(s) imposed was (were) disproportionate to the seriousness of the violation.
11. Decisions under this procedure shall be made only by the college officials indicated.

### **Part B: Disciplinary Sanctions**

The prior conduct record of a Student shall be considered in determining the appropriate sanction for a Student who has been found to have violated any part of Section I.D. of this Code. Sanctions shall be progressive in nature; that is, more serious sanctions may be imposed if warranted by the prior conduct record of the Student.

A “sanction” may be any action affecting the status of an individual as a Student taken by the College in response to a violation of this Policy, and for the purposes of this Section III of the Code include but are not limited to the following:

I. “Expulsion” is a permanent separation from the College that involves denial of all Student privileges, including entrance to College premises;

2. “Suspension” is a temporary separation from the College that involves denial of all Student privileges, including entrance to college premises for the duration of the suspension, and may include conditions for reinstatement;
3. “Removal of College Privileges” involves restrictions on Student access to certain locations, functions and/or activities but does not preclude the Student from continuing to pursue his/her academic program;
4. “Probation” is a status that indicates either (a) serious misconduct not warranting expulsion, suspension, or removal of College privileges, or (b) repetition of misconduct after a warning has been imposed;
5. A “Warning” is a written notice to the Student indicating that he or she has engaged in conduct that is in violation of Section I.D. of this Code and that any repetition of such conduct or other conduct that violates this Code is likely to result in more serious sanctions;
6. “Community Restitution” requires a Student to perform a number of hours of service on the campus or in the community at large.

## Student Rights and Responsibilities

### Section 3: Review of Academic Standing (Board Policy 5.2.2)

A student may seek review of the assignment of a grade or other decision affecting academic status in accordance with the following procedure:

1. *The grade or academic decision* affecting academic status should be discussed informally with the instructor or official responsible for the decision within fifteen calendar days of the student’s awareness of the decision (in the case of final grades, within fifteen days of the grade being posted online).
2. *If the matter is not satisfactorily adjusted* within ten calendar days of this appeal or the instructor is not available, the student may refer the matter to the Academic Dean by filing a written appeal. The appeal must be filed with the Academic Dean within thirty (30) calendar days of the student’s awareness of the decision which is being appealed (in the case of final grades, within fifteen days of the grade being posted online). The student may seek the advice of the Dean of Students before filing an appeal.

Upon receipt of such appeal, the Dean shall meet with the instructor, if he or she is available, to determine that step 1 has taken place or is not possible and to receive relevant information from the instructor responsible for the decision. The dean may then refer the matter to the academic supervisor for informal consideration prior to step 3 below.

3. *The Academic Dean or other designated official(s) shall afford review* as provided below. The President may designate an official or an academic appeals committee to provide review at this step in lieu of the Academic Dean.

The student shall be afforded the right to present a written statement of appeal and relevant information in support of it. It is the student’s responsibility to show that the decision in question is arbitrary, i.e., without a reasonable basis, or was made for improper reasons in violation of section I of this policy.

The instructor shall be notified by the Academic Dean that an appeal has been filed, and shall also be afforded the right to present a written statement of the reason for his or her decision.

In the event that a meeting of the academic appeals committee is convened, both the student and the instructor shall be notified of the date and time of the meeting, and may request that they present their case in person (however, the decision to allow attendance is up to the discretion of the committee, and the parties shall not be in the hearing room at the same time).

The student is entitled to a written response within thirty (30) days of the completion of his or her presentation. A decision to change the grade or modify the decision which has been appealed is advisory to and subject to the approval of the President.

4. *The foregoing decision may be appealed to the President* by filing a statement of appeal within ten calendar days of the date of the decision. Review by the president shall be on the basis of the written record unless he or she decides that fairness requires broader review. The decision of the President shall be final.
5. *The time frames* provided herein may be modified by the President for good cause shown.

**CAMPUS MAP**

