

# THE SOURCE

2021-22 Student Handbook



UNIVERSITY OF HARTFORD

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GREGORY S. WOODWARD, PRESIDENT

Dear Friends,

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

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

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

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

Best wishes,



Gregory Woodward

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## INTRODUCTION

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### About The Source

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

It is the responsibility of each student, both graduate and undergraduate, to be familiar with the Student Code of Conduct and University policies contained in The Source, as well as any other regulations relating to life at the University, including those contained in The Manual of Academic Policies and Procedures, copies of which are available at the reference department of the Mortensen Library.

In the unlikely event that the contents of The Source differ from The Manual of Academic Policies and Procedures, The Manual of Academic Policies and Procedures will take precedence. The University reserves the right to make changes in University regulations, policies, procedures, and other matters as it deems necessary.

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

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

### University of Hartford Mission Statement

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

### University Values Statement

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

### Diversity Statement

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

- to become an open, honest, disciplined, and caring community where the unique qualities of each person are fully appreciated
- to create on the campus a community reasonably reflective of the wide diversity of the larger society where our diversity is embraced and supported for the benefit of all
- to balance the rights of individuals and the concerns of the institution, so that all of our members are treated with respect and the larger goals of the University are fully understood.

All students, faculty, and staff deserve the full respect of, and courteous treatment by, other members of the University community, regardless of race, color, sex, gender identity or expression, age, religion, national or ethnic origin, disability, sexual orientation, veteran status, or socioeconomic status.

Institutional efforts to promote community imply certain expectations regarding the behavior of its members. We do not tolerate acts of incivility, bigotry, bullying, violence, racial or sexual harassment, or substance abuse. Conduct counter to these expectations will be considered to be a serious offense against our community and the rights of its members, and will be dealt with severely.

### Division of Student Success Mission Statement

The Division of Student Success will set the context for individual growth and citizenship through education and service.

## Division of Student Success Core Values

- Education
- Student Development
- Service Excellence
- Building Responsible Communities
- Honesty
- Respect
- Celebration of Diversity and Inclusion
- Mentoring
- Role Modeling
- Advocacy
- Empowerment
- Creativity
- Sense of Belonging
- Commitment to Service

## A Brief History of the University of Hartford

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

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

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

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

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

Today's University of Hartford has surpassed the founders' original but modest plans for a local university in Hartford, becoming instead a vibrant and growing institution that has become a university for the world.

## Schools and Colleges of the University

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

## **Board of Regents**

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

## **Graduate and Undergraduate Student Regents**

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

## **PERSONAL RIGHTS AND FREEDOMS**

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

### **Freedom of Inquiry**

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

### **Freedom of Expression**

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

### **Freedom from Discrimination**

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

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

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

### **Freedom of Association**

Within the scope of University policies, students are free to organize and join associations for educational, political, social, religious, or cultural purposes.

### **Right to Institutional Participation**

Students have the right to participate in institutional policymaking through a representative student government. The role and responsibilities of the student government should be and are clearly articulated.

### **Right to Privacy**

Students are protected from arbitrary and capricious invasions of privacy and entry into their residences. Room inspections may be conducted by University personnel acting in the performance of their duties for reasons of



health and safety, to locate missing property and prohibited articles, and for the enforcement of University policies. A Room Entry Permit may be issued by the appropriate Office of Residential

Life personnel when there is reason to believe that violations are occurring. Such inspections and searches may result in the offender(s) being referred to the Office of Student Conduct and Conflict Resolution. The University of Hartford cannot interfere with any sworn law enforcement official in conducting room searches if such a search is legal under federal, state, or local law and is within the authorized performance of the official's duty. See also The Family Educational Rights and Privacy Act of 1974 (FERPA).

### **Freedom from Improper Disclosure**

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

### **Student Demonstrations and Peaceful Protests**

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

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

## **UNIVERSITY GUIDELINES AND POLICIES**

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### **Alcohol Policy**

Students should review and are expected to abide by Connecticut state laws and the University of Hartford alcohol policy as published in The Source, or otherwise distributed or published by The University of Hartford.

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

- A. Members of the University community or guests/ visitors under the age of 21 in possession or use of alcoholic beverages.
- B. Individuals who distribute, transport, serve and/or purchase alcohol to/for minors.
- C. Students who are disruptive with intoxicated behaviors due to the consumption of alcohol.
- D. Operating a motor vehicle while under the influence of alcohol
- E. Possession of alcohol that exceeds quantity limits. For students who are of legal age, the quantity limit per student is:
  - 15 beers (12 oz containers) OR,
  - 1.5 liters of wine OR
  - 1 pint of hard alcohol (not higher than 80 proof and not stimulant-enhanced),
  - but not to exceed 60 beers (12 oz. containers) OR 3.0 liters of wine OR 1 liter (2 pints) of hard alcohol in a living unit, regardless of the number of occupants/visitors of the legal drinking age.
  - Empty containers will be counted towards the quantity limits.
- F. Possession of kegs or other large alcohol storage devices/common sources (i.e. trash cans, beer balls etc.) is prohibited.
- G. Large gatherings or events where alcohol is present.
- H. Possession or use of drinking paraphernalia, devices and/ or games that promote consumption of alcohol (i.e., beer bong, beer-pong tables, funnels, empty alcohol containers, etc.). Such items may be confiscated and not returned.
- I. Use of alcohol packaging or signage for decoration.
- J. Possession or consumption of alcoholic beverages in public areas, except where designated, or at university events where alcohol is not served, regardless of age.
- K. Selling alcoholic beverages.
- L. Violations of other University alcohol policies or federal, state, and local laws pertaining to alcohol.

### **Alternative Education and Service Format Policy**

When necessary to protect the health and safety of students, faculty and staff, as determined by the University in its sole discretion, the University reserves the right to alter:

- a) the academic schedule, location and modality of instructional and learning activities, and academic terms and requirements (including content and grading) of undergraduate, graduate and doctoral programs and instruction; and
- b) the schedule, location, availability and format of services, activities, and experiences offered to students.

Students shall not be entitled to refunds or offsets of tuition, fees, or other costs of attendance where the University exercises such discretion, except to the extent permitted by the University's refund policies.

### **Chalking Policy**

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

Click here to request [reservation/permit](#).

#### **A. Procedure and Regulations**

Approval for chalking must be given in advance by the Dean of Students or designee. Please use the online form available on the [OSEI Website](#) to make your request.

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

Chalking may not be done on any vertical surfaces. Horizontal surfaces uncovered by overhangs or awnings are the only surfaces approved for chalking. The general rule of thumb is that if you lie on your back and look up from where you want to chalk and see only sky, it is appropriate to chalk. If you lie on your back and look up and see anything but sky, you may not chalk that surface!

Chalking may not include profanity or any depictions deemed inappropriate by campus community standards. The appropriateness of the depictions or language will be determined by the Dean of Students or designee during the approval process.

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

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

### **B. Violations of This Policy**

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

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

- A. The possession and/or use of illegal or harmful drugs is prohibited.
- B. The manufacture, distribution, possession with intent to sell and/or sale of prescription medication, illegal or harmful drugs is prohibited.
- C. The possession and/or use of drug paraphernalia is prohibited.
- D. The improper possession and/or misuse of prescription medication is prohibited.

#### **Good Samaritan Amnesty Policy**

##### **I. Philosophy**

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

Students are strongly encouraged to call 860-768-7777 (Public Safety Emergency Phone Line) to request medical assistance when they or others may be

- i. dangerously intoxicated/ under the influence of alcohol/drugs; or,
- ii. experiencing any medical emergency.

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

##### **II. Policy**

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

Under this policy:

- a) When students contact Public Safety or another appropriate University staff member (e.g. Resident Assistant on Duty, etc.) seeking medical attention neither the reporting student nor the student for whom medical assistance was sought will be subject to a Student Conduct complaint for possession, consumption or intoxication under the University's alcohol or drug policies.
- b) In order to qualify for medical amnesty under this policy, students who seek assistance for another person must remain with that individual (assuming the student is present at the scene) until Public

- Safety or other designated first/emergency responder (e.g., ambulance, Fire Department) arrives on scene. It is expected that individuals involved in this process cooperate fully with first/emergency responders.
- c) This policy does not apply to individuals requiring medical assistance for alcohol- or drug- related issues who do not seek assistance, for whom no assistance was sought, or who have already been brought to the attention of University staff or first/emergency responders. For example, this policy would not apply to an intoxicated individual whom Public Safety discovers creating a disturbance on campus.
  - d) This policy applies to University alcohol and drug policy violations related to possession, consumption, and intoxication. It does not prevent a complaint being filed against a student for other violations of the Student Code of Conduct (e.g., assault, distribution of illegal substances, etc.), nor does it prevent police/criminal action.
  - e) When it is the opinion of the Dean of Students or designee that the continued presence of a student constitutes a danger to the student, or to others, the imposition of interim suspension or other temporary restrictions deemed necessary shall not be precluded under this policy.
  - f) In order to qualify for medical amnesty under this policy the student(s) will be required to:
    - i. attend a meeting scheduled by the Director of Student Conduct and Conflict Resolution or designee;
    - ii. attend an educational-based meeting with a trained staff/ graduate student as required by the Director of Student Conduct and Conflict Resolution or designee; and,
    - iii. Act in accordance with all student expectations outlined in this policy.
  - g) This policy is in place to provide help and support for the health of University of Hartford students in isolated situations. It does not excuse or protect those who repeatedly violate University policy. In most cases, this Policy will be applied once - either to the intoxicated student, those that have served alcohol, or those attending social gatherings. Repeat offenders may have their cases referred to the Office of Student Conduct and Conflict Resolution for a student conduct complaint.

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

- a) This policy is applied after an incident has been reviewed in the Office of Student Conduct and Conflict Resolution. University personnel responding to an incident will follow all protocols on the scene, including documentation of the incident and of those involved.
- b) This University policy does not prevent action by local, state, and/or federal authorities.

### **Hazing Policy**

This policy applies to all student organizations including Greek-letter organizations, clubs, teams, and their members. It is the responsibility of all student organizations to model an atmosphere of learning, social responsibility, and respect for human dignity and to provide positive influences and constructive development for members and aspiring members. All organizations, groups, clubs, sports teams, fraternities and sororities must understand that hazing in any form is prohibited.

Hazing is defined as any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities; wearing publicly, any apparel which is conspicuous and not normally in good taste; engaging in public stunts of buffoonery; morally degrading or humiliating games or activities; late work sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations and policies of the educational institution.

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

- Drinking alcohol or any other substance
- Using or required to purchase any drug, narcotic, or controlled substance
- Ingestion of vile substances
- Branding, burning, or tattooing any part of the body, or any other activity, whether voluntary or involuntary, which may cause physical injury or endanger the life of the person being hazed
- Permitting less than six continuous, uninterrupted hours of sleep per night or other behavior that results in sleep deprivation
- Nudity at any time

- Simulating and or performing sexual acts
- Conducting activities that do not allow adequate time for study
- Subjecting a person or group of people to verbal harassment and or the use of demeaning names
- Misleading a person or group to convince them that they will not be initiated, that they will be hurt during initiation, or any other activity that would cause extreme mental stress
- Carrying any items (shields, paddles, bricks, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier
- Compelling a person or group to remain at a certain place, or transporting a person or group anywhere without the person's or group's consent (road trips, kidnaps, etc.)
- Intentionally trashing any area for the purpose of annoying others or for having others clean the trashed area
- Being forced or coerced to inflict violence on someone
- Not permitting a person or group to talk for an extended period of time
- Having a person or group perform personal chores or errands against their will for established members
- Blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities that serve no constructive purpose
- Exposure to the elements
- Conducting "interrogations" or any other non-constructive questioning
- Putting a person or group in a room that is uncomfortable (temperature, noise, small size, smell)
- Expecting a person or group to do anything exclusively for the "fun" or "entertainment" of the members
- Being required to associate with certain people and not others
- Binding or restricting any person's arms or legs that would prohibit them from moving on their own
- Actions, forced or required, that violate federal, state, or local law

### ***Penalties for Hazing***

Individual students and/or student organizations that are accused of allegedly violating the Hazing Policy Statement may be placed on an interim suspension while allegations are investigated. Individual students and/or student organizations allegedly violating these policies may be referred to the Office of Student Conduct and Conflict Resolution. Individual students and/or student organizations found responsible for hazing will be sanctioned. In addition to action taken by the University individual students and/or student organizations may be subject to criminal or civil action (Connecticut Public Act Number 88-328).

### ***Connecticut Hazing Laws and Regulations Sec. 53-23a. Hazing.***

For purposes of this section:

1. "Hazing" means any action which recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization. The term shall include, but not be limited to:
  - A. Requiring indecent exposure of the body;
  - B. Requiring any activity that would subject the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact;
  - C. Confinement of the person to unreasonably small, unventilated, unsanitary, or unlighted areas;
  - D. Any assault upon the person; or
  - E. Requiring the ingestion of any substance or any other physical activity which could adversely affect the health or safety of the individual. The term shall not include an action sponsored by an institution of higher education which requires any athletic practice, conditioning, or competition or curricular activity.
2. "Student organization" means a fraternity, sorority, or any other organization organized or operating at an institution of higher education.
  - A. No student organization or member of a student organization shall engage in hazing any member or person pledged to be a member of the organization. The implied or express consent of the victim shall not be a defense in any action brought under this section.
  - B. A student organization which violates subsection (b) of this section (1) shall be subject to a fine of not more than one thousand five hundred dollars and (2) shall forfeit for a period of not less than one year all of the rights and privileges of being an organization organized or operating at an institution of higher education.
  - C. A member of a student organization who violates subsection (b) of this section shall be subject to a fine of not more than one thousand dollars.
  - D. This section shall not in any manner limit or exclude prosecution or punishment for any crime or any civil remedy.

### ***No Contact Order Policy***

The University of Hartford is committed to providing support and resources to any student who may be the recipient of persistent unwanted or harassing contact by another student. In certain circumstances, it may become necessary for the University to formalize an arrangement between two students to prohibit contact with each other (direct and/or indirect) other than that which is necessary for either party to continue their academic pursuits. The following No Contact Order Policy does not apply to reported/alleged behavior that is addressed via the [“Title IX Sexual Harassment” and “Community Standards Sexual Misconduct” Policy and Procedures](#).

University administrators are authorized to issue a No Contact Order (NCO) prohibiting contact between students when there exists a reasonable concern that physical or emotional harm may result from such contact.

The University will consider all facts and circumstances that may be relevant to whether an NCO should be issued, including, but not limited to, the following factors:

- When there are allegations, threats, or evidence of physical violence by one student against another\*;
- When there are allegations, threats, or evidence of emotional abuse or harassment by one student of another;
- When there is a substantial risk of emotional harm from continued contact between students;
- When continued contact between students may have a material impact on campus student conduct-related proceedings;
- When there are allegations of serious violations of University policy\*.

\*The reporting student will contact Public Safety in such instances.

NCOs are generally reciprocal and shall provide that neither student may have contact with the other. “Contact” includes, but is not necessarily limited to, in-person contact, telephone calls, email, text messages and other forms of electronic communication, social media-based messages or postings, and third-party communications including through proxies.

NCOs may include additional protective measures or other terms specific to the safety, well-being, or other needs of either or both students subject to the NCO, when deemed necessary by the University. Any additional terms shall be expressly stated in the NCO. Additional protective measures or other terms need not be reciprocal.

NCOs may include, but are not limited to, the following:

- Restricting a student from being in close proximity to the other student;
- Restricting a student’s access to certain campus locations, including the other student’s residence hall;
- Restricting the time a student may be present in on-campus dining facilities;
- Requiring that the students not be enrolled in the same academic course(s); and/or
- Requiring that the students not participate in the same co-curricular or extra-curricular activities.

The No Contact Order is not a legal peace or protective order as issued by a court of law and will not apply to non-University related premises; however, it will apply to University-sponsored activities regardless of the location. Students may contact Public Safety for information on filing a form of legal protection (i.e. restraining order etc.) with local court.

The following administrators may issue NCOs:

- A Residential Life professional staff member
- Dean of Students, or designee
- Director of Student Conduct & Conflict Resolution

If a student is harmed due to another student’s sharing or publicizing an NCO (i.e., verbally, through social media), such an act may be considered retaliation under University policy and the responsible student may be subject to disciplinary action.

NCOs will end at the conclusion of the semester in which the NCO was issued. A student seeking the modification or rescission of an NCO prior to the specified end date shall so request from the administrator who issued the NCO. An administrator shall consult with both parties before determining whether or not to modify or rescind the NCO.

Reporting of violations of the NCO is the responsibility of the parties to whom it is issued. Reports of violations should be made to Public Safety, who will investigate and, if appropriate, make a referral to the Office of Student Conduct & Conflict Resolution.

NCOs are designed primarily to prevent intentional contact. Incidental contact (e.g., parties sighting or passing each other on campus pathways) is not considered a violation of an NCO; NCOs may include rules regarding interactions in specific, public locations.

NCOs are issued at the University's discretion and the University may decline to issue an NCO where it determines the process is being misused or where it would be inappropriate for other reasons. Students who have interpersonal conflicts that do not raise concerns for individual health and safety will not be granted NCOs. These individuals should pursue other forms of conflict resolution, such as mediation, offered through Residential Life or the Office of Student Conduct & Conflict Resolution.

### ***Painting the Anchor Policy***

A long-standing tradition at the University of Hartford is the painting of the anchor. Groups or individuals wishing to paint the anchor must schedule their painting using the online form available on the OSEI Website to make your request.

The following rules must be adhered to during the painting of the anchor:

- There must be no obstruction of traffic.
- The contact person is to have the required form (acquired from the Dean of Students office) with them during the painting.
- Painting may not include any profanity or any depictions deemed inappropriate by campus community standards. The appropriateness of the depictions or language will be determined by the Dean of Students or designee.
- Any person/group painting the anchor at an unapproved time will lose painting privileges for a period of at least one academic year.

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

Click here to request [reservation/permit](#).

### ***Solicitation Policy***

1. University buildings and grounds are private property and are for the use of registered students, University guests, and visitors. Uninvited or unapproved enterprises and solicitations by external agents are prohibited.
2. The University name may not be used in any form for personal profit by any member of the University community or by non-University personnel, nor may it be printed, other than for official University business, without prior permission by the Dean of Students and by the assistant vice president for finance for faculty, staff, or non-University personnel.
3. Students, faculty, and staff may not make solicitations for personal profit or on behalf of any group or organization (University sponsored or non- University) and may not use University buildings or property for personal profit without preliminary clearance.

No solicitors, salespeople, or agents (student or others) are allowed to contact students room to room in the residence halls for commercial purposes (examples include club promotions, magazine or food sellers, etc.).

4. Advertisements by organizations other than University of Hartford clubs, organizations, and committees will be allowed in the student centers and Residential Life areas with prior approval from those departments on a space- available basis. Acceptance of outside advertising in student centers and Residential Life does not imply endorsement or sanction of the program, event, or product.
5. Religious materials brought forth by off-campus organizations must be submitted to the Department of Campus Ministries for approval before hanging in any area of the Gengras Student Union or Residential Life.
6. Off-campus housing and ride-share information/solicitations may only be posted in the areas of the Gengras Student Union specifically designated for such purposes and should not be posted on general-use bulletin boards.
7. Advertising flyers/posters may not be hung on walls, windows, doors, or other areas that are not designated for such purpose on the interior or exterior of any campus facility. Temporary signs and banners are not to be hung on permanent University signs, light poles, building exteriors, or traffic signs. There will be no posting of signs of any type at the main entrance to the University.

8. University departments, clubs, and organizations advertising on-campus programs, and/or University-sponsored events
  - a. may post flyers on public bulletin boards inside academic buildings and on outdoor bulletin boards in residential areas on display cases, kiosks, or any other public posting areas without prior approval, as long as the content is not lewd and/or pornographic and does not include advertisements encouraging the use of alcohol or drugs
  - b. must bring six copies of a flyer to Gengras Student Union 205, to receive approval for advertising in Gengras Student Union, University Commons, and the Konover Campus Center; once stamped approved, Gengras Student Union staff will hang advertisements on designated bulletin boards in Gengras Student Union, University Commons, and Konover Campus Center.

Gengras Student Union will also accept larger posters to be mounted on easels for display in the lobby, hallway, or other area according to the availability of easels.

- c. may post inside residential facilities with the advance permission of the Residential Life professional staff of that area
- d. may advertise on signs and banners inside the Sports Center with the approval of the Sports Center director; once approved, Sports Center staff will hang signs and banners
- e. must submit to the Residence Hall Association banners for approval/hanging inside the University Commons cafeteria
- f. may place temporary free-standing signs outdoors in strategic locations around campus only with prior approval from the director of Public Safety.

### **Smoking Guidelines**

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

"Title IX Sexual Harrassment" and "Community Standards Sexual Misconduct" Policy and Procedures

This document is subject to amendment or change. Please visit the [University Title IX webpage](#) to view the most up to date policy.

### **University Procedures for External Speakers and Campus Events**

1. Students, faculty, and staff must submit an Event Sponsor and Request Form through 25 Live at least six weeks prior to the requested event date, to schedule any event\* on campus:
  - a. to which an external speaker, members of the public, or individuals who are not students, faculty, staff, or Regents will be invited; or
  - b. which could otherwise raise security or safety concerns or require special planning to minimize potential security and safety risks.
2. The "Designated Reviewer" from the appropriate department (ex. Student Affairs, Office of the Provost, or Office of Finance and Administration) will review each completed form to identify any events that pose potential security or safety concerns.
3. If no potential security or safety concern has been identified, the Designated Reviewer may approve the event request.
4. If a potential security or safety concern has been identified, a subgroup of the Situation Management Team will conduct a risk assessment of the event, and provide a risk assessment report, including a proposed plan to mitigate potential safety and security risks, to the appropriate University officer/department head or her/his designee.
5. After receiving the risk assessment report, the appropriate University officer/department head or her/his designee will make a recommendation to the administration on next steps.
6. The President or the President's designee will work with the event sponsor to determine whether sufficient plans can be made to ensure the safety of our campus community and mitigate security risks. If the University determines that the safety and security risks cannot be sufficiently mitigated, and the event continues to pose a significant threat to the campus community, the President or the President's designee will make a final decision regarding the scheduling of the event.

**\*NOTE: These procedures do not apply to: (1) annual University events such as commencement ceremonies, honor and awards programs; or (2) the following pre-approved events: classroom activities under the authority of the instructor/professor, NCAA Athletic competitions and events, and events sponsored by the President or Vice Presidents such as Institutional Advancement events and Board of Regents meetings**

### **Weapons Guidelines**



The possession and/or use on University property of firearms, non-functional representations of firearms that could reasonably be perceived to be real firearms, deadly weapons, and dangerous instruments is not permitted.

Firearms include any sawed-off shotgun, machine gun, rifle, shotgun, pistol, revolver or other weapon, whether loaded or unloaded, from which a shot may be discharged are prohibited.

Deadly weapons include any weapon, whether loaded or unloaded, from which a shot may be discharged, or a switchblade knife, gravity knife, billy, blackjack, bludgeon, or metal knuckles.

Dangerous instruments include any instrument, article or substance which, under the circumstances in which it is used or attempted or threatened to be used, is capable of causing death or serious physical injury, to include hunting bows, knives, paintball guns or paraphernalia, air-soft guns, electronic defense weapons (commonly referred as 'tazers') and other weapons as defined under Connecticut General Statute 53a-3.

Note: Kitchen cutlery stored and utilized in University dining facilities or in residential kitchens shall not be subjected to the provisions of this policy unless used in a manner inconsistent with their design.

## **FEDERAL GOVERNMENT POLICIES**

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### **The Family Educational Rights and Privacy Act of 1974 (FERPA)**

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

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

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

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

### **Title VI**

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

### **Section 504**

The University of Hartford hereby provides notice to its students, employees, applicants, and others that it supports the language and intent of section 504 of the Rehabilitation Act of 1973 (and regulations issued pursuant hereto, effective June 3, 1977), which prohibits discrimination on the basis of disability in its educational programs and its activities.

This policy and the requirement of nondiscrimination extend to admission to, access to, and employment at the University. Pursuant to section 504 and implementing regulations, the University also gives notice that the Dean of Students is the individual designated to coordinate efforts by the University to comply with and carry out requirements and responsibilities under section 504 and serves as the University’s compliance officer. The Dean of Students is located in Gengras Student Union 307, and can be contacted at 860.768.4285. The Assistant Vice President for the Division of Student Success will serve as the coordinator for disabled-student services, providing direct advice and assistance to persons with disabilities.

Any student at the University who feels that he or she has been denied access to programs, facilities, or activities, or has been discriminated against based on a handicap, and who wishes to file a complaint, may do so by contacting the Assistant Vice President for the Division of Student Success at 860.768.4260, who shall attempt to remedy the student's grievance by informal means.

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

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

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

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

### **Complaints Regarding Administrative Decisions**

If a student has a complaint about an administrative action or decision affecting that student, then the University encourages the student first to meet with a representative from the relevant department to resolve that complaint.

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

Some examples include:

- for a housing or disciplinary matter:

Dean of Students, Gengras Student Union 307, 860.768.4285;

- for a financial aid matter or issue with academic records: Provost, Computer Center 332, 860.768.4505; or
- for general financial or billing matters:

Vice President for Finance and Administration, Computer Center 328, 860.768.5307.

If the matter has not been satisfactorily resolved after completing each step described above, then the student may choose to contact either or both of the following:

Connecticut Office of Higher Education

61 Woodland Street

Hartford, CT 06105-2326

800.842.0229

[CTOHE Student Complaint Website](#)

New England Commission of Higher Education

3 Burlington Woods Drive Suite 100

Burlington, MA 01803-4514

cihe@neasc.org; 781.425.7785

<https://www.neche.org/for-the-public/comments-complaints/>

## STUDENT SERVICES

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### Access-Ability Services

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

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

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

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

All documentation should be sent to: Director of Access-Ability Services, Auerbach Hall, Room 209, 200 Bloomfield Avenue, West Hartford, CT 06117 or the information can be sent via fax to: 860.768.4183.

The office phone number is 860.768.4312.

Website: <https://www.hartford.edu/academics/academic-support/accessibility-services/>

### Campus Religious Life

#### *Catholic Campus Ministry*

Catholic Campus Ministry at the University of Hartford is a service provided by the Archdiocese of Hartford. This ministry offers resources and opportunities for students, alumni, faculty, and staff to celebrate, explore, or nurture faith in the Catholic tradition and deepen their relationship with Christ in the community of the Church. Weekly celebration of the Mass (Sunday, Holy Day and weekday), Scripture studies, small faith groups, community service and social events are some ways individuals are able to get involved. Father Andy Mai is the Catholic Chaplain and Terrie Bournique is the Catholic Campus Minister. The Catholic Campus Ministry Center is located across the street from the main campus entrance at 207 Bloomfield Avenue. All students, faculty, and staff are welcome at the Center during open hours and for events and services. For more information, come to the center, call 860.216.1254, email [ccm@hartford.edu](mailto:ccm@hartford.edu), follow @uhartcatholic on Instagram, or visit the website at:

<https://www.hartford.edu/student-life/clubs-activities/spiritual-life/catholic-campus-ministry/>

#### *Newman Club*

The Newman Club is the Catholic student organization on campus. The group is dedicated to the mission of spiritual education, social justice, and a welcoming community. The Newman Club, which meets bi-weekly, is open to students of all faiths.

For more information email [newmanc@hartford.edu](mailto:newmanc@hartford.edu) or call 860.216.1254.

### ***Newman Choristers***

The Newman Choristers are a dedicated group of singers and musicians who lead the music during the Sunday Mass at the center as well as perform at other campus and community events. Students of all faiths and abilities are encouraged to join.

For more information please email [ccm@hartford.edu](mailto:ccm@hartford.edu) or call 860.216.1254.

### ***Hillel: The Center for Jewish Campus Life***

University of Hartford Hillel is committed to providing opportunities for students to celebrate, discover, and experience Judaism in a pluralistic and welcoming environment. At Hillel, you don't have to be religious, go to day school, or attend Jewish summer camp to fit in. All students are welcome—some come to study, others to join to pray, learn, or help change the world through tikkun olam. Hillel provides a safe, supportive, and inclusive environment for students to consider new ideas, celebrate Jewish life, meet new friends, and practice their leadership skills. The Hillel Campus Center lounge is located on the ground floor of Park River Apartments, across from Lincoln Theater. Hillel's full-time director and engagement manager are available for counseling or to simply be a friendly face on campus. For information go to our website <https://www.hartford.edu/student-life/clubs-activities/spiritual-life/hillel.aspx>, email us at [Hillel@hartford.edu](mailto:Hillel@hartford.edu), or call 860-768-7956.

### ***Protestant Campus Ministry***

Reverend F. Gary Knighton is the Protestant chaplain for the campus. He is available for spiritual formation and provides spiritual guidance for students and faculty/administration personnel. Pastor Knighton supports the efforts of the Fellowship of Christian Athletes, IntersVarsity Christian Fellowship, and the Gospel Choir. An essential function of the ministry is to link students with local area churches to be a part of during their time on campus. Services are held on Tuesday nights at 7pm for weekly worship services. Email Pastor Knighton at [pcm@hartford.edu](mailto:pcm@hartford.edu) or call 860.819.9798.

## **Career and Professional Development**

The Office of Career and Professional Development provides robust and dynamic career programming to matriculated students and recent graduates as they explore fields of study, experiential education opportunities and eventually the transition to career or post graduate studies.

The Career Studio is located in Gengras Student Union, Room 203. To learn more about career programs and events, and how our dedicated staff can support your career planning, visit our website at: <https://www.hartford.edu/student-life/career-services/>

## **Counseling and Psychological Services**

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

Some of the issues addressed through counseling, consultation, and/or education include:

- relationship and communication skills
- self-esteem
- anxiety
- sexuality
- alcohol and other drugs
- eating issues
- stress management
- depression and suicide
- grief and loss

It is perfectly normal for any one of us to feel the need for assistance in making difficult decisions, handling troublesome relationships, managing change, or coping with feelings of loneliness, fear, or sadness. Students often come to CAPS with issues concerning roommates, friends, dating partners, and family. It is also common

that during adjustment to college, self-doubts arise, and some students need help in making the transition. All of us have periods of crisis in our lives and times when it can be very helpful to talk with a counselor.

### ***What About Confidentiality?***

Counseling sessions are confidential. Any records kept on students are the property of CAPS and are not part of the students' academic or medical records. There is no communication with parents, faculty, or staff about counseling visits without the written consent of the student. In rare instances when there is a deemed imminent risk to the safety of the student or to others, confidentiality may be breached.

### ***How Does Counseling Work?***

Full-time and part-time undergraduate and graduate students taking at least six credits are eligible to access CAPS services. Graduate and part-time students are required to pay a modest fee to the Bursar's Office. Students may have one initial consultation or phone screening each semester, during which time the counselor makes a clinical recommendation. The most common recommendations are: a course of brief group or individual therapy at CAPS; psychological and/or psychiatric treatment off-campus; or a 4-week course of Wellness Workshops at CAPS aimed at teaching skills to help students manage emotions, navigate relationships, and implement the basics of good self-care. CAPS services are time-limited in nature and help students focus on identified goals and objectives to address their main concern(s). It is not unusual for students to be referred to an off-campus provider for psychological and/or psychiatric treatment. The most common reasons for referring a student off campus are as follows:

1. The student's concerns are so significant that he/she requires more intensive treatment than CAPS is able to provide;
2. The student does not necessarily have severe issues/concerns, but could benefit from more ongoing support, such as longer-term therapy during their years at UHart. Oftentimes, these students have already completed at least one course of brief treatment at CAPS, and are seeking continued services;
3. The student is currently taking psychotropic medication, or has taken psychotropic medication in the past, and is seeking a psychiatric evaluation.

CAPS has a psychiatric resident on staff about 3 hours per week. Appointments with our psychiatric resident are primarily reserved for students who have never taken psychotropic medications currently or in the past. CAPS counselors will work with students help facilitate referrals to off-campus psychotherapists and psychiatrists. While walk-in appointments at CAPS are reserved for emergencies only (such as potential risk to self or others), an initial appointment with a counselor may be arranged easily by calling the CAPS office at 860.768.4482, emailing office manager Liz Inkel ([inkel@hartford.edu](mailto:inkel@hartford.edu)), or by stopping by Gengras Student Union room 313.

### ***What Resources Are Available Online?***

Any student seeking or requiring off-campus psychological or psychiatric services may consider searching Thriving Campus:<https://hartford.thrivingcampus.com/> or Psychology Today: <https://www.psychologytoday.com/> located on CAPS website. Thriving Campus is a directory of providers in the surrounding community who treat college-age students. CAPS staff are able to assist students with Thriving Campus. Psychology Today is a popular search engine for finding therapists across the country.

### ***Proactive Intervention***

#### ***Policy Statement***

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

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

only when a student is not willing to seek assistance for them self. If the student should refuse the intervention, the code of student conduct system, when appropriate, may be used as a means of following up on the student's behavior.

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

### ***Procedures***

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

### **Drug/Alcohol Use**

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

### **Psychological Issues**

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

## **Medical Leave of Absence**

A number of students experience periods of medical or psychological distress during their years at the University. During such periods, the vast majority of students are able to continue their studies and benefit from the structure and support of the collegiate environment. The Office of Counseling and Psychological Services and the Health Services departments are committed to providing evaluation, treatment, and referral services designed to facilitate the continued participation of students in University life while they are dealing with these medical or psychological issues.

Occasionally, students experience medical or psychological problems severe enough to require more intensive treatment or time away from the University environment. This policy is intended to ease the departure process and facilitate the student's return to the University when enrollment needs to be interrupted for a period of time.

### ***Requesting a Leave***

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

### ***Returning to the University***

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

### ***Required Medical or Psychological Leave of Absence***

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

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

All questions and concerns about any potential required medical or psychological leave of absence are to be directed to the Associate Vice President of Student Success.

## **Division of Graduate and Professional Studies**

The Division of Graduate and Professional Studies provides assistance to our adult learners through a broad array of programming opportunities and a centralized location for student admission and resources. The division encompasses graduate, online, adult academic services, continuing education, and certificate and non-credit programs to graduate level students and part-time undergraduate students. Visit [hartford.edu/gps](http://hartford.edu/gps) for more details regarding office hours and contact information.

## **Division of Student Success**

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

The Division of Student Success wants to create an active, supportive, and vital living-learning community that will enhance student development, retention, and staff commitment by focusing on the principles of open communication, empowerment, engagement, inclusion, and service excellence. Our goals are to:

- provide a supportive community
- help you maximize your potential for becoming responsible citizens of the world
- promote a nurturing and accepting environment that will enhance your self-esteem
- make a commitment to a fostering an inclusive community
- increase your involvement with the faculty and staff, which will enrich your total university experience
- create a campus climate that promotes collaborative interactions
- provides co-curricular opportunities for learning and engagement
- encourage opportunities for participation in community service and service-learning opportunities

The University of Hartford offers a variety of student services aimed at bridging students' curricular and co-curricular experiences on campus.

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

- Access-Ability Services
- Campus Religious Life
- Career Studio
- Counseling and Psychological Services
- Health Services
- Orientation
- Residential Life
- Office of Student Engagement and Inclusion
- Student Conduct & Conflict Resolution
- Center for Student Success
- Centralized Tutoring Center
- Public Safety
- International Center

## **Health Services**

The University of Hartford partners with Hartford Healthcare for the delivery of health services on campus. For complete information visit the Health Services website.



## International Center

The International Center provides services to students, scholars, faculty, and guests from around the world, and provides over 200 programs throughout 50 countries for those interested in a study abroad experience. International students and scholars receive support and guidance regarding immigration regulations and life in the U.S., and both international and domestic students can participate in a variety of programs to highlight the cultural diversity of the University campus community. The International Center also hosts a multitude of programs abroad, ranging from a week to a year in duration, which offer all students the option to study, intern, conduct research and/or engage in service-learning abroad on a semester or year program, or during winter, summer, or spring break. The International Center is located in Gengras Student Union 309. Phone: 860.768.4870. Email: [uhabroad@hartford.edu](mailto:uhabroad@hartford.edu) (study abroad) or [internatl@hartford.edu](mailto:internatl@hartford.edu) (international student services). More information on study abroad can be found at [www.hartford.edu/study-abroad](http://www.hartford.edu/study-abroad) or on international student services at <https://www.hartford.edu/about/offices-divisions/student-affairs/international-center/international-student-services/default.aspx>

## RESIDENTIAL LIFE

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### Residential Life Overview

The Office of Residential life offers a residential living experience where students learn to demonstrate self-awareness and advocacy, develop constructive relationships across difference, and contribute within complex communities. In order to maintain a strong community with an atmosphere conducive to academic excellence, there are guidelines for appropriate behavior. These guidelines encourage personal accountability and responsibility to ensure every student has a recognized and rightful place in their community. Residents are responsible for abiding by all University policies and procedures, including those stated in this handbook and the Housing Agreement. The most up-to-date information regarding Residential Life staff, policies, and important deadlines is available on UHart's website: <https://www.hartford.edu/student-life/housing/default.aspx>

### Residential Life Staff

The Office of Residential Life includes the following professional staff members and student leaders:

- Director of Residential Life
- Assistant Director for Community Development
- Housing Coordinator
- Office Coordinator
- Resident Directors (RDs)
- Graduate Assistants (GAs)
- Resident Assistants (RAs)

### Customer Service Representatives (CSRs)

#### Residential Life Staff Contact Information & Office Hours

The Office of Residential Life Central Office is open Monday through Friday from 8:30 a.m.–12 p.m. and 12 p.m. to 4:30 p.m. The Director, Assistant Director, Housing Coordinator, and Office Coordinator have offices in this Central Office. The RDs' offices are located in their assigned residential area. RDs are available to meet with students during normal business hours or by appointment. Students may also contact the Office of Residential Life by e-mail at [reslife@hartford.edu](mailto:reslife@hartford.edu). Staff members can be reached at the following numbers and locations:

#### Residential Life Central Office

F Complex, Barnard 860.768.7792

#### Resident Director Offices

- |   |              |
|---|--------------|
| • A & B Neighborhood, Crandall 101                        | 860.768.6101 |
| • C & D Neighborhood, Malcolm X 101                       | 860.768.6103 |
| • Hawk Hall & E Neighborhood,                             | 860.768.6105 |
| • Hawk Hall, Room 102                                     | 860.768.7905 |
| • F Neighborhood & Regents Park,<br>Regents Park Room C22 | 860.768.6108 |
| • The Village & Park River,<br>Village Apartment 7105     | 860.768.6110 |

#### Residential Living Areas

Incoming first-year students live in Hawk Hall or a Complex Neighborhood (A-E), while returning students may select to live in a Complex Neighborhood (F), Regents Park, the Village Apartments, or Park River.

#### Duty

Resident Assistants (RAs) are on duty Sunday through Thursday from 7:30 p.m. to 8:30 a.m. as well as Fridays from 7:30 p.m. through Mondays at 8:30 a.m. A professional Resident Director is on duty seven days/week, 365 days/year to assist students and RAs.

## ***Community Agreements***

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

An important aspect of community standards is discussing and deciding how to enforce the agreements. Discussing the issues of responsibility and accountability of each community member to every other member can be difficult. The thought of holding someone accountable can be equally difficult, so the RA is available to help residents have these discussions.

Community standards are an ongoing process that defines mutual expectations for how the community will function on an interpersonal level, subject to applicable University policy. Community standards further provide the mechanism for the community to deal with behaviors that violate standards.

## ***Get Involved—Community Engagement***

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

## **Residential Life Student Leaders**

### ***Customer Service Representatives***

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

### ***Resident Assistants***

Resident Assistants (RAs) are undergraduate student leaders who live in residential areas and have successfully completed extensive selection and training programs. An RA's primary role is to work with students as a peer advisor to create a positive on-campus housing and experience. RAs serve as educators and mentors that facilitate the personal, interpersonal, and holistic growth of students. The RA plays a vital role in developing a residential community that is inclusive, academically successful, and socially responsible. RAs achieve this through intentional conversations, community meetings, programs, community hours, and education about and enforcement of policy. An RA is a role model for other students is also knowledgeable of and enforces all university policies and procedures.

The RA is available to:

- help students meet other residents and build a community
- provide support with social, personal, and other issues
- assist in the resolution of conflicts with room/suite/apartment mates
- plan activities to address students' needs and interests
- uphold the Code of Student Conduct and Residential Life policies and procedures
- serve as a resource and referral agent for students
- educate residents regarding campus resources
- enforce safety and security measures in cooperation with Public Safety
- assist the RD and the Office of Residential Life with administrative tasks

The RA selection process for the following academic year begins during the previous fall semester. For more information about the RA selection process, contact the Office of Residential Life at [reslife@hartford.edu](mailto:reslife@hartford.edu) or by phone at 860.768.7792.

## Residential Living Requirement

### **Overview**

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

### **Requirement**

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

## Housing Eligibility and Assignments

### **Housing Eligibility**

To be eligible for on-campus housing, students must maintain full-time status by carrying at least 12 credit hours per semester. Students who fall below full-time status and wish to remain in on-campus housing must request permission in writing from the Office of Residential Life, please send inquiries to [reslife@hartford.edu](mailto:reslife@hartford.edu).

### **Assignments Process:**

#### **New Students**

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

#### **Returning Students**

Housing is assigned for the full academic year. If a student decides to withdraw from this housing agreement and wishes to request that the housing deposit to be released to their account, the student must notify the Office of Residential Life in writing before July 1.

After this deadline, no deposits will be refunded. The room reservation deposit is non-refundable. Returning students choose their housing assignments for the following year during the housing selection process in the spring semester. Priority is given to current students based on criteria outlined during room selection. Students must be registered for classes by the last day of the prior semester to retain their housing assignment. Returning students requiring a Special Housing Assignment as an accommodation due to a medical condition or a disability, should contact the Dean of Students Office prior to the start of the housing selection process in the spring semester. Information on deadline dates to submit a Special Housing Request will be available through the Residential Life website and the Dean of Students Office at the beginning of the 2nd semester.

***Housing Waiting List***

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

***Break Period Housing***

During Thanksgiving and Spring breaks, all residential facilities will remain open. Only those students enrolled in in-person/on-campus Winterterm or Summerterm classes may apply to remain in residence during the winter/summer breaks. Residential areas on the main campus are closed between the end of the fall semester and the start of Winterterm with the exception of limited housing for International students participating in the Pathways program and in-season student-athletes.

***Housing Agreement Appeal Process***

A student's housing agreement is binding for the entire year except for students who graduate in December. Releases from the housing agreement are granted only under exceptional circumstances including, but not limited to the following:

- Medical reason with documentation;
- Marriage;
- Part-time status;
- Withdrawal from the University.

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

***Deposit and Refunds***

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

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

***Late Occupancy***

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

***Administrative Moves***

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

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

***Consolidation***

When there is a vacancy in any residential area, the Office of Residential Life may implement its consolidation policy. Students may be asked to move out of a given area or required to move to a different assignment within that area. Students not complying with the consolidation policy may face a referral to the Office of Student Conduct & Conflict Resolution.

***Room Changes***

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

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

***Removal from Housing***

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

***Housing Operations******Entry***

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

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

***Health and Safety Inspections***

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

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

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

### ***Prohibited Items***

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

- any open-coil heating device (exception: coffee pots with an auto shutoff feature or without an exposed element/hot plate, such as Keurig's)
- George Foreman grills, toaster ovens, slow or pressure cookers, toasters and hot plates (exception: these appliances are permitted in areas with full kitchens, such as the Village Apartments, Park River Apartments, and the Asylum Avenue Graduate Townhouses)
- compact personal refrigerators that are larger than 3.6 cubic ft. (students are permitted to have personal refrigerators that are 3.6 cubic ft. or smaller)
- oil-based popcorn poppers and grills
- irons (exception: irons with an auto shutoff feature are permitted)
- halogen lamps, lava lamps, and multi-headed lamps with plastic covers
- air conditioners and space heaters except in the Village Apartments in accordance with regulations established elsewhere in this document
- dishwashers (except those issued by the University)
- extension cord and multi-plug outlet adapters (surge protectors are allowed)
- outdoor holiday lights and non-UL approved indoor holiday lights
- bed risers/lofts
- decorations or items hanging from the ceiling
- flammable materials (i.e. storing or possessing gasoline or any flammable liquids, including gasoline-powered machines, gas or charcoal grills, and other combustibles or explosive chemicals, fireworks, oil lamps, oil warmers, etc.)
- candles or incense (lit and unlit)
- pets (exception: fish are permitted in no more than a 20-gallon aquarium)
- weapons (i.e. firearms, hunting bows, knives, paintball guns or paraphernalia, and pellet and air-soft guns, along with any item legally classified as dangerous instruments or deadly weapons), see page 15 for full definition.
- wireless routers
- electric heating blankets
- personal mattress (unless approved by the University)
- Hover boards
- drug paraphernalia (i.e. hookahs, pipes, grinders, rolling papers, smoking devices, etc.)
- alcohol (unless 21 or older), bulk containers (i.e. kegs, logs, beer balls, etc.), binge drinking paraphernalia, alcohol above 80 proof, empty alcohol containers (unless 21 or older), and displaying alcohol related materials such as signs in common areas or within public view

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

### ***Keys***

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

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

### ***Lockouts***

Students who become locked out of their rooms should attempt to contact their roommate or request a lock out from Public Safety at 860.768.7985. There is no fee imposed the first time a student is locked out of his/her room. Subsequent lockouts will be billed to the student's account, starting at a rate of \$10 per lockout and increasing \$5 per occurrence. Students will be required to present their student ID or otherwise prove their identity in order to receive a lockout or access card.

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

Each student living on campus is required to check-in with the Office of Residential Life. At check-in, residents must pick up the key(s) for their housing assignment which they are responsible for until they return them to a staff member of the Office of Residential Life at check-out.

Residents are given the opportunity to complete a room condition report when moving into a new housing assignment. This report is kept on file and reviewed during the damage billing assessment period at the end of the academic year. Students have the right to not fill out a room condition report. An inspection for damages is also made when a student changes rooms.

Failure to follow appropriate check-in or checkout procedures or to leave by the officially stated time may result in a \$50 fee for improper checkout. Students will be notified of the check-in and checkout procedures by the RAs and/or RD of their residential area. Students are also directed to view their e-mail to stay informed of important dates.

### ***Search Permits***

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

### ***Emergencies***

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

### ***Fire Drills and Alarms***

The University conducts biannual emergency evacuation drills. Students are required to exit the buildings immediately and may not re-enter the building without the direction of authorized University personnel. Failure to comply may result in a referral to the Office of Student Conduct & Conflict Resolution. Students should adhere to the following policies to protect themselves from the dangers of a fire on campus:

- Immediately evacuate the building when a fire alarm sounds. Call out loudly, pull a fire alarm, and evacuate the building immediately when anyone sees, smells, or hears a fire. Call the Public Safety emergency number 860.768.7777 after vacating the building.
- In the event of a fire alarm, do not use elevators.
- When an alarm sounds, vacate the building immediately upon hearing the alarm, and then proceed to the designated evacuation point. A Residential Life staff member will provide further instructions.
- Gases and smoke in a fire rise, so students should keep low and crawl, if needed. Cover your nose and throat with a damp cloth if possible.
- If your clothing catches on fire, you need to "stop, drop, and roll". Running will cause the fire to increase.
- If you cannot evacuate during a fire, hang and/or wave a sheet or other item from the window so rescue personnel know you need help.
- If smoke is entering the room where you are, stuff fabric materials that are preferably wet under the door, and try to seal the cracks between the door and doorframe.
- Do not tamper with smoke or heat detectors.
- Do not overload electrical outlets.
- Familiarize yourself with the items and appliances that are not permitted in the residence halls, and comply with this policy.
- Do not smoke in or within 25 feet of the building.
- Do not burn candles, incense, or any other item with an open flame.
- Do not run electrical cords under rugs or furniture or over nails.



- Check all of your electrical cords on appliances and do not use them if the cords are frayed or damaged.
- Sleep with your bedroom and suite or apartment doors tightly closed. Doors are generally fire rated and will help keep a fire out. If they are open, the fire will come in.
- Learn the location of fire extinguishers and leave them alone so they are charged when you need to use them.
- Know the location of fire exits.
- Do not vandalize fire exit signs. Report missing or damaged fire signs immediately.
- Know the location of fire alarm pull stations. Use them only in an emergency.

### ***Locking Doors***

To ensure personal safety and security, students should keep doors locked at all times and not prop suite, stairwell, or apartment doors. Propping open any doors is potentially dangerous and a violation of housing policies. Students found to have propped doors may be referred to the Office of Student Conduct & Conflict Resolution.

### ***Property Loss or Damage***

#### ***Personal Property***

The University is not liable for the loss of or damage to money, clothing, valuables, or any property belonging to students, or any personal belongings stored in University housing facilities. The University does not provide insurance for personal property. Students are strongly advised not to bring to campus any items of extraordinary value. Students are urged to inventory all personal belongings, record serial numbers whenever possible, and ensure personal property is covered by a home-owners insurance policy or a renter's insurance policy. Theft should be reported immediately to Public Safety. Engraving tools are available at Public Safety to assist in the identification of personal property.

#### ***University Property***

Students are liable for any damage to University property and are responsible for paying to restore property to its original condition, except in the event of a natural disaster or reasonable wear and tear. Property belonging to the University must not be moved or taken from areas designated for its specific use. Any damage or cleaning costs not attributed to a specific responsible individual(s) will be shared by residents, prorated and billed to the area/floor or the entire residence hall. It is the responsibility of all students in conjunction with staff to report damage to RDs, RAs, and/or Public Safety as soon as possible.

### ***Air-Conditioning Units***

All of our facilities, except The Village apartments and Regents Park suites, come equipped with air-conditioning units. Students are not permitted to bring additional air-conditioners, with the exception of those living in the Village apartments.

Students living in the Village apartments are permitted to bring portable air conditioner units as long as they meet the following requirements:

1. The air conditioner must be portable (no window mounted units) and under 12,000 BTUs.
2. The air conditioner must be self-evaporating.
3. The air conditioner must be properly installed and plugged into the designated outlet(s) in the apartment.
4. The owner/operator of the unit will pay any damages associated with the installation or use of the air conditioning unit.
5. The owner/operator will remove the air conditioning unit no later than November 1 regardless of the weather. (This is to address the possibility of pipes freezing and bursting from cold air.) Units may be re-installed after April 1.
6. Failure to adhere to the above may result in confiscation of the air conditioning unit and revocation.

NOTE: Air conditioning is not provided nor are air conditioning units permitted in Regents Park, even for medical reasons. Students requiring or desiring air conditioning must choose an area other than Regents Park.

### ***Alcohol Storage & Consumption Expectations In 'Mixed Age' Rooms***

The goal of these expectations is to decrease the appearance that alcohol is stored and/or used by students who are younger than 21 years of age. A 'mixed age' room/living unit is comprised of residents who are 21 years of age or older and residents who are younger than 21 years of age.

- I. Non-apartment style (Complexes A-F, Hawk Hall).
  - a) Storage: alcohol is to be stored on the side of the room in which the 'of age' resident lives. If there is one common fridge in the room which alcohol is stored, and that fridge is in the middle of the room (not clear who uses the fridge) that is a problem as the appearance is then that the one fridge is used by both roommates yet alcohol is stored and accessible by both residents.
  - b) Consumption: Open alcohol containers should not exceed the number of those present who are at least 21 years of age. The appearance of underage drinking is to be avoided.

For example: if residential life/public safety staff are present and there are five cans of beer in a room and, of the five people present, three are 'of age' and two people are younger than 21, the appearance may be that underage drinking is happening and there will be referrals to the Office of Student Conduct & Conflict Resolution.

- II. Apartment/suite (Regents Park, The Village, Park River):
  - a) Storage: Alcohol should be stored in the bedroom of those resident(s) who are 21 years of age or older.

Alcohol should not be stored in common areas, such as the kitchen or living room as the appearance is that underage residents have access to/use alcohol.

If the bedroom roommates are of 'mixed age' then follow the above 'storage' expectations for a non-apartment style room.

- b) Consumption: Open alcohol containers should not exceed the number of those present who are at least 21 years of age. The appearance of underage drinking is to be avoided.

### ***Alterations to University Property***

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

### ***Bicycles***

Bicycles are not to be stored in the breezeways of the Village quads, the lounges or lobbies of residential areas, or in the basements or in the stairways of the residence halls. Bicycles and scooters should not be ridden inside of any residential facility. It is strongly recommended that students lock bicycles at all times and to register them with Public Safety.

### ***Ceiling Hangings***

Due to the potential threat to personal safety in the event of fire, no overhead decorations are permitted.

### ***Cleaning***

University custodians are responsible for the routine upkeep of common areas within the residential areas, such as stairways, hallways, laundry rooms, and study rooms. Custodial staff members also clean common area bathrooms within Hawk Hall and the Complexes. Residents are responsible for cleaning rooms/suites/apartments and maintaining any supplies in their bathrooms, such as soap. Residents will be held accountable for excessive cleaning charges. Residents are responsible for disposing of trash that has been stored in bathrooms and rooms.

### ***Courtesy Hours/Quiet Hours***

Residents and staff are responsible for maintaining an atmosphere that is conducive to study and sleep. Courtesy hours are in effect 24 hours a day. Residents are expected to observe common courtesy and comply with reasonable requests to reduce or minimize the noise they are making. As a general rule, musical instruments should not be played in rooms/suites/apartments. Stereos may not be amplified to outside areas. Quiet hours are as follows: Sunday–Thursday: 10 p.m.–10 a.m., Friday–Saturday: 1 a.m.–10 a.m.

Residents may vote to extend quiet hours in their house/complex/building/quad during their community standards meeting but may not reduce them. All areas must adhere to 24-hour quiet policies during final exam periods each semester.

### ***Driving on the Walkways/Service Road***

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

### ***Extension Cords and Surge Protectors***

Extension cords and multi-plug outlet adapters are prohibited in all residential facilities. Only UL- approved surge-protected power strips are permitted. Violators may be referred to the Office of Student Conduct & Conflict Resolution.

### ***Flammable Materials***

Flammable liquids are not permitted in any residential areas. Cloth and other flammable materials may not be hung on walls or ceilings. Flammable or wet materials may not be hung above heaters due to fire hazard. Storing or possessing gasoline, including gasoline-powered machines, or other combustibles or explosive chemicals, fireworks, candles, incense, oil lamps, oil warmers, or other flammables is not allowed in any residential area. Producing an open flame in or around the residence halls is not permitted. Grills that are used for outdoor grilling are not allowed in, near, or around the residence halls due to fire codes in Hartford and West Hartford. Unauthorized grills will be confiscated and discarded. A member of the Residential Life staff will address fire code violations on an individual basis, and students may be referred to the Office of Student Conduct & Conflict Resolution.

### ***Food Service***

All residential students must purchase a meal plan each semester for the period of their housing agreement (see [Dining Services](#)).

### ***Garbage Removal***

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

### ***Holiday Decorations***

Residents may decorate their rooms during holiday periods, provided decorations do not restrict access to and from residents' rooms and public areas. Decorations cannot be attached to or interfere with light fixtures, sprinkler heads, and/or exit signs. Students should refrain from painting windows, common area doors, and walls. No live or cut trees are allowed in the residential areas; artificial trees are permitted. Candles and incense are not permitted in the residence halls for any reason.

### ***Laundry Facilities***

Washers and dryers are provided for student convenience in various locations within the residential areas. Washers and dryers operate at no charge for residential students. Students should report machine malfunctions to MacGray by calling 1.800.622.4729, or by visiting <https://www.cscsw.com/request-service/>.

### ***Mail***

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

### ***Offensive Odors***

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

### ***Pets***

Only fish are allowed in residential rooms/suites/apartments. Fish must be properly maintained. The maximum size for an aquarium is 20 gallons. Aquariums and other equipment needed to maintain fish may not be plugged into electrical outlets during vacation periods. Violation of the policy may result in immediate removal of the fish, a referral to the Office of Student Conduct & Conflict Resolution, and/or full replacement cost for damaged property. Repeated violations may result in immediate removal from housing.

### ***Residential Room Entry Protocol***

The University of Hartford Facilities Department is committed to providing visually appealing, safe, healthy, and clean residential facilities. After a work request is submitted, facilities department staff will enter the space to conduct the work. Facilities staff work in student rooms Monday-Friday between 9 a.m.-4:30 p.m., except in emergency situations.

In order to respect student spaces and property, facilities staff will not move personal belongings unless it is necessary to complete the work. Students should move/remove all belongings around the area to be repaired. In addition, students should notify their roommates when a work request has been submitted.

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

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

### ***Roofs***

The roofs of all buildings are off limits to students. Any person on the roof of any facility or throwing anything onto the roof of any facility will be referred to the Office of Student Conduct & Conflict Resolution.

### ***Tampering with Fire Safety Equipment***

Any student found tampering with fire equipment or activating a false alarm will be referred to the Office of Student Conduct & Conflict Resolution and/or arrested. Any student found tampering with an exit sign will be referred to the Office of Student Conduct & Conflict Resolution.

### ***Unauthorized Use and/or Possession of University Property***

Students may not have non-issued University property in their rooms/apartments/suites. Violators may be subject to fines, referred to the Office of Student Conduct & Conflict Resolution, and/or will be charged for the full replacement value of these item(s). This action also covers the misuse of University property.

### ***Weapons***

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

### ***Windows***

Throwing items out windows presents a safety hazard and is not an appropriate method for disposing of trash. Throwing items at windows for any reason is likely to result in broken windows and/or screens. Using windows for egress to or from an area presents a safety risk, may result in damage to the window and/or screen, and is prohibited. Individuals entering or leaving a room/apartment through a window may be referred

to the Office of Student Conduct & Conflict Resolution and may be held responsible for the cost of any damage that results from this action. Damaged or punctured screens will result in residential damage charges.

## STUDENT LIFE

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### The Office of Student Engagement and Inclusion

The Office of Student Engagement and Inclusion believes that engagement and leadership are interconnected and lead to a life-long journey of learning, leading and engagement in the global society. It is a place that connects, the student directly and succinctly to the student experience. Grounded in the tenets of leadership and inclusion, our office creates opportunities and experiences that will allow all students to develop as leaders, become engaged members of our diverse campus, and actively participate in a global society.

As the University's engagement hub, our programs and services will focus on complementing the curricular experience while enhancing the personal, cultural, and social development of students at the University of Hartford. We believe that by engaging our campus in this way, we can create an inclusive community that will culturally challenge its members to respect the dignity and worth of all individuals, and to act with integrity.

Leaders have the responsibility to cultivate inclusive communities that respect the dignity and worth of all individuals and act with integrity. Our programs and services focus on creating seamless learning opportunities in and out of the classroom that enhance the personal, educational, leadership, cultural and social development of students at The University of Hartford.

#### **Mission Statement:**

The Office of Student Engagement and Inclusion provides programs and services that support student's leadership development, cultivate seamless learning experiences, promote engagement in meaningful co-curricular activities, and fosters welcoming spaces that encourage a more inclusive, informed and involved community.

#### **Vision Statement:**

The Office of Student Engagement and Inclusion envisions a future where students and alumni are:

- active and engaged citizens that lead with integrity
- leaders that empower others to develop their skills and talents
- collaborative and cultivate relationships with diverse communities to attain positive change

#### **Guiding Principles:**

- Education: connecting in-class learning and co-curricular experiences with faculty, staff and students
- Engagement: involvement in co-curricular and service opportunities on campus and in the community
- Embrace: understanding self-awareness of identity and appreciating the diversity in all communities
- Empowerment: developing strengths and skills through leadership development and training to understand their potential and maximize their abilities

The Office of Student Engagement and Inclusion is the place where you will experience seamless connections.

#### **Our Services**

- 100+ Clubs and Organizations
- Commuter Student Services
- Diversity, Equity, and Inclusion Initiatives
- Greek Life
- Leadership Development
- Student Centers
- Student Government
- Volunteer Opportunities

#### **Where is the Office of Student Engagement and Inclusion located?**

- Office location: Gengras Student Union room 207
- Office hours: Monday—Friday, 8:30 a.m.–6 p.m.
- Phone: 860.768.5409
- Email: [SEI@hartford.edu](mailto:SEI@hartford.edu)
- Connect with the Office:
  - Facebook: @uhartstudentengagement
  - Instagram: @uhartengagementandinclusion

## 100+ Clubs and Organizations and Student Government

### ***The Hartford's Events and Activities Team***

The Hartford Events and Activities Team (The HEAT) is a group of student event coordinators who plan many exciting activities, including campus concerts, comedians, hypnotists, lecturers, and themed dances, offered to students throughout the academic year. The HEAT collaborates with other on campus student clubs and organizations to cosponsor other major programs. The HEAT leads a committee of student organizations for the University's annual Spring Weekend program. To get involved and learn more about upcoming programs and events contact The HEAT at 860.768.5135 or go to Gengras Student Union 132.

### ***The Student Government Association***

The Student Government Association (SGA) represents students' views in the development of programs, services, and policy decisions. It also funds and works with more than 95 clubs and organizations. Members of SGA meet weekly in various committees about student-related issues and serve on a variety of University committees. SGA members are interested in your viewpoint and invite you to stop by their office in Gengras Student Union 120, and to attend their meetings, held each Wednesday at 12:15pm in Gengras Student Union. The elected representatives of the SGA are the president, five vice presidents, and 28 senators. Student Representatives to the Board of Regents and the Student Representative to the Alumni Board are selected through an application/interview process. Senators are elected to represent specific undergraduate student constituencies. Senators represent residence halls, schools and colleges, classes, commuter students and transfer students.

### ***The SGA supports the student body through a variety of programs and services including:***

1. Supports all academic and social clubs, and club sports
2. Assists in the funding of budgets and allocations for all clubs, organizations and students
3. Advocates on behalf of all students to administration in order to better the student experience
4. Provides academic research grants to students and faculty members
5. Makes the Student Legal Fund\* available to all students

***\*For legal issues unrelated to their student status or to the University, a student may contact the Student Government Association who will put the student in touch with an attorney, SGA will pay a certain amount of legal fees depending on the situation and duration of the attorney's involvement.***

### ***Academic and Social Clubs***

More than 80 academic and social clubs and organizations exist to encourage students to meet others and to pursue individual interests. Each organization welcomes new members. For more information about a specific group, contact the Student Government Association, Gengras Student Union 120, 860.768.4775, or visit the website <https://www.hartford.edu/student-life/clubs-activities/clubs-organizations-index/clubs-orgs-alphabetical-list.aspx>

### ***Club Sports***

More than 15 club sports exist to enable students to continue their love of participating in sports without the commitment of a Division I program. For more information on specific club sports offered contact the Student Government Association, Gengras Student Union 120, 860.768.4775, or visit the website <https://www.hartford.edu/student-life/clubs-activities/clubs-organizations-index/athletic-clubs.aspx>

### ***Starting a New Club***

It is easy to start a new club! In order to start a new club, there must be at least 15 members, including the Executive Board, a faculty or staff advisor and a club constitution. To register a new club, visit the website <https://www.hartford.edu/student-life/clubs-activities/student-government/email-form-page.aspx>

### ***How to connect with the Student Government Association***

- Office location: Gengras Student Union 120
- Office hours: Monday—Friday, 9:30 a.m.–4:30 p.m.
- Phone: 860.768.4775
- Email: [SGA@hartford.edu](mailto:SGA@hartford.edu)
- Instagram: @uhartfordsga
- Facebook: @uhartfordsga

## **Campus Media**

### **Icon—Yearbook**

Icon, the yearbook of the University of Hartford, is a visual representation of student life that includes academics, organizations, athletics, campus activities, and major world events. Also included are portraits of graduating seniors. The 250-page, hard-bound volume is compiled by an all-student staff and completed throughout the academic year. Yearbooks are mailed to all graduates in the fall. Students learn a great deal about the publishing industry, general business practices, and organizational skills. All interested students are welcome. They may contact the editors by emailing [yearbook@hartford.edu](mailto:yearbook@hartford.edu).

### **WWUH**

Recognized nationally as one of the foremost college stations in the Northeast, WWUH is a 24-hour, public alternative radio station broadcasting from the lower level of the Harry Jack Gray Center's East Wing. A 1,000-watt, noncommercial radio station operating at 91.3 FM and on the web at [wwuh.org](http://wwuh.org), WWUH serves the community as well as the student body, reaching from western Massachusetts to southern Connecticut. WWUH features Jazz, Folk, Bluegrass, Rock and other types of music along with diverse public affairs, ethnic, and specialty shows. Student volunteers are always needed in the station's programming, music, promotions, community affairs, and engineering departments. WWUH has proven to be an invaluable training ground for those seeking professional careers in radio or the music industry. To get involved, call 860.768.4703, or stop by any weekday afternoon.

### **H—University Magazine**

H magazine is printed twice yearly. Each issue contains campus and athletics news, features, class notes, and alumni profiles. H is mailed to approximately 70,000 alumni, parents, donors, and friends of the University.

### **Student Media Consulate**

The Student Media Consulate oversees and supports student-run and fee funded media organizations. The Consulate assesses how well each member organization is meeting its production standards and its own operating practices and policies; reviews the nature and roles of its organizations; promotes member organization collaboration, priorities, and interests; provides a forum for concerns from the University community; approves and monitors annual member organization budgets, and serves as a medium for student free press/expression that prevents the:

- a) Use of funding and discipline of member organizations to control and manipulate the content of their medium.
- b) Demand to review content before broadcast or publication.
- c) Restraint of broadcasting or publicizing criticism of the University, its policies, practices, faculty, officials, student leaders, and student government.

Faculty, administrators, and students serve on the Consulate. Member organizations include:

### **The Informer—Student Newspaper**

The Informer is the student-run newspaper at the University. This weekly paper is a 16-page forum for news, entertainment, sports, and special features. The Informer welcomes articles, ads, or editorials from any member of the University community. The staff of The Informer is available to lend assistance to writers. All students are welcome to join the staff. Writers need not submit articles every week. Deadline for submission of material for the following week's paper is Friday at 5 p.m. The office is located in Gengras Student Union 158, and may be reached by calling 860.768.5723. The Informer newspaper can also be viewed online at <https://thehartfordinformer.com>

### **STN 2 News**

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



**WSAM**

WSAM is an award-winning, student-run, campus-wide alternative radio station. WSAM provides the campus community with quality rock, jazz, metal, club, international, folk, and public affairs programming as well as news and sports broadcasts. WSAM provides interested students with practical experience in all areas of radio broadcasting.

WSAM is committed to an educational, entertaining experience and has been recognized by the National Association of College Broadcasters for its excellence in the management and operations category. WSAM accepts new members twice a year. If students are interested in getting involved, please call the business line at 860.768.4238. To make a song request, call 860.768.4768.

**Commuter Student Services**

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

The mission of the Commuter Student Association is to engage with a diverse body of commuters by providing exceptional programmatic experiences and creating and maintaining a clean and productive space that commuters can call "home." In pursuit of that mission, the Commuter Student Association provides support to this unique student population, while connecting students to campus resources and offering educationally purposeful events.

The CSA manages the Commuter Lounge, sponsors events that foster social connections, and holds regular General Assembly meetings for CSA members and any undergraduate University student. For more information, visit the CSA office in Gengras Student Union 154 or the Commuter Lounge in Gengras Student Union 146; call 860.768.5135; e-mail [commuters@hartford.edu](mailto:commuters@hartford.edu) or Instagram: @csaofhartford

**Diversity, Equity, and Inclusion Initiatives*****The Student Diversity and Inclusion Center***

- The center is temporarily located in the Office of Student Engagement and Inclusion Office Gengras Student Union (GSU 207).
- The Student Diversity and Inclusion Center serves the University of Hartford community through co-curricular programs and initiatives that enhances the academic, cultural, and social experiences of students from diverse backgrounds. The center supports opportunities for students to develop salient social identities and spaces for discussion on issues of power, privilege, oppression, and social engagement.
- The Student Diversity and Inclusion Center promotes student engagement and cultural intelligence by promoting fellowship, academics, and social engagement through its programs and initiatives.
- The Student Diversity and Inclusion Center, is temporarily located in the Office of Student Engagement of Inclusion located in GSU 207. This is a space where students from all backgrounds can come together and build a community. The space can be used for meetings, study sessions, or just hanging out. Drop in any time Monday–Friday, 8 a.m.–5 p.m.

***Student Learning Outcomes***

- Connect with individuals of various backgrounds by establishing a culture that celebrates similarities and differences in perspectives, experiences, practices, and values.
- Discuss the history and patterns of difference, discrimination, and oppression with regard to different groups, including, but not limited to, race, ethnicity, gender, sexual orientation, socioeconomics, ability, and culture.
- Apply skills and knowledge to lead with a cross-cultural lens and develop a personal framework for inclusive leadership.
- Use advocacy and change management skills for achieving social equity and justice.

**Office of Student Engagement and Inclusion Scholarships and Retention Supports*****Scholarships***

- Students have the opportunity to apply for scholarships and be part of programs which enhance their college experience. The BSU Book Fund
  - a. **Definitions**
    - “BSU” means Black Student Union at the University of Hartford
    - “Borrower” means the University of Hartford campus community member who utilizes the BSU Book Fund
  - b. **Policy for borrowing books from the BSU Book Fund**
    - Any member of the University of Hartford community in good standing with the BSU Book Fund can borrow books from the BSU Book Fund resource library. Undergraduate students are afforded first priority, and graduate students may be considered secondarily.
    - To remain in good standing with the BSU Book Fund, the Borrower must return the book(s), in the condition in which it was received, to the location from which it was borrowed or rented (the Library, Bookstore, or Office of Student Engagement and Inclusion) by the last day of the semester or term. Books that are not returned or are returned with severe damage will be charged to the student account of the Borrower. If from the BSU Book Fund collection in the library or purchased by the Office of Student Engagement and Inclusion, the Borrower will be charged the full amount for the purchase of a new book to replace the missing item; if from the Bookstore, the Borrower will be charged the non-return fee referenced on the Bookstore Rental Agreement.
  - c. **Request Process**
    - Students can request their most expensive book each semester through an online form. Requests may be submitted throughout the first two weeks of classes each semester. After the 10th day of classes, the request form will no longer be available, and students will need to email bsubooks@hartford.edu with their request. Requests received after the first two weeks of classes will be reviewed on a case-by-case basis.
  - d. **Consequences for not returning books or returning damaged books:**
    - The full price of a replacement book will be charged to the Borrower’s student account.
    - Borrower may be prohibited from future use of the Book Fund, depending on the severity of the infraction.
- Vin Baker '94 Endowment for Hartford Scholars
- Dr. DeLois Traynum Lindsey M'88, P'04, P'13 Scholarship
- Jennifer Smith Turner and Eric Turner Scholarship
- Dudley B. and Kathleen J. Duncan '74 Endowed Scholarship
- Bloomfield & Hartford Scholarships
- Helping Hawks Service Scholars Scholarship
- STRIDE Academic Excellence Scholarship

### ***Retention Supports***

- First Generation Support
- Hartford Scholars
- Hartford Promise
- Helping Hawks Service Scholars (H2S2)
- STRIDE (Success Team for Readiness, Improvement, Diversity and Excellence)
- Summer Bridge
- Sophomore Initiatives

## **Greek Life**

### ***Greek Life (Social Fraternities and Sororities)***

The Greek organizations at the University of Hartford, contribute significantly to the quality of campus life. Greeks at the University of Hartford constitute about 10 percent of the undergraduate student body. Greek life involves students in University activities, promotes academic achievement, supports athletic programs, and provides student opportunities to develop leadership and team-building skills. Most importantly, fraternities and sororities at the University of Hartford actively support over 27 local and national philanthropic projects/ organizations by donating time, efforts, and funds. An important aspect of the Greek experience is the strong relationships chapters have with their alumni members and their national organizations. In order to become a member of a fraternity or sorority, an interested student must go through the recruitment process, be at least a second-semester freshman student with a minimum collegiate GPA of 2.5 and have completed 12 college credits from an accredited college or university. Please be aware that there are additional conditions of

acceptance into each organization determined by their own international headquarters and individual campus chapters vary. Additionally, some chapters have their own GPA requirements, and all chapters have a minimum average required to be an active member. For more information please visit <https://www.hartford.edu/student-life/clubs-activities/greek-life/default.aspx>.

### ***Greek Life Mission Statement***

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

### ***The Fraternal Experience***

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

### ***Governing Councils***

The University works with the chapters and Greek Council leaders through professional staff in the Office of Student Activities and Greek Life. The office is located in Gengras Student Union 120G and may be reached by calling 860.768.5409. The two councils are as follows:

#### ***Panhellenic Council***

This student organization coordinates sorority life and the member chapters of the National Panhellenic Conference (NPC) that are recognized at Hartford.

#### ***University of Hartford College Panhellenic - Organizations:***

- Alpha Xi Delta
- Delta Gamma
- Delta Zeta
- Sigma Delta Tau
- Sigma Alpha Epsilon Pi (Associate Membership)
- Phi Mu

#### ***Interfraternity Council (IFC)***

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

#### ***Interfraternal Council—Organizations:***

- Alpha Epsilon Pi
- Alpha Sigma Phi
- Delta Sigma Phi
- Lambda Theta Phi Latin Fraternity, Inc.
- Sigma Alpha Epsilon
- Sigma Nu
- Theta Chi

If a student is approached by an organization not listed above or by any organization that is not recognized by the University and the Office of Student Engagement and Inclusion, contact the office for assistance at 860.768.5409.

Expansion of new fraternities or sororities follows a process designated by the Office of Student Engagement and Inclusion, and the Panhellenic/Interfraternity councils. Students interested in exploring the possibility of starting a new chapter are required to contact the Assistant Director of Greek life in Gengras Student Union 207.

### ***Greek Life Ethical Standards***

The following are ethical standards mandated by the Office of Student Engagement and Inclusion for all University of Hartford fraternity and sorority members and their chapters: Chapters must promote high

academic standards, study skills, and class attendance. All members must respect fellow Greek Life members, University officials, and the University's community.

Chapters are prohibited from hazing its members or its new members. Any actions or references to racist or sexist behavior, alcohol, or drugs are prohibited. Chapters are responsible for their individual member's behavior and image in the community. Chapter members, alumni, and University officials must promote personal development and continuous learning through chapter and University opportunities.

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

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

### ***Greek Judicial System***

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

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

Furthermore, the administration reserves the exclusive authority to administratively suspend any chapter, to investigate, fact find, and protect interested parties, as the circumstances require.

### ***Greek Code of Conduct***

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

- Be responsible for the actions of their members on and off the University of Hartford campus.
- Abide by all appropriate rules/regulations of the University and all local, state, and federal laws and statutes, as well as those of the National Panhellenic Conference and the National Interfraternity Council and their respective international and national organizations.
- Be knowledgeable of and comply with the operating policies of the Panhellenic and Interfraternity councils.
- Adhere to the rules and guidelines of recruitment.
- Members should exhibit respectful behaviors towards students, other members, other Greek-like chapters, campus organizations, and University property.
- Accept collective responsibility for the behavior of members at events and in chapter/ meeting rooms and when otherwise acting on behalf of the organization.
- Participate in campus activities and contribute to campus life through programs and actions.
- Have a working scholarship program that promotes academic development and achievement.
- include anti hazing statements and nondiscrimination policies in chapter literature

Greek Life Hazing Policy the Greek Life hazing policy is consistent with the [University hazing policy](#).

### **Student Centers**

Student Centers, overseen by the Office of Student Engagement and Inclusion, provides over 142,270 square feet of space for campus and community gathering. Our spaces are used for a variety of activities, special events, recreation activity, and leisure. Our amenities include office spaces for student organizations and University departments, dining areas, the campus mail room, and more. In addition, the staff of the

department offers assistance in campus event services including space scheduling, event planning, and logistics coordination.

The Information Desk, located in Gengras Student Union Room 205, provides the University community and our guests access to resources and information during regular business hours. The Information Desk is the first point of contact in providing customer service related to building, campus, and event information and assistance with Student Centers related services.

Student Centers is one of the largest employers of student attending the University. Applications are accepted throughout the year for employment. If interested, please inquire at the Information desk or email [studentcenters@hartford.edu](mailto:studentcenters@hartford.edu)

### ***Gengras Student Union***

Since 1968, the Gengras Student Union (GSU) has been the campus community center on the academic side of campus. This facility offers everything from the Student Government Association office and Commuter Lounge to the Gengras Café which has Einstein Brothers Bagels, Moe's Southwest Grill and others. Numerous campus departments and student organizations are also housed in GSU: SPECTRUM, the HEAT, and Greek Life, as well as the International Center, U.S./Campus Mail Services, Campus Ministries, Counseling & Psychological Services, the Center for Student Success, Office of Career and Professional Development, and the Office of Student Engagement and Inclusion. Meeting and event space is available to reserve for student clubs/organizations and departments, with nine meeting rooms, including the Gengras North and South Café for events. These include GSU 218, GSU 331, GSU 333, GSU 335, GSU 339, GSU 341, and GSU 345; some of which can be combined for larger meetings and events. Hawk Lounge, located on the main floor of GSU, provides a gathering point for the campus community to relax and visit with friends. Vendor tables for student clubs/organizations, departments, and off-campus vendors can be reserved daily for distributing information and selling a wide variety of products.

Operating Hours for Gengras Student Union:

#### **Academic Year**

Monday–Thursday: 7:30 a.m.–10 p.m.

Friday: 7:30 a.m.–7 p.m.

Saturday–Sunday: Closed unless open for a preapproved event by Student Centers

#### **Academic Breaks & Summer**

Monday–Friday: 8:30 a.m.–4:30 p.m.

Saturday–Sunday: Closed unless open for a preapproved event by Student Centers

\*\*GSU is closed on official holidays\*\*

### ***Konover Campus Center***

Located near the residential apartments and Lincoln Theater, the Konover Campus Center (KCC) offers a flexible event space and food options during the academic year. The Village Market is a store offering a variety of beverages, snacks, breakfast items, fruits, and vegetables, as well as a Subway which offers its standard variety of sandwiches and subs. These services are open until 1:30 a.m. (closed during official holidays and some breaks). The Konover Great Room is a large multi-purpose room (300-person capacity) that is available for student organization, departmental, and outside vendor use throughout the day and evening hours.

### ***University Commons***

Appropriately located for the students' convenience on the residential side of campus, University Commons (UC) is the place to go for the Campus Meal Plan in the Commons Café during the academic year. This building also hosts the Office of Marketing and Communication, the student-run WSAM Alternative Radio, and the Hawk's Nest. The Hawk's Nest provides the campus community with an informal atmosphere to meet with friends and enjoy a variety of comfort and grill-styled foods. There are TVs to keep students entertained and informed, as well as a pool table and small performance space for evening and weekend programming. University Commons 116/118, across from Hawk's Nest, is also available for meetings for student clubs/organizations and University departments after class periods (after 5 p.m.) and weekends.

### ***Event Services Committee & Space Reservations***

The Event Services Committee (ESC) assists University event coordinators in the preparation and coordination of events on campus. This includes any event with an anticipated attendance of more than 100

persons—all dances and parties; any outdoor event, speaker, or program with technical or safety needs; or any non-University of Hartford participants or VIP guests. Student Centers will determine if your student organization or academic/administrative department should attend the Event Services Committee meeting at least two weeks prior to your event.

The ESC consists of campus administrators, such as the Director of Student Centers and Engagement and representatives from Catering Services, Facilities, and Public Safety; who work closely with the sponsoring group to present a safe and successful event. The committee may recommend a review of any event by the Director of Student Centers and Engagement prior to approval. Should a student club or organization not request its event at least two weeks prior to the event date in order to preview the event to the ESC, the committee will automatically cancel the event, reserved facility, and labor support.

To reserve space in either the Gengras Student Union, Konover Campus Center, or University Commons go to <https://www.hartford.edu/student-life/clubs-activities/student-centers/building-event-space.aspx>, or log onto 25Live at <https://25live.collegenet.com/pro/hartford#!/home/dash>. If there are any questions or concerns about a reservation through the Student Centers, please reach out to [studentcenters@hartford.edu](mailto:studentcenters@hartford.edu) or visit the University of Hartford website for more information.

## Volunteer Opportunities

Community Service is integral to the student experience and supports the Office of Student Engagement and Inclusion's mission. The Office plans an array of traditional service initiatives that enhance the personal, educational, leadership, cultural and social development of students at the University of Hartford. In addition to the traditional service events, the Office of Student Engagement and Inclusion encourages students to take ownership over their service experience(s) by reaching out directly to any of the non-profit organizations on the extensive list of [community partners listed on the website and by keeping an eye on UNotes for HawkTalk for announcements about upcoming service opportunities.](#)

### **Traditional Service Events:**

- Alternative Spring Break (ASB): is a biennial service program, which provides University of Hartford students the opportunity to serve communities in a meaningful way during their Spring Break.
- Giving Tree: is an annual program that provides holiday gifts for clients of local non-profit organizations through the generosity of our campus community.
- Hawks Vote: Citizens of the United States have the privilege to participate in the election of government officials. In recent elections, young voters have had a greater impact than ever before. Everyone's voice is important, and your vote can make a difference. Make your voice heard, register and vote. Students have the right to choose whether they would like to vote using their home address or school address. During presidential election years the Office of Student Engagement and Inclusion hosts several Hawks Vote registration drives; during mid-term and local election years, the Office of Student Engagement and Inclusion offers voter registration information and assistance in GSU 207.
- Helping Hawks: As part of our commitment to community service, UHart hosts an annual day of service each spring. On this day, students, faculty, staff, and alumni engage in various community service projects throughout the Greater Hartford Area and in their local communities.
- Volunteer Fairs: The Volunteer Fairs happen in conjunction with the SGA Club Fair at the beginning of each semester. Volunteer Fairs are an excellent way to introduce our students to non-profit organizations in the Greater Hartford Area and encourage them to pursue community service activities.

### **Community Service Van:**

The Office of Student Engagement and Inclusion provides transportation for any student who would like to volunteer at local agencies and programs within Hartford, West Hartford, and Bloomfield. Interested students can learn more and submit requests by visiting the community [service transportation site](#).

## Center for Student Success

[hartford.edu/css](http://hartford.edu/css)

## Centralized Tutoring Center

The University's Centralized Tutoring Center offers one-to-one and small group tutoring services to all registered students in general academic writing across disciplines and content courses (such as biology, chemistry, math, physics, engineering, and so on).

<https://www.hartford.edu/academics/center-for-student-success/tutoring-center/default.aspx>

## **Dining Services**

The University of Hartford's Dining program offers quality, variety, convenience, and flexibility. At the University Commons, our all-you-care-to-enjoy location, students can dine for breakfast, lunch, and dinner. The eight retail locations on campus accept dining dollars that are attached to a student's plan, cash, Hawk Cash, or credit/debit. For added flexibility, students with meal plans that have meal equivalency may use a meal equivalency at all locations except the Village Market, POD at Dana Hall or Starbucks (unless on the premium plan). Non-resident students may choose a commuter meal plans.

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

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

### ***Dining Dollars***

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

### ***Meal Equivalency***

A meal equivalency is a meal option that is offered in our retail operations. All retail locations will have meal equivalency options to choose from with the exception of The Village Market & POD Express.

Starbucks meal equivalency is limited to Premium memberships only.

***HawkCASH—Increased Flexibility***

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

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

Students can learn more information about specific offerings, meal plans etc. via the Dining Services website: <https://hartford.campusdish.com/>

***Kosher Kitchen***

Located in University Commons, the Kosher Kitchen follows all the religious guidelines and is staffed by a certified mashgiach. Kosher meals are available at lunch Monday through Friday and at dinner Monday through Thursday during the semester (holiday closings and shutdown periods not included). Please visit <https://hartford.campusdish.com/> for further information.

***Peace of Mind Pantry (located in the University Commons)***

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

***Gluten-Free Solutions***

There are made without gluten options throughout the entire campus. A daily menu is provided on the dining services website: <https://hartford.campusdish.com/> that denotes the made without gluten items for the Commons.

***Retail Restaurants:***

There are a number of retail locations on campus including the Gengras Food Court, Subway, Hawk's Nest, Einstein Bros. Bagels, Starbucks, The Backstage Café, Village Market, and the Village Market Express. More information about location, hours of operation and offerings can be found on the Dining Services website: <https://hartford.campusdish.com/>

***Food Committee***

The food committee serves as a guest-oriented monitor of dining services including services at a number of retail/dining locations on campus. If interested in joining, students should contact the Student Government Association (SGA).



## **OTHER UNIVERSITY SERVICES AND RESOURCES**

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### **Banking Services on Campus**

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

### **Box Office**

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

### **Emergency Closing Information**

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

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

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

#### **1. Web Alert**

The University's Web Alert system will be activated if there is an advisory. A message will appear on the University's home page ([www.hartford.edu](http://www.hartford.edu)) detailing the emergency announcement.

#### **2. Telephone**

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

#### **3. Facebook and Twitter**

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

#### **4. Text Message Notification Service**

Emergency closing alerts will be sent via text message to those cell phone numbers registered with the University as shown in the Self-Service Center. Learn more at [www.hartford.edu/alert](http://www.hartford.edu/alert).

#### **5. Notice About Radio and Television**

Local radio and television stations provide limited information and do not offer the complete advisory available on the University's website and main telephone number as described above. In addition, area radio stations now limit the amount of airtime devoted to announcing weather-related closings and may not be reading the complete list when you are listening. Please follow up on any announcements on TV or radio by checking the University's website or by calling 860.768.4100.

Under most circumstances, the University will open 30 minutes prior to the next scheduled class. Faculty and staff are not to arrive on campus prior to this announced opening time.

#### ***If it is announced that "UHart will open at 10 a.m.":***

- Faculty and staff should report to campus at, and not prior to, 10 a.m.
- Classes will begin at 10:30 a.m.
- All classes of 90 minutes or less with a start time prior to 10:30 a.m. will not meet.
- All classes and labs scheduled at or after 10:30 a.m. will be held at their normal times.

- All classes and labs longer than 90 minutes with a start time prior to 10:30 a.m. will meet beginning at 10:30 a.m. if 50 percent or more of the regular meeting time remains.

(A 9:30 a.m. to noon lab would meet at 10:30 a.m. because more than 50 percent of the lab time remains.)

***If it is announced that “UHart will close at 2 p.m.”:***

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

**Online Courses**

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

**Additional Closing/Delay-related Information**

For residential students, the Commons will remain open for dining during its regular hours when the University has closed due to severe weather.

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

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

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

**Faculty Senate**

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

**Financial Assistance**

The University of Hartford, Office of Student Financial Aid works with families to maximize their eligibility for federal, state, and institutional aid. We are available Monday through Friday from 8:30 a.m. to 4:30 p.m. to answer all of your financial aid questions. Each student is assigned to a financial aid counselor. However, students can contact any financial aid officer for assistance. The Office of Admission and Student Financial Assistance is located in Bates House. Walk-ins are accommodated during normal business hours or you can contact us by phone at 860.768.4296 or 800.947.4303 or email [finaid@hartford.edu](mailto:finaid@hartford.edu) or go to [hartford.edu/finaid](http://hartford.edu/finaid) for more information.

**Hartford Art School Galleries**

Art lovers throughout New England interact with artists and learn about their works through special programs throughout the year offered by the Hartford Art School galleries.

The Hartford Art School Galleries includes the Joseloff Gallery, the Donald and Linda Silpe Gallery, Kaman Print Study Center, and Art on Campus. These exhibition spaces inspire our community year-round, and engage with students daily through creative visual experiences.

Opening receptions, lectures, panel discussions, and informal gallery talks accompany many exhibitions. Students are encouraged to join the staff as gallery monitors to gain hands-on experience and insight into the workings of a professional gallery. All Hartford Art School galleries exhibitions are free and open to the public. Learn more at <https://www.hartford.edu/academics/schools-colleges/art/galleries/>

## Local Hotels

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

## Mail Services

Mail Services, located on the lower level (first floor room 131) of Gengras Student Union, provides basic services offered by the U.S. Post Office and provides two drop boxes for mail: one for campus mail and one for U.S. mail. Window hours are Monday–Friday 9 a.m. to 4 p.m. Phone: 860.768.4210 or 860-768-4219.

## Off-Campus Housing: *General Guidelines*

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

## Orientation Program

[hartford.edu/orientation](http://hartford.edu/orientation)

To apply to be a Red Cap, please email [redcap@hartford.edu](mailto:redcap@hartford.edu) or visit [hartford.edu/orientation](http://hartford.edu/orientation)

## Preceptor Program

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

## Phone Directory

Main campus numbers: <https://www.hartford.edu/directory/main-numbers.aspx>

## Public Safety

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

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

In addition to ensuring compliance of state, local, and federal laws, Public Safety staff enforces University policies and regulations, including those related to the registration, parking, and operation of motor vehicles on campus. Trained investigators review all complaints and follow up on initial reports by gathering additional facts and information relative to the complaint. Public Safety's crime prevention unit has the resources and

skills to provide programs on a variety of topics, including personal safety, property protection, and fire safety. Please contact the unit for specific information. Many other services are provided by the Department of Public Safety, including escort service, registration of bicycles and other property, lost and found, jumper cable loans and/or vehicle assistance. The department also publishes *Your Car on Campus*, a comprehensive pamphlet detailing University of Hartford's parking and traffic rules, regulations, and guidelines. A copy of this handbook can be found online at <https://www.hartford.edu/student-life/health-wellness/public-safety/parking/default.aspx>.

### ***Parking on Campus***

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

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

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

All students registering vehicles for parking online with Public Safety are directed to the electronic version of "Your Car on Campus," a brochure of the rules and regulations governing parking, available parking lots, and operating a vehicle on campus. It is recommended that a copy of the brochure be printed for reference when the parking agreement is signed electronically. Please note that the University of Hartford is primarily a pedestrian community, and Connecticut state law dictates that pedestrians have the right of way.

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

### ***Your Car on Campus***

Public Safety has authority to enforce the University motor vehicle and traffic regulations as outlined in the *Your Car on Campus* pamphlet found online at <https://www.hartford.edu/student-life/health-wellness/public-safety/parking/default.aspx>. Questions may be directed to a member of Public Safety.

### ***LiveSafe Mobile App***

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

### ***Text Alert Notifications***

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

### ***Red Key Society***

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

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

### **Transportation**

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

### **Veterans Affairs**

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

### **Harrison Libraries**

Information about collections, services, and is available on Harrison Libraries' home page, <https://www.hartford.edu/academics/library/default.aspx>. Library phone numbers are as follows:

#### **Mortensen Library**

Circulation phone     860.768.4264  
Reference phone       860.768.4142

#### **Allen Library**

Circulation phone     860.768.4491  
Reference phone       860.768.4770

### **Information Technology in the Libraries**

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

All computers linked to the University's computer network have complete access to the library system. The reference departments (860.768.4142 or 860.768.4770) should be called for information about off-campus access.

### **Athletics**

#### **Intercollegiate Athletics**

The University of Hartford sponsors 18 Varsity Sports with the new addition of Esports for 2020-2021. All Intercollegiate Athletics teams compete at the NCAA Division I level. The Men's programs are baseball, basketball, cross-country, golf, lacrosse, soccer, and track and field (indoor and outdoor). The women's programs are softball, basketball, golf, volleyball, cross-country, lacrosse, soccer, and track and field (indoor and outdoor). The University is a member of the America East Conference for all intercollegiate sports except men's and women's golf. Men's golf competes in the Big Sky Conference and women's golf in the Metro Atlantic Athletic Conference. All teams compete in all sanctioned conference championships. The co-ed Esports team competes in the Eastern Collegiate Athletic Conference.

### ***Intramurals***

The University of Hartford's intramural program offers organized athletic competition for men and women who do not wish to compete at the Division I intercollegiate level. Intramurals are among the most popular student activities on campus, attracting more than 1,800 participants each year. Activities are offered throughout the academic year, and students can choose from a wide variety of sports, including touch football, basketball, volleyball, softball, indoor and outdoor soccer, whiffle ball, kickball, team handball, dodgeball, tennis and badminton. Featured championship events are played on Varsity Athletics Facilities.

### ***Sports Club Program***

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

### ***Facilities***

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

## **Cultural Events and Opportunities**

### ***Guest Lectures***

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

### ***The Hartt School***

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

### ***Lincoln Theater***

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

### ***Millard Auditorium***

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

### ***Mort and Irma Handel Performing Arts Center***

All courses for dance and theatre majors are taught at the Mort and Irma Handel Performing Arts Center, which opened in September 2008. This 55,000-square-foot, state-of-the-art facility has five dance studios, four theatre rehearsal studios, three vocal studios, and two black box theatres—the 300-seat Edward C. and

Ann T. Roberts Foundation Black Box Theater and the 100-seat McCray Black Box Theater, given through the generosity of Kent '51 and Susan McCray. Each theater has Robbins sprung floors and a state-of-the-art computerized light board and sound equipment. Virtually any stage configuration is possible in these venues, providing designers, directors, and choreographers complete flexibility for innovation. Many Theatre and Dance Divisions performances, Hartt Community Dance Division performances, plus recitals, lectures, and concerts, are held in these venues each year.

For information, call the University Box Office at 860.768.4228.

## **STUDENT ACADEMIC CONDUCT**

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### **Academic Honesty Policy**

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

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

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

### **Policy**

- A. All students are expected to observe generally accepted principles of scholarly writing in all examinations, compositions, papers, essays, tests, quizzes, reports and dissertations whether written in the classroom or outside. Sources of information used by a student in the preparation of work submitted as a basis for credit, or for a grade, or to satisfy graduate or undergraduate thesis requirements shall be clearly indicated in some conventional manner, such as by the use of quotation marks, footnotes, and bibliography. Students are forbidden to falsify or misrepresent any information or citation.
- B. Students are forbidden to submit as their own any project, papers, or creative work that is in whole or part the work of another.
- C. Students are forbidden to use equipment, software or devices unauthorized by the instructor, including but not limited to calculators, computers, smartphones, smartwatches, on homework, quizzes, project assignments or examinations.
- D. The use of a term paper writing service, is prohibited. Also prohibited is the use of term papers obtained from the Internet, in whole or in part.
- E. All examinations and quizzes are to be completed without reference to books or notes, except when the instructor of a course shall have given explicit authorization for an "open book examination" or some other specified sort of assistance. Except as authorized by the instructor, no student is to give or receive assistance in the completion of an examination or a quiz.
- F. Students are forbidden to use any portion of a paper or project to fulfill the requirements of more than one course unless with instructors' written permission to do so.
- G. Other examples of academic dishonesty include, but are not limited to, the falsification of graded assignments, exams, projects, academic documents such as transcripts, registration materials, withdrawal forms, or grade reports, as well as the unauthorized reading, removing, or copying of any academic document or record maintained by any member of the faculty or administration.
- H. Students are forbidden to facilitate, help, or attempt to help another student commit an act of academic dishonesty described here in A-G.

### **Procedure for a Violation of the Honesty Policy**

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

1. The complainant (instructor or University official) must present the charge and evidence to the student in private conference within ten working days\* of the discovery of the alleged violation. The private conference should be in person whenever possible, but when necessary by electronic means.
2. If the complainant is an instructor, the procedure in Step 3 then is followed. If the complainant is a University official alleging a violation of Section G that cannot be resolved by such a conference, the complaint shall be referred to the Dean of Students. The Dean of Students within five working days\* will determine the Dean or University-wide program Director with whom the complaint will be filed (the procedure in Step 3 is followed), or if the case shall be referred to the University Judicial Board (whose procedures shall apply).



Working Days: For the purposes of this policy, working days are defined as days the University is open to conduct the work of the University, Monday through Friday. It excludes, therefore, days Monday through Friday in which the University is closed due to holidays or inclement weather.

3. If this meeting does not resolve the situation, then either party, complainant or the accused, may file a written complaint with the chair of the unit in which the course is taught or with the director of the relevant University-wide program within seven working days. A meeting is held with the department chair, complainant, and accused within seven working days. The meeting should be in person whenever possible, but when necessary by electronic means. If the complainant is the department chair, then the meeting is held with the Dean of the unit in which the course is taught or the director of the relevant University-wide program.
4. If this meeting does not resolve the situation, then either party, complainant or the accused, may file a written complaint with the Dean of the unit in which the course is taught or with the director of the relevant University-wide program within ten working days. The complaint shall include the penalty proposed by the instructor. The Dean or Director shall ensure that both parties receive copies of the complaint as soon as possible. If the student is matriculated in a college or in a University-wide program other than that in which the violation occurs, a written copy of the complaint shall be sent to the Dean of the college of matriculation or Director of the program of matriculation.
5. The Dean with whom the complaint is filed shall call for a meeting of the College Academic Standing Committee (ASC) to be held within twenty working days of receiving the complaint or at the next scheduled ASC meeting if it is scheduled within 21 days of when the complaint is received. The Director of a University-wide program shall call a meeting to be held within twenty working days of receiving the complaint. The University-wide program Curriculum Committee, which shall function as an ASC.
6. Academic Standing Committee, having received the written complaint from the Dean or Director of a University-wide program, shall:
  - a. inform both parties in writing ten working days prior to the meeting of the time, date, place of the meeting, and
  - b. invite the Dean of Students, and the appropriate College Dean(s), and/or the Director of the University wide program (when relevant) to attend, (with voice but not vote).
7. For the ASC meeting, the student shall have the right to select a meeting aide. If the student chooses to have a meeting aide, it is the student's responsibility to inform the chair of the college ASC, and to inform the meeting aide of the date and time of the ASC meeting. The meeting aide shall not be licensed in the field of law, shall be a current member of the University community (limited to faculty, staff, and students), and not otherwise involved in the case. The meeting aide shall not address the committee or otherwise directly participate, but the student may request a short recess to consult the meeting aide.
8. The ASC Meeting:
  - a. No member of the committee who is otherwise involved in the alleged violation shall sit in judgment during the meeting.
  - b. The meeting shall be closed to all non-participants.
  - c. Both parties shall be afforded the opportunity to speak, to present evidence and witnesses, and to hear and question adverse witnesses.
  - d. The committee's recommendation must be made within fifteen working days of the initial ASC meeting to the appropriate Dean or Director of a University-wide program.
  - e. All of the proceedings pursuant to the investigation of an alleged violation shall be carried forward in a confidential manner. There shall be no general announcement of the identity of the student(s) charged with the violation, or of the recommendation of the committee.
9. After duly investigating the reports received, hearing the statements of the accused and such other persons as may testify, and hearing other relevant evidence, the ASC shall recommend to the Dean or the Director of the University-wide program one or more of the following, as it deems appropriate:
  - a. that (1) the charges be dismissed, (2) the charges have not been substantiated, or (3) the evidence established innocence, or
  - b. the student is considered guilty of the alleged violation by a preponderance of the evidence, and therefore one or more of the following actions be taken:
    - the instructor's penalty shall be upheld.
    - the student be dropped from the course or assigned a grade of "F" for the specific assignment or for the entire course.
    - the student be suspended (1) for the remainder of the current semester, losing credit for the current academic program, or (2) for the following semester or year, or both. entered on the student's permanent academic record (transcript original), maintained by the Registrar in the case of dismissal
    - the student be dismissed from the University, and the dismissal be entered on the student's permanent academic record (transcript original), maintained by the Registrar in the case of dismissal.
10. The chair of the ASC Committee shall present the recommendation in writing to the Dean or University-wide Program Director who convened the committee. The recommendation shall also be presented in

writing to the student, the original complainant, the Dean of the student's college of matriculation or the Director of the student's University-wide program of matriculation.

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

11. Appeal to the Provost:

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

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

### **Consideration of Penalty in Cases of Multiple Acts of Dishonesty**

1. A student's history of multiple acts of academic dishonesty may be considered when for the most recent act: (1) the student and faculty member have agreed on a penalty, or (2) appeals are exhausted, or (3) when the time limit for an appeal has passed. Then, and only then, can multiple offenses be reviewed. Such consideration can occur only after a decision has been reached or the time limit has passed in each of the 11 steps of the Academic Honesty Policy.
  - a. the instructor-student private conference.
  - b. the meeting with the Chair/Director of the unit in which the course is taught.
  - c. the meeting with and decision of the College's Academic Standing Committee.
  - d. the Appeal to the Provost
2. When student and faculty member have agreed on a penalty or appeals are exhausted, instructors must report an act of dishonesty to the Associate Dean or administrator responsible for student academic services of their college, where upon it will be entered into a secure database. When there exists a record of three or more offenses, including the one just considered, the Associate Dean or administrator responsible for student academic services for the student's college of matriculation, within fifteen working days, at a meeting of College's Academic Standing Committee in which the student is matriculated, shall present the multiple offenses for consideration of suspension or dismissal from the University.
3. At the meeting of the Academic Standing Committee (ASC):
  - a. No member of the committee who is otherwise involved in the alleged violation shall sit in judgment during the meeting.
  - b. The meeting shall be closed to all non-participants.
  - c. The Associate Dean and the student will be allowed to speak about possible suspension or dismissal from the University. The student shall have the right to select a meeting aide. The meeting aide shall not be licensed in the field of law, shall be a current member of the University community (limited to faculty, staff, and students), and not otherwise involved in the case. The meeting aide shall not address the committee or otherwise directly participate, but the accused may request a short recess to consult the meeting aide.
  - d. The committee's recommendation must be made within five working days of the initial ASC meeting to the Dean of the College in which the student is matriculated.
  - e. All of the proceedings pursuant to the investigation of an alleged violation shall be carried forward in a confidential manner. There shall be no general announcement of the identity of the

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

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

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

### **Appeals from Academic Decisions**

Students have the right to appeal an instructor's decision in a course, most often an appeal of a grade on a course assessment (quiz, test, paper, project) or the overall final course grade. In those cases, appeals may only be made on the grounds of alleged unjust or erratic action on the part of the instructor.

#### ***Steps in the Appeals Process***

**Step 1:** The student must contact the instructor (in person, by phone, or by electronic means) to discuss the issue in question, stating the grounds for the appeal and presenting evidence to support the grounds. This must be completed within ten working days\* after notification of the academic decision during a semester, and within ten working days after notification at the end of a semester.

**Step 2:** The instructor upon receiving an appeal of an academic decision from a student has ten working days to respond.

**Step 3:** If the situation is not resolved with the instructor, the student may request a meeting with the department chair or designee of the unit in which the course is taught (in person, by phone, or by electronic means) within ten working days. This meeting must occur within ten working days of the student's request for a meeting.

**Step 4:** If the situation is still not resolved, the student may submit a written appeal with supporting evidence to the dean (or designee) of the college in which the course is taught. This must occur within ten working days after the meeting with the department chair (or designee). The dean within ten working days shall decide whether the appeal warrants further investigation. If the dean decides that no further appeal is warranted, no further appeal is allowed.

***Effective Date of This Revision: 7/27/18***

***Dates of Previous Revisions: 4/12/83, 9/1/87, 4/30/90, 9/1/03, 9/1/09, 9/1/14***

**Step 5:** If the dean decides the appeal warrants further investigation, the appeal and evidence shall go to the Academic Standing Committee (ASC) of the college or program in which the course was taught at the next regularly scheduled meeting of ASC. The ASC meets (when necessary, by electronic means), and reviews the appeal by hearing the evidence presented by the student and the faculty member. Both are invited to meet with the ASC to respond to questions on the issues, whenever possible in person or, if necessary, via electronic means. The dean of students or designee may be invited to attend by either the student or ASC with voice but no vote.

**Step 6:** For the ASC meeting, the student shall have the right to select a meeting advisor. The meeting advisor shall not be licensed in the field of law, shall be a current member of the University community (limited to faculty, staff, and students), and not otherwise involved in the case. The meeting advisor shall not address the committee or otherwise directly participate, but the accused may request a short recess to consult the meeting advisor.

**Step 7:** After hearing the appeal, the ASC shall submit a report and recommendations to the dean within five working days. The committee shall make the final determination of the case. The Dean informs the parties of the decision in a timely manner. No further appeal is allowed.

***\*Working Days:*** For the purposes of this policy, working days are defined as days the University is open to conduct the work of the University, Monday through Friday. It excludes, therefore, days Monday through Friday in which the University is closed due to holidays or inclement weather.

If a student believes that an appeal from academic decision has not been addressed appropriately after completing each applicable step described above, then the student may direct a complaint to one or more of the following:

The Connecticut Office of Higher Education: 450 Columbus Blvd., suite 510, Hartford, CT 06103-1841; (800) 947-1800; <http://www.ctohe.org/studentcomplaints.shtml>; and

The New England Commission of Higher Education: 3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514; [canderson@neche.org](mailto:canderson@neche.org) (781) 425-7713; <https://www.neche.org/for-the-public/comments-complaints/>

## Appeals of Academic Probation, Removal from Degree Candidacy and Academic Dismissal

If you are placed on academic probation, removed from your degree program, or academically dismissed, you may follow the following procedures to appeal. Colleges will notify students within ten working days\* after the end of a semester of the decision to place students on academic probation, removal from degree candidacy, or academic dismissal. After the end of the fall semester, seven working days begins the first working day after January 1; after the end of the spring semester, seven working days begins on the Monday after Commencement weekend. The student is responsible for initiating an appeal within seven working days\* after notification. The appeal may only be based on procedural irregularities or on the basis of mitigating circumstances. Appeals based on mitigating circumstances should include explanations of the circumstances, a description of their effect on performance, and discussion of the actions taken to minimize or eliminate these circumstances and their effects.

*\*Working Days: For the purposes of this policy, working days are defined as days the University is open to conduct the work of the University, Monday through Friday. It excludes, therefore, days Monday through Friday in which the University is closed due to holidays or inclement weather.*

### Appeal Procedure

1. An appeal must be made in writing to the dean of the college or designee within seven working days after notification, and should be accompanied by appropriate documentation.
2. The dean of the college or designee refers the appeal to the academic standing committee (ASC) of the college within five working days.
3. Following review of the materials, the ASC will hold a closed hearing at the next regularly scheduled ASC meeting. The student is invited to meet with ASC to respond to questions. The dean of students or designee may be invited to attend by either the student or ASC with voice but no vote.
4. Following the hearing, the ASC shall either sustain or rescind the action. The Dean or designee will inform the student of ASC's decision within five working days. There shall be no further appeal from decisions to place students on probation or to remove from degree candidacy. Decisions by ASC on appeals of dismissal may be appealed to the Provost.
5. Appeals of dismissal must be made within seven working days of notification by the dean, and only on the basis of procedural irregularities or on the basis of mitigating circumstances.
6. The Provost shall sustain the college ASC or rescind the dismissal within seven working days. There is no further appeal to dismissal.

If a student believes that an appeal from an action taken in the event of less than satisfactory academic progress has not been addressed appropriately after completing each applicable step described above, then the student may direct a complaint to one or more of the following:

The Connecticut Office of Higher Education: 450 Columbus Blvd., suite 510, Hartford, CT 06103-1841; (800) 947-1800; <http://www.ctohe.org/studentcomplaints.shtml>; and

The New England Commission of Higher Education: 3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514; [canderson@neche.org](mailto:canderson@neche.org) (781) 425-7713; <https://www.neche.org/for-the-public/comments-complaints/>.

## **STUDENT CODE OF CONDUCT**

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### ***I. Introduction***

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

### ***II. Basic Premise***

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

### ***III. Authority and Responsibility***

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

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

**I. Definitions**

- A. The term "University" means the University of Hartford.
- B. The term "student" includes all persons taking courses at the University, either full-time or part-time, pursuing undergraduate or graduate/continuing studies and begins once the person has been notified of their acceptance for admission. Persons are considered 'students' (1) until the end of the person's associated commencement exercise(s) or (2) whenever representing the University in post-commencement university-sponsored educational programs (i.e., participation in study abroad, club-sponsored trip, athletics competitions etc.), whichever occurs later. Persons who withdraw after allegedly violating the Code of Conduct or who are not officially enrolled for a particular term but who have a continuing relationship with the University, are also considered "students." This Student Code of Conduct applies at all University locations.
- C. The term "faculty member" means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.
- D. The term "University official" includes any person employed by the University, performing assigned administrative or professional responsibilities.
- E. The term "member of the University community" includes any person who is a student, faculty member, University official or any other person employed by the University. A person's status in a particular situation shall be determined by the Director of Student Conduct & Conflict Resolution.
- F. The term "University premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University (including adjacent streets and sidewalks).
- G. The term "organization" means any number of persons who have complied with the formal requirements for University recognition or registration within a particular College or School, Office of Greek Life, and/or by the Student Government Association (SGA).
- H. The term "hearing officer" means a Division of Student Success professional staff member or designee appointed by the Dean of Students to determine whether a student has violated the Code of Conduct and to recommend and/or impose sanctions when a Code of Conduct violation has been committed.
- I. The term "administrative hearing" means an administrative proceeding implemented to determine responsibility and to devise appropriate resolutions, as needed. Administrative hearings are conducted with a hearing officer and student(s).
- J. The term "Student Conduct Board Hearing" is an administrative proceeding which is implemented to determine responsibility and devise appropriate resolutions. Student Conduct Board Hearings are comprised of University faculty and staff who serve as the hearing officers. The Director of Student Conduct & Conflict Resolution, or designee, will act as the Chair of a Student Conduct Board Hearing.
- K. The term "shall" is used in the imperative sense.
- L. The term "may" is used in the permissive sense.
- M. The Dean of Students or designee and the Director of Student Conduct & Conflict Resolution are the persons designated to be responsible for the administration of the Student Code of Conduct.
- N. The term "policy," "guidelines," "rules" means the written regulations of the University as found in, but not limited to, the Student Code of Conduct, The Source, The Bulletin (University Course Catalog), The Housing Agreement, and/or the University website.
- O. The term "cheating" includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff (4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.
- P. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.
- Q. The term "complainant" means any person who submits a complaint alleging that a student violated this Code of Conduct. When a student believes that s/he has been a victim of another student's misconduct, the student who believes s/he has been a victim will have the same rights under this Code of Conduct as are provided to the Complainant, even if another member of the University community submitted the complaint itself.
- R. The term "respondent" means the accused student.
- S. The term "Dean of Students" means the University of Hartford Dean of Students or individual appointed by the President to serve as a designee.
- T. The term 'day' refers to a business day, unless otherwise described.
- U. The term 'in writing' means communication sent via University e-mail or letter via U.S. mail.

## **II. Code of Conduct Authority**

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

## **III. Student Conduct Code of Regulations**

This section establishes behavioral standards which all students of the University of Hartford are expected to follow. They are made in any exercise of the powers associated with the University's duty to protect its educational purposes by setting and distributing standards of student conduct and scholarship, and by regulating the use of University facilities and premises. Students have a right to expect enforcement of these regulations. The University also has the right to expect students to abide by these regulations in a manner that benefits the responsibilities given to students as members of the University community. Knowledge of these regulations can prove most beneficial to students in utilizing and protecting their rights. It is important to add, however, that unfamiliarity with institutional regulations or rules is not grounds for excusing infractions. Students have an individual obligation to ensure that the Code of Conduct is followed by taking an active role in reporting and discussing violations with the appropriate staff, administrator, or committee when they believe an offense has occurred. The following statements constitute the official record of Student Code of Conduct Regulations at the University of Hartford. Students are expected to abide by these regulations and administrators are required to enforce them. Additional rules and regulations may be promulgated from time to time. The Student Code of Conduct also applies to guests of community members. Hosts of guests may be held accountable for the behavior of their guests.

A student who is found responsible for violation of any Code of Conduct regulation as set forth below shall be subject to the maximum sanction of Expulsion or any lesser sanction authorized by this Code:

- a) On University premises; or,
- b) In connection with University-sponsored activities on or off premises; or,
- c) Off-campus where the Dean of Students, or designee, determines that the off-campus conduct affects a substantial University interest which may include, but is not limited to:
  - i. Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of any member of the University community;
  - ii. Any situation that significantly impinges upon the rights, property or achievements of self or others;
  - iii. Any situation that significantly breaches the peace and/or causes social disorder;
  - iv. Any situation that is detrimental to the educational mission and/or interests of the University; or
- d) In conjunction with behavior conducted online, via email, social media, or other electronic medium.

### **A. Student Conduct—Rules and Regulations**

Any student found to have committed or to have attempted to commit the following misconduct is subject to the disciplinary sanctions outlined in Article VII, sub-section B. The Student Code of Conduct prohibits the following behaviors:

1. Acts of dishonesty, including but not limited to the following:
  - a) Cheating, plagiarism, or other forms of academic dishonesty.
  - b) Furnishing false information to any University official, faculty member, or office.
  - c) Forgery, alteration, or misuse of any University document, record, or instrument of identification.
2. Disruption or obstruction of classes, seminars, research projects, administration, or activities of the University willfully, or through careless disregard of the rights of others.
3. Violation of the University's: ["Title IX Sexual Harrassment"](#) and ["Community Standards Sexual Misconduct" Policy and Procedures](#).
4. Actual or threatened physical assault, or physical abuse or injury to persons. Threatened physical assault/abuse includes, but is not limited to, intimidation and/or conduct which threatens or endangers the physical health or safety of any person or group. Physical assault/abuse includes, but is not limited to, hitting, kicking, slapping, punching, pushing, and/or spitting on another person or persons.
5. Threatening harm or criminal activity against persons or property.



6. Harassment and/or abusive behavior toward persons. This includes, but is not limited to:
  - a. Intimidation, invasion of privacy, verbal abuse, or any conduct constituting harassment, abuse or threats to the well-being of a person or group, including, but not limited to, communication via electronic means.
  - b. Harassment and/or intimidation of persons involved in a campus disciplinary hearing, or of persons of authority who are in the process of discharging their responsibilities.
7. Behavior which is disorderly or which unnecessarily infringes on the rights of individuals or groups. Such conduct includes, but is not limited to, unwelcome physical contact, and/or disorderly conduct which is unreasonable for the area, time, or manner in which it occurs.
8. Violation of the [Controlled Substance/Drug Policy](#).
9. Violation of the [Alcohol Policy](#).
10. Behavior or activities committed intentionally, recklessly, or negligently that either cause physical harm or endanger the health or safety of any person. This includes, but is not limited to: arson, tampering/damaging or misusing fire equipment, exit signs, defibrillators, striking others, creating a hazard, intoxication, and other behavior which does, or could, result in harm.
11. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus.
12. Violation of the [Hazing Policy](#).
13. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
14. Unauthorized possession, duplication or use of keys/University ID card to any University premises or unauthorized entry to or use of University premises.
15. Unauthorized presence or entry in a University facility or University related premises, and/or the unauthorized attempted entry into a University facility or University-related premises.
16. False reporting of an emergency including, but not limited to, activating a fire alarm without evidence of fire and/or false report of a bomb, fire, or other emergency.
17. Illegal gambling or betting in any form.
18. Unauthorized use or possession of keys or access cards. No one may use or possess any University key without authorization by a University staff member. No student is allowed to duplicate a University key or be in possession of more than one access card.
19. Failure to report a violation of the Student Code of Conduct by a student who has witnessed the offense or has reason to believe that an offense has been committed. Students have an obligation to report or discuss such violations with the appropriate staff or administrator in a timely manner. Students, however, are not obligated to testify against themselves.
20. Violation of the [Weapons Guidelines](#), as described in The Source.
21. Rioting, or aiding, abetting, conspiring, encouraging, or participating in a riot.
22. Falsification. Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments. Falsification may include, but is not limited to: knowingly making false statements to any University staff member in performance of his/her duties, use or possession of a false ID card or, by falsely identifying oneself as a University staff member.
23. Unauthorized use of the name or insignia of the University by individuals or groups.
24. Misuse of University documents. Including but not limited to: forging, transferring, altering, or otherwise misusing any student fee card, identification card, course registration material, schedule card, other University identification, academic record, or any other document or record.
25. Use or attempted use of University property or services in a manner inconsistent with their designated purpose.
26. Public Exposure - deliberately and publicly exposing one's intimate body parts, public urination, defecation, and public sex acts.
27. Violation of any student conduct code regulation while on disciplinary probation; or, failure to comply with any of the restrictions, conditions, or terms of any sanction resulting from a previously held disciplinary hearing.
28. Violation of the [Responsible Technology Use Policy](#).
29. Discriminatory behavior based upon race, color, sex, age, national or ethnic origin, religion, disability, sexual orientation, disability, gender identity, or veteran status directed toward an individual and/or group of people.
30. Students are required to engage in responsible social conduct that reflects credit upon the University community and to model good citizenship in any community.
31. Violation of rules, regulations, or policies published in *The Source*, including but not limited to Residential Life policies.

32. Retaliatory behavior is prohibited. Any intimidating or threatening actions, harassment, making false statements about another person in print or verbally with intent to harm their reputation, or physical harm against an individual who is
  - a. reporting a violation of the Student Code of Conduct;
  - b. assisting someone with reporting a violation; or
  - c. participating in any manner in an investigation or resolution of a violation.
33. Violation of University publications, postings, agreements, or notices, where the violation in question is not otherwise proscribed in this Article.
34. Any behavior which is prohibited by local ordinance or by state or federal law that also interferes with aims, purposes, activities, and responsibilities of the University and is not otherwise proscribed in this Article.

#### **B. Violation of Law and Student Conduct Process**

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

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

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

2. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Code of Conduct, the University may advise off-campus authorities of the existence of the Code of Conduct and of how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.
3. University-Affiliated Organizational Discipline and the Student Conduct Process Behavior subject to review under separate organizational discipline (i.e. Greek Organizational-lettered Judicial Board review etc.) may be subject to the student conduct process as described in Article VII. Such a determination is made by the Dean of Students or designee.

### **VII: STUDENT CONDUCT CODE PROCEDURES**

#### **A. Charges and Student Conduct Hearings**

The following procedures relate to alleged violations of the Student Code of Conduct, except for those allegations involving potential violations of the [“Title IX Sexual Harrassment”](#) and [“Community Standards Sexual Misconduct”](#) Policy and Procedures.

##### ***Initiation of a Conduct Complaint***

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

If the complaint involves alleged violation(s) of the University's Policy on Sexual and Gender-Based Interpersonal Violence and Harassment, complainants are encouraged to follow the complaint process found in the University's:

["Title IX Sexual Harrassment" and "Community Standards Sexual Misconduct" Policy and Procedures.](#)

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

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

### **1. Review of a Conduct Complaint**

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

### **2. Notification of Complaint & Scheduling**

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

### **3. Advisors**

The respondent(s), complainant(s), and/or student witnesses may have an advisor accompany him or her to any scheduled conduct complaint proceeding. The advisor must not be licensed or trained in the field of law or a family member but shall be a current full-time faculty or staff member of the University community and not otherwise involved in the incident. The respondent, however may consult with a lawyer outside the hearing procedures. An advisor's presence is contingent upon following this procedure. Advisors may not: (a) address any person involved in the hearing except for the student they are advising, or (b) disclose any student record information obtained through the

student conduct process except as permitted by law. Advisors who do not comply with these requirements may be dismissed by the presiding administrator, required to immediately leave, and will not be allowed to participate in future proceedings unless authorized by the Dean of Students. In the event an advisor is dismissed from a scheduled proceeding, the proceeding will continue as scheduled. The student may request to have a different advisor, if available, for the duration of the hearing as well as for any additionally scheduled proceedings. Hearings are not scheduled around advisor availability.

#### **4. Hearings**

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

- a. involved student(s) are informed of how to access the Student Code of Conduct,
- b. involved student(s) are provided information and can ask questions regarding how the pending allegations will be reviewed, how information is communicated to involved parties, and availability of the appeal process.
- c. hearing officer(s) review the complaint,
- d. hearing officer(s) review and investigate the complaint with the respondent
- e. hearing officer(s) request that the respondent respond to the complaint,
- f. hearing officer(s) review and investigate the complaint with the complainant (in a board
- g. hearing)
- h. hearing officer(s) investigate the complaint further with witnesses, involved parties, or others as deemed appropriate by the hearing officer,
- i. hearing officer(s) consider documentation, records, reports, authenticated written accounts; additional information submitted by, or at the request of the involved student(s) related to the complaint; any other relevant documents,
- j. hearing officer(s) determine whether the accused student is responsible for one or more of the cited Student Code of Conduct Regulations based upon a preponderance of the evidence (determined by "what a reasonable person believes more likely than not to have occurred based upon the available information reviewed"),
- k. hearing officer(s) consider(s) information available and set(s) forth findings, and if applicable, sanctions.

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

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

#### **5. Additional Hearing Guidelines:**

- i. The student will be provided written notice of the date, time, and location of a Hearing, delivered not less than two (2) business days before the hearing, unless the respondent requests that the notification period be waived.
- ii. All hearings shall be conducted in an informal manner, and technical rules of evidence will not apply. Statements of information purported to be relevant to the complaint may be considered at the discretion of the hearing officer(s). All individuals providing such information are subject to be interviewed by the hearing officer.
- iii. If requested in advance prior to the hearing, and determined to be an appropriate and reasonable accommodation from the Access Ability Director or the Assistant Vice President for Student Health and Wellness, notices, reports and/or written materials will be provided in an alternate format.
- iv. All hearings will be held in closed session.

- v. The respondent will have the opportunity to state whether he or she is “responsible” or “not responsible” for each alleged violation of the Student Code of Conduct.
- vi. The accounts of individuals, other than the respondent or complainant, who are presented as having relevant information related to the complaint, may be considered by the hearing officer.
- vii. The respondent and the complainant will be given the opportunity to present information from individuals purported to have relevant information related to the complaint. The hearing officer will determine and weigh the relevancy of information presented as part of their investigation of the complaint. Individuals providing information must be available to answer questions directed by the Hearing Officer or Student Conduct Board during the hearing.
- viii. Only the hearing officer may directly question the respondent, complainant or any other individual involved in any Hearing.
- ix. The names of individuals asked to present information at a Student Conduct Board Hearing must be provided in writing to the Chair a minimum of two business days in advance of the hearing.
- x. Supportive written documentation, data or information relevant to the hearing officer(s) determination of responsibility or recommendation of sanctions for violation of the Student Code of Conduct from a source who does not have direct information related to the complaint including, but not limited to: a medical or mental health provider providing unredacted supportive documentation, may, at the discretion of the hearing officer or Student Conduct Board Hearing Chair, be presented provided that the information submitted is signed and notarized or signed and submitted in person by the source to the hearing officer or Chair, submitted in a timely manner and with the agreement that the documentation’s author/ source agrees to answer questions from the hearing officer or Chair.
- xi. If the respondent does not attend a scheduled hearing, absence shall be noted without prejudice. The hearing shall proceed at the discretion of the hearing officer or Student Conduct Board Hearing Chair; and, may be conducted in the student’s absence. If a complainant does not attend a scheduled hearing, the hearing may proceed at the discretion of the hearing officer or Student Conduct Board Hearing Chair and be conducted in the complainant’s absence. Reported direct knowledge of incident(s) by the complainant may not be considered if the complainant is not present and available to answer questions directed by the hearing officer or Student Conduct Board Hearing during the hearing.
- xii. Hearings will be controlled in order to complete the review within a reasonable amount of time and to avoid needless consumption of time and/ or repetition of information.
- xiii. During summer, vacation periods, and in extenuating circumstances as determined by the Director of Office of Student Conduct & Conflict Resolution, the hearing officer may approve alternative arrangements for individuals to participate in hearings including, but not limited to, the use of audio or video technology.
- xiv. In cases where responsibility is acknowledged or determined, but prior to the determination of the sanction, the Student Conduct Board Hearing, or hearing officer, may consider any written character references provided by the respondent.
- xv. In cases where responsibility is acknowledged or determined, but prior to the determination of the sanction, the Student Conduct Board Hearing, or hearing officer, may consider any provided written statement(s) of impact submitted by the complainant(s).
- xvi. The respondent will receive written notice outlining the hearing resolution. Unless otherwise stated, notification will be made via University student email. University officials with a legitimate educational interest, and/ or those who can be legally notified, may also be informed of all or part of the hearing outcome.
- xvii. In situations involving both a respondent(s) (or organization) and a student(s) claiming to be the victim of another student’s conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the respondent(s) and the student(s) claiming to be the victim because the educational career and chances of success in the academic community of each may be impacted.
- xviii. All written accounts, records and/or supportive documentation presented at a Student Conduct Board Hearing must be provided to the Director of Student Conduct & Conflict Resolution no less than two business days prior to the Student Conduct Board Hearing.
- xix. The Dean of Students or designee may, at his or her discretion, approve alternative arrangements for parties to participate in a Student Conduct Board Hearing from separate locations provided a reasonable mechanism is arranged that allows for hearing and viewing information presented by both the complainant and the accused and allows for the Student Conduct Board Hearing Chair to communicate directly with involved parties remotely.
- xx. The respondent and complainant will be given the opportunity to respond to information presented at a Student Conduct Board Hearing and make a closing statement prior to deliberation by the Student Conduct Board.
- xxi. In a Student Conduct Board Hearing, any committee member may request to go into private

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

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

### **B. Hearing Actions (Sanctions)**

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

#### **1. Expulsion**

Expulsion is permanent disciplinary separation from the University involving denial of all student privileges. Expulsion shall be effective on the date stated in the notice. A student separated from the University by Expulsion may not enter University premises, University-related premises, attend University sponsored activities or be present on campus without securing prior approval from the Dean of Students or designee. A student expelled is not entitled to any financial refund for the semester in progress.

#### **2. University Suspension**

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

#### **3. Deferred University Suspension**

The serious nature of the violation would normally result in the student's suspension from the University, but given extenuating circumstances, suspension is not immediately put into effect. A student found responsible for a violation of any of the same policies while on Deferred University Suspension status will cause the suspension from the University for a specified period of time to be put into effect. Allegations that such a violation has occurred shall be promptly presented at a hearing, and the hearing authority shall determine whether such violation occurred and whether to impose the University suspension. Violation of the conditions of the Deferred University Suspension

status may also constitute an independent violation the General Student Conduct Code Regulations and a further sanction, or sanctions, may be imposed in accordance with the procedures set forth in Article VII.

#### **4. *Suspension or Permanent Removal (Expulsion) from Housing***

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

#### **5. *Disciplinary Probation***

A period of review and observation during which a student has been officially notified that his or her conduct is considered a serious matter and subsequent violation of University rules, regulations, or policies could result in a more severe sanction, including suspension or expulsion from the University. Disciplinary Probation is a status that may involve restrictions, conditions, or terms imposed for a definite period of time not to exceed four full semesters. Restrictions, conditions, or terms of probation may include, but are not limited to ineligibility to participate in University activities or events; required meetings with a designated member of the University staff; restrictions on access to University facilities; and change or loss of housing assignment. Restrictions, conditions, and terms will be imposed for a specific length of time not to exceed the length of probationary period except in the case of change of housing assignment. Failure to comply with the terms and conditions of the probation, or additional behavior in violation of the Student Conduct Code Regulations during the probationary period, will likely result in more serious disciplinary action. Notation of disciplinary probationary status will be on file through the Student Conduct Office.

#### **6. *Residence Hall Restriction***

Residence Hall Restriction involves removal from the University residence hall community for conduct which demonstrates unwillingness or inability to abide by Student Conduct Code Regulations or to function appropriately in the residence hall living situation. Such separation may be permanent or for a specified time period. Restriction prohibits entry or attempted entry to all or designated residence halls, including lobbies and foyers. Visitation is not permitted. Residents restricted from the residence hall are to contact their RD or the RD on Duty to make arrangements to remove personal belongings, return keys and receive mail. A student separated or dismissed from University housing for disciplinary reasons is not entitled to any refund of housing charges for the semester in progress.

#### **7. *Loss of Privileges—Restrictions & Bans***

Restriction or Revocation of Privileges is a temporary or permanent loss of privileges as an alternative to another sanction, or as a condition of a particular sanction resulting from a particular action found in violation of the Student Conduct Code. Such action includes, but is not limited to:

- a) use of a specific University facility;
- b) banned from specified areas;
- c) residence hall privileges;
- d) holding or running for an office in a campus organization;
- e) the representation of the University at any sporting event or intercollegiate function;
- f) campus motor vehicle parking and operating privileges;
- g) No Contact Order in which no contact with specific student(s) directly, by phone, electronically, via third party, or via written communication

#### **8. *Disciplinary Warning***

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

#### **9. *Restitution***

Restitution is a reimbursement for damage, destruction, required services or the unauthorized use or misappropriation of University property or the property of any person which results from a conduct violation of this Code. It may also constitute reimbursement to offset the cost of a required

educational sanction. The administrative hearing officer or Student Conduct Board Hearing will investigate and determine the amount of restitution charges.

### **10. Special Assignment**

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

### **11. Reprimand**

A reprimand is an official rebuke making misconduct a matter of record in University files and indicating that repetition of infractions of University regulations will result in more severe disciplinary actions.

### **12. Housing Selection Ineligibility**

A student may not participate in the Residential Life Housing selection process, but may reapply for housing before the next academic year begins (usually in July).

Organizational-based sanctions:

- Those sanctions listed above
- Loss of selected rights and privileges for a specified period of time
- Deactivation. Loss of all privileges, including University recognition, for a specified period of time.

### **C. Interim Suspension**

In certain circumstances, the Dean of Students, or designee, may impose a University or residence hall suspension prior to the commencement of the student conduct process.

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

### **D. Appeals**

1. Eligibility, timeline, means, and grounds
  - a) Only the respondent shall be entitled to appeal the hearing resolution decision.
  - b) The appealing party shall submit an appeal to the Dean of Students, or designee, within five (5) calendar days of the party's receipt of the hearing resolution notification.
  - c) Appeals will be transmitted electronically via the self-service portal.
  - d) Appeals may only be submitted on the following grounds:
    - i. To allege a material procedural error within the investigation and resolution process that would substantially change the outcome; or
    - ii. To consider new evidence that was not known at the time of the investigation that would substantially change the outcome.
  - e) Appeals will not be considered on any other basis.
2. Upon timely receipt of the appeal letter, the Dean of Students, or designee, shall transmit the appeal letter and associated hearing records to the Appeal Review Officer for review.
3. Appeal Procedures
  - a) The Director of the Office of Student Conduct & Conflict Resolution (OSCCR), or designee, will conduct an initial review to determine if the appeal request meets the limited grounds and is timely.
  - b) If the appealing party has presented a timely appeal on the basis of the grounds set forth above, the Director of OSCCR, or designee, will notify the complainant that an appeal has been made.



- c) If deemed appropriate, the Director of OSCCR, or designee, will share the appeal with the complainant, who may file a written response.
- d) If the appealing party has presented an appeal on the basis of the grounds set forth above, the Director of OSCCR, or designee, will further review the appeal and make a determination to uphold, reverse or modify the Hearing Resolution. When deemed necessary, the Director of OSCCR, or designee, may seek additional information and/or refer the matter back to the hearing officer, prior to making a determination.
- e) Following review of the appeal, the Director of OSCCR, or designee, will issue a written decision to the parties in which the decision may uphold, reverse or modify the original Hearing Resolution.
- f) All appeal decisions are final.

**ARTICLE VIII: INTERPRETATION AND REVISION**

- A. Any question of interpretation or application of the Code of Conduct shall be referred to the Director of Student Conduct & Conflict Resolution, or designee, for final determination.
- B. The Code of Conduct shall be reviewed annually under the direction of the Director of Student Conduct & Conflict Resolution.