Tunxis Community College

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

Issued September 30, 2019 for the Year 2018

Tunxis Community College
271 Scott Swamp Road
Farmington, CT 06032

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INTRODUCTION

Tunxis Community College (TCC) is committed to the safety and welfare of students, faculty, staff and visitors. No community is immune to crime or emergency situations. Campus safety is a shared responsibility. All must take responsibility for the safety and security of themselves, other, and their belongings.

The U.S. Department of Education's Office of Postsecondary Education Handbook for Campus Safety and Reporting 2016 Edition reports: In 1990 Congress enacted the *Crime Awareness and Campus Security Act of 1990* (Title II of Public Law 101-542), which amended the *Higher Education Act of 1965 (HEA*). This act required all postsecondary institutions participating in *HEA*'s Title IV student financial aid assistance programs to disclose campus crime statistics and security information. The act was amended in 1992, 1998, 2000 and 2008. The 1998 amendments renamed the law the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics* Act in memory of a student who was slain in her dorm room in 1986. It is generally referred to as the Clery Act and is in section 485(f) of the *HEA.*

The purpose of this publication is to:

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

Tunxis Community College distributes this publication annually to our campus community of students, prospective students, employees and prospective employees. This publication is available on the Tunxis website at https://tunxis.edu/asr.
Printed copies are available in the following locations:

100 Building	Info Desk, Office of the Chief Executive Officer, Counseling, Interim Dean of Academic Affairs, Dean of Student Affairs, Admissions, Human Resources, Student Lounge, Veterans' Oasis, Adjunct Office
300 Building	Computer Center
600 Building	Academic Success & Tutoring Center
700 Building	Library & Instructional Technologies (LIT), Continuing Education
Tunxis @ Bristol	

Direct questions about this publication or campus safety to:

Dean of Student Affairs	1-116, 100 Building	860-773-1480

Tunxis Community College is a smoke-free campus. Smoking is allowed only in the parking lots.

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

GEOGRAPHY

The college has three locations:

Main Campus
271 Scott Swamp Road
Farmington, CT 06032

Farmington House
258 Scott Swamp Road
Farmington, CT 06032

Tunxis @ Bristol
430 North Main Street
Bristol, CT 06010

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

CAMPUS SECURITY/LAW ENFORCEMENT POLICY

Tunxis Community College does not have a campus police department.

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

Security officers patrol the campus daily. They patrol the buildings and grounds, assist members of the campus community with maintaining a safe learning environment, enforcing safety in parking lots with traffic and parking enforcement, maintaining building security by locking and unlocking rooms as necessary, assisting Early Childhood Center parents in the drop-off and pick-up of children, and general assistance to the community as needed. Security officers receive direction and supervision from the Office of the Dean of Student Affairs and Director of Facilities.

All criminal offenses will be investigated by the appropriate law enforcement agency. Tunxis Community College is a state agency. The State Police under the Department of Emergency Services and Public Protection have jurisdiction over the college and its satellite locations. The Farmington Police Department may investigate or assist the State Police with criminal offenses that occur on the Tunxis campus. The Bristol Police Department may investigate or assist the State Police criminal offenses that occur at the Bristol site, Tunxis @ Bristol. The prosecution of all criminal offenses that occur at both locations are conducted at the Superior Court of Connecticut. Non-criminal violations of college policy will be referred to the Dean of Student Affairs for review and action.

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

TCC encourages accurate and prompt reporting of all crimes per the procedures below.

As a state agency, Tunxis does not have written memoranda of understanding with state, city or town police for the investigation of alleged criminal offenses.

REPORTING CRIMES AND OTHER EMERGENCIES
To report a Crime:

TCC does not have campus police. State police have jurisdiction over TCC as a state property. Farmington Police normally are first responders to incidents on campus. Bristol Police are normally first responders to incidents at the Tunxis@Bristol site. Students and employees are encouraged to report all crimes to the Farmington, Bristol and/or State Police.

Farmington Police	911 or 860-675-2400
Bristol Police	911 or 860-584-3011
State Police – Troop H	911 or 800-968-0664 or 860-534-1000

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents in an accurate and timely manner. Clery Act crimes need to be reported for the school and police authorities to respond, for the purpose of making timely warning reports and inclusion in the annual statistical disclosure. When in doubt, always err on the side of caution.

To report a crime or an emergency on the Farmington campus, call:

Welcome Center	860-773-1300	
Security Cell Phone	860-541-0800	
Security Office	860-773-1328	Only for non-urgent messages

Operators are available at the Welcome Center to take your call during the semester as follows:

Monday - Thursday	8:00 a.m. – 9:30 p.m.
Friday	8:00 a.m. – 9:30 p.m.
Saturday	8:30 a.m. – 2:30 p.m.
Sunday	Closed

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

To report a crime or an emergency at the Bristol Career Center, call 860-773-1462 to speak to Director of Business & Industry Services & Workforce.

To report a non-emergency or public safety related matter, call the Dean of Student Affairs at 860-773-1302.

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

Security Guards	Director, Business & Industry Services, Tunxis@Bristol
Title IX Coordinator	Student Advocate
Director of Facilities	Dean of Student Affairs

If assistance is required from the State Police, Farmington or Bristol Police Departments, or Farmington or Bristol Fire Departments, Tunxis personnel will contact the appropriate unit. If a sexual assault or rape should occur, Tunxis will follow the procedures outlined in Public Act 14-11, including activation of the TCC Campus Resource Team listed on page 30.

The Daily Crime Log is maintained by the Administrative Assistant to the Dean of Student Affairs. The Dean maintains the log in the absence of the Administrative Assistant. The public may review the Daily Crime Report by calling the Dean of Student Affairs' Office at 860-773-1303.

Violations of student codes of conduct are reviewed by the Dean of Student Affairs for potential action.

In the event of a reported criminal situation that constitutes an ongoing or continuing serious threat to the TCC community, TCC would issue a timely warning. Please see the Timely Warning section on page 10.

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

Students and employees should report criminal offenses to the following employees. Although security guards are not employees of TCC, they are empowered to assist in responding to criminal offenses and are required to notify the Dean of Student Affairs or Director of Facilities of such offenses.

Security Guards	Director, Business & Industry Services, Tunxis@Bristol
Title IX Coordinator	Student Advocate
Director of Facilities	Dean of Student Affairs

POLICY ADDRESSING COUNSELORS AND VOLUNTARY CONFIDENTIAL REPORTING OF CRIME STATISTICS

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

SECURITY AWARENESS PROGRAMS

Tunxis Community College addresses campus safety awareness through a variety of venues:

- Student handbook
- Posters/notices on bulletin boards
- Slides displayed in hallway monitors
- Employee campus-wide announcements
- Showings of the videos “Shots Fired” and “Flashpoint”
- Events sponsored by the Office of the Dean of Student Affairs, Counseling Office, Student Government Association and Criminal Justice Department

Every October the College hosts a Health Fair. The Criminal Justice Department hosts an annual Fair every spring with participation from numerous area police departments.

The common theme of any awareness program is to encourage students, faculty and staff to be aware of their surroundings, and to be responsible for their own security and the security of others.

CRIME PREVENTION PROGRAMS

The College does not offer formal programs regarding crime prevention.

POLICY STATEMENT ADDRESSING CRIMINAL ACTIVITY OFF CAMPUS
Criminal activity off campus is monitored and recorded by the local law enforcement agency as follows:

- Farmington Police Department (Farmington Campus)
- Bristol Police Department (Tunxis@Bristol)
- Connecticut State Police (all locations)

Farmington Police	911 or 860-675-2400
Bristol Police	911 or 860-584-3011
State Police – Troop H	911 or 800-968-0664 or 860-534-1000

The College enjoys close working relationships with the State Police, Farmington and Bristol Police when violations of federal, state or local laws are reported. This cooperative team approach addresses situations as they arise as well as future concerns. Crime statistics from the various off campus sites are gathered yearly and included in the campus crime statistics portion of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics. TCC does not have any off-campus locations of student organizations recognized by TCC. TCC has neither on-campus nor off-campus housing facilities.

POLICY FOR PREPARING THE ANNUAL DISCLOSURE OF CRIME STATISTICS
The procedures for preparing the annual disclosure of crime statistics including reporting statistics to Tunxis Community College obtained from the following sources:

- College Incident Reports
- College Security Reports
- Evening Administrator Reports
- Daily Crime Log
- Campus Security Authorities
- Town of Farmington Police
- City of Bristol Police
- State of Connecticut Police

A written request for statistical information is made on an annual basis to the Chief Executive Officer, College Deans and Campus Security Authorities. The college crime statistics along with the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics are gathered, compiled and reported by the Office of the Dean of Student Affairs.

An email is sent to every enrolled student and employee on an annual basis. The information contained in the email includes a brief summary of the contents of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics, and the address for the web site where the report can be found online. Hard copies are distributed around campus at the locations listed in the Introduction or requested from the Dean of Student Affairs.

CAMPUS SECURITY AUTHORITIES

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

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

CSA's have the ability to train online via FirstNet, the Board of Regents' online training tool. An on-ground training was held November 8, 2018. At Tunxis Community College, the following departments, offices or individuals are identified as CSA's. The list of individual employees may be found on page 32:

- Chief Executive Officer
- All Deans
- Counselors
- Director of Student Activities & Club Advisors
- Chair, Behavioral Intervention Team
- Chair, Crisis Management Team
- Administrative Assistant, Dean of Student Affairs
- Title IX Coordinator
- Student Advocate
- Director of Facilities
- Director, Business & Industry Services, Tunxis@Bristol
- Evening Administrators
- Campus Resource Team Members

The reporting crimes and other emergencies section on page 5. When a Campus Security Authority reports a crime to the Dean of Student Affairs the Dean reviews the report, and contacts the necessary authorities. This may involve campus resources such as the Dean of Student Affairs, Title IX Coordinator, Student Advocate, Director of Facilities or others as needed. The Dean would contact either the Farmington, Bristol or Connecticut State Police for investigation and resolution. The report is kept on file in the Dean of Student Affair's Office. If the is a reportable crime under the Clery Act, it is included in the Annual Security Report. All crimes are reviewed so that steps can be taken to ensure the college has a safe learning environment.

TIMELY WARNINGS

As required by the Clery Act, "timely warnings" will be provided to the community in the event of a reported criminal situation that constitutes an ongoing or continuing serious threat to the TCC community. A timely warning will be issued for crimes that occur on the three locations listed under geography on page 4 when a crime is:

- Reported to Campus Security Authorities listed on page 32 or local police authorities; and
- Considered by TCC management (listed below) to represent a serious or continuing threat to students and employees

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

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

The following employees may issue a timely warning:

Chief Executive Officer	Interim Dean of Academic Affairs
Dean of Student Affairs	Director of Facilities

The timely warning will contain all information that would promote safety and aid in the prevention of similar crimes. The warning may be issued through the use of a variety of sources which may include, but are not limited to, the means listed under Public Information Notifications listed on page 31.

TCC has sent letters to the Farmington, Bristol & State police requesting their cooperation in informing TCC about crimes reported to them that may warrant TCC issuing a timely warning.

On January 9, 2018 and August 14, 2018 above employees were trained on Timely Warnings & Emergency Notifications.

EMERGENCY NOTIFICATIONS

Upon confirmation of a significant emergency or dangerous situation that occurs on the campus that involves an immediate threat to the health or safety of Tunxis students or employees, TCC is required to immediately notify the campus community.
The following individuals may issue an emergency notification:

Chief Executive Officer	Interim Dean of Academic Affairs
Dean of Student Affairs	Director of Facilities

An emergency notification differs from a timely warning in that:

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

EMERGENCY RESPONSE PROCEDURES

TCC will, without delay, notify the campus community of an emergency or dangerous situation. TCC will take into account the safety of the campus community and determine what information to release about the situation, and begin the notification process.

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

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

TCC tests the emergency response and evacuation procedures at least annually. A fire drill was conducted September 17, 2018. These tests include drills, exercises and follow-through activities. They include, but are not limited to, the following:

- Technological tests of the 911 system, myCommNet Alert, Giant Voice, beacons and desktop alert software
- Tabletop drills by the Crisis Management and Behavioral Intervention Teams
- Departmental and individual classroom drills to discuss how students, staff and faculty in particular areas would respond to various emergencies.
- Campus-wide drills to test student, faculty & staff response to active shooter, evacuation, shelter in place and other emergency situations
- Having Farmington, State, Bristol or Central CT State University Police present to provide feedback and suggestions to improve campus response
- Walk-through's of the campus for fire, police and other first responders

TCC prefers announced drills to avoid classroom disruption and unnecessary stress on individuals who have strong reactions to drills. However, TCC reserves the right to unannounced drills to ensure the college's emergency response protocols are sufficient. All drills, tests and exercises are properly assessed so that TCC's response efforts may be improved and enhanced.

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

1. How can an individual report an emergency? The procedure is listed on page 5 in the General Procedures for Reporting a Crime or Emergency .
2. The process by which TCC will confirm that a significant or dangerous situation exists:
    a. The following individuals may issue an emergency notification:

Chief Executive Officer	Interim Dean of Academic Affairs
Dean of Student Affairs	Director of Facilities

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

Police – Farmington, Bristol or State	Board of Regents
Summit Security Team	Evening & Weekend Administrators
Farmington Valley Health District	Fire – Farmington or Bristol

3. The procedures TCC will use to immediately notify the campus community upon the confirmation of an emergency are listed in the Public Information Notifications on page 31.
4. The content of the notification will be determined by the employees listed in Section 2(a) on page 11 in consultation with the resources listed in Section 2(b).
5. Employees listed in section 2(a) will initiate the notification. The Interim Director of Marketing will update the college's webpage and social media accounts. The Dean of Student Affairs, Administrative Assistant to the Dean of Student Affairs or Library & Instructional Technologies staff will update the college's hallway monitors. Broadcast messages over the college phones may be made by any of the employees listed above as well as all employees trained to work in the Welcome Center. The Interim Dean of Academic Affairs, Executive Assistant to the Chief Executive Officer and marketing staff would manage media notifications, television, radio, etc. Any authorized employee, or security guard, would put notices on college doors or bulletin boards – if time allowed and doing so would not endanger the guards or employees. Only the following employees are authorized to send notifications out via myCommNet Alert, which includes text, voice & email messages to the entire TCC population, the college's Giant Voice, beacons and desktop software :

All Deans	Chief Executive Officer
Administrative Assistant to the Dean of Student Affairs	Executive Assistant to the Chief Executive Officer
Evening & Weekend Administrators	Co-Chairs, Crisis Management Team
Interim Director of Human Resources	Regional President, North-West Region

6. The Chief Executive Officer, Interim Dean of Academic Affairs or marketing department would disseminate information to the larger community in conjunction with the sources listed in Section 2(b).
7. TCC will continuously assess the situation and provide updates as warranted and notify the community when the emergency has passed.
8. The TCC campus is small. All segments of the population will be notified of an emergency or dangerous situations. TCC does not segment emergency notifications to particular groups or areas on campus.

EVACUATION PROCEDURES

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

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

Building	Description	Assembly Point
100 Building	Administrative & Faculty Offices, Cafeteria & Bookstore	Main Parking Lot
200 Building	Founders' Hall, Student Lounge, MIT, Classrooms	Main Parking Lot
300 Building	Child Care Center, Computer Lab, Continuing Education, Classrooms	Main Parking Lot
Bidstrup Hall	Administrative Offices	Main Parking Lot
600 Building	Classrooms, Art Gallery, Labs, Cyber Café, Academic Support & Tutoring Center	Main Parking Lot
700 Building	Library & Instructional Technologies, Classrooms, Pages Café Continuing Education Office	Main Parking Lot
Farmington House 258 Scott Swamp Road Farmington, CT	Residential House – Meeting Space	Farmington House Driveway
Tunxis @ Bristol 430 North Main Street Bristol, CT	Administrative Offices, Classrooms	Bristol Career Center Parking Lot

Faculty should take the following steps during an evacuation:

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

POLICY ON SECURITY OF AND ACCESS TO CAMPUS FACILITIES

TCC does not have campus residences. During business hours, Tunxis Community College will be open to students, employees, parents, contractors and guests. Employee access to the college off hours is granted with the written permission of the Chief Executive Officer. Students are not permitted access to the buildings when the college is closed. Security and access concerns are addressed by the Dean of Student Affairs, Director of Facilities, Maintenance personnel, in addition to other appropriate personnel when necessary.

Summit Security provides contracted security. During operating hours guards patrol the campus, monitor the parking lots and ensure the security of the TCC facility. Summit Security monitors the campus to make sure individuals are acting appropriately and responsibly. They are empowered to approach individuals to offer assistance or question individuals acting in a suspicious manner. Summit Security is also a presence on nights and weekends ensuring that buildings are secured and state property is secured and maintained.

Facilities staff ensure that lighting is appropriate, walkways are clear and accessible, and that hallways and stairwells are well lit and accessible. Facilities, custodial and security staff ensure that the campus, including buildings, classrooms and offices are opened when necessary and secured when not in use. Access to rooms is given only to authorized individuals. TCC must balance being an open, public institution with ensuring the safety of all individuals on TCC property, ensuring the proper safeguards are in place to protect TCC students, staff, faculty, guests, property, equipment and technology from criminal acts.

POLICY ON DRUGS AND ALCOHOL IN THE COMMUNITY COLLEGES

Tunxis Community College has a zero tolerance policy on the possession, use or sale of drugs and alcohol on campus in accordance with Board policy on drugs and alcohol, listed below. The policy may also be accessed as link on the college's website https://www.tunxis.edu/college-information/consumer-information/ . It can also be found in the Student Handbook here https://cdn.tunxis.edu/wp-content/uploads/2019/08/Student-Handbook-08-19-2019-FINAL.pdf

DRUGS & ALCOHOL IN THE COMMUNITY COLLEGES

The BOR/SCSU Student Code of Conduct prohibits the use, possession, sale or distribution of alcoholic beverages, except as expressly permitted by law and CSCU regulations. The Student Code of Conduct may be found here: http://www.ct.edu/files/policies/5.1%20StudentCodeofConduct.pdf

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

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

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

1. No student or employee shall knowingly possess, use, distribute, transmit, sell or be under the influence of any controlled substance on the college campus or off the college campus at a college-sponsored activity, function, or event. Use or possession of a drug authorized by a medical prescription from a registered physician shall not be a violation of this provision.

2. All colleges shall develop and enforce policies regarding the sale, distribution, possession or consumption of alcoholic beverages on campus, subject to state and federal law. Consistent with previous Board policy, the consumption of alcoholic beverages on campus may be authorized by the president subject to the following conditions, as appropriate:
    a. When a temporary permit for the sale of alcoholic beverages has been obtained and dram shop act insurance has been purchased;
    b. When a college permit has been obtained;
    c. When students bring their own beverages;
    d. When alcoholic beverages are provided by a student organization and no fee is charged for attendance or for said beverages

3. All colleges shall provide educational programs on the abuse of alcohol and other drugs and referral for assistance for students and employees who seek it. Colleges are encouraged to establish campus wide committees to assist in development of these programs in response to particular campus needs and identification of referral resources in their respective service planning regions.

4. This policy shall be published in all college catalogs, faculty and staff manuals and other appropriate literature.

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

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

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

1. Any request to serve alcoholic beverages must be consistent with the Board of Trustees for Community-Technical Colleges' Policy 4.15, "Drugs & Alcohol Policy in the Community Colleges."

2. The request must be submitted in writing to the Dean of Student Affairs at least four (4) weeks in advance of the event.

3. If the sale of alcohol is being solicited, the request must demonstrate that a temporary permit for the sale of alcoholic beverages will be obtained and dram shop act insurance will be purchased.

4. A paragraph in the request must describe how alcohol will be made available only to legal age students and/or guests. This includes students bringing in their own alcoholic beverages, or beverages being provided free when purchased by a student organization or other group.

5. The request must include a plan for a visible educational program display or presentation urging responsible drinking of alcoholic beverages during the event.

6. Once the Dean of Student Affairs has reviewed the request for all necessary compliance, the request will be forwarded to the interim president for final decision. Note: under no conditions will alcoholic beverages be purchased for consumption with monies from the General or Operating funds of this College.

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

The possession, use and sale of illegal drugs on the TCC campus is prohibited. TCC enforces federal and state drug laws within its purview. For situations beyond the college's authority, TCC would contact the Farmington, Bristol or State Police.

DRUG AND ALCOHOL EDUCATION

The Counseling Office, Student Government Association and the Office of the Dean of Student Affairs offer programing and resources for students and employees. Employee Assistance Program (EAP) is a professional, free and confidential service for employees that is equipped to handle drug and alcohol issues that employees may experience.

Every October the college offers screenings to increase mental health awareness & wellness & promote mental & emotional wellness. The college has 'beer goggles' which are present at campus events to demonstrate the impairment alcohol has on coordination. In addition, the college has had the police on campus demonstrating the impact of driving drunk. Students have found the beer goggles and police demonstrations very enlightening. The Counseling Office provides brochures on tables outside its office on various topics, including alcohol and drug abuse. Student Government owns a video game that can be used in conjunction with the beer goggles. During 2018 the college hosted the following events:

- January - National Drug & Alcohol Facts Week Tabling
- April – National Alcohol Screening Day, including screenings & referrals, activities using beer goggles

Students who share with counselors that they are struggling with drug and/or substance abuse addiction are referred to outside agencies for treatment. Resources on alcohol and drug abuse are posted on the Counseling webpage. Free alcohol screenings are offered online and by appointment every semester.

SEXUAL ASSAULT PREVENTION AND RESPONSE

Individuals who feel they are the victim of any sexual offense are urged to file a complaint with the Title IX Coordinator and the Connecticut State Police.

Title IX Coordinator	Jessica Waterhouse	860-773-1646
Student Advocate	Stacey Palumbo	860-773-1493

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

When a student or employee reports to TCC that the student or employee has been a complainant of dating violence, domestic violence, sexual assault or stalking, whether the offense occurred on or off campus, TCC will provide the student or employee with a written explanation of the student's or employee's rights and options for available assistance in how to request changes to academic, transportation and working situations and protective measures.

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

TCC employs the following resources and educational programs to promote the awareness of rape, acquaintance rape, hand other forcible and non-forcible sex offenses. This list also includes events TCC has either hosted or some trainings faculty and staff have attended about sexual violence.

- The Title IX Coordinator and Dean of Student Affairs are trainers in Bystander Intervention. Over the 2017-2018 academic year trainers went to all First Year Experience classes and trained 553students.
- Campus Resource Team, listed on page 30, chaired by the Title IX Coordinator.
- TCC is an active member of the CT College Consortium to End Sexual Violence (CCCESV).
- The Counseling Office regularly has counselors from CT Alliance to End Sexual Violence visit campus to meet with, advise & counsel students on the topic of sexual violence.
- During the annual Public Safety Career Fair held April 5, 2018, the CT Alliance to End Sexual Violence participated and discussed certification requirements and services the YWCA New Britain Sexual Assault Crisis Services offers
- The Title IX Coordinator created a video with TCC students on the topic of sexual violence & has presented in Criminal Justice and Human Services classes. It is posted online at this link: https://youtu.be/J7QoKoTayBI
- The Board of Regents has been the recipient of a SAFE grant. TCC's Title IX Coordinator has been actively involved in the programming aspects of the grant.
- TCC complies with Conn. Gen. Stat. § 10a-55m (f). This requires all higher education institutions, annually beginning October 1, 2015, to submit a report to the Connecticut General Assembly's Higher Education Committee that includes, for the immediately preceding calendar year, information concerning sexual assault, stalking, and intimate partner violence. The report is available from the Title IX Coordinator.
- TCC actively works to engage our students, staff and faculty in efforts to combat sexual violence.
- New employees are given copies of all relevant policies and procedures, including access to the electronic Employee Manual available on the college intranet; a copy of the Drug Free School and Campuses Act and are required to complete various trainings, including Mandatory Reporter training.
- One of the goals of the SAFE grant is for all 12 community colleges to have a consistent approach to sexual violence.
- In 2018 156 students and 28 employees completed the online program 'Not Anymore.'
- In October 2018 the Clothesline Project, displaying t-shirts from complainants of sexual assault & violence, was displayed in the 100 Building main hallway.
- Faces of Survival displayed in the 100 Building April 2018.
- Students and employees participated in Denim Day on April 25, 2018.

- Safe and positive options for bystander intervention include the following:
    - Proactive Bystander Intervention
        - In order to be a proactive bystander who helps prevent incident of sexual violence you can:
            - Believe violence is unacceptable and say it out loud
            - Talk openly with your friends about these issues
            - Use the resources listed in the brochure to inform yourself
            - Don't laugh at sexist jokes or comments
            - Empower complainants to tell their stories
    - Reactive Bystander Strategies
        - In order to be a reactive bystander who positively intervenes in instances of sexual harassment or violence, there are certain ways you can step up to prevent a risky situation resulting from an assault.
            - Assume responsibility for intervening. Don't be afraid to get involved.
            - Get help from friends.
            - Get help from TCC security guards, Title IX Coordinator or other college authorities for support and options
            - Ask the person who is in a potentially dangerous situation if he/she wants to leave.
            - Ask the complainant if he/she is ok
            - Provide options and a listening ear

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

Individuals who feel they are the victim of any sexual offense are urged to file a complaint with the Title IX Coordinator and the Connecticut State Police. Complainant/victims may decline to notify such authorities. Complainant should seek immediate medical assistance as there may be internal or external injuries and may need treatment for disease or infection. Physical evidence of a sexual assault, which includes but is not limited to hair and body fluid transfer, is highly perishable and all efforts should be made to preserve it. This may assist in proving that the alleged criminal offense occurred. A complainant of a sexual assault should not wash or change clothing until instructed by law enforcement or medical personnel. Complainants have options regarding involvement of law enforcement authorities, including declining to notify such authorities or have assistance by the campus with law authorities. Complainants should discuss options with the Title IX Coordinator.

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

1. Report the incident (to the Title IX Coordinator)
2. Meet with Title IX Coordinator and Student Advocate
3. Meet with a Student Affairs Conduct Officer
4. Conduct Officer investigates
5. Sanctions are determined
6. Request to Chief Executive Officer for review

Every complainant has the right to:

- Be present, equal opportunity to present witnesses and evidence
- An adequate, reliable and impartial investigation of the complaint
- Be notified of the time frame within which the investigation will be conducted
- Be notified of the right to appeal, if any – both complainant and respondent entitled to same rights
- Have the complaint decided by using a preponderance of the evidence – more likely that the sexual harassment or violence occurred
- Be notified in writing of the outcome
- Know sanctions imposed when they directly relate to the harassed student including restraining orders, suspension, transfers to other classes

The disciplinary procedures used by TCC are outlined in the Appendix attached to the end of this report. This lists the Policy on Student Conduct, including sanctions and additional hearing procedures for sexual misconduct cases as well as the following elements:

- The standard of evidence
- Sanctions
- A prompt, fair and impartial process
- The training will be conducted by officials annually trained
- Provide respondent & complainant with the opportunity to have others present
- Not limit the choice of advisor

- Require various elements in writing to both the complainant and the respondent

The Title IX Coordinator will offer the complainant written notification of a range of protective measures, including assisting the complainant in notifying law enforcement authorities, if the complainant chooses. Other measures may include class changes, requesting accommodations for classwork and exams, referral to counseling services and working with the complainant to aid recovery. The Student Advocate will work with the respondent to ensure due process.

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

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

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

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

Complainant s are urged to seek counseling and emotional assistance. Counseling services can be initiated through the College's Counseling department. Off-campus resources are listed on page 28. The college also has a Campus Resource Team. This consists of Tunxis employees, state and local resources who assist the college in responding to incidents of sexual violence. The team members can be found on page 30.

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

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

TCC will, upon written request, disclose to the alleged complainant of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such a crime or offense. If the alleged complainant is deceased as a result of such crime or offense, the next of kin of such complainant shall be treated as the alleged complainant for purposes of this paragraph. TCC will disclose results upon written request to a complainant's next of kin in cases where the crime resulted in the complainant's death.

TCC will provide both the complainant and the respondent with simultaneous written notification of any result, any change to the result, and when such results become final of any institutional disciplinary proceeding that arises from an allegation of dating violence, sexual assault or stalking. In this circumstance, the complainant does not need to make a written request.

TUNXIS COMMUNITY COLLEGE POLICY ON SEXUAL ASSAULT, SEXUAL HARASSMENT, DATING OR INTIMATE PARTNER VIOLENCE OR STALKING

Tunxis Community College prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as those terms are defined for purposes of the Clery Act.

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

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

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

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

Information about sexual violence and interpersonal violence is available on the college website here:
http://www.tunxis.edu/college-information/sexual-assault-and-interpersonal-violence/

DATING VIOLENCE DEFINITIONS

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

Sec. 53a-70. *Sexual assault in the first degree: Class B or A felony*. (a) A person is guilty of sexual assault in the first degree when such person (1) compels another person to engage in sexual intercourse by the use of force against such other person or a third person, or by the threat of use of force against such other person or against a third person which reasonably causes such person to fear physical injury to such person or a third person, or (2) engages in sexual intercourse with another person and such other person is under thirteen years of age and the actor is more than two years older than such person, or (3) commits sexual assault in the second degree as provided in section 53a-71 and in the commission of such offense is aided by two or more other persons actually present, or (4) engages in sexual intercourse with another person and such other person is mentally incapacitated to the extent that such other person is unable to consent to such sexual intercourse.

(b) (1) Except as provided in subdivision (2) of this subsection, sexual assault in the first degree is a class B felony for which two years of the sentence imposed may not be suspended or reduced by the court or, if the victim of the offense is under ten years of age, for which ten years of the sentence imposed may not be suspended or reduced by the court.
(2) Sexual assault in the first degree is a class A felony if the offense is a violation of subdivision (1) of subsection (a) of this section and the victim of the offense is under sixteen years of age or the offense is a violation of subdivision (2) of subsection (a) of this section. Any person found guilty under said subdivision (1) or (2) shall be sentenced to a term of imprisonment of which ten years of the sentence imposed may not be suspended or reduced by the court if the victim is under ten years of age or of which five years of the sentence imposed may not be suspended or reduced by the court if the victim is under sixteen years of age.
(3) Any person found guilty under this section shall be sentenced to a term of imprisonment of at least ten years, a portion of which may be suspended, except as provided in subdivisions (1) and (2) of this subsection, or a term of imprisonment and a period of special parole pursuant to subsection (b) of section 53a-28 which together constitute a sentence of at least ten years. Notwithstanding the provisions of subsection (a) of section 53a-29 and except as otherwise provided in this subsection, a court may suspend a portion of a sentence imposed under this subsection and impose a period of supervised probation pursuant to subsection (f) of section 53a-29.

Sec. 53a-71. *Sexual assault in the second degree: Class C or B felony.* (a) A person is guilty of sexual assault in the second degree when such person engages in sexual intercourse with another person and: (1) Such other person is thirteen years of age or

older but under sixteen years of age and the actor is more than three years older than such other person; or (2) such other person is mental defective or disease to the extent that such other person is unable to consent to such sexual intercourse; or (3) such other person is physically helpless; or (4) such other person is less than eighteen years old and the actor is such person's guardian or otherwise responsible for the general supervision of such person's welfare; or (5) such other person is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (6) the actor is a psychotherapist and such other person is (A) a patient of the actor and the sexual intercourse occurs during the psychotherapy session, (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual intercourse occurs by means of therapeutic deception; or (7) the actor accomplishes the sexual intercourse by means of false representation that the sexual intercourse is for a bona fide medical purpose by a health care professional; or (8) the actor is a school employee and such other person is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (9) the actor is a coach in an athletic activity or a person who provides intensive, ongoing instruction and such other person is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (10) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person’s participation in a program or activity, and such other person is under eighteen years of age; or (11) such other person is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

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

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

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

SEXUAL ASSAULT/INTIMATE PARTNER VIOLENCE

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

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

Sec. 53a-70b. *Sexual assault in spousal or cohabiting relationship: Class B felony*. (a) For the purposes of this section:

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

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

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

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

STALKING

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

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

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

(b) A person is guilty of stalking in the second degree when:
(1)Such person knowingly engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for such person's physical safety or the physical safety of a third person; or suffer emotional distress.
(2) Such person intentionally, and for no legitimate purpose, engages in a course of conduct directed at a specific person that would cause a reasonable person to fear that such person's employment, business or career is threatened, where (A) such conduct consists of the actor telephoning to, appearing at or initiating communication or contact at such other person's place of employment or business, provided the actor was previously and clearly informed to cease such conduct, and (B) such conduct does not consist of constitutionally protected activity.

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

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

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

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

POLICY STATEMENT ADDRESSING SEX OFFENDER REGISTRATION
The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to issue a statement advising the campus community where law enforcement information may be obtained. It also requires sex offenders who are already required to register in a State to provide notice of each institution of higher education in that State, at which the person is employed, carries on a vocation or is a student.
In the State of Connecticut, convicted sex offenders must register with the Sex Offender Registry maintained by the Connecticut Department of Public Safety, Division of State Police, Sex Offender Registry Unit, pursuant to Connecticut General Statutes 54-250.

The Sex Offender Registry information provided under this law is intended to be used for such purposes as the administration of criminal justice, screening of current or prospective employees and volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and a willful violation shall be punishable by law.

The Connecticut Sex Offender Registry may be accessed online here: http:www.communitynotification.com.

WEAPONS POLICY
Persons carrying firearms, dangerous weapons, or unauthorized chemicals into the building or on the college's grounds may be subject to disciplinary action.

EMERGENCY RESPONSE DOCUMENTS AND RESOURCES
The college has several other emergency response documents including the following:

- Emergency Response Plan
- Exposure Control Plan
- Security Protocol Plan

Hard copies are distributed around campus at the locations listed in the Introduction or requested from the Dean of Student Affairs in Room 1-116, 100 Building.

TCC students, faculty and staff may access the safety videos 24/7 at the following links:

Flash Point on Campus
https://www.youtube.com/watch?v=VZqmppvFiZ8

Shots Fired On Campus
https://www.youtube.com/watch?v=9KOisTH66B4

The Board of Regents encourages all community members to watch the Run, Hide, Fight video developed by Florida State University:
https://www.youtube.com/watch?v=TyuSws1c2Jw

EMERGENCY NOTIFICATION SYSTEM
myCommNet Alert is the emergency alert system used by the Connecticut Community Colleges. The system is also used for weather-related closings and delays. Alerts may be sent via text, email and/or voice message. All students and employees are automatically enrolled. Students, faculty and staff may edit or update at www.my.commnet.edu. Members of the public interested in receiving alerts may contact the Dean of Student Affairs at ccleary@tunxis.edu . Standard text rates apply.

SAFE (Sexual Assault Forensic Examiner) Hospitals – Specialize in Responding to Complainants of Sexual Assault

http://www.assaultservicesknowledge.org/ct/get-medical-help/medical-forensic-exams

Hartford Hospital
800 Seymour Street
Hartford, CT 06102
860-545-0000
http://www.harthosp.org

The Hospital of Central CT (N.B. Campus)
100 Grand Street
New Britain, CT 06052
860-224-5011
https://thocc.org/services/emergency-services/clinics-locations/new-britain-general-campus

Manchester Memorial Hospital
71 Haynes Street
Manchester, CT 06040
860-646-1222
https://www.echn.org/location/manchester-memorial-hospital

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

St. Francis Hospital
114 Woodland Street
Hartford, CT 06105
860-714-4000
http://www.stfranciscare.org

Windham Hospital
112 Mansfield Avenue
Willimantic, CT 06226
860-456-9116
https://windhamhospital.org/

Sexual Assault & Interpersonal Violence Resources

Tunxis Title IX Flyer
https://admin.studentsuccess.org/download/584

Sexual Assault and Interpersonal Violence - What You Need to Know
http://www.tunxis.edu/college-information/sexual-assault-and-interpersonal-violence/

Sexual Violence Prevention Videos

Tunxis Take a Stand Video
https://youtu.be/J7QoKoTayBI

Stalking
http://youtu.be/8VrLr5Q3q9w

It's On Us Video
https://www.youtube.com/watch?v=2H5XxbFISY8

RESOURCES FOR COMPLAINANTS OF SEXUAL ASSAULT

Farmington Police Department
319 New Britain Avenue
Unionville, CT 06085
911 or 860-675-2400
http://www.farmington-ct.org/departments/police-department

Bristol Police Department
131 North Main Street
Bristol, CT 06010
911 or 860-584-3011
Tip Line: 860-585-TIPS
http://www.ci.bristol.ct.us/index.aspx?NID=200

CT Coalition Against Domestic Violence (CCADV)
888-774-2900
844-831-9200 Español
http://www.ctcadv.org/

CT State Police
Troop H
100R Washington Street
Hartford, CT 06112
800-968-0664
860-534-1000
http://www.ct.gov/despp/cwp/view.asp?a=4201&q=494678&desppNAV_GID=2077&desppNav=|

Rape, Abuse & Incest National Network (RAIN)
National Sexual Assault Hotline:
1-800-656-HOPE (4673)
https://www.rainn.org/

Wheeler Clinic, Inc.
91 Northwest Drive
Plainville, CT 06062
Main Number: 888-793-3500
www.wheelerclinic.org

Prudence Crandall Center for Women
594 Burritt Street
New Britain, CT 06053
860-585-3000
http://prudencecrandall.org

University of Connecticut Health Center
263 Farmington Avenue
Farmington, CT 06030
860-679-2000
www.uchc.edu

Hospital of Central Connecticut
100 Grand Street
New Britain, CT 06052-2017
860-224-5011
www.thocc.org

CT Alliance to End Sexual Violence
Statewide 24 hour toll free hotline
1-888-999-5545 English
1-888-568-8332 Español
http://endsexualviolencect.org/

Center for Changing Our Campus Culture
(Not Alone White House Task Force)
http://changingourcampus.org/about-us/not-alone/

Preventing Sexual Assault on College Campuses
www.pact5.org.

National Suicide Prevention Lifeline
1-800-273-TALK (8255)
www.suicidepreventionlifeline.org

TUNXIS COMMUNITY COLLEGE
2019-2020 CAMPUS RESOURCE TEAM

Name	**Title**	**Affiliation**
Cleary, Charles	Dean of Student Affairs	Tunxis Community College
Craven, Vivian	Counselor	Tunxis Community College
Garcia, Matthew	Sergeant	CT State Police Sex Offender Registry
Grabowski, Adam	Director of Advocacy & Community Engagement	Prudence Crandall Center, Inc.
Mountassir, Mohamed	Chair	TCC, Health & Safety Committee
Lodovico, John	Director of Facilities	Tunxis Community College
Melanson, Paul	Chief of Police	Farmington Police Department
Palumbo, Stacey	Student Advocate	Tunxis Community College
Petropolous, Amanda	Campus Advocate	YWCA
Waterhouse, Jessica*	Title IX Coordinator	Tunxis Community College

*****Chair

PUBLIC INFORMATION NOTIFICATIONS

Announcements regarding emergencies and/or weather closings are issued in an appropriate and timely manner. Information may be issued several ways:

- Email to employee and college-issued student emails
- Hallway electronic message signs
- Weather-emergency line: 860-773-1301
- Tunxis webpage: www.tunxis.edu
- Tunxis Facebook account: www.facebook.com/tunxis
- Tunxis Twitter account: www.twitter.com/tunxiscc
- Tunxis Instagram account: https://www.instagram.com
- Notices or posters placed on bulletin boards, entrances to the college
- myCommNet Alert – the Board of Regents emergency notification system which relays information via text, email and/or voice message
- Giant Voice –located on the roof of the 100 Building that broadcasts emergency information via loud speaker system
- Beacons –will light up, make noise & display emergency information. Beacons are in the following six locations:

	Building	Location
1	100 Building	Cafeteria
2	100 Building	Founders Hall near Student Lounge
3	200 Building	Parking Lot Entrance
4	300 Building	Across from Computer Lab
5	600 Building	Cyber Café – First Floor
6	600 Building	Entrance near Bidstrup Hall – First Floor

- Desktop Alert Software – this allows emergency messages to be broadcast on the screen of every campus computer that is in use at the time the message is transmitted.
- Broadcast message over campus phones
- Television & radio:

Television

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

Radio

WTIC – AM	1080	WRCH – FM	100.5
WTIC – FM	96.5	WZMX – FM	93.7

MEDIA INQUIRIES

All media inquiries should be directed to the Office of Marketing and Public Relations, 860-773-1410. Do not attempt to answer media questions about campus emergencies.

2019 – 2020 CAMPUS SECURITY AUTHORITIES

Tunxis Management Team

Darryl Reome	Chief Executive Officer
Mary Bidwell	Interim Dean, Advanced Manufacturing Technology Center
Charles Cleary	Dean of Student Affairs
Cheryl Cyr	Director of Human Resources
Gennaro DeAngelis	Dean of Administration
Amy Feest	Interim Dean of Academic Affairs
John Lodovico	Director of Facilities
Eileen Peltier	Dean of Workforce Development & Continuing Education

Counselors

Vivian Craven	Counselor
Judy Reilly-Roberts	Counselor

Kirstin Cullinane	Weekend Administrator
Matthew Golchin	Weekend Administrator
Rosenda Hull	Administrative Assistant to the Dean of Student Affairs
Deborah Pavelchak	Executive Assistant
Andres Sovero	Evening Administrator
Matthew Spinelli	Evening Administrator
Stacey Palumbo	Student Advocate
Jessica Waterhouse	Title IX Coordinator

Campus Security Authorities Not Listed Elsewhere

Mohamed Mountassir	Chair, Health & Safety Committee

CAMPUS SECURITY AUTHORITIES (CONTINUED)

Director of Student Activities & Club Advisors

Director of Student Activities	Christopher LaPorte
Art Club	Carianne Garside
Business Club	Mark Milewski & Tatiana Machado
Community Outreach Club	Marie Clucas
Criminal Justice Club	Jessica Waterhouse
Dental Assisting Club	Gary Jacobs
Engineering Club	Christopher LaPorte
Future Educators Club	Joyce Voisine
Gaming Club	Steve Mead
Got Pride Club	Charles Cleary
Human Services Club	Colleen Richard
Light of the World Bible Club	Rosalie Pion
Philosophy Club	Jesse Abbot
Phi Theta Kappa Club	Helen Lozada & Marie Clucas
Political Awareness Club	Rafaele Fierro
The Student American Dental Hygienists' Association (SADHA)	Rachel Green
Spanish Club	Lisa Celona
Students of Color Alliance	Kim James
Tunxis Sun Newspaper Club	Rafaele Fierro
Theater Club	George Sebastian-Coleman
Veterans Club	Karen DeBari

	Tunxis On Campus			Tunxis Non-Campus			Tunxis Public Property		
	2018	2017	2016	2018	2017	2016	2018	2017	2016
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Violation Arrests	0	0	0	0	0	0	0	0	0
Weapons Law Violation Arrests	0	0	0	0	0	0	0	0	0
Non-Arrest Disciplinary Referrals									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Weapons: Carrying, Possessing	0	0	0	0	0	0	0	0	0

	Tunxis On Campus			Tunxis Non-Campus			Tunxis Public Property		
VAWA Offenses	2018	2017	2016	2018	2017	2016	2018	2017	2016
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

HATE CRIMES	Tunxis On Campus			Tunxis Non-Campus			Tunxis Public Property		
	2018	2017	2016	2018	2017	2016	2018	2017	2016
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny – Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0

	Bristol On Campus			Bristol Non-Campus			Bristol Public Property		
	2018	2017	2016	2018	2017	2016	2018	2017	2016
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Violation Arrests	0	0	0	0	0	0	0	3	0
Weapons Law Violation Arrests	0	0	0	0	0	0	0	0	0
Non-Arrest Disciplinary Referrals									
Liquor Law Violations	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Weapons: Carrying, Possessing	0	0	0	0	0	0	0	0	0

	Bristol On Campus			Bristol Non-Campus			Bristol Public Property		
VAWA Offenses	2018	2017	2016	2018	2017	2016	2018	2017	2016
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

HATE CRIMES	Bristol On Campus			Bristol Non-Campus			Bristol Public Property		
	2018	2017	2016	2018	2017	2016	2018	2017	2016
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny – Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0

DEFINITIONS

Public Property: Public property (not residences or commercial property) immediately adjacent to and accessible from the campus, but not owned or under the control of TCC. Crimes reported in this category are derived through contact with municipal police agencies when available.

Part 1 – Primary Crimes

These definitions are used in the Department of Education publications:

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

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

Aggravated assault: An unlawful attack by one person upon another for the purpose of inflicting sever or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.

Burglary: The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.

Motor vehicle theft: The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on the surface and not on rails. Motorboats, construction equipment, airplanes, and farming equipment are specifically excluded from this category.

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

Note that only fires determined through investigation to have been willfully or maliciously set are classified as arsons. Arson is therefore the only Clery Act offense that must be investigated before it can be disclosed. If other Clery Act offenses were committed during the arson incident, the most serious is counted in addition to the arson.

DEFINITIONS

Part 2 – Alcohol, Drug & Weapon Violations

The Clery Act requires institutions collect statistics for violations of state law and or ordinances for drug, alcohol and weapons violations.

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

WEAPONS POSSESSION
The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

DRUG ABUSE VIOLATIONS
Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: Opium or Cocaine and their derivatives (Morphine, Heroin, Codeine); Marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

DEFINITIONS

Part 3 – Hate Crimes

The Clery Act requires institutions collect crime statistics for hates crime associated with either the commission of a primary crime or the lesser offenses of larceny-theft, simple assault, intimidation, destruction of or vandalism of a buildings or property.

HATE CRIMES

A Hate Crime is *a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.*

Under the *Clery Act*, Hate Crimes include any of the following offenses motivated by bias: Murder and Non-negligent Manslaughter, Sexual Assault, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property. Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property are included in your *Clery Act* statistics only if they are Hate Crimes.

Larceny-theft

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Simple Assault

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

Intimidation

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or conduct, but without displaying a weapon or subjecting the victim to actual attack. Includes cyber-intimidation if victim is threatened on Clery geography.

Destruction, damage or vandalism of property

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of the property.

Part 4

Violence Against Women Act (2013) Crimes

Domestic Violence
A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Dating Violence
Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Policy on Student Conduct

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

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

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

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

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

Introduction:

This Student Code of Conduct (hereinafter the "Student Code" or "Code") is intended to present a clear statement of student rights and responsibilities established by the Board of Regents for Higher Education. The BOR has charged the President of the Board of Regents for Higher Education with developing procedures to protect those rights and to address the abdication of responsibilities in collaboration with the four State Universities, the twelve Community Colleges and Charter Oak State College.

The Student Code describes the types of acts that are not acceptable in an academic community.

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

Part A: Definitions

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

1. ***"Accused Student"*** means any student accused of violating this Student Code.

2. ***"Advisor"*** means a person who accompanies an Accused Student or an alleged victim to a hearing (or a proceeding pertaining to a report of sexual violence) for the limited purpose of providing advice and guidance to the student. An advisor may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding pertaining to a report of sexual violence).

3. ***"Appellate Body"*** means any person or persons authorized by the University Vice President for Student Affairs, Community College Dean of Students, Charter Oak State College Provost or their designee to consider an appeal from a determination by a Hearing Body that a student has violated the Student Code.

4. ***"Calendar Days"*** means the weekdays (Mondays through Fridays) when the University or College is open.

5. ***"College"*** means either collectively or singularly any of the following institutions: Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.

6. ***"Complainant(s)"*** means the person(s) who initiates a complaint by alleging that a Student(s) violated the Code.

7. ***"CSCU"*** means either collectively or singularly, any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.

8. ***"CSCU Affiliates"*** means individuals and/or entities with whom or with which the College or University has a contractual relationship.

9. ***"CSCU Official"*** means any person employed by the College or University to perform assigned administrative, instructional, or professional responsibilities.

10. ***"CSCU Premises"*** means all land, buildings, facilities, and other property in the possession of, or owned, used, and/or controlled by, the University or College, either solely or in conjunction with another entity.

11. ***"Disciplinary Officer"*** or ***"Conduct Administrator"*** means a University, College or CSCU official who is authorized to determine the appropriate resolution of an alleged violation of the Code, and/or to impose sanctions or affect other remedies as appropriate. Subject to the provisions of this Code, a disciplinary officer or conduct administrator is vested with the authority to, among other duties: investigate a complaint of an alleged violation of the Code decline to pursue a complaint, refer identified disputants to mediation or other appropriate avenues of resolution, establish charges against a student, enter into an administrative agreement developed with an Accused Student in accordance with Section II-B-3 of this Code, advise a Hearing Body, and present the case before the Hearing Body.

12. ***"Hearing Body"*** or ***"Hearing Panel"*** means any person or persons authorized by the University Vice President for Student Affairs, Community College Dean of Students or Charter Oak State College Provost to determine whether a student has violated the Code and to impose sanctions as warranted, including a hearing officer or hearing board.

13. ***"Institution"*** means the University or College within CSCU.

14. ***"Instructor"*** means any faculty member, teaching assistant or any other person authorized by the University to provide educational services, including, but not limited to, teaching, research, and academic advising.

15. ***"Member of the CSCU Community"*** means any person who is a student, an official or any other person who works for CSCU, either directly or indirectly (e.g., for a private enterprise doing business on a CSCU campus).

16. *"Policy"* means the written regulations, standards, and student conduct expectations adopted by the BOR and found in, but not limited to the Student Handbook, the Residence Life Handbook, the housing contract, the graduate and undergraduate catalogs, and other publicized University and College notices.

17. *"Prohibited Conduct"* means the conduct prohibited by this Code, as more particularly described in Part I-D of this Code.

18. *"Reporting Party"* means any person who alleges that a student has violated this Code.

19. *"Student"* means either (1) any person admitted, registered, enrolled or attending any CSCU course or CSCU conducted program, whether full-time or part- time, and whether pursuing undergraduate, graduate or professional studies, or continuing education; (2) any person who is not officially enrolled for a particular term but who has a continuing relationship with a CSCU; or (3) any person within two calendar years after the conclusion of their last registered Community College course unless the student has formally withdrawn, graduated or been expelled from the College.

20. *"Student Code"* or *"Code"* means this Student Code of Conduct.

21. *"Student Organization"* means an association or group of persons that have complied with the formal requirements for University or College recognition.

22. *"Support Person"* means a person, who accompanies an Accused Student, a Reporting Party or a victim to a hearing for the limited purpose of providing support and guidance. A support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process.

23. *"University"* means any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, and Western Connecticut State University, whichever the alleged violation of the Code occurred.

24. *"Shall"* and *"will"* are used in the imperative sense.

25. *"May"* is used in the permissive sense.

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

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

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

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

The Student Code shall apply to Students and to University Student Organizations. The term "student" shall generally apply to the student as an individual and to a Student Organization as a single entity. The officers or leaders of a particular Student Organization usually will be expected to represent the organization during the disciplinary process. Nothing in this Student Code shall preclude holding certain members of a Student Organization accountable for their individual acts committed in the context of or in association with the organization's alleged violation of this Code.

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

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

Part C: Scope of Authority

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

in such conduct, or who agree with another person, explicitly or otherwise, to engage in such conduct, may also be subject to disciplinary action.

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

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

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

Part D: Prohibited Conduct

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

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

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

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

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

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

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

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

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

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

   (a) **Sexual harassment**, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:

   - sexual flirtation, touching, advances or propositions
   - verbal abuse of a sexual nature

- pressure to engage in sexual activity
- graphic or suggestive comments about an individual's dress or appearance
- use of sexually degrading words to describe an individual
- display of sexually suggestive objects, pictures or photographs
- sexual jokes
- stereotypic comments based upon gender
- threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.

(b) **Sexual assault** shall include but is not limited to a sexual act directed against another person when that person is not capable of giving consent, which shall mean the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another.

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

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

(c) **Sexual exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
- Engaging in non-consensual voyeurism;
- Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;
- Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
- Possessing, distributing, viewing or forcing others to view illegal pornography.

6. Intimate partner violence is defined as:

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

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

8. Hazing, which is defined as an act which endangers the mental or physical health or safety of a Student, or which destroys, damages, or removes public or private property for the purpose of initiation or admission into, affiliation with or as a condition

for continued membership in a group or organization. The express or implied consent of the victim will not be a defense to an allegation of hazing. Consenting to the activity by remaining silent or not objecting in the presence of hazing is not a neutral act and is also a violation of this Student Code.

9. Stalking, which is defined as repeatedly contacting another person when:

a. The contacting person knows or should know that the contact is unwanted by the other person; and

b. The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life.

As used in this definition, the term "contacting" includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on- line community or any other internet communication) or remaining in the physical presence of the other person.

10. Harassment, which is defined as conduct which is abusive or which interferes with a person's pursuit of his or her customary or usual affairs, including, but not limited to, such conduct when directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation or expression, age, physical attribute, or physical or mental disability or disorder, including learning disabilities and mental retardation.

11. Conduct that is disorderly, lewd or indecent (including, but not limited to, public nudity and sexual activity in areas generally open to members of the campus community), breach of peace or aiding, abetting or procuring another person to breach the peace on CSCU premises or at functions sponsored by, or affiliated with the University or College.

12. Behavior or activity which endangers the health, safety, or well-being of oneself or others.

13. Offensive or disorderly conduct which causes interference, annoyance or alarm or recklessly creates a risk thereof at CSCU or CSCU premises, CSCU web or social media sites, at a CSCU-sponsored activity or in college or university courses, including cyber bullying. This offense does not apply to speech or other forms of constitutionally protected expression.

14. Unauthorized possession, duplication or use of keys (including, but not limited to, card access, card keys, fobs, etc.) to any CSCU premises or forcible and/or unauthorized entry on or into CSCU premises.

15. Starting fires, causing explosions, falsely reporting the presence of fire, bombs, incendiary or explosive devices, or falsely reporting an emergency.

16. Unauthorized or improper possession, use, removal, tampering or disabling of fire and/or safety equipment and warning devices, failure to follow standard fire and/or emergency safety procedures, or interference with firefighting or emergency response equipment or personnel.

17. Use, possession, purchase, sale or distribution of alcoholic beverages, except as expressly permitted by law and CSCU regulations. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.

18. Use, possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/or drugs, including, but not limited to, marijuana and heroin, or drug paraphernalia, except as expressly permitted by law.

19. Use, possession or distribution of firearms, ammunition for firearms, other weapons or dangerous instruments, facsimiles of weapons or firearms, fireworks, explosives or dangerous chemicals. A dangerous instrument is any instrument, article or substance that, under the circumstances in which it is being utilized, is capable of causing death or serious physical injury. The possession of a deadly weapon or dangerous instrument on campus is strictly prohibited, even if such item is legally owned.

20. Gambling, including, but not limited to, promoting, wagering, receiving monies for wagering or gambling for money or property on CSCU premises.

21. Disruption or obstruction of any College or University function, activity or event, whether it occurs on or off the campus, or of any non-University or College function, activity or event which is authorized by the institution to occur on its premises.

22. Intentional obstruction of the free flow of pedestrian or vehicular traffic on CSCU premises or at University or College-sponsored or supervised functions or interference with entry into or exit from CSCU premises or with the free movement of any person.

23. Failure to comply with the directions of CSCU officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.

24. Conduct that violates published BOR/CSCU policies, rules, and regulations, including, but not limited to, residence hall rules and regulations.

25. Conduct prohibited by any federal, state, and/or local law, regulation or ordinance.

26. Unauthorized use of CSCU property or the property of members of the CSCU Community or of CSCU Affiliates.

27. Theft, unauthorized use, or abuse of University or College computers and/or peripheral systems and networks, including, but not limited to:

a. Unauthorized access to CSCU computer programs or files;

b. Unauthorized alteration, transfer or duplication of CSCU computer programs or files;

c. Unauthorized use of another individual's identification and/or password;

d. Deliberate disruption of the operation of CSCU computer systems and networks;

e. Use of the Institution's computing facilities and resources in violation of copyright laws (including unauthorized peer-to-peer file sharing of copyrighted material, including, but not limited to, copyrighted music, movies, and software);

f. Use of computing facilities and resources to send obscene messages (which are defined as messages which appeal mainly to a prurient, shameful or morbid interest in nudity, sex, excretion, sadism or masochism, go well beyond customary limits of candor in describing or representing such matters, and are utterly without redeeming social value); and

g. Violation of the BOR Policy Statement on Acceptable and responsible use of Information Technology resources and/or any applicable BOR computer use policy.

28. Abuse of the CSCU conduct and disciplinary system, including but not limited to:

a. Failure to obey the notice from a Hearing Body or CSCU Official to appear for a meeting or hearing as part of the Student Conduct system;

b. Falsification, distortion, or intentional misrepresentation of information to a Disciplinary Officer or Conduct Administrator, or before a Hearing Body;

c. Initiation of a conduct or disciplinary proceeding knowingly without cause;

d. Disruption or interference with the orderly conduct of a disciplinary proceeding;

e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary system;

f. Attempting to influence the impartiality of a Disciplinary Officer, Conduct Administrator or member of a Hearing Body prior to, and/or during the course of, the disciplinary proceeding;

g. Harassment (verbal or physical) and/or intimidation of a Disciplinary Officer, Conduct Administrator, or member of a Hearing Body prior to, and/or during the course of the disciplinary proceeding;

h. Failure to comply with the sanction(s) imposed under the Student Code; and

i. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

Part E: Hearing Procedures For Sexual Misconduct, Sexual Intimate Partner, Domestic Violence & Stalking Reports

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

1. At any meeting or proceeding, both the reported victim and accused student may be accompanied by an advisor or support person of the student's choice provided the advisor or support person does not cause a scheduled meeting or hearing to be delayed or postponed and provided an advisor or support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding or pertaining to a report of sexual misconduct);

2. The reported victim of sexual misconduct is entitled to request that disciplinary proceedings begin promptly;

3. Any hearing regarding an accusation of sexual misconduct shall (i) be fair, prompt and impartial; (ii) be conducted by a

Hearing Body annually trained in issues relating to sexual misconduct (iii) use the preponderance of evidence (more likely than not) standard; (iv) shall allow both the accused student and reported victim the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding; (v) shall provide both the accused student and the reported victim with equal access to any information that will be used during meetings and hearings; and (vi) invoke the standard of "affirmative consent"[1] in determining whether consent to engage in sexual activity was given by all persons who engaged in sexual activity.

4. In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential;

5. Any reported victim shall be provided written notice of the decision of the Hearing Body at the same time as the accused student, normally within one (1) business day after the conclusion of the Hearing. In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any reported victim of sexual misconduct shall contain only the following: the name of the accused student, the violation committed, if any, and any sanction imposed against the accused student.

6. The reported victim shall have the same right to request a review of the decision of the Hearing Body (appeal rights) in the same manner and on the same basis as shall the accused student; however, if a request for review by a reported victim is determined to be properly made and if the review determines there is sufficient grounds for altering the decision of the Hearing Body, among the other actions that may be taken as set forth above, the sanction of the hearing may also be increased. Notwithstanding the foregoing, in any hearing pertaining to sexual misconduct both the reported victim and the accused student are entitled to be simultaneously provided notice of any change in the results of the hearing prior to the time when the results become final as well as to be notified when such results become final.

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

Part F: Conduct and Disciplinary Records

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

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

Part G: Interpretation and Revision

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

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

III. Conduct and Disciplinary Procedures Applicable to Community College Students

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

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

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

1. Information that a student may have violated the Code should be submitted to the Dean of Students, Dean of Academic Affairs or other designee of the President (hereinafter referred to as "the Dean"), normally within thirty (30) calendar days of the date of a possible violation or within thirty (30) calendar days of the date that the facts constituting a possible violation were known.

2. Upon receipt of information relating to a possible violation, the Dean may immediately place restrictions on or suspend a student on an interim basis if, in the judgment of the Dean, the continued presence of the student at the College or continued participation in the full range of college activities poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process.

a. "Interim restrictions" are limitations on the Student's participation in certain College functions and activities, access to certain locations on campus or access to certain persons, that do not prevent the Student from continuing to pursue his/her academic program. A Student upon whom the Dean has placed interim restrictions shall be afforded written reasons for the restrictions, as well as the time period during which the interim restrictions shall apply. The decision of the Dean regarding interim restrictions shall be final.

b. "Interim suspension" is the temporary separation of the Student from the College that involves the denial of all privileges, including entrance to College premises. Prior to imposing an interim suspension, the Dean shall make a good faith effort to meet with the Student. At this meeting, the Dean shall inform the Student of the information received and provide the Student an opportunity to present other information for the Dean's consideration. Based upon the information available at that time, the Dean shall determine whether the Student's continued presence on campus poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A Student suspended on an interim basis by the Dean shall be provided written reasons for the suspension and shall be entitled to an administrative conference or a hearing as soon as possible, normally within ten (10) calendar days from the date the interim suspension was imposed. The decision of the Dean regarding an interim suspension shall be final.

3. Following the imposition of interim restrictions or interim suspension, if any, the Dean shall promptly investigate the information received by meeting with individuals who may have knowledge of the matter, including the accused Student, and by reviewing all relevant documents. If upon the conclusion of the Dean's investigation, the Dean determines that there is insufficient reason to believe the Student has committed a violation of any part of Section I.D. of this Policy, the Dean shall dismiss the matter and shall so inform the Student in writing.

4. If upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Section I. D. of this Code and, after considering both the possible violation and the prior conduct record of the Student, that a sanction of less than suspension or expulsion is appropriate, the Dean shall schedule an administrative conference with the Student. The Student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the Student shall have the opportunity to present information for the Dean's consideration. At the conclusion of the administrative conference, the Dean shall determine whether it is more likely than not that the Student has violated the Policy and, if so, impose a sanction less than suspension or expulsion. The Dean shall provide the Student with a written explanation for the determination. The decision of the Dean shall be final.

5. If upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Section I.D. of this Code and, after considering both the violation and the prior conduct record of the Student, that a sanction of suspension or expulsion is appropriate, the Dean shall provide the Student with reasonable written notice of a meeting and shall inform the Student that his/her failure to attend the meeting or to respond to the notice may result in the imposition of the maximum permissible sanction. At the meeting, the Dean shall provide the Student with a written statement that shall include the following:

a. a concise statement of the alleged facts;

b. the provision(s) of Section I.D. that appear to have been violated;

c. the maximum permissible sanction; and

d. a statement that the student may resolve the matter by mutual agreement with the Dean, or may request a hearing by notifying the Dean in writing, which must be received by 5:00pm on the following business day.

6. If the Student requests a hearing, he/she is entitled to the following:

a. to be heard within five (5) days or as soon as reasonably possible, by an impartial party or panel whose members shall be appointed by the Dean;

b. if the Dean appoints an impartial panel, to have a Student on the panel if requested by the Student;

c. to appear in person and to have an advisor who not shall attend as a representative of the Student. However, if there is pending at the time of the hearing a criminal matter pertaining to the same incident that is the subject of the hearing, a lawyer may be present for the sole purpose of observing the proceedings and advising the Student concerning the effect of the proceedings on the pending criminal matter;

d. to hear and to question the information presented;

e. to present information, to present witnesses, and to make a statement on his or her behalf; and

f. to receive a written decision following the hearing.

7. As used herein, the term "impartial" shall mean that the individual was not a party to the incident under consideration and has no personal interest in the outcome of the proceedings. Prior to the commencement of the hearing, the Student who is subject to the hearing may challenge the appointment of an impartial party or panel member on the ground that the person(s) is (are) not impartial. The challenge shall be made in writing to the Dean and shall contain the reasons for the assertion that the person(s) is (are) not impartial. The decision of the Dean shall be final.

8. The written decision of the impartial party or panel shall specify whether, based on the information presented, it is more likely than not that the Student committed the violation(s) reported and shall state the sanction to be imposed, if any. The written decision shall be provided to the Student.

9. Sanctions imposed by an impartial party or panel are effective immediately. The President may, for good cause, suspend imposition of the sanctions imposed by the impartial party or panel to allow the Student time to prepare a written request for review. If a written request is received, the President may continue to suspend imposition of the sanctions until he has reviewed and acted on the Student's request.

10. A written request for review of the decision of the impartial party or panel must be received by the President within three (3) calendar days after the Student is notified of the decision and must clearly identify the grounds for review. The review by the President is limited to the record of the hearing, the written request, and any supporting documentation submitted with the request by the Student. The decision of the impartial party or the panel shall be upheld unless the President finds that:

a. a violation of the procedures set forth herein significantly prejudiced the Student; and/or

b. the information presented to the impartial party or panel was not substantial enough to justify the decision; and/or;

c. the sanction(s) imposed was (were) disproportionate to the seriousness of the violation.

11. Decisions under this procedure shall be made only by the college officials indicated.

Part B: Disciplinary Sanctions

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

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

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

2. "Suspension" is a temporary separation from the College that involves denial of all Student privileges, including entrance to college premises for the duration of the suspension, and may include conditions for reinstatement;

3. "Removal of College Privileges" involves restrictions on Student access to certain locations, functions and/or activities but does not preclude the Student from continuing to pursue his/her academic program;

4. "Probation" is a status that indicates either (a) serious misconduct not warranting expulsion, suspension, or removal of College privileges, or (b) repetition of misconduct after a warning has been imposed;

5. A "Warning" is a written notice to the Student indicating that he or she has engaged in conduct that is in violation of Section I.D. of this Code and that any repetition of such conduct or other conduct that violates this Code is likely to result in more serious sanctions;

6. "Community Restitution" requires a Student to perform a number of hours of service on the campus or in the community at large.

Student Rights and Responsibilities (Board Policy 5.2.2)

Section 1: Rights of Students

It is the policy of the Board of Trustees of Community-Technical colleges that the educational offerings of the Community Colleges be available to students without regard to the individual's race, color, religious creed, sex, gender identity or expression, age, national origin, ancestry, present or past history of mental disability, genetic information, marital status, mental retardation, sexual orientation, learning disability, or physical disability, including, but not limited to, blindness, or prior conviction of a crime (unless the provisions of sections 46a-60(b), 46a-80(b), or 46a-81(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups). With respect to the foregoing, discrimination on the basis of sex shall include sexual harassment as defined in Section 46a-60(8) of the Connecticut General Statutes. Further, the system will not discriminate against any person on the grounds of political beliefs or veteran status.

Students are entitled to an atmosphere conducive to learning and to impartial treatment in all aspects of the teacher-student relationship. The student should not be forced by the authority inherent in the instructional role to make particular personal choices as to political action or his or her own part in society. Evaluation of students and the award of credit must be based on academic performance professionally judged and not on matters irrelevant to that performance, whether personality, race, religion, degree of political activism, or personal beliefs. Students are free to take reasoned exception to the data or views offered in any course of study, but they are responsible for learning the content of the course of study as defined by official college publications.

Community College students are both citizens and members of the academic community. As citizens they enjoy the same freedom of speech, peaceful assembly, and right of petition that other citizens enjoy, and as members of the academic community they are subject to the obligations which accrue to them by virtue of this membership.

Section 2: Student Grievance Procedure

1. *Definition:* A grievance is an allegation by a student that, as to him or her, an agent of the college has violated board or college policies relating to students other than assignment of grades or other academic evaluation (see Section 3: Review of Academic Standing).
2. *How to file a grievance:* A grievance is to be submitted in writing to the dean of student affairs or such other college official as the president may designate (hereinafter, the dean of student affairs), within thirty days of the date the grievant knew or reasonably should have known of the alleged violation. The written grievance shall specify the right claimed to have been violated and state briefly the underlying facts.
3. *Procedure for grievance resolution:* The dean of student affairs shall investigate the grievance and, within thirty days from the time the grievance was submitted recommend to the president a disposition of the grievance, except as provided hereinafter:
    a. In the course of each investigation, the dean of students shall consult with the dean responsible for the area of college operations in which the grievance arose.
    b. In the case of a grievance alleging discrimination based on race, color, religious creed, sex, gender identity or expression, age, national origin, ancestry, present or past history of mental disorder, marital status, mental retardation or physical disability, prior conviction of a crime, political beliefs, veteran status, or sexual preference, the dean of student affairs shall consult with the college's affirmative action person during the course of the investigation.
    c. In the case of a grievance against a dean, the grievance shall be filed with the president.

    The president may accept or reject the recommendation, or direct such further investigation as he or she deems appropriate. The president shall notify the student of the final disposition of the grievance within fifteen days of receiving the recommendation, except for good cause or as provided in 4, below.
4. *Advisory Committee:* The president may establish an advisory committee of students and staff which may be charged with the responsibility of making recommendations at either the level of the deans or the president. The president may appoint and remove members of the committee. If an advisory committee is appointed, the president shall establish a reasonable time frame within which the committee must make recommendations.

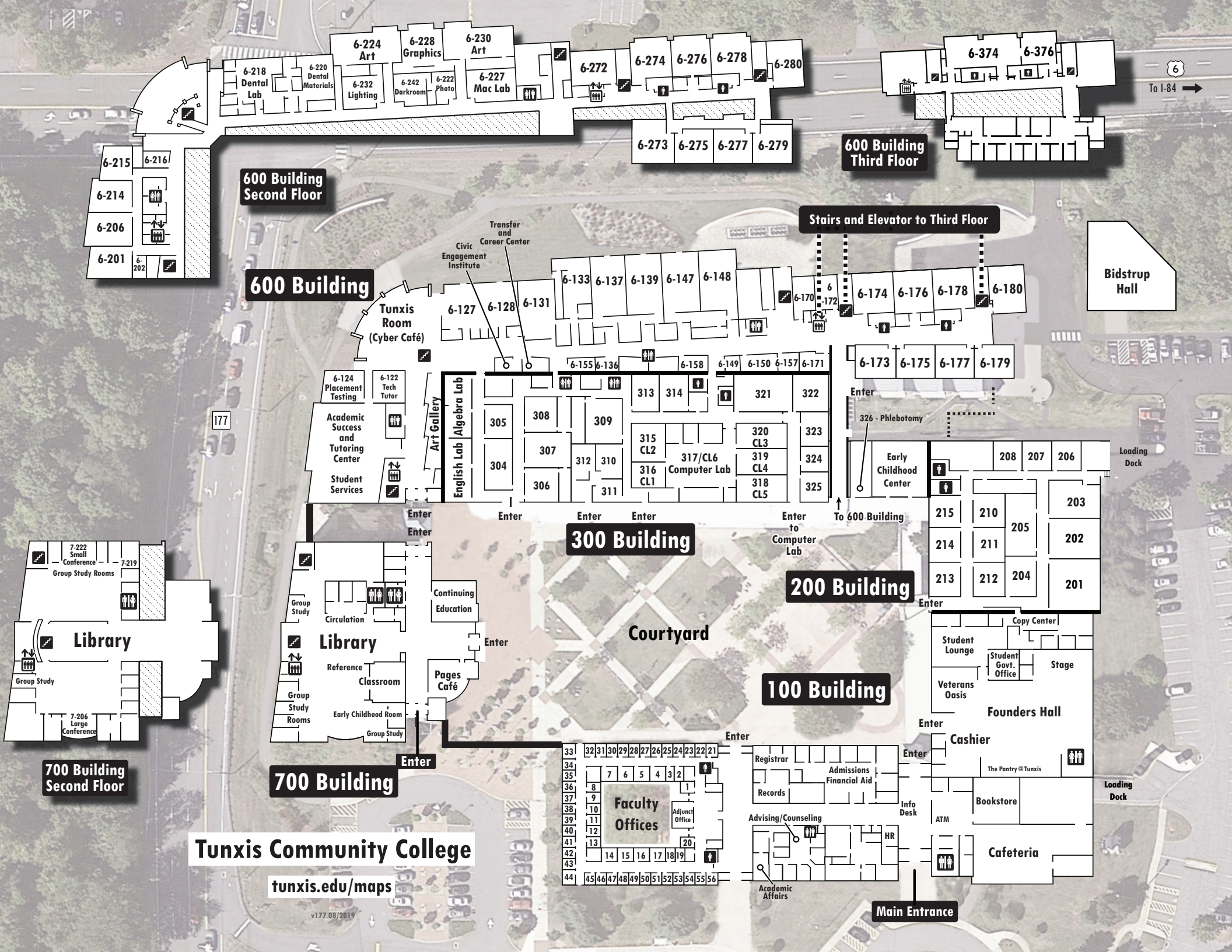
Section 3: Review of Academic Standing

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

1. ***The grade or academic decision*** must be discussed with the instructor or official responsible for the decision within fifteen calendar days of the grade being assigned.
2. ***If the matter is not satisfactorily addressed*** or the instructor is not available, the student may refer the matter to the Dean of Academic Affairs by filing this form with a written appeal. The appeal must be filed with the Dean within thirty calendar days of the grade bing posted.

   Please attach a statement of appeal and relevant information in support of it. *It is the student's responsibility to show that the decision in question is arbitry, i.e., without a reasonable basis, or was made for improper reasons.*

   Upon receipt of such appeal, the Dean of Academic Affairs shall meet with the instructor, if he or she is available, to determine that Step 1 has taken place or is not possible and to receive relevant information from the instructor responsible for the decision. The dean may then refer the matter to the academic supervisor for informal consideration prior to Step 3 below.
3. ***The Dean of Academic Affairs shall afford a review*** of this written appeal; review by the Dean shall be on the basis of the written record unless he or she decides that fairness requires broader review. The Dean of Academic Affairs may request that the appeal be reviewed by the college's Academic Appeal Committee.
4. ***The Dean of Academic Affairs will transmit a written response*** within thirty days of receipt of the written appeal to all appropriate parties.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6-220 Dental Materials
6-224 Art
6-232 Lighting
6-228 Graphics
6-242 Darkroom
6-222 Photo
6-230 Art
6-227 Mac Lab
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600 Building Third Floor
6-374
6-376
To I-84
600 Building
Stairs and Elevator to Third Floor
Bidstrup Hall
Transfer and Career Center
Civic Engagement Institute
Tunxis Room (Cyber Café)
6-127
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6-179
6-124 Placement Testing
6-122 Tech Tutor
Academic Success and Tutoring Center
Student Services
Art Gallery
Algebra Lab
English Lab
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317/CL6 Computer Lab
320 CL3
319 CL4
318 CL5
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Enter
326 - Phlebotomy
Early Childhood Center
To 600 Building
300 Building
Enter to Computer Lab
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Loading Dock
Courtyard
100 Building
Copy Center
Student Lounge
Student Govt. Office
Stage
Veterans Oasis
Founders Hall
Cashier
The Pantry @Tunxis
Bookstore
Cafeteria
ATM
Info Desk
Registrar
Records
Admissions Financial Aid
Advising/Counseling
HR
Academic Affairs
Main Entrance
Faculty Offices
Adjunct Office
Library
7-222 Small Conference
Group Study Rooms
7-219
Group Study
7-206 Large Conference
700 Building Second Floor
Group Study
Circulation
Continuing Education
Reference
Classroom
Pages Café
Group Study Rooms
Early Childhood Room
700 Building
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