

**2022 REPORT PURSUANT TO  
CONNECTICUT GENERAL STATUTE SECTION 10A-55M  
REPORTING PERIOD: JANUARY 1, 2021 TO DECEMBER 31, 2021**

The logo for Western Connecticut State University is a large, stylized red outline of the state of Connecticut. It features a thick red line forming the left and bottom edges, and a red line forming the top edge that curves inward at the right side. The text "WESTERN CONNECTICUT STATE UNIVERSITY" is centered within this outline in a bold, black, sans-serif font.

**WESTERN  
CONNECTICUT  
STATE  
UNIVERSITY**

Publishing Year: 2022  
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# TABLE OF CONTENTS

INTRODUCTION.....	3
UNIVERSITY HISTORY.....	4
UNIVERSITY MISSION AND VALUES.....	6
SEXUAL VIOLENCE PREVENTION, AWARENESS AND RISK REDUCTION PROGRAMS.....	7
CAMPUS RESPONSE AND RESOURCE TEAM (“CaRRT”).....	7
SEXUAL VIOLENCE PREVENTION AND AWARENESS CAMPAIGN(S).....	9
TOTAL REPORTED INCIDENCES OF SEXUAL VIOLENCE.....	13
APPENDIX A: PUBLIC ACT 14-11 – REPORTABLE STATISTICS AND DATA	
APPENDIX B: CSCU STATUTORY REFERENCES AND DEFINITIONS	
APPENDIX C: ADOPTED UNIVERSITY POLICIES	
SEXUAL MISCONDUCT REPORTING, SUPPORTIVE SERVICES AND PROCESSES	
POLICY ON CONSENSUAL RELATIONSHIPS	
POLICY ON VIOLENCE IN THE WORKPLACE	
POLICY REGARDING REPORTING SUSPECTED ABUSE OR NEGLECT OF A CHILD	
APPENDIX D: UNIVERSITY STUDENT CODE OF CONDUCT REGULATIONS	
APPENDIX E: 2021-22 UNIVERSITY TITLE IX PROGRAMMING/TRAINING TOTALS	
APPENDIX F: UNIVERSITY EDUCATION BROCHURES AND PAMPHLETS	

# NARRATIVE

## *I. Introduction*

Western Connecticut State University (also known as *Western*, *WestConn* or newly recognized abbreviation to "*WCSU*" or "*University*") is a public, four-year university located in Danbury, Connecticut. WCSU consists of four (4) schools and one division: the Ansell School of Business (which includes the Justice & Law Administration program), the Macricostas School of Arts and Sciences, the School of Visual and Performing Arts, the School of Professional Studies and the Division of Graduate Studies. Founded in 1903, WCSU is part of the Connecticut State Colleges & Universities system, and as of Fall 2022, total university enrollment has reached at about 4,802 full-time and part-time students in the undergraduate and graduate programs. The University has a workforce of 1,004 full and part-time employees. The University facilities includes six (6) residence halls (hyperlink to: <http://www.wcsu.edu/housing/residencehalls.asp>), various classroom and administrative buildings throughout the two campuses, two (2) athletic facilities, three (3) parking garages, and several athletic fields/courts on the West Side Campus.

The Midtown Campus is the original campus, located on White Street near Downtown Danbury and the Main Street Historic District. The Midtown Campus is in the heart of Danbury, close to the City Center shops and restaurants. It is, in essence, the main campus, with the Haas Library, Warner Hall, White Hall, Higgins Hall and Berkshire Hall located around the University Quadrangle. The Midtown Campus also houses the Science Building, Midtown Student Center, WCSU Police Headquarters, the West Connect Card Office, Higgins Hall, Irfan Kathwari Honors House, University Hall and the Old Main Building. New students under the age of 19 should expect to live in the dormitories found on the Midtown campus. It is home to the Macricostas School of Arts and Sciences, School of Professional Studies, and most of the University's administrative offices and officials. Dormitories (better known as residence halls) on this campus include Fairfield Hall, Litchfield Hall, and Newbury Hall.

Within these are "traditional" style residence halls, the rooms are shared between two or three students, and each floor (or section) shares common bathrooms and lounges. Each residence hall also has recreation areas and equipment such as ping-pong and billiards tables, as well as lounges for watching television or studying. Due to its central location, residence halls on the Midtown campus are close to almost everything students need on a daily basis. Most of the classrooms, adequate parking, the cafeteria(s) and snack bar(s), student life offices and organizations, administrative offices such as the Registrar Office, West Connect Card Office and the Office of Financial Aid and Student Employment are all easily accessible to residents of the Midtown campus. Shuttle service and student parking are available between the Midtown and West Side campuses on a regular basis.

The West Side Campus is located on land purchased in 1969 on the outskirts of Danbury. The Westside Campus is located approximately four miles from the Midtown Campus on Danbury's western end. It is the home of the School of Visual and Performing Arts ("SVPA") Building, the Westside Classroom building, the Ives Center for the Performing Arts, a nature trail, the Westside Athletic Complex ("WAC") and athletic fields, and the O'Neill Center, a multi-purpose athletic and performance center, complete with a pool, workout rooms and an all-purpose gymnasium. The Westside campus is also home to the Westside Campus Center. This three-story, 49,000-

square-foot building which provides a full-service cafeteria and dining area, game room, fitness center, multi-purpose meeting and conference room(s), student activity space, lounge areas, and related campus and student-life facilities. This 439-acre lot is home to the Westside Nature Preserve and the amphitheater. Dormitories on this campus include A. Searie Pinney Hall, Centennial Hall and Ella Grasso Hall. In 2015, gender neutral housing was availed to students upon request. The West Side campus also houses many of the athletic facilities, including the O'Neill Center.

## II. *History*

The University is also home to the Jane Goodall Center for Excellence in Environmental Studies, which is the result of a partnership between the University and the Jane Goodall Institute (a private non-profit organization that promotes research, education and wildlife conservation). The University's Westside campus also houses the Ives Concert Park, one of the premier performance venues in the area. Western started as a teachers' college, training the primary and secondary school educators for Connecticut's Fairfield County and surrounding areas. The school's name has changed over the years as it has focused on additional areas of study. First named the *Danbury Normal School*, in the 1950's, then the name transition and was called the *Danbury State Teachers College*. In 1959, the college was renamed *Danbury State College*. In 1967, the name was changed to *Western Connecticut State College*, and finally, in 1983, the establishment was renamed to *Western Connecticut State University*.<sup>1</sup>

In 2005, former President Bill Clinton visited the University to personally thank students for their fund-raising efforts in the wake of the 2004 Tsunami effort in Southeast Asia. University students raised about \$300,000.00 to fund a 1,500-student school in Sri Lanka; in an address given at WCSU's William O'Neill Athletic and Convocation Center, President Clinton thanked students for their efforts and the importance of continuing to provide relief to disaster-stricken areas.

On January 23, 2007, the new West Side Campus Center was officially opened. The facility serves as a student center, meeting, and banquet facility for the West Side Campus. The campus also houses athletic facilities, including the William O'Neill Athletic and Convocation Center (completed in 1995), and the Westside Athletic Complex (completed in 2003), as well as an observatory with a 20-inch Ritchy-Chretien telescope and a 20-foot planetarium dome. In August 2014, the Westside campus opened the new Visual and Performing Arts Center, a comprehensive Arts building with wings for Gallery space, Theatre Arts, Music and Visual Arts. A major improvement program was started in the mid-1990s to beautify the campus. Several parking lots became green space, and improvements were made to the landscaping. While a significant improvement, the full extent of this beautification is not immediately apparent and will take several years to reach full maturity.

The Midtown campus Science Building was the first state-funded building project to seek LEED Silver Certification from the United States Green Building Council. The Visual and Performing Arts Center as well as Centennial Hall also obtained LEED certification. In 2014, the University installed eight EV (electric vehicle) charging stations, four on each campus. These charging

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<sup>1</sup> Brown, R. C. (2015). Connecticut Colleges that have Closed, Merged, Changed Names. College History Garden. Retrieved from: <https://collegehistorygarden.blogspot.com/2014/12/connecticut-colleges-that-have-closed.html>

stations are available to both students and the public, free of charge. The university is a participant in EV Connecticut Electric Vehicle Charging Solutions program. The "WestConn at Waterbury" program is located on the campus of Naugatuck Valley Community College in Waterbury, Connecticut. The program offers completion courses for a Bachelor of Business Administration (B.B.A.) in Management or a Bachelor of Science in Nursing (B.S.N.), as well as a Masters in Health Administration (M.H.A.).

In 2011, governance of the University was transferred to the Connecticut State Colleges and University system ("CSCU"). In 2012, the 14<sup>th</sup> Dalai Lama, Tenzin Gyatso visited the university for two public talks. WCSU became home to the Center for Compassion, Creativity and Innovation, and is now officially one of two universities in the country to be recognized as a "University of Compassion" by the Compassion Action Network. The Sikyong, Prime Minister of Tibet, Lobsang Sangay, also lectured at the University's midtown campus.

In 2019, the University begun a campaign in honor of Marian Anderson whose major accomplishments earned recognition around the nation. Marian Anderson was one of the most celebrated singers of the twentieth century. As an African-American woman, born in 1897, her life and career were frequently met with racism and adversity. Despite this, her talent was recognized by audiences all over the world and she is widely recognized as a Civil Rights icon. Her quiet elegance paved the way for countless women and African-American artists who came after her. The Anderson School of Visual and Performing Arts will be rooted in Ms. Anderson's sense of integrity and regard for all people. Students from all backgrounds will be considered for admission—including those talented students who did not have access to traditional arts training.

Naming our award winning, state of the art, School of Visual and Performing Arts in honor of Marian Anderson will raise the level of recognition for our programs and provide an appropriate tribute to one of our most revered "hometown" heroes. It is fitting that the Anderson School will be located in Danbury CT—the city that Marian Anderson called home for more than 50 years. Strengthening student support, building partnerships with artists and community members, investing in our faculty and programs, and renaming our school will raise national awareness for our programs and provide a lasting and worthy tribute to Ms. Anderson's life. All funds raised during this multi-year campaign will be used to elevate, innovate and champion our students, faculty, and programs at the Marian Anderson School. For more information on this campaign, please visit: <https://www.wcsu.edu/mariananderson/>

On August 14, 2020, the United States Department of Education finalized revisions to Title IX of the Education Amendments of 1972, which governs discrimination on the basis of sex in higher education. In practice, Title IX has led to parity in men's and women's athletics and provides the standards for institutions receiving complaints of sexual harassment, sexual assault, domestic and dating violence and stalking reported by students. Like many colleges and universities across the country, Western Connecticut State University has worked hard to prepare for these changes before the start of the Fall 2020 semester with the following:

1. Incorporated updated CSCU policies and noted changed to the WCSU Title IX procedures for more stringent models to report and investigate Title IX complaints;
2. Narrower definition(s) on what behavior constitutes sexual harassment;

3. Narrower scope of conduct that is actionable under Title IX;
4. Changes/updates on the informal resolution procedures for Title IX complaints;
5. Changes/updates on confidentiality standards during an investigation;
6. Prescribed grievance procedures that include a live hearing and cross examination;
7. The addition of an advisor to parties for the live hearing;
8. Mandated appeal processes at the conclusion of an investigation;
9. Mandated training for Title IX personnel, including the Title IX Coordinator, investigators, decision-makers, and informal resolution professionals; and
10. Emphasis on ensuring that procedures do not constitute any role of impartiality and prohibition of bias, conflicts of interests and prejudgment.

For more information on the above-described Title IX updates at Western Connecticut State University, please visit: <https://www.wcsu.edu/diversity/what-is-title-ix-and-cart/>

### *III. Mission and Values*

Western Connecticut State University changes lives by providing all students with a high-quality education that fosters their growth as individuals, scholars, professionals, and leaders in a global society.

To achieve this, we:

1. Offer undergraduate and graduate programs that weave together liberal arts and professional education and instill a desire for life-long learning.
2. Sustain a vibrant, inclusive campus that connects individuals through co-curricular programs, cultural events, and service to the community.
3. Attract student-centered faculty who are passionate teachers and accomplished scholars.
4. Establish partnerships that create opportunities for internships, research, and experiential learning.

University values are:

- ✓ **Excellence.** We value outstanding achievement realized through persistence, effort, honest feedback, and self-reflection.
- ✓ **Curiosity.** We value the questions that drive learning, innovation, and creativity, which serve as the beginning and the desired outcome of education.
- ✓ **Dialogue.** We value the conversations that explore diverse perspectives and encourage shared understanding.
- ✓ **Engagement.** We value the interactions with ideas, peers, and community that are essential to a vibrant university environment.
- ✓ **Opportunity.** We value the possibilities created by affordable, accessible educational environments in which students can grow into independent thinkers and confident leaders.
- ✓ **Respect.** We value the right of all people to be treated with dignity and fairness and expect this in our policies, classrooms, and community.

#### ***IV. Sexual Violence Prevention, Awareness and Risk Reduction Programs***

In accordance with Substitute House Bill No 5029, Public Act 14-11: *An Act Concerning Sexual Assault, Stalking and Intimate Partner Violence on Campus*, Western Connecticut State University (“WCSU” and/or “University”) is demonstrating good faith efforts and compliance from the submission of this annual 2021 report to the Connecticut General Assembly’s Higher Education Committee. This report provides information concerning the University’s mandates, programming and overall efforts on sexual assault/violence, stalking and intimate partner violence for the period of January 1, 2021 through December 31, 2021. This report has been prepared by Ms. Jesenia Minier, the University’s ADA and Title IX Coordinator and Chief Diversity Officer. This report includes the following:

- A copy of the following listed and adopted policies of the Connecticut State Colleges and University (“CSCU”):
  - Board of Regents/CSCU Statement on Title IX Policy
  - Policy on Sexual Misconduct Reporting, Supportive Services and Processes;
  - Policy on Consensual Relationships; and,
  - Policy regarding Reporting Suspected Abuse or Neglect Of A Child.
- A copy of University’s written notification of a victim’s rights and options under above mentioned policy/policies;
- The number of University programs targeted on the subject of sexual assault/violence, stalking and intimate partner violence prevention, awareness and risk reduction;
- The number of University prevention and awareness campaigns held on campus as it pertained to sexual assault/violence, stalking and intimate partner violence prevention and awareness;
- The number of University incidences of sexual assault/violence, stalking and intimate partner violence reported;
- The number of anonymous and confidential reports or disclosures recorded by the University related to sexual assault, stalking and intimate partner violence;
- The number of University disciplinary cases related to sexual assault, stalking, intimate partner violence; and
- The final outcome of all disciplinary cases at the institution related to sexual assault, stalking and intimate partner violence, including, but not limited to, the outcomes of any appeals of such final outcome, to the extent reporting on such outcomes does not conflict with federal law.

***Appendix A: Public Act 14-11: Reportable Statistics and Data*** provides specific data regarding reports and disclosures of sexual assault, stalking, and intimate partner violence.

## ***Campus Response and Resource Team (“CaRRT”)***



In response to new policies and legislation, the University has established a Campus Response and Resource Team (“CaRRT”) to provide preventive training and lectures on the response, policies and procedures related to sexual misconduct to the University community as well as provide resources to students, faculty, staff, and survivors of sexual assault, stalking, and intimate partner violence. CaRRT is charged with providing the university community with education, training/lectures on sexual violence prevention and by-stander intervention as well as responding to all forms of sexual misconduct/violence on our two (2) campuses.

The CaRRT membership\* includes cross-representation from both the University and the Danbury community, which are:

- WCSU Title IX Coordinator
- WCSU Deputy Title IX Coordinator
- One (1) representative (or an assigned designee) from the Athletics Department
- One (1) representative (or an assigned designee) from the Division of Student Affairs
- One (1) representative from the Office of Housing & Residential Life
- One (1) representative (or an assigned designee) from the Office of Judicial Affairs
- One (1) representative from the Office of Substance Abuse Prevention Program (CHOICES)
- One (1) representative (or an assigned designee) from the Student Government Association
- One (1) representative (or an assigned designee) from the WCSU It’s On Us Student Club
- One (1) representative (or an assigned designee) from the Office of Counseling Services
- One (1) representative (or an assigned designee) from the Office of Health Services
- Two (2) representative(s) from the State University Organization of Administrative Faculty (SUOAF)
- One (1) representative from the University Faculty Senate
- Three (3) representative(s) (or an assigned designee) from the University Police Department
- Two (2) representative(s) from the Center for Empowerment and Education (“CEE”) (*formerly known as the Women’s Center of Greater Danbury*) (External)
- One (1) representative from the Office of the State Attorney (External – Ex-Officio)
- One (1) representative from the Danbury Police Department (External – Ex-Officio)

\*Beginning Spring 2023 semester, the membership composition will include appointment of six (6) Title IX Advisors to have cross-representation of staff and faculty who will support and be trained to assist involved parties with university-related resources. Extensive Title IX training, resources and policy review will continue in the upcoming semester to ensure that the incorporated changes to the Title IX procedures are adhered to by CaRRT members when provide guidance and/or education about filing a Title IX complaint.

CaRRT now meets bi-monthly (two general meetings each academic semester) to review policies and procedures as well as to discuss and develop risk reduction and prevention strategies and/or



programming. Relevant data is also provided to CaRRT members regarding campus incidents, *whenever needed*. The goal of CaRRT is to inform and engage the university community, strengthen the delivery of services to victims, and ensure that perpetrators are held accountable for their actions (*in Appendix E: University Educational Brochures and Pamphlets*).

#### V. *Sexual Violence Prevention and Awareness Campaigns*

Many of WCSU's campaigns are on-going efforts. The University Police Department's Crime Prevention Unit continues to provide a variety of programs, pamphlets and flyers on topics such as:

- **Rape Aggression Defense System ("RAD")**

Rape Aggression Defense Systems is a program of realistic, self-defense tactics and techniques. The RAD System is a comprehensive course for women that begins with awareness/prevention, risk reduction and avoidance while progressing on to the basics of hands-on defensive training. RAD is NOT a martial arts program. The program is designed primarily for any interested individual and is suitable for all ages and abilities.

The courses are free and are taught by certified RAD Instructors that provide each participant with a workbook/reference manual. This manual outlines the entire physical defense program for reference and continuous growth. For more information about the RAD System, please [click here](#) or visit the University Police Department webpage at <http://www.wcsu.edu/police/RADsystems.asp>.

- **Community Oriented Police Services ("COPS")**

Community Policing is organized at the University Police Department and is a full service of personalized policing, where the same Building and Patrol Officer patrols and works in the same area on a permanent basis, working in a proactive partnership with the University students, faculty and staff to identify and solve problems. Community Policing relies on foot and bike patrol, and encourages the community to interact with the assigned officers. For more information about COPS, please [click here](#) or visit the University Police Department webpage at <http://www.wcsu.edu/police/preventionCOPS.asp>.

- **Safety Escort Services**

This service is available to all students, faculty, staff and guests of the university. A safety escort is as close as the nearest telephone. To obtain a safety escort, simply dial the University Police Department at (203) 837-9300 or activate any emergency or courtesy phone on campus. When the dispatcher answers, you are asked to let them know you wish to obtain an escort. The dispatcher will request your name, present location, and the location to which you wish to be escorted. The dispatcher will then dispatch an onsite police officer to meet you. Safety escorts are provided by uniformed police and buildings and grounds officers of the University Police Department. A student safety patrol unit may also provide this service, when available.

The University Police Department provides safety escorts twenty-four (24) hours a day, seven (7) days a week on (and around) our two campuses. Safety escorts may be provided

by a foot patrol officer, a bike patrol officer or an officer in a marked police or buildings and grounds vehicle. Student safety escorts will normally operate in pairs and officer will carry two-way radios that place them in direct contact with the University Police Department. The student safety patrols wear identifiable security jackets while on duty.

On and off campus safety tips are given to the University community to build a sense of awareness of your surrounding when traveling. For more information on the University and surrounding area safety tips, please [click here](#) or visit the University Police Department webpage at <http://www.wcsu.edu/police/safetytips.asp>

University Police Officers are also available to address the community and serve as knowledgeable lecturers. During this reporting period, ninety-six (96) safety escorts were provided on campus. A University Response Checklist has been posted and made available by [clicking here](#) (hyperlink to: <https://www.wcsu.edu/police/pdf/WCSU-Police-Check-List.pdf>) that are throughout the two campuses to provide individuals with safety tips and contact information *in Appendix E: University Educational Brochures and Pamphlets*.

The University has installed an emergency telephone system that places the caller in direct contact with a University Police Department dispatcher. These phones are highly visible in bright blue and white phone boxes and/or equipped with blue strobe lights. The phones are single button operation which when pushed will immediately notify the dispatcher of the caller's location. The caller can speak directly into the phone box for hands-free communication. While none of these telephone calls were to report sexual assault, stalking, or intimate partner violence, it does demonstrate our commitment to campus safety. Students, staff or guests can request police escort services, report suspicious activities, or request assistance with lock-outs. In addition to the emergency telephones, closed circuit cameras monitor the University parking garages and building entrances.

Access to University buildings is carefully controlled. All University buildings are constantly observed by an electronic monitoring system. Administrative office buildings are open to the public from 7:30AM to 5:30PM Monday through Friday. Classrooms are controlled by the faculty's keycard. Residence hall admission is by key card access only. Guests are permitted visitation by presenting valid, photo ID. All guests must be eighteen (18) years of age (or older), with exceptions being provided to WCSU students who are not eighteen (18) years of age. Residents must come to the front desk to sign in their guests and must escort them everywhere in the building. No more than two guests per resident are permitted.

University resources from both the Center for Empowerment and Education ("CEE") (*formerly known as the Women's Center for Greater Danbury*) and Cultivating Healthy Opportunities In College Environments ("CHOICES") also provide a variety of campaigns and/or programs, pamphlets and flyers on topics such as:

**A list of WCSU resources, campaigns and/or programs on campus**

Academic Year/ Event Period	Event/Program	Event/Program Description
September	Fresh Check Day	Fresh Check Day, the signature program of the <i>Joran Porco Foundation</i> is an uplifting mental health promotion and

**A list of WCSU resources, campaigns and/or programs on campus**

Academic Year/ Event Period	Event/Program	Event/Program Description
Cont'd		suicide prevention event that includes interactive expo-booths, peer-to-peer messaging, support of multiple campus departments and groups, free food, entertainment, and exciting prizes and giveaways. Fresh Check Day aims to create an approachable and hopeful atmosphere where students are encouraged to engage in dialogue about mental health and helps to build a bridge between students and the mental health resources available on campus, in the community, and nationally.
September-June	Women's Recovery Group	This meeting is designed for women in recovery from alcoholism, drug addiction, eating disorders, and other addictive or self-destructive behaviors. In these weekly meetings, we will discuss various coping skills, including Dialectical Behavioral Therapy, the 12-Steps, and mediation. Additionally, in these meetings we will plan group activities like hiking, bowling, or volunteer work. Being active and supporting others through service is an essential part of recovery. This group is not a substitute for counseling. However, it is a great supplement to regular therapy and counseling. Working with other women who have been in recovery for a while or share in the struggle can be incredibly helpful and inspiring.
September-June	Alcoholics Anonymous	Alcoholics Anonymous is an international fellowship of men and women who have a recognized addiction to alcohol. It is nonprofessional, self-supporting, multiracial, apolitical, and available almost everywhere. There are no age or education requirements. Membership is open to anyone who wants to do something about his or her drinking problem." WCSU AA meetings take place at Sacred Heart Church, 17 Cottage Street in Danbury, CT.
September-June	Girl Talk: Support Group	Every semester, CEE sponsors Girl Talk is a confidential women's support group organized by the Women's Center. During these weekly meetings, Women's Center advocate Sydney Trezza guides discussions and projects for a small group of women. Girl talk lasts for eight weeks during the fall and spring semesters.
February	Healthy Relationships Support Group	Every semester,
March	The Clothesline Project	The Clothesline Project provides evidence that incest, domestic violence, and sexual violence exists in our communities. It is a visual reminder of statistics that we often ignore. It gives a voice to those who have been forcibly silenced. Hopefully, it stirs us to action. A public must be informed about violence in order to act to prevent it. Information on how to recognize and prevent violence, reach out to survivors and make a difference in the community is provided at each display of the project. Most importantly, this

**A list of WCSU resources, campaigns and/or programs on campus**

Academic Year/ Event Period	Event/Program	Event/Program Description
		project provides survivors with a venue to courageously break the silence and make us aware. The Clothesline Project at WCSU is a tribute to them.
April	Step Up Against Sexual Assault	Step Up Against Sexual Assault is a prosocial behavior and bystander intervention program that educates students to be proactive in helping others.
	Denim Day	Denim Day is an event in which people are encouraged to wear jeans to raise awareness of rape and sexual assault.

The connection between alcohol and substance abuse and sexual assault cannot be denied. WCSU does not condone violations of laws proscribing possession, use, or sale of alcoholic beverages and possession sale, use, manufacture, or distribution of illegal drugs. In addition, to arrest and prosecution, administrative action, which may include eviction from the University, may be taken in order to protect the interests of the university and the rights and safety of others. *(Please see Appendix D: 2020-2021 University Title IX Programming/Training totals)*

**University Policy**

Western Connecticut State University (“WCSU” and/or “University”) asserts that all students have the right to be free from sexual misconduct, such as sexual assault/violence, sexual harassment, stalking, and intimate partner violence. The University policy prohibits any student from infringing upon these rights within the campus community. A set of guidelines and procedures have been designed to provide students with important information regarding the systems that are in place at the University to support any student whose rights have been violated. The University will take prompt action based on violations of the Student Code of Conduct (in Appendix C: University Student Code of Conduct Regulations) while simultaneously supporting students who also wish to pursue formal legal action for crimes that may have been committed. The complete policy is detailed *in Appendix C: Adopted WCSU/CSCU Policies* and enclosed with this report.

The aforementioned policy and procedure(s) documented is rather lengthy so CaRRT created two brochures entitled “WCSU Campus Safety Plan” and “What To Do If This Happens??” which concisely provides information about campus and local resources to the University community. Critical telephone numbers, instructions regarding physical, social and emotional safety as well as the preservation of physical evidence in a sexual assault, and options regarding reporting incidences of sexual assault or violence are all provided (in Appendix E: University Educational Brochures and Pamphlets). In addition to the formal reporting process, if someone is victimized by crime and does not want to pursue action within the University system or the criminal justice system, he/she may still want to consider making a confidential report. With the victim’s permission, the Chief of Police, a designee of the University Police Department, the Clery Compliance Officer, or the WCSU Title IX Coordinator, can file a report on the details of the incident without revealing the identity of the reporter.

The purpose of a confidential report is to comply with the victim’s wish to keep a matter confidential, while taking steps to ensure the future safety of the victim and others in the campus community. This information allows the University to keep an accurate record of the number of incidents involving our community and determine if there is a pattern of crime with regard to a particular location, method, or assailant so the campus community can be alerted to potential danger. Pastoral and professional counselors also may encourage clients to make voluntary, confidential crime reports.

**VI. Total Reported Incidences of Sexual Violence**

During the reporting period (from January 1, 2021 to December 31, 2021), WCSU has recorded the following below listed incidences:

<b>Total Reported incidence of Sexual Violence</b>		
<i>Report Category</i>	<i>Number of Reports</i>	<i>Number of Disclosures</i>
Sexual Assault/Violence	5	9
Stalking	1	1
Intimate Partner Violence (“IPV”)	3	5

The reported figures coincide with the reported 2021-2022 Student Disciplinary Complaint Log and the WCSU Annual Security Report, prepared in accordance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act*. The Clery Act restricts reporting to certain, expressly defined criminal acts pursuant to criminal statute occurring within specifically defined geographical location(s). The report captures all incidents disclosed to the institution, regardless of on or off-campus location, year of incident, whether the incident would represent a violation of university policy or criminal statute, or direct connection of incident(s) to WCSU. In particular, **twenty-three (23)** documented incidents were of sexual misconduct (sexual assault/violence, intimate partner violence, or stalking) that were filed reports/disclosures to either the Office of Judicial Affairs, WCSU Police Department and/or WCSU Title IX Coordinator. Of the **twenty-three (23)** incidents, **nine (9)** were filed Title IX reports and **fifteen (15)** were identified Title IX disclosures. A **disclosure** is defined as a communication of an incident to a responsible employee that is not accompanied by a request for an investigation or adjudication. A **report** is defined as a disclosure with an immediate request for an investigation and adjudication. Both reports and disclosures may be accompanied by a request for accommodations and referrals for services/support.

As a formal practice, CaRRT members as well as responsible employees are trained to address sexual misconduct disclosures and reports with initially offering the Complainant resources and support. This is done in various methods depending on the needs and desire of the Complainant. The University is equipped to provide the Complainant with reporting options, support and advocacy services. Student complainants as well as faculty and staff are offered services through

the University's collaborative agreement with the Women's Center of Greater Danbury. Faculty and staff may still receive resource and support services through the Human Resources Department.

Student Complainants may also access other support services, such as Counseling Services, Substance Abuse Prevention Program (i.e., CHOICES), the Health Office, and the Dean of Students Office. In an effort to also offer students the opportunity to access services and support off campus, the University has a memorandum of understanding with the Women's Center of Greater Danbury. This agreement articulates our joint commitment to working together to provide trauma-informed services for our students and employees.

An additional way the University provides support for the complainant is to offer interim measures or accommodations. These are steps taken by the University to provide safety and well-being for the complainant or the community as a whole. These can include actions such as temporary no-contact orders between parties, bans from a university building/area or the campus as a whole, changes to academic schedules and housing arrangements, as well as interim suspensions/administrative leaves. Interim measures are considered and offered when information is brought to the WCSU Title IX Coordinator, whether or not a Complainant wishes to move forward with a formal complaint. As the nature of each situation is different, interim measures are determined on a case-by-case basis and are meant to put the least possible burden on the complainant.

All of the documented disclosures and/or reports have been recorded and evaluated by the WCSU Title IX Coordinator with the confirmed outcome.

***Please see Appendix A: (Public Act 14-11: Reportable Statistics and Data) for more information on each documented report/disclosure.***





Connecticut State  
Colleges & Universities

**SEXUAL VIOLENCE REPORTABLE STATISTICS AND DATA**

**CSCU INSTITUTION:** Western Connecticut State University  
**REPORTING OFFICE/DEPARTMENT:** Office of Diversity and Equity  
**INSTITUTION CONTACT:** Jesenia Minier  
**YEAR:** 2021

Incidents of Sexual Assault, Stalking and IPV Reported to CSCU in 2021					
Type of Incident	Number of Incidents Reported	Incident Reported to Have Occurred in 2020	Respondent Identified as Connected to the Reporting Institution	Respondent Identified as Connected to CSCU Institution	Confidential or Anonymous Reports
Sexual Assault	5	No	Yes	Yes	No
Stalking	1	No	Yes	Yes	No
Intimate Partner Violence (IPV)	3	No	Yes	Yes	No

Disciplinary Cases Resulting from Investigations of Sexual Assault, Stalking and Intimate Partner Violence							
Type of Incident	Number of Investigations	Finding of No Violation or Not Responsible	Finding of Responsible & Expulsion	Finding of Responsible & Suspension	Finding of Responsible & Probation/Warning	Number of Findings Appealed	Appeal Outcome
Sexual Assault	5	X(1)	X(3)	X(1)			
Stalking	1	X					
Intimate Partner Violence (IPV)	3	X	X	X			

Link to the CSCU Student Code of Conduct: <http://www.ct.edu/files/policies/5.1%20StudentCodeofConduct.pdf>  
 Link to the CSCU Sexual Misconduct Policy: <http://www.ct.edu/files/policies/5.2%20Sexual%20Misconduct%20Reporting%20Support%20and%20Processes.pdf>



**APPENDIX B:  
CSCU STATUTORY REFERENCES AND DEFINITIONS**

The logo for Western Connecticut State University features a large, stylized red outline of the state of Connecticut. Inside the outline, the text "WESTERN CONNECTICUT STATE UNIVERSITY" is written in a bold, dark blue, sans-serif font, stacked in four lines. Above the text, there are two horizontal bars: a shorter black one on the left and a longer red one on the right, both with a small vertical line extending downwards from their right ends.

**WESTERN  
CONNECTICUT  
STATE  
UNIVERSITY**

**STATUTORY REFERENCES AND DEFINITIONS****SEXUAL ASSAULT**

**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 impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual intercourse; or (3) such other person is physically helpless; or (4) such other person is less than eighteen years old and the actor is such person's guardian or otherwise responsible for the general supervision of such person's welfare; or (5) such other person is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over such other person; or (6) the actor is a psychotherapist and such other person is (A) a patient of the actor and the sexual intercourse occurs during the psychotherapy session, (B) a patient or former patient of the actor and such patient or former patient is emotionally dependent upon the actor, or (C) a patient or former patient of the actor and the sexual intercourse occurs by means of therapeutic deception; or (7) the actor accomplishes the sexual intercourse by means of false representation that the sexual intercourse is for a bona fide medical purpose by a health care professional; or (8) the actor

is a school employee and such other person is a student enrolled in a school in which the actor works or a school under the jurisdiction of the local or regional board of education which employs the actor; or (9) the actor is a coach in an athletic activity or a person who provides intensive, ongoing instruction and such other person is a recipient of coaching or instruction from the actor and (A) is a secondary school student and receives such coaching or instruction in a secondary school setting, or (B) is under eighteen years of age; or (10) the actor is twenty years of age or older and stands in a position of power, authority or supervision over such other person by virtue of the actor's professional, legal, occupational or volunteer status and such other person's participation in a program or activity, and such other person is under eighteen years of age; or (11) such other person is placed or receiving services under the direction of the Commissioner of Developmental Services in any public or private facility or program and the actor has supervisory or disciplinary authority over such other person.

(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.

**Sec. 53a-73a. Sexual assault in the fourth degree: Class A misdemeanor or class D felony.** (a) A person is guilty of sexual assault in the fourth degree when: (1) Such person subjects another person to sexual contact who is (A) under thirteen years of age and the actor is more than two years older than such other person, or (B) thirteen years of age or older but under fifteen years of age and the actor is more than three years older than such other person, or (C) mentally incapacitated or impaired because of mental disability or disease to the extent that such other person is unable to consent to such sexual contact, or (D) physically helpless, or (E) less than eighteen years old and the actor is such other person's guardian or otherwise responsible for the general supervision of such other person's welfare, or (F) 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 (2) such person subjects another person to sexual contact without such other person's consent; or (3) such person engages in sexual contact with an animal or dead body; or (4) such person is a psychotherapist and subjects another person to sexual contact who is (A) a patient of the actor and the sexual contact occurs during the psychotherapy session, or (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 contact occurs by means of therapeutic deception; or (5) such person subjects another person to sexual contact and accomplishes the sexual contact by means of false representation that the sexual contact is for a bona fide medical purpose by a health care professional; or (6) such person is a school employee and subjects another person to sexual contact who 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 (7) such person is a coach in an athletic activity or a person who provides intensive, ongoing instruction and subjects another person to sexual contact who 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 (8) such person subjects another person to sexual contact and (A) 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 (B) such other person is under eighteen years of age; or (9) such person subjects another person to sexual contact who 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 fourth degree is a class A misdemeanor or, if the victim of the offense is under sixteen years of age, a class D felony.

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

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

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

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

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

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

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

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

### **STALKING**

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

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

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

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

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

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

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

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

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

### **PROGRAMMING:**

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

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

### **"Risk Reduction"**

"*Risk Reduction*" is not statutorily defined. However, the Federal regulations for the Violence Against Women Act amendments to the Clery Act (VAWA), provides the following definition:

- Risk reduction means options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

While VAWA's definition is criticized as implying that victims can prevent sexual violence by participating in risk reduction programs, it is still helpful in categorizing institution's sexual violence programs and initiatives for reporting purposes. Examples of risk reduction programs related to sexual violence include, but are not limited to, the following: blue safety lights on campus, self-defense classes, safety tips, bystander intervention techniques, the buddy system, rape whistles, and related educational programing.

Please direct all inquiries concerning this handbook to  
Mr. Angelo Simoni, Jr.,  
Connecticut State Colleges and Universities,  
at [860-723-0165](tel:860-723-0165)/[simonia@ct.edu](mailto:simonia@ct.edu)



5.13	USE OF GENDER IDENTITY AND PRONOUNS	BR 21-097	2021-06-24
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### Use of Gender Identity and Pronouns

#### Statement of Policy

The Board of Regents for Higher Education is committed to providing an educational environment where all are welcome and free to express the manner in which they choose to identify themselves. To that end, the BOR is issuing this policy so that individuals may be identified by their actual gender identity and self-identified pronouns.

The Board of Regents for Higher Education directs the College and University leadership and other stakeholders of the CSCU institutions, including students and employees, working with System Office staff, to follow best practices in establishing appropriate forms, procedures, training and timelines to facilitate students' and community members' requests for usage of self-identified pronouns and gender identity. The institutions are to incorporate information regarding pronoun usage and gender identity into their processes.

CSCU institutions will continue to record and use governmentally recognized gender markers as required by law.

#### Definitions:

**Governmentally Recognized Gender Marker:** The gender marker appearing on an official government document that denotes male or female, used for official reporting to the Federal Government and other similar agencies.

**Self-identified Pronoun:** The pronoun used by an individual that best reflects their gender identity and by which they should be called. For example, student Taylor Doe might use the pronouns "they/them/theirs" instead of "he/his/his" or "she/her/hers."

**Gender Identity:** One's innermost concept of self as male, female, a blend of both or neither. One's gender identity can be the same or different from their sex assigned at birth.



**Board of Regents for Higher Education**  
**Connecticut State Colleges and Universities**  
**Regarding**

**Statement of Title IX Policy**

Consistent with Title IX of the Education Amendments of 1972 (“Title IX”)<sup>i</sup>, the Connecticut State Colleges and Universities (CSCU) does not and will not discriminate against students, faculty or staff based upon sex in any of its programs or activities, including but not limited to education programs, employment or admission. Further, retaliation against any person who made a complaint, testified, assisted, participated or refused to participate in a Title IX process will not be tolerated.

The Board of Regents for Higher Education (BOR) is committed to ensuring that each member of the CSCU community has the opportunity to participate fully in the process of education and development. The BOR and CSCU strive to maintain a safe and welcoming environment free from acts of sexual discrimination, including, sexual harassment, sexual assault, dating violence and stalking. It is the intent of the BOR that each college and university provide safety, privacy and support.

The BOR strongly encourages students, parents, bystanders and employees to alert Title IX Coordinators to sexual discrimination, including sexual harassment. Title IX Coordinators will promptly address these matters and treat all parties equitably. In accordance with federal law, those accused of engaging in prohibited conduct will be presumed not responsible and receive no punitive treatment unless and until found responsible after due process. All BOR governed colleges and universities will provide complainants and the respondents with supportive measures, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and other relevant information.

Under Title IX sexual harassment under means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the recipient conditioned in the provision of an aid, benefit, or service of the recipient on an individual’s participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient’s education program or activity; or
3. “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v)<sup>ii</sup>, “dating violence” as defined in 34 U.S.C. 12291(a)(10)<sup>iii</sup>, “domestic violence” as defined in 34 U.S.C. 12291(a)(8)<sup>iv</sup>, or “stalking” as defined in 34 U.S.C. 12291(a)(30).<sup>v</sup>

If the institution’s Title IX Coordinator determines that the alleged harassment meets the above definition of sexual harassment, as well as occurred within the United States on property owned or controlled by the institution and at the time of the filing the complainant was participating or attempting to participated in an educational program or activity at the particular College or

University, the Title IX coordinator will initiate a Title IX process. If the Title IX Coordinator determines that the alleged harassment does not meet the above factors, but the alleged misconduct violates BOR policy the Title IX Coordinator will comply with the BOR Sexual Misconduct Reporting, Supportive Measures and Processes Policy. If the institution's Title IX Coordinator determines that the allegations do not constitute a violation of either Title IX or Board policy and can make no finding of responsibility, complainant and respondent will be notified that the matter will be closed.

Sexual harassment will not be tolerated.

Any inquiries about this policy should be directed to the Title IX Coordinator

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<sup>i</sup> Title IX states that "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance"

<sup>ii</sup> 20 U.S.C. 1092(f)(6)(A)(v), The term "sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

<sup>iii</sup> 34 U.S.C. 12291(a)(10) The term "dating violence" means violence committed by a person - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.

<sup>iv</sup> 34 U.S.C. 12291(a)(8) The term "domestic violence" includes felony or misdemeanor crimes 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 receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

<sup>v</sup> 34 U.S.C. 12291(a)(30) (30) The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to - (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.



**Student Conduct Institute  
Informal Resolution Procedure  
August 14, 2020**

**What is the purpose of this Procedure?**

On May 19, 2020, the U.S. Department of Education issued a Final Rule governing the Title IX grievance process, effective August 14, 2020. The Final Rule requires that all colleges and universities hold a live hearing before making any determination regarding responsibility for covered reports of Title IX sexual harassment, including sexual violence. This hearing must provide for live cross-examination by the parties' advisors.

However, under § 106.45(b)(9) of the Final Rule, colleges and universities may offer and facilitate informal resolution processes, as long as each party voluntarily agrees to the process through an informed, written consent. This option is a change from long-standing Departmental guidance discouraging the use of informal procedures to address sexual harassment and prohibiting the use of mediation to address sexual assault. In the Preamble to the Final Rule, the Department states that it views informal resolutions as a way to resolve sexual harassment allegations in a less adversarial manner than the investigation and adjudication procedures that comprise the § 106.45 grievance process.

No college or university is required to adopt an informal procedure for addressing Title IX-covered sexual assault, nor is there any obligation to create or put in place such a policy by the August 14, 2020 implementation date. Institutions should use caution in pursuing an informal resolution process to ensure that facilitators have significant training in the chosen methodology.

This Procedure, in turn, provides guidance regarding the contents of a Title IX-compliant process at Western Connecticut State University ("WCSU" or "University") and the types of informal resolution procedures you may consider adopting.

**Elements of the WCSU Informal Resolution Process**

**Procedures for Entering and Exiting Informal Resolution Process**

Parties who do not wish to proceed with an investigation and live hearing, and instead seek the assistance of the WCSU Office of Diversity and Equity to resolve allegations of Title IX-covered misconduct, may elect to enter the informal resolution process. Generally speaking, these

resolution options are less time intensive than an investigation and live hearing, while still affording students an opportunity to actively participate in a process led by the WCSU Office of Diversity and Equity for resolution of their complaints.

The Parties may elect to enter the WCSU informal resolution process at any time after the filing of the Formal Complaint through an informed written consent. This informed written consent will include all terms of the elected informal process, including a statement that any agreement reached through the process is binding on the Parties.

No Party may be required to participate in informal resolution, and the WCSU Office of Diversity and Equity may never condition enrollment, employment, or enjoyment of any other right or privilege upon agreeing to informal resolution.

The Parties may elect to leave the informal resolution process at any point until the informal resolution process is concluded. If a Party elects to leave the informal resolution process, the formal resolution process recommences. In participating in the informal resolution process, the Parties understand that the timeframes governing the formal process temporarily cease, and only recommence upon reentry into the formal process.

#### **Determination to Approve Entry into Informal Resolution Process**

Even where the Parties agree to submit a matter to informal resolution, the WCSU Title IX Coordinator (or an assigned designee) may approve the decision to move the matter to the informal resolution process and may determine that informal resolution is not appropriate under the circumstances.

Factors that the WCSU Title IX Coordinator (or an assigned designee) may weigh in considering the appropriateness of the informal resolution process include, but are not limited to, the gravity of the allegations, whether there is an ongoing threat of harm or safety to the campus, whether the respondent is a repeat offender, and whether the Parties are participating in good faith. This determination is not subject to appeal.

Informal resolution processes may never be applied where the allegations include sexual violence.

Informal resolution is only permitted to address allegations of student-on-student sexual harassment, and is never allowed as an option to resolve allegations that an employee sexually harassed a student.

At any time after the commencement of the informal resolution process, the the WCSU Title IX Coordinator (or an assigned designee) may determine that the informal resolution process is not

an appropriate method for resolving the matter, and may require that the matter be resolved through the formal process. This determination is not subject to appeal.

### **Role of the Facilitator**

Informal resolution processes are managed by facilitators, who may not have a conflict of interest or bias in favor of or against complainants or respondents generally or regarding the specific Parties in the matter. The WCSU Title IX Coordinator may serve as the facilitator, subject to these restrictions.

All facilitators must have training in the definition of sexual harassment under 34 C.F.R. § 106.30(a), the scope of the institution's education program or activity, how to conduct informal resolution processes, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, or bias.

### **Confidentiality**

In entering the informal resolution process, the Parties agree that any testimony and evidence (including admissions of responsibility) they share or receive during the informal resolution process concerning the allegations of the Formal Complaint is confidential while the parties are participating in the informal resolution process. No evidence concerning the allegations obtained within the informal resolution process may be disseminated to any person, provided that any Party to the informal resolution process may generally discuss the allegations under investigation with a parent, friend, advisor, or other source of emotional support, or with an advocacy organization. Should the Parties withdraw from the informal resolution process, information disclosed or obtained for purposes of the informal resolution process may be incorporated into the formal investigation and live hearing, provided that this information is disclosed and reviewed by the Parties under the investigatory and hearing procedures described in the Title IX Grievance Process.

### **Informal Resolution Options**

The University offers the following informal resolution procedure for addressing Formal Complaints of sexual harassment covered under this Procedure:

#### Administrative Resolution

Should the Parties mutually determine to enter the informal resolution process, and the respondent elects to accept responsibility for the allegations of the Formal Complaint at any point during the informal resolution process, the institution may administratively resolve the Formal Complaint.

Where the respondent admits responsibility, the Parties will receive simultaneous written notification of the acceptance of responsibility, and {a decision-maker(s)} will convene to determine the respondent's sanction and other remedies, as appropriate and consistent with institutional policy. The Parties will be given an opportunity to be heard at the sanctions hearing, including but not limited to the submission of impact statements, and the Parties may be accompanied by their Advisor, but questioning of Parties or witnesses will not be permitted. The Parties will receive simultaneous written notification of the decision regarding sanctions and remedies, which may be appealed according to the process described within the Title IX Grievance Procedures.

5.2	Sexual Misconduct Reporting, Supportive Measures and Processes Policy	20-103	2020-07-29
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**Board of Regents for Higher Education  
Connecticut State Colleges and Universities**

**Policy Regarding  
Sexual Misconduct Reporting, Supportive Measures and Processes Policy**

**STATEMENT OF POLICY**

The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to ensuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education and development. The BOR and CSCU strive to maintain a safe and welcoming environment free from acts of sexual misconduct, including, sexual harassment, sexual assault, intimate partner violence and stalking. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence.

The BOR strongly encourages students, parents, bystanders and employees to report any instance of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence. Title IX Coordinators will promptly address these matters and treat all parties equitably. In accordance with federal law Respondents will be presumed not responsible and receive no punitive treatment unless and until found responsible after due process. All BOR governed colleges and universities will provide complainants and respondents with supportive measures, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual misconduct.

All CSCU employees and support persons will make any limits of confidentiality clear before any disclosure of facts takes place. Other than confidential resources as defined below and employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all CSCU employees are required to immediately communicate to the institution's Title IX Coordinator any disclosure or report of sexual misconduct received from a student as well as communicate any disclosure or report of sexual misconduct the employee received from another employee when misconduct is related to the business of the institution.

Affirmative consent must be given by all parties before engaging in sexual activity. Affirmative consent means an active, clear and voluntary agreement by a person to engage in sexual activity with another person. Sexual misconduct, as defined herein, is a violation of BOR policies and, in addition, may subject an accused student or employee to criminal penalties. The BOR and each of its governed colleges and universities are committed to providing an environment free of personal offenses. Sexual relationships of any kind between staff/faculty and students are discouraged pursuant to BOR policy.

The Board of Regents for Higher Education hereby directs the Connecticut State Colleges and Universities to implement the Policy stated above pursuant to the following provisions:

**TERMS, USAGE AND STANDARDS**

***Complainant*** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

Sexual Misconduct Reporting  
Support Services and Processes Policy

**Consent** must be affirmed and given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is a mutually affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. Consent may be revoked at any time during the sexual activity by any person engaged in the activity.

Affirmative consent may never be assumed because there is no physical resistance or other negative response. A person who initially consents to sexual activity shall be deemed not to have affirmatively consented to any such activity which occurs after that consent is withdrawn. It is the responsibility of each person to assure that he or she has the affirmative consent of all persons engaged in the sexual activity to engage in the sexual activity and that affirmative consent is sustained throughout the sexual activity. It shall not be a valid excuse to an alleged lack of affirmative consent that the student or employee responding to the alleged violation believed that the student reporting or disclosing the alleged violation consented to the activity (i) because the responding student or employee was intoxicated or reckless or failed to take reasonable steps to ascertain whether the student or employee reporting or disclosing the alleged violation affirmatively consented, or (ii) if the responding student or employee knew or should have known that the student or employee reporting or disclosing the alleged violation was unable to consent because the student or employee was unconscious, asleep, unable to communicate due to a mental or physical condition, or incapacitated due to the influence of drugs, alcohol or medication. The existence of a past or current dating or sexual relationship between the persons involved in the alleged violation shall not be determinative of a finding of affirmative consent.

**Report** means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the institution investigate the allegation of sexual harassment. At the time of the filing the formal complaint, the complainant must be participating in or attempting to participate in an education program or activity of the institution.

**Disclosure** is the receipt of any communication of an incident of sexual misconduct that is not accompanied by a request for an investigation or adjudication by the institution.

**Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**Sexual misconduct** includes engaging in any of the following 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 or employment; submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive educational or employment environment. Examples of conduct which may constitute sexual harassment include but are not limited to:



Sexual Misconduct Reporting  
Support Services and Processes Policy

- 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 without the consent (as defined herein) of the other person or when that person is not capable of giving such consent:

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

(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 (for example, an individual who allows friends to hide in the closet to watch him or her having consensual sex);
- Engaging in non-consensual voyeurism;
- Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;
- Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
- Possessing, distributing, viewing or forcing others to view illegal pornography.

Sexual exploitation is further defined as a crime in Connecticut State Law.

(d) **Intimate partner, domestic and/or dating violence means** any physical or sexual harm against an individual by a current or former spouse of or person in a dating or cohabitating relationship with such individual that results from any action by such spouse or such person that may be classified as a sexual assault under section 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b or 53a-73a of the general statutes, stalking under section 53a-181c, 53a-181d or 53a-181e of the

Sexual Misconduct Reporting  
Support Services and Processes Policy

general statutes, or domestic or family violence as designated under section 46b-38h of the general statutes. This includes any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment (5) sexual exploitation, as such terms are defined in this policy.

Offenses that are designated as “domestic violence” are against family or household members or persons in dating or cohabiting relationships and include assaults, sexual assaults, stalking, and violations of protective or restraining orders issued by a Court. Intimate partner violence may also include physical abuse, threat of abuse, and emotional abuse.

- Physical abuse includes, but is not limited to, slapping, pulling hair or punching.
- Threat of abuse includes but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- Emotional abuse includes but is not limited to, damage to one’s property, driving recklessly to scare someone, name calling, threatening to hurt one’s family members or pets and humiliating another person.
- Cohabitation occurs when two individuals dwell together in the same place as if married.
- The determination of whether a “dating relationship” existed is to be based upon the following factors: the complainant’s statement as to whether such a relationship existed, the length of the relationship, the type of the relationship and the frequency of the interaction between the persons reported to be involved in the relationship.

(e) **Stalking**, which is defined as repeatedly contacting another person when contacting person knows or should know that the contact is unwanted by the other person; and the contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person’s ability to perform the activities of daily life.

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

**Retaliation** is prohibited and occurs when a person is subjected to an adverse employment or educational action because he or she made a complaint under this policy or assisted or participated in any manner in an investigation. No institution or person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report of complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding or hearing related to a report or complaint related to sex discrimination.

**CONFIDENTIALITY**

When a BOR governed college or university receives a report of sexual misconduct all reasonable steps will be taken by the appropriate CSCU officials to preserve the privacy of the complainant and

Sexual Misconduct Reporting  
Support Services and Processes Policy

respondent while promptly investigating and responding to the report. While the institution will strive to maintain the confidentiality of personally identifiable student information reported, which information is subject to privacy requirements of the Family Education Rights Privacy Act (FERPA), the institution also must fulfill its duty to protect the campus community.

Confidential resources are defined as follows: For the Universities, entities with statutory privilege, which include campus based counseling center, health center and pastoral counseling staff members whose official responsibilities include providing mental health counseling to members of the University community as well as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center. For the Colleges, confidential resources are limited to entities with statutory privilege, such as off campus counseling, on campus counseling where available, and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center. The personnel of these centers and agencies are bound by state statutes and professional ethics from disclosing information about reports without written releases.

Information provided to a confidential resource by a complainant or respondent cannot be disclosed legally to any other person without consent, except under very limited circumstances, such as an imminent threat of danger to self or others or if the reported complainant is a minor. Therefore, for those who wish to obtain the fullest legal protections and disclose in full confidentiality, she/he must speak with a confidential resource. Each BOR governed college and university will provide a list of such confidential resources in the College or University's geographic region to complainants and respondents as well as publish these resources on-line and in various publications.

Where it is deemed necessary for the institution to take steps to protect the safety of members of the campus community, the institution will seek to act in a manner so as not to compromise the privacy or confidentiality of the either the complainant or respondent to the extent reasonably possible.

**MANDATED REPORTING BY COLLEGE AND UNIVERSITY EMPLOYEES**

Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all employees are required to immediately communicate to the institution's designated recipient (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from a student regardless of the age of the complainant. All employees are also required to communicate to the institution's designated recipient (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from an employee that impacts employment with the institution or is otherwise related to the business of the institution.

Upon receiving a disclosure or a report of sexual misconduct, employees are expected to supportively, compassionately and professionally offer academic and other accommodations and to provide a referral for support and other services.

Further, in accordance with Connecticut State law, with the exception of student employees, any paid administrator, faculty, staff, athletic director, athletic coach or athletic trainer who, in the ordinary course of their employment, has a reasonable cause to suspect or believe that a person under the age

Sexual Misconduct Reporting  
Support Services and Processes Policy

of 18 years has been abused or neglected, has been placed in imminent harm or has had a non-accidental injury is required by law and Board policy to report the incident within twelve hours to their immediate supervisor and to the Department of Children and Families.

**RIGHTS OF PARTIES**

Complainants and respondents will be informed in a timely manner of all their rights and options, including the necessary steps and potential outcomes of each option. Complainants and respondents shall be offered non-disciplinary, non-punitive individualized services as appropriate and available that are designed to restore or preserve equal access to the institution's education program or activity without unreasonably burdening the other party, which may include measures designed to protect the safety of all parties or the institution's educational environment or deter sexual harassment.

When choosing a reporting resource the following information should be considered:

- All reports of sexual misconduct will be treated seriously and with dignity by the institution.
- Referrals to off-campus counseling and medical services that are available immediately and confidential, whether or not those who report feel ready to make any decisions about reporting to police, a college or university employee or the campus's Title IX Coordinator.
- Information regarding the right to take both criminal and civil legal action against the individual allegedly responsible.
- Those who seek confidentiality may contact a clergy member(s), a University counseling center psychologist, a University health center care provider, the Sexual Assault Crisis Center of Connecticut and/or the Connecticut Coalition Against Domestic Violence – all of whom are bound by state statutes and professional ethics to maintain confidentiality without written releases.

**RIGHT TO NOTIFY LAW ENFORCEMENT & SEEK PROTECTIVE AND OTHER ORDERS**

Complainants and respondents shall be provided written information about her/his right to:

- (1) notify law enforcement and receive assistance from campus authorities in making the notification; and,
- (2) obtain a protective order, apply for a temporary restraining order or seek enforcement of an existing order. Such orders include:
  - standing criminal protective orders;
  - protective orders issued in cases of stalking, harassment, sexual assault, or risk of injury to or impairing the morals of a child;
  - temporary restraining orders or protective orders prohibiting the harassment of a witness;
  - family violence protective orders.

The institution will also honor lawful protective or temporary restraining orders.

Sexual Misconduct Reporting  
Support Services and Processes Policy

Each and every BOR governed college and university shall create and provide information specific to its campus detailing the procedures to follow after the commission of such violence, including people or agencies to contact for reporting purposes or to request assistance, and information on the importance of preserving physical evidence.

**OPTIONS FOR CHANGING ACADEMIC, HOUSING, TRANSPORTATION AND WORKING ARRANGEMENTS**

College and university Title IX Coordinators will provide supportive measures to complainants and respondents. These supportive measures may include, but are not limited to, reasonably available options for changing academic situations, including but not limited to extensions of deadlines or other course related adjustments, modifications of work or class schedules, campus transportation and escort services, mutual restrictions on contact between parties, leaves of absence, increased security and monitoring and housing or working situations.

**SUPPORT SERVICES CONTACT INFORMATION**

It is BOR policy that whenever a college or university Title IX Coordinator or other employee receives a report of sexual misconduct, the Title IX Coordinator shall immediately provide all parties with contact information for and, if requested, professional assistance in accessing and using any appropriate campus resources, or local advocacy, counseling, health, and mental health services, without fee. All CSCU campuses shall develop and distribute contact information for this purpose as well as provide such information on-line.

**SEXUAL MISCONDUCT INVESTIGATION AND PROCEDURES**

All complaints of sexual misconduct will be reviewed by the college or university Title IX Coordinator who will determine supportive measures and whether the complaint falls within the scope of Title IX. If the institution's Title IX Coordinator determines that the alleged harassment is

- (1) so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity; or,
- (2) implicates an employee of the institution, alleging that the employee conditioned a provision of an aid, benefit, or service upon the complainant's participation in unwelcome sexual conduct; or,

Sexual Misconduct Reporting  
Support Services and Processes Policy

(3) alleges “Sexual assault” as defined in 20 U.S.C. 1092(f)(6)(A)(v)<sup>1</sup>, “dating violence” as defined in 34 U.S.C. 12291(a)(10)<sup>2</sup>, “domestic violence” as defined in 34 U.S.C. 12291(a)(8)<sup>3</sup>, or “stalking” as defined in 34 U.S.C. 12291(a)(30)<sup>4</sup> as defined in 34 U.S.C. 12291(a)(30)<sup>5</sup>

and

(4) the alleged harassment occurred within the United States on property owned or controlled by the institution or any building owned or controlled by a student organization officially recognized by the institution; and

(5) at the time of the filing the Complainant was participating or attempting to participate in the educational program or activity;

The Title IX coordinator will initiate the Title IX Process which shall be applicable to students, faculty and staff. The Title IX Process and Procedures are available on-line and through the Office of the Title IX Coordinator.

If the institution’s Title IX Coordinator determines that the alleged harassment does not meet the factors above but the alleged misconduct violates BOR Policy, the following procedures apply:

- Each party shall have the opportunity to request that an investigation or disciplinary proceedings begin promptly; that such disciplinary proceedings shall be conducted by an official trained annually in issues relating to sexual assault, stalking and dating, domestic or intimate partner violence and shall use the preponderance of the evidence (more likely than

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<sup>1</sup> 20 U.S.C. 1092(f)(6)(A)(v), The term “sexual assault” means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

<sup>2</sup> 34 U.S.C. 12291(a)(10) The term “dating violence” means violence committed by a person - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.

<sup>3</sup> 34 U.S.C. 12291(a)(8) The term “domestic violence” includes felony or misdemeanor crimes 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 receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

<sup>4</sup> 34 U.S.C. 12291(a)(30) (30) The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to - (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

<sup>5</sup> 34 U.S.C. 12291(a)(30) (30) The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to - (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Sexual Misconduct Reporting  
Support Services and Processes Policy

not) standard in accordance with State law in making a determination concerning sexual assault, stalking or domestic/dating/intimate partner violence.

- Both the complainant and respondent are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled and provided such an advisor or support person may not directly address the Hearing Body, question witnesses or otherwise actively participate in the hearing process or other meeting pertaining to a report of sexual misconduct and each party shall have the opportunity to present evidence and witnesses on her/his behalf during any disciplinary proceeding.
- Both parties are entitled to be provided at the same time written notice of the results of any disciplinary proceeding, normally within one (1) business day after the conclusion of such proceeding, which notice shall include the following: the name of the respondent the violation committed, if any, and any sanction imposed upon the respondent. Sanctions may range from a warning to expulsion, depending upon the behavior and its severity of the violation(s). The complainant shall have the same right to request a review of the decision of any disciplinary proceeding in the same manner and on the same basis as shall the respondent; however, in such cases, if a review by any complainant is granted, among the other actions that may be taken, the sanction of the disciplinary proceeding may also be increased. Both the complainant and respondent are entitled to be simultaneously provided written notice of any change in the results of any disciplinary proceeding prior to the time when the results become final as well as to be notified when such results become final.

If the institution's Title IX Coordinator determines that the allegations do not constitute a violation of either Title IX or Board policy and can make no finding of responsibility, complainant and respondent shall be notified that the matter shall be closed.

Employee sexual misconduct not subject to Title IX is subject to discipline in accordance with the procedures applicable to the employee's classification of employment.

**REVIEW AND AUDIT**

The Title IX Coordinator will report to the President of the institution on a regular basis all findings on reported sexual misconduct matters. The Title IX Coordinator shall include within its annual Connecticut General Statute 10a-55m Sexual Misconduct Report a separate report specifically disclosing the number of complaints, the subject matter of each complaint and the final outcome of each case processed under Title IX. At a joint meeting of the Human Resources and Administration Committee and the Academic and Student Affairs Committee, the CSCU Title IX

Sexual Misconduct Reporting  
Support Services and Processes Policy

Coordinator will report annually on CSCU data of complaints and outcomes of sexual misconduct matters reviewed under Title IX, BOR policies, and other applicable state statutes.

**DISSEMINATION OF THIS POLICY**

Upon adoption by the Board all CSCU institutions shall, upon receipt, immediately post and maintain this policy at all times in an easily accessible manner on each institution's website, handbook and catalogue. This policy shall thereafter be annually provided to all Title IX Coordinators, campus law enforcement officers and security personnel, and other campus personnel. Further, this policy shall be presented at student orientation and at student awareness and prevention trainings, and made broadly available at each campus. The policy shall be expanded upon by each institution to provide resources and contact information specific to their institution and geographic area as set forth above. This includes but is not limited to the name, office address, email address and telephone number of the Title IX Coordinators.



4.3	Consensual Relationships Policy	16-114	2016-10-20
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### 4.3 Policy on Consensual Relationships

The Board of Regents for Higher Education (BOR) of the Connecticut State Colleges and Universities' respects that the educational mission of its institutions is founded on an atmosphere of mutual trust and respect between all members of the academic community. Faculty members, as well as those individuals upon whom the institution confers managerial, supervisory, or evaluative responsibilities, (including graduate assistants or undergraduate teaching assistants) carry a special responsibility to adhere to the highest ethical and professional standards and to avoid any actions that may appear to undermine this atmosphere of trust and respect and thereby hinder the institution's educational mission.

Because of the inherent imbalance of power and need for trust, faculty members, supervisory staff, and those with evaluative authority should be aware that dating or sexual relationships that might be appropriate in other circumstances have inherent dangers when they occur between a faculty and or staff member and a student as well as when they occur between a supervisor and employee.

Such relationships can create real conflicts, are susceptible to an appearance of exploitation, and can impair the trust and integrity of the teaching, coaching, or other supervisory or evaluative relationship and may cause a perception of favoritism or bias on the part of the staff. In addition, although these relationships may begin and remain consensual, they may easily be later characterized as non-consensual and could potentially lead to sexual harassment charges.

Affirmative consent is the standard used to determine whether sexual activity was consensual. As defined by Public Act 16-106, "Affirmative consent" means an active, clear and voluntary agreement by a person to engage in sexual activity with another person.

#### **Policy Prohibited Between Employee and Student**

Consensual romantic, dating, or sexual relationships between any employee and any student over whom that employee exercises direct or otherwise significant academic, supervisory, or evaluative authority or influence are prohibited at all State Universities and Colleges. The evaluative relationship can take a variety of forms, such as teacher to student, advisor to advisee, coach to athlete, supervisor to student employee, or similar relationship.

#### **Strongly Discouraged Between Employee and Student**

Romantic, dating or sexual relationships between employees and students over whom said employee does *not* have supervisory or evaluative authority are strongly discouraged. Such relationships are not only susceptible to future conflicts of interest, but also may present the appearance of impropriety.

If this situation exists, no employee should agree to supervise or evaluate a student with whom he or she has, or formerly had, a consensual relationship. A faculty member should inform the Dean if such a student wishes to enroll in a credit bearing course that he or she is teaching so that alternate arrangements can be made. Nor should a faculty member direct the student's independent study, internship, or thesis; participate in decisions regarding grades; or write letters of recommendation or reference

### **Between Employee and Employee**

BOR discourages employees with supervisory or evaluative authority from engaging in romantic, dating or sexual relationships with employees who they supervise or evaluate. If such a relationship exists or develops, the supervisory employee must notify his/her manager so that arrangements can be made for the unbiased supervision and evaluation of the employee. These situations are handled on a case-by-case basis and may require transfer or reassignment of one or more employees.

### **In the Event of a Sexual Harassment Charge**

Anyone who enters into a romantic, dating or sexual relationship where a professional power differential exists must realize that if a charge of sexual harassment is subsequently filed, it may be difficult to defend the charge by claiming that there was mutual consent. Employees could be held personally liable in a criminal or civil lawsuit. Affirmative consent is the standard used to determine whether sexual activity was consensual. As defined by Public Act 16-106, "Affirmative consent" means an active, clear and voluntary agreement by a person to engage in sexual activity with another person.

### **Sanctions**

All violations of this policy should be reported to Human Resources for investigation and appropriate administrative action, up to and including disciplinary action.

Policy #	Policy Name	BR #	Board Action Date
5.8	Access to Restrooms and Locker Rooms	17-042	2017-04-06

## Policy on Access to Restrooms and Locker Rooms

### STATEMENT OF POLICY

The Board of Regents for Higher Education is committed to providing an educational and employment environment where all are welcome. The Board of Regents further recognizes that restroom and locker room facilities at the Connecticut State Colleges and Universities are public accommodations. Therefore, the Board of Regents prohibits controlling or otherwise limiting transgender or gender nonconforming persons' access to restroom or locker room facilities.

Requiring a transgender or gender non-conforming person to use a separate, non-integrated space, potentially identifies that person as well as potentially marginalizes a person. Such treatment fails to recognize that restroom and locker room facilities on the campuses as public accommodations and that denial of access may result in the deprivation of an equal educational or employment environment. In this vein, the BOR is issuing this policy so that individuals may access restrooms and locker rooms, in a manner consistent with their gender identity or expression.

### Restroom Use

Institutions may maintain separate restroom facilities for males and females provided that they allow individuals to access the facilities based upon their gender identity and not exclusively based upon their assigned birth sex. However, if requested, any person may be provided with access to either a "unisex" restroom or a restroom with single stalls.

### Locker Room Use

Institutions may maintain separate locker room facilities for males and females provided that they allow individuals to access them based on their gender identity and not exclusively based on their assigned birth sex. In locker rooms where undressing occurs in the presence of others, a private option should be provided to any person if requested.

5.6	Reporting Suspected Abuse or Neglect of a Child	15-010	2015-01-10
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## 5.6 Reporting Suspected Abuse or Neglect of a Child

The Board of Regents for Higher Education (BOR) of the Connecticut State Colleges and Universities (CSCU) accept that institutions of higher education foster educational opportunities for people under the age of 18 years. The BOR, in acknowledging the special care required for children, strives to the utmost to protect children on its campuses from any form of abuse or neglect.

Pursuant to state law, with the exception of student employees, any paid administrator, faculty, staff, athletic director, athletic coach or athletic trainer, collectively referred to as "mandatory reporters" who in the ordinary course of their employment has a reasonable cause to suspect or believe that a person under the age of 18 years has been abused or neglected, has been placed in imminent harm or has had a non-accidental injury is required to cause a report to be made to the Department of Children and Families within 12 hours of becoming aware or suspecting abuse, neglect or imminent harm to a child.

The BOR recognizes that each CSCU campus must be a safe and secure environment for children to grow and develop. Therefore, the BOR further requires mandatory reporters to report any witnessed or suspected abuse or neglect of a child on a CSCU campus to their immediate supervisor in addition to DCF. The supervisor must report the incident to their director or vice president who must then inform the campus President and the System Office Vice President for Human Resources or his/her designee.

If the director or vice president reasonably believes that a reportable incident has occurred, and, if the suspected perpetrator is a BOR or CSCU employee, he/she will immediately contact their Chief Human Resources Officer who shall assign an objective person to investigate the report. An employee under investigation may be placed on administrative leave pending the results of the investigation. Employees who report suspicions of abuse or neglect are protected from any disciplinary action unless the report is determined to have been maliciously made. An employee who fails to report, but is later determined to have had previous knowledge of the abuse, may be subject to discipline.

A report is required if there is reasonable cause to suspect that a person under the age of 18 is in imminent harm, has had non accidental injuries or has been abused or neglected. Reasonable cause to believe or suspect that child abuse has occurred is sufficient to make a report.

All staff designated as mandatory reporters are required to take the Department of Children and Families Mandated Reporter Training, either on-line or in person, and Mandated Reporter Training will be included in New Employee Orientation. Compliance with training will be monitored by each CSCU campus's Department of Human Resources. A copy of this policy shall be disseminated annually to all employees.

Reasonable steps will be taken to preserve privacy while promptly investigating and responding to the report. While the institution will strive to maintain the confidentiality of the information reported, which information may be subject to privacy requirements of the Family Education Rights Privacy Act (FERPA), the institution also must fulfill its duty to protect the CSCU community and to assure that the appropriate disciplinary processes are implemented.

**APPENDIX D:  
CSCU STUDENT CODE OF CONDUCT REGULATIONS**





## BOR/CSCU STUDENT CODE OF CONDUCT

### Contents

I. STUDENT CODE OF CONDUCT .....	1
PREAMBLE .....	1
INTRODUCTION .....	1
PART A:    DEFINITIONS.....	2
PART B:    APPLICATION, DISTRIBUTION, AND ADMINISTRATION OF THE STUDENT CODE OF CONDUCT .....	4
PART C:    SCOPE OF AUTHORITY .....	5
PART D:    PROHIBITED CONDUCT.....	6
PART E:    HEARING PROCEDURES FOR SEXUAL MISCONDUCT, SEXUAL INTIMATE PARTNER, DOMESTIC VIOLENCE & STALKING REPORTS.....	12
PART F:    CONDUCT AND DISCIPLINARY RECORDS .....	14
PART G:    INTERPRETATION AND REVISION .....	14
II. CONDUCT AND DISCIPLINARY PROCEDURES APPLICABLE TO STATE UNIVERSITY STUDENTS .....	15
PART A:    DISCIPLINARY PROCEDURES - ACADEMIC MISCONDUCT.....	15
PART B:    DISCIPLINARY PROCEDURES - NONACADEMIC MISCONDUCT.....	16
PART C:    INTERIM SUSPENSIONS AND RESIDENCE HALL SEPARATIONS.....	20
PART D:    DISCIPLINARY SANCTIONS.....	21
1.    Sanctions Which May Be Imposed for Violations of the Code .....	21
2.    Revocation of Admission and/or Degree .....	23
3.    Consequences of Failure to Comply with a Duly Assigned Sanction.....	23
4.    Sanctions Which May Be Imposed on Student Organizations.....	24
III. CONDUCT AND DISCIPLINARY PROCEDURES APPLICABLE TO COMMUNITY COLLEGE STUDENTS .....	25
PART A:    DISCIPLINARY PROCEDURES .....	25
PART B:    DISCIPLINARY SANCTIONS.....	27
IV. CONDUCT AND DISCIPLINARY PROCEDURES APPLICABLE TO CHARTER OAK STATE COLLEGE STUDENTS.....	29
PART A:    RIGHTS AND RESPONSIBILITIES OF HEARING PARTICIPANTS.....	29
PART B:    DISCIPLINARY PROCEDURES .....	30
PART C:    INTERIM ADMINISTRATIVE ACTION .....	32
PART D:    DISCIPLINARY SANCTIONS.....	32

# I. STUDENT CODE OF CONDUCT

## PREAMBLE

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

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

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

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

## INTRODUCTION

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

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

**PART A: DEFINITIONS**

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

1. ***“Accused Student”*** means any student accused of violating this Student Code.
2. ***“Advisor”*** means a person who accompanies an Accused Student or an alleged victim to a hearing (or a proceeding pertaining to a report of sexual violence) for the limited purpose of providing advice and guidance to the student. An advisor may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding pertaining to a report of sexual violence).
3. ***“Appellate Body”*** means any person or persons authorized by the University Vice President for Student Affairs, Community College Dean of Students, Charter Oak State College Provost or their designee to consider an appeal from a determination by a Hearing Body that a student has violated the Student Code.
4. ***“Calendar Days”*** means the weekdays (Mondays through Fridays) when the University or College is open.
5. ***“College”*** means either collectively or singularly any of the following institutions: Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.
6. ***“Complainant(s)”*** means the person(s) who initiates a complaint by alleging that a Student(s) violated the Code.
7. ***“CSCU”*** means either collectively or singularly, any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.



8. ***“CSCU Affiliates”*** means individuals and/or entities with whom or with which the College or University has a contractual relationship.
9. ***“CSCU Official”*** means any person employed by the College or University to perform assigned administrative, instructional, or professional responsibilities.
10. ***“CSCU Premises”*** means all land, buildings, facilities, and other property in the possession of, or owned, used, and/or controlled by, the University or College, either solely or in conjunction with another entity.
11. ***“Disciplinary Officer” or “Conduct Administrator”*** means a University, College or CSCU official who is authorized to determine the appropriate resolution of an alleged violation of the Code, and/or to impose sanctions or affect other remedies as appropriate. Subject to the provisions of this Code, a disciplinary officer or conduct administrator is vested with the authority to, among other duties: investigate a complaint of an alleged violation of the Code decline to pursue a complaint, refer identified disputants to mediation or other appropriate avenues of resolution, establish charges against a student, enter into an administrative agreement developed with an Accused Student in accordance with Section II-B-3 of this Code, advise a Hearing Body, and present the case before the Hearing Body.
12. ***“Hearing Body” or “Hearing Panel”*** means any person or persons authorized by the University Vice President for Student Affairs, Community College Dean of Students or Charter Oak State College Provost to determine whether a student has violated the Code and to impose sanctions as warranted, including a hearing officer or hearing board.
13. ***“Institution”*** means the University or College within CSCU.
14. ***“Instructor”*** means any faculty member, teaching assistant or any other person authorized by the University to provide educational services, including, but not limited to, teaching, research, and academic advising.
15. ***“Member of the CSCU Community”*** means any person who is a student, an official or any other person who works for CSCU, either directly or indirectly (e.g., for a private enterprise doing business on a CSCU campus).
16. ***“Policy”*** means the written regulations, standards, and student conduct expectations adopted by the BOR and found in, but not limited to the Student Handbook, the Residence Life Handbook, the housing contract, the graduate and undergraduate catalogs, and other publicized University and College notices.
17. ***“Prohibited Conduct”*** means the conduct prohibited by this Code, as more particularly described in Part I-D of this Code.
18. ***“Reporting Party”*** means any person who alleges that a student has violated this Code.

19. **“Student”** means either (1) any person admitted, registered, enrolled or attending any CSCU course or CSCU conducted program, whether full-time or part-time, and whether pursuing undergraduate, graduate or professional studies, or continuing education; (2) any person who is not officially enrolled for a particular term but who has a continuing relationship with a CSCU; or (3) any person within two calendar years after the conclusion of their last registered Community College course unless the student has formally withdrawn, graduated or been expelled from the College.
20. **“Student Code” or “Code”** means this Student Code of Conduct.
21. **“Student Organization”** means an association or group of persons that have complied with the formal requirements for University or College recognition.
22. **“Support Person”** means a person, who accompanies an Accused Student, a Reporting Party or a victim to a hearing for the limited purpose of providing support and guidance. A support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process.
23. **“University”** means any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, and Western Connecticut State University, whichever the alleged violation of the Code occurred.
24. **“Shall” and “will”** are used in the imperative sense.
25. **“May”** is used in the permissive sense.

## **PART B: APPLICATION, DISTRIBUTION, AND ADMINISTRATION OF THE STUDENT CODE OF CONDUCT**

1. **Application of the Student Code:** The Student Code shall apply to the four Connecticut State Universities, the twelve Community Colleges, and the on-line college: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.

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

The Student Code shall apply to Students and to University Student Organizations. The term “student” shall generally apply to the student as an individual and to a Student Organization as a

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

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

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

## PART C: SCOPE OF AUTHORITY

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

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

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

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

#### **PART D: PROHIBITED CONDUCT**

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

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

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

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

2. Acts of dishonesty, including but not limited to the following:
  - a. Misuse of University or College documents, including, but not limited to forging, transferring, altering or otherwise misusing a student fee card, student payroll card, identification card or other College or University identification document, course registration document, schedule card, transcript, or any other institution-issued document or record.
  - b. Knowingly furnishing false information to any 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 of 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, and Charter Oak State College Students in Section IV, for any hearing conducted involving allegations of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence the Complainant and the Respondent shall each have the following rights:

1. All complaints of sexual misconduct will be reviewed by the Title IX Coordinator who will determine supportive measures and whether the complaint falls within the scope of Title IX.
  2. If the institution's Title IX Coordinator determines that the alleged harassment is
    - (1) so severe, pervasive, and objectively offensive that it effectively denies a person equal access to an education program or activity; or,
    - (2) implicates an employee of the institution, alleging that the employee conditioned a provision of an aid, benefit, or service upon the complainant's participation in unwelcome sexual conduct; or,
    - (3) alleges "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v)<sup>1</sup>, "dating violence" as defined in 34 U.S.C. 12291(a)(10)<sup>2</sup>, "domestic violence" as defined in 34 U.S.C. 12291(a)(8)<sup>3</sup>, or "stalking" as defined in 34 U.S.C. 12291(a)(30)<sup>4</sup> as defined in 34 U.S.C. 12291(a)(30)<sup>5</sup>
- and
- (4) the alleged harassment occurred within the United States on property owned or controlled by the institution or any building owned or controlled by a student organization officially recognized by the institution; and
  - (5) at the time of the filing the Complainant was participating or attempting to participate in the educational program or activity;

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<sup>1</sup> 20 U.S.C. 1092(f)(6)(A)(v), The term "sexual assault" means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

<sup>2</sup> 34 U.S.C. 12291(a)(10) The term "dating violence" means violence committed by a person - (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.

<sup>3</sup> 34 U.S.C. 12291(a)(8) The term "domestic violence" includes felony or misdemeanor crimes 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 receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

<sup>4</sup> 34 U.S.C. 12291(a)(30) (30) The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to - (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

<sup>5</sup> 34 U.S.C. 12291(a)(30) (30) The term "stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to - (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

The Title IX coordinator will initiate the Title IX Process.

The Title IX Process and Procedures are available on-line and through the Office of the Title IX Coordinator.

3. If the institution's Title IX Coordinator determines that the alleged harassment does not meet the factors in Section 2 above, but the alleged misconduct violates the Student Code of Conduct, the following procedures apply:
  - a. At any meeting or proceeding, both the Complainant and Respondent (Respondent means the person who has been reported to be the perpetrator of conduct violating the Student Code of Conduct) may be accompanied by an advisor or support person of the student's choice provided the advisor or support person does not cause a scheduled meeting or hearing to be delayed or postponed and provided an advisor or support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding or pertaining to a report of sexual misconduct);
  - b. Both the Complainant and Respondent are entitled to request that disciplinary proceedings begin promptly;
  - c. Any hearing regarding an accusation of sexual misconduct shall (i) be fair, prompt and impartial; (ii) be conducted by a Hearing Body annually trained in issues relating to sexual misconduct (iii) use the preponderance of evidence (more likely than not ) standard; (iv) shall allow both the Complainant and Respondent the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding; (v) provide both the Complainant and Respondent with equal access to any information that will be used during meetings and hearings; (vi) invoke the standard of "affirmative consent"<sup>6</sup> in determining whether consent to engage in sexual activity was given by all persons who engaged in sexual activity; (vii) presume that the Respondent is not responsible until the conclusion of the process; and (viii) the hearing will be held live.
  - d. In accordance with the Family Educational Rights and Privacy Act (FERPA), Complainant and Respondent have the right to keep their identities confidential;
  - e. Complainants and Respondents shall be provided written notice of the decision of the Hearing Body simultaneously, normally within one (1) business day after the conclusion of the Hearing. In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to parties to sexual misconduct shall contain only the following: the name of the parties, the violation committed, if any, and any sanction imposed against the Respondent.
  - f. Both parties shall have the same right to request a review of the decision of the Hearing Body (appeal rights) in the same manner and on the same basis; however, if a request for review is determined to be properly made and if the review determines there is sufficient grounds for altering the decision of the Hearing Body, among the other actions that may be taken as set forth above, the sanction of the hearing may be increased or decreased.

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<sup>6</sup> The standard of "Affirmative Consent" is set forth in the BOR Sexual Misconduct Reporting, Support Services and Processes Policy and is incorporated herein by reference.

Notwithstanding the foregoing, in any hearing pertaining to sexual misconduct both the Complainant and Respondent are entitled to be simultaneously provided notice of any change in the results of the hearing prior to the time when the results become final, as well as to be notified when such results become final.

If the institution's Title IX Coordinator determines that the allegations do not constitute a violation of either Title IX or Board policy and can make no finding of responsibility, complainant and respondent will be notified that the matter will be closed.

### ***PART F: CONDUCT AND DISCIPLINARY RECORDS***

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

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

### ***PART G: INTERPRETATION AND REVISION***

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

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

## II. CONDUCT AND DISCIPLINARY PROCEDURES APPLICABLE TO STATE UNIVERSITY STUDENTS

Procedures for University students differ from those procedures applicable to either the Community Colleges 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) for University Students as set for in this Section II of the Code.

### **PART A: DISCIPLINARY PROCEDURES - ACADEMIC MISCONDUCT**

1. Instructor's Role:  
When the instructor of record or his or her designee believes that an act of academic misconduct has occurred, he or she shall notify the student of the allegation and save any evidence of such misconduct in its original form. (Copies of the Accused Student's work will be provided to the Student upon request.) In addition, the instructor shall not transmit a final grade to the Registrar until such time as the allegation(s) of academic misconduct are finally determined. Each institution shall establish implementation guidelines in accordance with this Code.
2. Information from Person Other than Student's Instructor: Any member of the CSCU Community may provide information which might lead to a complaint against a Student alleging academic misconduct.
3. The Academic Misconduct Hearing Board: There shall be an academic misconduct hearing board convened by the University's Disciplinary Officer to consider allegations of academic misconduct lodged against a Student. The University's disciplinary officer shall be a non-voting member of the board and act as convener.
4. Hearing Process: The Accused Student shall be afforded adequate notice of the allegation, an opportunity to discuss the allegation with the instructor, and adequate time to request and prepare for a hearing. All parties shall have an opportunity to be heard and a record of the proceedings shall be made. The decision of a hearing board shall be communicated in writing.
5. Sanctions: If the academic misconduct hearing board determines that the Accused Student is "Not Responsible," the board shall not impose any sanctions. The board shall so advise the Student's instructor and the instructor shall reevaluate the student's course grade in light of the Board's determination. If the academic misconduct hearing board determines that the Accused Student is "Responsible," the academic sanction set forth in the instructor's course syllabus shall be imposed.

The academic misconduct hearing board may make a recommendation to change the academic sanction imposed by the instructor on the basis of its hearing of the evidence of academic misconduct. (Should the academic sanction not be changed pursuant to this recommendation, the University reserve the right to change the academic sanction.) Upon

consideration of the Accused Student's record of misconduct and/or the nature of the offense, the academic misconduct hearing board may impose additional non-academic sanctions in proportion to the severity of the misconduct. These sanctions may include the following: warning, written reprimand, discretionary sanctions, suspension and/or expulsion, as described in II.D of this Student Code of Conduct.

6. Appeals: The decision rendered by the academic misconduct hearing board may be appealed to the Provost/Academic Vice President, who shall review the record of the hearing, including any and all documents presented to the academic misconduct hearing board. An appeal shall be in writing and shall be delivered to the Provost/Academic Vice President within three (3) calendar days of receipt of the academic misconduct hearing board's written decision.

An appeal may be brought on any of four grounds: (a) a claim that error in the hearing procedure substantially affected the decision; (b) a claim that new evidence or information material to the case was not known at the time of the hearing; (c) a claim that the non-academic sanction(s) imposed were not appropriate for the violation of the Code for which the accused student was found responsible; and/or (d) a claim that the academic sanction imposed has resulted in a palpable injustice. The Provost/Academic Vice President shall have the right to deny an appeal not brought on any of the foregoing grounds. The decision rendered by the Provost/Academic Vice President shall be final and there shall be no further right of appeal.

## **PART B: DISCIPLINARY PROCEDURES - NONACADEMIC MISCONDUCT**

The following procedures shall be followed in addressing allegations of non-academic misconduct.

1. Providing Information leading to a Complaint: Any person may provide information leading to the filing of a complaint against a Student or a Student Organization alleging a violation of the Student Code. A complaint must be made in writing and submitted to the University's Disciplinary Officer or Conduct Administrator.
2. Disciplinary Proceedings Against a Student Charged with a Violation of Law and a Violation of the Code: University proceedings may be instituted against an Accused Student who has been charged with a violation of state or federal law for conduct which also constitutes a potential violation of this Code (that is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following the institution of civil or criminal court proceedings against the Accused Student. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

3. Disciplinary Proceedings Against a Student Charged with Sexual Assault, Sexual, Intimate Partner, Domestic Violence or Other Sex Related Offense: See Section I.E
4. Pre-Hearing Investigation and Administrative Disposition:
  - a. The Disciplinary Officer or Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the Accused Student and the Disciplinary Officer or Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Disciplinary Officer or Conduct Administrator may also present the case for the University at any subsequent hearing, but if he or she does, he or she shall not serve as a member of the Hearing Body.
  - b. The Disciplinary Officer or Conduct Administrator may conduct an investigation to determine if there is reason to believe the student has committed a violation of any part of Section I.D. of the Code and, after considering both the possible violation and the prior conduct record of the student, if the Disciplinary Officer or Conduct Administrator determines that a sanction of less than residential hall separation or suspension or expulsion from the University is appropriate, the Disciplinary Officer or Conduct Administrator shall schedule an administrative conference with the student. The student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the student shall have the opportunity to present information for the Disciplinary Officer's or Conduct Administrator's consideration. At the conclusion of the administrative conference, the Disciplinary Officer or Conduct Administrator shall determine whether it is more likely than not that the student has violated the Policy and, if so, impose a sanction less than residential hall separation, or suspension or expulsion from the University. The Disciplinary Officer or Conduct Administrator shall provide the student with a written explanation for the determination. The decision of the Disciplinary Officer or Conduct Administrator shall be final.
5. Hearing Bodies: A Student accused of misconduct has the right to be heard by an impartial Hearing Body. Any concern surrounding the impartiality of the Hearing Body or any member thereof will be referred to the Vice President for Student Affairs or his or her designee, who will review the matter and make a determination. Any Hearing regarding an accusation of sexual assault, sexual misconduct, intimate partner, domestic violence or other sex related offense or intimate partner violence shall be conducted by an impartial Hearing Body trained in issues relating to sexual assault, sexual violence, intimate partner, and domestic violence.
6. Hearing Procedures:
  - a. Notice of Hearing: Normally, a hearing will be conducted within ten (10) calendar days of the Accused Student being notified of the charges. Notice may be provided to the Accused Student by in-hand delivery, by registered mail, with delivery receipt attached or by certified mail, return receipt requested by University email or by overnight delivery with signature of recipient required. Should the

Accused Student refuse to accept in-hand delivery, a written statement of the attempted delivery of the notice signed by the person attempting to make such delivery shall constitute notice. Should the Accused Student refuse to sign for registered or certified mail, the postal document indicating such refusal shall constitute notice.

The notice shall advise the Accused Student of each section of the Student Code alleged to have been violated and, with respect to each such section, a statement of the acts or omissions which are alleged to constitute a violation of the Code, including the approximate time when and the place where such acts or omissions allegedly occurred.

The Accused Student shall be afforded a reasonable period of time to prepare for the hearing, which period of time shall not be less than three (3) Calendar Days. The Accused Student, the Reporting Party and/or any alleged victim may request a delay of the hearing due to extenuating circumstances. Any decision to postpone the hearing shall be made by the Disciplinary Officer or Conduct Administrator or by the Hearing Body, or by the designee of the Vice President for Student Affairs.

- b. Hearing: Hearings shall be closed, but the Hearing Body may, in its discretion, admit any person into the hearing room. The Hearing Body shall have the authority to discharge or to remove any person whose presence is deemed unnecessary or obstructive to the proceedings.

The Accused Student, the Reporting Party and any alleged victim shall have the right to be present at all stages of the hearing process except during the private deliberations of the Hearing Body and the presentation of sanctions. In hearings involving more than one Accused Student, the Hearing Body may determine that, in the interest of fairness, separate hearings should be convened.

In any Hearing alleging sexual assault, sexual, intimate partner, domestic violence or other sex related offense, any alleged victim and the Accused Student are entitled to:

- 1) be accompanied to any meeting or proceeding by an advisor or support person of their choice, provided that the advisor or support person does not cause a scheduled meeting to be delayed or postponed;
- 2) present evidence and witnesses on their behalf;
- 3) in accordance with the Family Educational Rights and Privacy Act (FERPA), to have their identities kept confidential.

In addition, the alleged victim of sexual assault, sexual, intimate partner, domestic violence or other sex related offense is entitled to request that disciplinary proceedings begin promptly.

- c. Record of Hearing: When expulsion or suspension from the University or residence hall separation is a possibility, the University shall make a recording of the hearing. The recording shall be the property of the University. No other recordings shall be made by any person during the hearing. Upon request, the Accused Student may



review the recording in a designated University office in order to prepare for an appeal of the decision rendered by the Hearing Body. Further disclosure of the recording shall be governed by applicable state and federal law.

- d. Opportunity to Present a Defense: The Accused Student shall have the full opportunity to present a defense and information, including the testimony of witnesses, in his or her behalf. The Reporting Party and the Accused Student may question the statements of any person who testifies in a manner deemed appropriate by the Hearing Body. The Reporting Party and the Accused Student may make concluding statements regarding the charges made and the information presented during the hearing. The Hearing Body may question the Accused Student and the Reporting Party, any witness presented by the Accused Student or the Reporting Party, and any other witness(es) the Hearing Body may choose to call to testify.
- e. Accused Student Can Choose Whether or Not to Testify in His or Her Own Defense: The Accused Student who is present at the hearing shall be advised by the Hearing Body that he or she is not required to testify, to answer questions, or to make any statement regarding the complaint or the allegations set forth in the complaint. Refusal to do so shall not be considered by the Hearing Body to constitute evidence of responsibility.
- f. Non-Appearance of Accused Student at Disciplinary Hearing: If an Accused Student does not appear at a disciplinary hearing, the Hearing Body shall enter a plea of "not responsible" on behalf of such student and the hearing shall proceed in the normal manner of hearing evidence, weighing facts, and rendering judgment. The failure of an Accused Student to appear at the disciplinary hearing shall not be considered by the Hearing Body to constitute evidence of responsibility.
- g. Advisors and Support Persons: The Reporting Party, any alleged victim, and the Accused Student shall each have the right to be accompanied by an Advisor and Support Person. The Advisor and the Support Person should be someone whose schedule allows attendance at the scheduled date and time for the disciplinary hearing because delays will not normally be allowed due to the scheduling conflicts of an Advisor or Support Person.
- h. Presentation of Evidence: Only evidence introduced at the hearing itself may be considered by the Hearing Body in determining whether it is more likely than not that the alleged violation was committed by the accused student.
- i. Evidence of Prior Convictions or Disciplinary Actions: Evidence of prior criminal convictions or University disciplinary actions may be presented to the Hearing Body only after a determination of responsibility has been made and only for consideration in connection with determining the sanction.
- j. Accommodation of Witnesses: The Hearing Body may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Reporting Party, the Accused Student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting

participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Hearing Body to be appropriate.

- k. Written Notice of Decision: The Accused Student shall receive written notice of the decision of the Hearing Body that shall set forth the decision rendered, including a finding of "responsible" or "not responsible," and the sanctions imposed, if any. The decision of the Hearing Body, as well as the sanction(s) imposed, if any, generally will not be released to third parties without the prior written consent of the Accused Student. However, certain information may be released if and to the extent authorized by state or federal law.

With respect to Hearings alleging sexual assault, sexual, intimate partner, domestic violence or other sex related offense, any alleged victim shall receive written notice of the decision of the Hearing Body at the same time as the Accused Student, normally within one (1) business day after the conclusion of the Hearing.

In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any alleged victim of sexual assault, sexual, intimate partner, domestic violence or other sex related offense shall contain only the following: the name of the student, the violation committed and any sanction imposed against the student.

6. Review: An Accused Student may request that the decision of the Hearing Body be reviewed by the Vice President for Student Affairs or his or her designee. A request for review must be made in writing to the Vice President for Student Affairs or his or her designee within three (3) Calendar Days of the Accused Student's receipt of the written notice of decision. For good cause shown, the Vice President for Student Affairs may extend the three-University Calendar Day limitation on filing a request for a review. An Accused Student may request only one review of each decision rendered by the Hearing Body. A decision reached as a result of an Administrative Disposition may not be reviewed.
- a. Grounds for Review: The Accused Student has the right to request a review of the decision of the Hearing Body on the grounds that: (i) the procedures set forth in this Code were not followed and, as a result, the decision was substantially affected; (ii) the sanction(s) imposed were not appropriate for the violation of the Code for which the Accused Student was found responsible; and/or (iii) new information, sufficient to alter the decision, or other relevant facts were not brought out in the original hearing because such information and/or facts were not known to the Accused Student at the time of the original hearing. The review shall be limited to a review of the record except as required to explain the basis of new information.
- b. Review Procedures: In order to prepare for the review, the Accused Student may review the recording of the original hearing in a designated University office but will not be permitted to remove the recording from that office or make copies. The review will not be heard by anyone involved in the initial hearing. The review shall be considered and a decision rendered within ten (10) Calendar Days of the filing of the request for review.

If a request for review is granted, the matter shall be referred to the original Hearing Body for reconsideration of its original determination or to a newly-constituted Hearing Body for a new hearing, or the sanction imposed may be reduced, as appropriate. If a request is not granted, the matter shall be considered final and binding upon all involved.

- c. Status of Student Pending Review: All sanctions imposed by the Hearing Body shall be and continue in effect pending the outcome of a review. Any request to delay the commencement of sanctions pending a review must be made by the Accused Student, in writing, to the Vice President for Student Affairs or his or her designee.
- d. With respect only to Hearings related to sexual assault, sexual, intimate partner, domestic violence or other sex offense, the alleged victim shall have the same right to request a review in the same manner and on the same basis as shall the Accused Student as set forth above; however, in such cases, if a review by any alleged victim is granted, among the other actions that may be taken as set forth above, the sanction of the Hearing may also be increased.

Upon review, if the decision or sanction of the disciplinary proceeding is changed, any alleged victim must be notified in writing of the change in decision or sanction at the same time that the Accused Student is notified.

### **PART C: INTERIM SUSPENSIONS AND RESIDENCE HALL SEPARATIONS**

In certain circumstances, the Vice President for Student Affairs, or his or her designee, may impose an interim suspension or residence hall separation on an Accused Student prior to the hearing before the Hearing Body.

1. Basis for Imposition of Interim Suspension or Residence Hall Separation: An interim suspension may be imposed upon an Accused Student only: (i) to ensure the safety and well-being of members of the University Community or preservation of University property; (ii) to ensure the Student's own physical or emotional safety and well-being; or (iii) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.

A residence hall separation may be imposed if a Student's continued presence will disrupt the academic and social well-being of the residential community. Residence hall separation is the removal of a student from the University residence hall in which he or she resides. Such separation may include a restriction of access to all or designate University residence halls. During the period of the separation, the removed Student shall not be permitted to enter the designated hall(s) as a guest of another resident.

An interim suspension or residence hall separation is not a sanction and will continue in effect only until such time as a hearing on the alleged violation has been completed.

2. Effect of Interim Suspension or Residence Hall Separation: During the interim suspension or residence hall separation, the removed Student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the Student might otherwise be eligible, as the Vice President for Student Affairs, or his or her designee, may determine to be appropriate.
3. Procedure: The Accused Student shall be notified, either orally or in writing, of the pending imposition of an interim suspension or residence hall separation. Whenever possible prior to the imposition of the interim suspension or suspension, the affected Student will be afforded an opportunity to meet with the Vice President for Student Affairs, or his or her designee. Otherwise, the meeting will be held on the first Calendar Day that the Student is available.

At that meeting, the Accused Student will be advised of his/her reported behavior and be offered the opportunity to provide information upon which the determination may be based whether or not the Student engaged in conduct warranting an interim suspension or residence hall separation.

Any Student placed on an interim suspension will be given an opportunity to appear at an administrative conference or a formal hearing on the misconduct charges lodged against him or her in accordance with II.B.5 of this Code within ten (10) Calendar Days of being placed on such suspension, or as soon as practical after the Accused Student is prepared to participate in such a hearing.

#### **PART D: DISCIPLINARY SANCTIONS**

Sanctions which may be imposed for violations of the Student Code are listed below. In determining appropriate sanctions, the Hearing Body may take into consideration any and all prior violations of the Code for which the Accused Student was determined to be responsible. The Hearing Body shall have the authority to defer the imposition of any sanction when deemed appropriate. The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code, including the completion of all sanctions imposed, if any.

1. Sanctions Which May Be Imposed for Violations of the Code: The following sanctions may be imposed, individually or in various combinations, on any student found to have violated the Student Code, and will be entered into the Student's disciplinary records. Notation of disciplinary sanctions shall be on file only in the appropriate office in the Division of Student Affairs and shall not be released without the written consent of the Student except to appropriate University enforcement personnel, University police, staff and administrators, or as required by law.
  - a. Warning: A disciplinary warning is a written notice to a Student advising him or her that specific behavior or activity constitutes a violation of the Code and that the repetition of such behavior will likely result in the commencement of more serious disciplinary action by the University.

- b. Fine: A sanction involving the imposition of a specified dollar amount due and payable by a specified date.
- c. Probation: Disciplinary probation is a designated period of time during which a Student is given the opportunity to modify unacceptable behavior and/or to complete specific assignments in an effort to regain full student privileges within University Community. Disciplinary probation may involve the imposition of certain restrictions and/or conditions upon the Student including, but not limited to, financial restitution, community service, fines, referral for professional services such as counseling, participation in educational programs, parental notification under limited circumstances, and ineligibility to participate in University activities or events. Periodic contact with a designated member of the University Community or non-college professional may be required. If the Student fully complies with the terms and conditions imposed in connection with the disciplinary probation, full student privileges will be restored to the student upon termination of the probationary period. Failure to comply with the terms and conditions of the probation constitutes prohibited conduct that is separate from and in addition to the conduct for which the probation was imposed. A Student accused of violation of probation will be given due notice of the alleged violation and the procedures set forth in this Code shall be followed.
- d. Loss of Privileges: Denial of specified privileges for a designated period.
- e. Restitution: Compensation for loss, damage to real or personal property. This may take the form of appropriate service and/or monetary or material replacement.
- f. Discretionary Sanctions: Work assignments, essays, service to the University, or other related discretionary assignments, referral for professional services such as counseling, participation in educational programs, parental notification under limited circumstances, and ineligibility to participate in University activities or events. Periodic contact with a designated member of the University Community or non-college professional may be required.
- g. Residence Hall Warning: A written notice to a Student advising him or her that specific behavior or activity constitutes a violation of the Code and that the repetition of such behavior will likely result in the commencement of more serious disciplinary action by the University.
- h. Residence Hall Probation: Residence hall probation is a designated period during which an Accused Student is given the opportunity to modify unacceptable behavior and/or to complete specific assignments in an effort to regain full student privileges within the residence hall in which the Student resides. Residence hall probation may include restrictions and/or conditions on the exercise of residence hall activities and privileges. Periodic contact with a designated member of the residence hall staff or professional may be required. If the Accused Student fully complies with the terms and conditions imposed in connection with the residence hall probation,

full residence hall privileges will be restored to the Student upon termination of the probationary period. Failure to comply with the terms and conditions of the probation constitutes prohibited conduct that is separate from and in addition to the conduct for which the probation was imposed. A Student accused of violation of probation will be given due notice and the procedures set forth in this Code shall be followed.

- i. Residence Hall Separation: Separation of the Student from the residence halls for a definite period of time, after which the Student is eligible to return. Conditions for readmission may be specified.
  - j. Residence Hall Expulsion: Permanent separation of the Student from the residence halls.
  - k. Suspension: Suspension is temporary disciplinary separation from all universities among CSCU and the denial of all student privileges. Suspension shall be effective on the date that notice of the suspension is provided to the Accused Student, or later, if so stated in the notice, and shall prescribe the date and conditions upon which the Student may petition for readmission to the University. A Student separated from all universities within CSCU by suspension may under the terms of the suspension be excluded from the premises of all CSCU premises when in the judgment of the suspending authority, the Student's continued presence would constitute a danger to persons or property or a threat to the academic process. Notwithstanding the foregoing, the suspending authority of the suspended Student's home University or his or her designee may authorize a suspended student who has been excluded from all University premises to enter the premises of the student's home University for designated purposes.
  - l. Expulsion: Expulsion is permanent disciplinary separation from all universities within CSCU and the denial of all student privileges. Expulsion shall be effective on the date that notice of expulsion is provided to the Accused Student, or later, if so stated in the notice. A student separated from all universities of CSCU by expulsion may under the terms of the expulsion be excluded from all CSCU Premises when in the judgment of the expelling authority the Student's presence would constitute a danger to persons or property or a threat to the academic process.
2. **Revocation of Admission and/or Degree**: Upon the recommendation of the Hearing Body, admission to or a degree awarded from the University may be revoked by the University, acting through its President (or his or her designee) for fraud, misrepresentation, or other violation of University standards in obtaining admission or the degree.
  3. **Consequences of Failure to Comply with a Duly Assigned Sanction**: Failure to comply with sanctions which have been assigned through a formal judicial process may lead to one or more of the following consequences:
    - a. Denial of access to certain university services, including, but not limited to housing and parking;

- b. Denial of access to administrative processes, including, but not limited to, course add/drop, pre-registration, registration, and room selection; and/or
- c. Withholding of the privilege of participation in university sponsored activities and/or public ceremonies, or formal disciplinary charges under II.B hereof.

#### 4. Sanctions Which May Be Imposed on Student Organizations

- a. Sanctions: Those sanctions listed in subsections 1.a through f of Section II.D.
- b. Loss of recognition: Loss of recognition for a specified period of time results in the loss of privileges, such as the use of university space, access to student activity fee funding, and/or the privilege of functioning as a student organization. Loss of recognition for more than two (2) semesters shall require that an organization reapply for University recognition. Conditions for future recognition may be imposed by the hearing body.

### **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.

## **IV. CONDUCT AND DISCIPLINARY PROCEDURES APPLICABLE TO CHARTER OAK STATE COLLEGE STUDENTS**

Procedures for Charter Oak State College students differ from those procedures applicable to either the Community Colleges or the Universities. 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 Charter Oak State College Students as set for in this Section IV of the Code.

### ***PART A: RIGHTS AND RESPONSIBILITIES OF HEARING PARTICIPANTS***

Hearing participants may include the accused student(s), a complainant, witnesses, support person(s), and the members of the hearing body.

The complaining party, any alleged victim, and the student who has been charged shall each have the right to:

1. Be notified of all charges.
2. Review any written complaint(s) submitted in support of the charge(s).
3. Be informed of the hearing process.
4. Request a delay of a hearing due to extenuating circumstances.
5. Be accompanied by an advisor or support person during the hearing.
6. Be present at all stages of the hearing process except during the private deliberations of the hearing body.
7. Submit a written statement regarding the incident.
8. Give a personal statement.
9. Question all statements and other information presented at the hearing.
10. Present information and witnesses when deemed appropriate and relevant by the hearing body.
11. Be informed of the finding(s) as well as any sanctions imposed.
12. Present a personal or community impact statement to the hearing body upon a finding of "Violation."

In addition to the above-mentioned rights, a student who has been charged with a violation of the Student Code of Conduct shall have the right to:

1. Be notified of the proposed information to be presented and to know the identity of witnesses who have been called to speak at the hearing when the Chair of the disciplinary hearing knows such information.
2. Request an alternate hearing panel member when there is reasonable cause to believe that the hearing panel will be unable to conduct an impartial hearing.
3. Be presumed not to be in "violation" of the code unless the facts presented at the hearing prove otherwise.
4. Deny or admit violating the Code of Conduct.
5. Decline to give a personal statement.
6. Present Character Witnesses, if appropriate.
7. Receive a written notice of the sanction(s) imposed.

**PART B: DISCIPLINARY PROCEDURES**

The Administration and the Faculty of Charter Oak State College believe that all members of the academic community are entitled to expect compliance with Section I.D.1 Prohibited Conduct. Accordingly, any Student or employee of the College may initiate a disciplinary process in the manner specified by this section. Once the process has been initiated, all subsequent decisions concerning possible discipline of a Student or students rest with the appropriate College officials. The President shall designate the Provost or another College official to have responsibility for the disciplinary procedures.

1. A statement of possible violation must be filed in writing with the Provost within thirty (30) business days of the date of the alleged violation or within thirty (30) business days of the date the alleged violation was known. Said statement must specify the Student conduct in question and the part or parts of Section I.D.1 Prohibited Conduct, which it is alleged said conduct violates, if applicable.
2. If the Provost determines that the alleged conduct may violate the provisions of the Code or otherwise threatens the safety or order of the College, the Provost shall, within ten (10) business days of receiving a written statement, provide written notice to the Student of the statement of possible violation(s) and the fact that the allegations will be investigated. The investigation shall be conducted by the Provost and/or his or her designee(s), and may include but not be limited to interviews with witnesses, the complainant(s), and review of any pertinent materials and information, and shall include an interview with the Student suspected in engaging in misconduct conduct unless the Student suspected declines to be interviewed. The investigation shall be completed within thirty (30) business days of the Provost's receipt of the written statement of possible violation. A record of the investigations will be maintained.
3. Following completion of the informal investigation specified above, the Provost will (a) determine that there is insufficient basis in fact and dismiss the matter or (b) conclude that there is a sufficient factual basis for discipline.
4. If the Provost determines there is a sufficient factual basis for moving forward with disciplinary proceedings, he or she shall cause a written statement of charges to be provided to the Student. Said statement shall contain (a) a concise statement of the facts on which the charge is based; (b) a citation of the rule or rules alleged to have been violated; (c) a statement of the maximum penalty sought; (d) a statement that the Student may request a hearing by responding in writing to the Provost within thirty (30) business days requesting such hearing; and (e) a statement that failure to request a hearing may result in imposition of the penalty sought.
5. If the Student requests a formal hearing, the Student is entitled to the following: (a) a hearing be conducted within thirty (30) business days after receipt by Provost of a written request for a hearing; (b) to be heard by an impartial panel chaired by the Dean of the Faculty or his/her designee and composed of no fewer than two members of the Charter Oak State College Faculty, one appointed by the Dean of the Faculty and one Student appointed by the Student Association; (c) to appear in person or through a conference call or other mutually agreed upon electronic means, or to have a representative attend on his/her behalf; (d) be accompanied by a support person during the hearing; (e) to hear and have a reasonable opportunity to question adverse witnesses and to present evidence and testimony in his/her behalf; and (f) to receive a written decision within ten (10) business days following the hearing specifying the panel's

findings and the penalty assessed, if any. The hearing shall be taped and a record shall be maintained of this hearing.

6. **Hearing:** A hearing shall be conducted following the guidelines specified below:

***On-site:***

- a. A hearing shall be conducted in private.
- b. Admission of any person into the hearing room shall be at the discretion of the chair of the hearing body. The chair, who is the Dean of the Faculty or his/her designee, shall have the authority to discharge or to remove any person whose presence is deemed unnecessary or obstructive to the proceeding.
- c. Except as directed by the chair, support persons shall limit their role in a hearing to that of a consultant to the accused, to the complainant or to the victim.
- d. The complainant and the accused are responsible for presenting their respective witnesses, any additional information, and any concluding statements regarding the charges and the information.
- e. In a manner deemed appropriate by the chair, the complainant and/or the accused may question the statements of any person who testifies.
- f. The hearing panel may question any witness presented by the accused and the complainant, including the complainant and the accused as well as any other witnesses the chair may choose to call.
- g. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Hearing Body at the discretion of the chair.
- h. All procedural questions are subject to the final decision of the chair or the Provost.
- i. After the hearing has concluded, the hearing panel, in private, will decide whether the Student charged with misconduct is in violation of the Student Code of Conduct. The Dean of the Faculty or his/her designee may participate in the discussion, but is a non-voting member. Only evidence introduced at the hearing shall be considered in the determination of the decision. Each decision shall be made on the basis of whether or not the information presented at the hearing substantiates the charges in a more likely than not manner.
- j. If the panel finds that the student violated the Student Conduct Code, the panel, in private, shall review the Student's academic transcript and disciplinary record, hear a character witness, if appropriate, and impose the appropriate sanction (s). The decision of the panel will be provided in writing to the Provost. The decision and sanction will be sent to the student in writing by the Provost.
- k. A taped record of the hearing will be maintained. The record shall be the property of the College.

***Via the Phone:***

- a. For the accused or complainant who cannot attend in person, Charter Oak State College will set up a conference call.
- b. Twenty-one (21) business days before the hearing, the Provost must receive all materials to be presented by the accused and by the complainant, including the names and relationships of the character witnesses and support persons. The Provost will send copies of the materials to the hearing panel, the accused, and

the complainant at least seven (7) business days before the hearing. The Provost will arrange for the conference call.

- c. The procedures outlined in the "on- site" section will be followed, unless they specifically apply only to the on-site hearing.
- d. Within ten (10) business days of the conclusion of the formal hearing, a Student may appeal the decision, in writing, to the President. An appeal shall be limited to a consideration of the verbatim record of the hearing and supporting documents for one or more of the following: a.) the process set forth in the guidelines was not followed and resulted in prejudice to the Student; b.) the evidence presented was insufficient to justify the decision; and c.) sanction(s) imposed was/were disproportionate to the gravity of the offense. The President may accept the decision of the hearing panel, overturn their decision, return the matter to the original hearing panel, or appoint a new hearing panel. The decision of the original hearing panel or the new hearing panel or the President will be sent to the Student in writing by the President and will be final.
- e. During any appeal period, any sanctions will remain in place and the Student will not be allowed to participate in a graduation ceremony nor graduate until the review process has been completed and a final decision rendered.

#### **PART C: INTERIM ADMINISTRATIVE ACTION**

The President or his/her designee may impose an interim "College Suspension" and/or other necessary restrictions on a Student prior to a hearing on the Student's alleged violation. Such action may be taken when, in the professional judgment of the President or his/her designee, a threat of imminent harm to persons or property exists.

Interim Administrative Action is not a sanction. Rather, it is an action to protect the safety and well-being of an accused Student, or other members of the College community, or greater community or to protect property. Such action is in effect only until a hearing is completed.

#### **PART D: DISCIPLINARY SANCTIONS**

Disciplinary penalty shall mean any action affecting the status of an individual as a Student taken by the College in response to a Student's misconduct in violation of Section I.D.1 Prohibited Conduct above, which penalties shall include but not be limited to:

1. Warning - A written notice that the Student has violated College Policy and a warning that another violation will likely result in a more severe sanction.
2. Restitution - Compensation for loss of or damage to property.
3. Academic Sanctions
4. Suspension - Suspension is a temporary disciplinary separation from the College involving denial of all Student privileges, including entrance to College premises. A notation of "suspension" will be placed in the Student database but will not be placed on the Student transcript. Charter Oak State College will not accept credits earned at another institution or through any other means during a period of suspension. Suspensions shall range from one semester to two years.
5. Students who are suspended will receive no refund of tuition or fees.
6. A Student who has been suspended must apply for re-matriculation if he/she plans to return.
7. Expulsion - Expulsion is mandatory separation from the College involving denial of all Student privileges, including entrance to college premises for a minimum of 5 years.

After the length of the term for expulsion has expired, the Student may request in writing directed to the Provost permission to re-matriculate. That permission must indicate why Charter Oak State College should allow the Student to return.

8. Charter Oak State College will not accept credits earned at another institution or through any other means during a period of expulsion. A permanent notation of "Dismissed" shall be placed on the Student's transcript.

Failure to comply with requirements of Restitution or Academic Sanctions above will result in dismissal from the institution. The Student must complete the requirements of the sanction before he/she would be allowed to apply for readmission and/or graduate.



**APPENDIX E:**

**2020-2021 UNIVERSITY TITLE IX PROGRAMMING/TRAINING TOTALS**



Connecticut State Colleges and Universities (CSCU)

Title IX Related Training Provided by WESTERN CONNECTICUT STATE UNIVERSITY, OFFICE OF DIVERSITY AND EQUITY

\*Domestic Violence (DOV), Dating Violence (DV), Sexual Assault (SA), Stalking (S) \*\* Principals have employees/students \*\*\* Ongoing training about Title IX year

DEPARTMENT	DATE	NAME OF PROGRAM	LOCATION	PRESENTER	AUDIENCE	NUMBER IN AUDIENCE	TITLE IX RELATED	WHICH PROHIBITED BEHAVIOR WAS COVERED?	PRIMARY** OR ONGOING?***	STUDENTS OR EMPLOYEES	LEARNING OBJECTIVES	DOCUMENTS
OFFICE OF DIVERSITY AND EQUITY	August 20, 2021	CULTURAL DIVERSITY/TITLE IX NEW EMPLOYEE TRAINING	VIRTUAL-MS TEAMS	JESENIA MINIER	FACULTY/STAFF	10	YES	SEXUAL MISCONDUCT/ HARASSMENT/ HOSTILE ENVIRONMENT/ STALKING	PRIMARY	EMPLOYEES	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	NA
CENTER FOR EMPOWERMENT AND EDUCATION	September 28, 2021	RED FLAG CAMPAIGN AND INFORMATION SESSION - MIDTOWN CAMPUS	IN-PERSON	CARA MACKLER	STUDENTS	25	YES	SEXUAL MISCONDUCT/ HARASSMENT/ HOSTILE ENVIRONMENT/ STALKING	PRIMARY	STUDENTS	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A
CENTER FOR EMPOWERMENT AND EDUCATION	September 30, 2021	RED FLAG CAMPAIGN AND INFORMATION SESSION - WEST SIDE CAMPUS	IN-PERSON	CARA MACKLER	STUDENTS	30	YES	SEXUAL MISCONDUCT/ HARASSMENT/ HOSTILE ENVIRONMENT/ STALKING	PRIMARY	STUDENTS	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A
OFFICE OF DIVERSITY AND EQUITY	October 21, 2021	COMMUNITY PSYCHOLOGY SPECIAL CULTURAL DIVERSITY/TITLE IX REFRESHER TRAINING	VIRTUAL-MS TEAMS	JESENIA MINIER	STUDENTS	20	YES	SEXUAL MISCONDUCT/ HARASSMENT/ HOSTILE ENVIRONMENT/ STALKING	PRIMARY	STUDENTS	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A
OFFICE OF DIVERSITY AND EQUITY	October 25, 2021	TRAINING	VIRTUAL-MS TEAMS	JESENIA MINIER	FACULTY/STAFF	56	YES	SEXUAL MISCONDUCT/ HARASSMENT/ HOSTILE ENVIRONMENT/ STALKING	ONGOING	EMPLOYEES	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A
OFFICE OF DIVERSITY AND EQUITY	October 28, 2021	MICROAGGRESSIONS/TITLE IX RESTORATIVE JUSTICE STRATEGIES FOR SURVIVORS OF SEXUAL VIOLENCE ON CAMPUS	VIRTUAL-MS TEAMS	JESENIA MINIER	STUDENTS/STAFF/FACULTY	55	YES	SEXUAL MISCONDUCT/ HARASSMENT/ HOSTILE ENVIRONMENT/ STALKING	PRIMARY	EMPLOYEES/STUDENTS	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A
OFFICE OF DIVERSITY AND EQUITY	December 15, 2021	SPECIAL TITLE IX PRESENTATION	VIRTUAL-MS TEAMS	SCOTT TOWERS/CARA MACKLER	FACULTY/STAFF	22	YES	SEXUAL MISCONDUCT/ HARASSMENT/ HOSTILE ENVIRONMENT/ STALKING	PRIMARY	EMPLOYEES	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A
OFFICE OF DIVERSITY AND EQUITY	January 31, 2022	TRAINING	VIRTUAL-MS TEAMS	JESENIA MINIER	PRESIDENT'S CABINET	15	YES	SEXUAL MISCONDUCT/ HARASSMENT/ HOSTILE ENVIRONMENT/ STALKING	PRIMARY	EMPLOYEES	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A
OFFICE OF DIVERSITY AND EQUITY	March 11, 2022	CULTURAL DIVERSITY/TITLE IX REFRESHER TRAINING	VIRTUAL-MS TEAMS	JESENIA MINIER	FACULTY/STAFF	25	YES	SEXUAL MISCONDUCT/ HARASSMENT/ HOSTILE ENVIRONMENT/ STALKING	ONGOING	EMPLOYEES	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A
OFFICE OF DIVERSITY AND EQUITY	March 25, 2022	CULTURAL DIVERSITY/TITLE IX NEW EMPLOYEE TRAINING	VIRTUAL-MS TEAMS	JESENIA MINIER	FACULTY/STAFF	9	YES	SEXUAL MISCONDUCT/ HARASSMENT/ HOSTILE ENVIRONMENT/ STALKING	PRIMARY	EMPLOYEES	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A
OFFICE OF DIVERSITY AND EQUITY	April 13, 2022	WCSU SAFE ZONE TRAINING	VIRTUAL-MS TEAMS	SCOTT TOWERS	STUDENTS/STAFF/FACULTY	20	YES	SEXUAL MISCONDUCT/ HARASSMENT/ HOSTILE ENVIRONMENT/ STALKING	PRIMARY	STUDENTS	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A
OFFICE OF DIVERSITY AND EQUITY	April 27, 2022	WCSU SAFE ZONE TRAINING	VIRTUAL-MS TEAMS	SCOTT TOWERS	STUDENTS/STAFF/FACULTY	35	YES	SEXUAL MISCONDUCT/ HARASSMENT/ HOSTILE ENVIRONMENT/ STALKING	PRIMARY	STUDENTS	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A
OFFICE OF DIVERSITY AND EQUITY	May 6, 2022	CULTURAL DIVERSITY/TITLE IX REFRESHER TRAINING	VIRTUAL-MS TEAMS	JESENIA MINIER	FACULTY/STAFF	21	YES	SEXUAL MISCONDUCT/ HARASSMENT/ HOSTILE ENVIRONMENT/ STALKING	ONGOING	EMPLOYEES	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A
FIRSTNET SEXUAL HARASSMENT ONLINE TRAINING	1/1/2021-12/31/2022	FIRSTNET ONLINE PORTAL TRAINING	ONLINE	N/A	FACULTY	100	YES	SEXUAL HARASSMENT/ HOSTILE ENVIRONMENT	ONGOING	EMPLOYEES	PRESENTATIONS/QUIZ/INTERACTIVE	N/A
FIRSTNET SEXUAL HARASSMENT ONLINE TRAINING	1/1/2021-12/31/2022	FIRSTNET ONLINE PORTAL TRAINING	ONLINE	N/A	STAFF	81	YES	SEXUAL HARASSMENT/ HOSTILE ENVIRONMENT	ONGOING	EMPLOYEES	PRESENTATIONS/QUIZ/INTERACTIVE	N/A
COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES	1/1/2021-12/31/2022	CHRO SEXUAL HARASSMENT PREVENTION TRAINING	ONLINE	N/A	STAFF	8	YES	SEXUAL HARASSMENT/ HOSTILE ENVIRONMENT	ONGOING	EMPLOYEES	PRESENTATIONS/QUIZ/INTERACTIVE	N/A
CENTER FOR EMPOWERMENT AND EDUCATION	February 8, 2021	TITLE IX STUDENT TRAINING	IN-PERSON	CARA MACKLER	STUDENTS	27	YES	SEXUAL MISCONDUCT/ HARASSMENT/ HOSTILE ENVIRONMENT/ STALKING	ONGOING	STUDENTS	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A
CENTER FOR EMPOWERMENT AND EDUCATION	February 23, 2021	TITLE IX STUDENT TRAINING	IN-PERSON	CARA MACKLER	STUDENTS	25	YES	SEXUAL MISCONDUCT/ HARASSMENT/ HOSTILE ENVIRONMENT/ STALKING	ONGOING	STUDENTS	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A
CENTER FOR EMPOWERMENT AND EDUCATION	March 11, 2021	TITLE IX STUDENT TRAINING	IN-PERSON	CARA MACKLER	STUDENTS	8	YES	SEXUAL MISCONDUCT/ HARASSMENT/ HOSTILE ENVIRONMENT/ STALKING	ONGOING	STUDENTS	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A
CENTER FOR EMPOWERMENT AND EDUCATION	March 15, 2021	TITLE IX STUDENT TRAINING	IN-PERSON	CARA MACKLER	STUDENTS	22	YES	SEXUAL MISCONDUCT/ HARASSMENT/ HOSTILE ENVIRONMENT/ STALKING	ONGOING	STUDENTS	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A
CENTER FOR EMPOWERMENT AND EDUCATION	March 16, 2021	TITLE IX STUDENT TRAINING	IN-PERSON	CARA MACKLER	STUDENTS	16	YES	SEXUAL MISCONDUCT/ HARASSMENT/ HOSTILE ENVIRONMENT/ STALKING	ONGOING	STUDENTS	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A
CENTER FOR EMPOWERMENT AND EDUCATION	March 16, 2021	TITLE IX STUDENT TRAINING	IN-PERSON	CARA MACKLER	STUDENTS	16	YES	SEXUAL MISCONDUCT/ HARASSMENT/ HOSTILE ENVIRONMENT/ STALKING	ONGOING	STUDENTS	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A
CENTER FOR EMPOWERMENT AND EDUCATION	March 17, 2021	TITLE IX STUDENT TRAINING	IN-PERSON	CARA MACKLER	STUDENTS	19	YES	SEXUAL MISCONDUCT/ HARASSMENT/ HOSTILE ENVIRONMENT/ STALKING	ONGOING	STUDENTS	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A
CENTER FOR EMPOWERMENT AND EDUCATION	March 22, 2021	TITLE IX STUDENT TRAINING	IN-PERSON	CARA MACKLER	STUDENTS	18	YES	SEXUAL MISCONDUCT/ HARASSMENT/ HOSTILE ENVIRONMENT/ STALKING	ONGOING	STUDENTS	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A
CENTER FOR EMPOWERMENT AND EDUCATION	March 26, 2021	TITLE IX STUDENT TRAINING	IN-PERSON	CARA MACKLER	STUDENTS	13	YES	SEXUAL MISCONDUCT/ HARASSMENT/ HOSTILE ENVIRONMENT/ STALKING	ONGOING	STUDENTS	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A



CENTER FOR EMPOWERMENT AND EDUCATION	November 18, 2021	TITLE IX STUDENT TRAINING	IN-PERSON	CARA MACKLER	STUDENTS	6	YES	SEXUAL MISCONDUCT/HARASSMENT/HOSTILE ENVIRONMENT/STALKING	ONGOING	STUDENTS	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A
CENTER FOR EMPOWERMENT AND EDUCATION	April 1, 2021	CULTURAL DIVERSITY/TITLE IX REFRESHER EMPLOYEE TRAINING	ONLINE	CARA MACKLER	FACULTY/STAFF	15	YES	SEXUAL MISCONDUCT/HARASSMENT/HOSTILE ENVIRONMENT/STALKING	ONGOING	EMPLOYEES	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A
CENTER FOR EMPOWERMENT AND EDUCATION	April 9 2021	CULTURAL DIVERSITY/TITLE IX REFRESHER EMPLOYEE TRAINING	ONLINE	CARA MACKLER	FACULTY/STAFF	9	YES	SEXUAL MISCONDUCT/HARASSMENT/HOSTILE ENVIRONMENT/STALKING	ONGOING	EMPLOYEES	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A
CENTER FOR EMPOWERMENT AND EDUCATION	August 18, 2021	CULTURAL DIVERSITY/TITLE IX REFRESHER EMPLOYEE TRAINING	ONLINE	CARA MACKLER	FACULTY/STAFF	45	YES	SEXUAL MISCONDUCT/HARASSMENT/HOSTILE ENVIRONMENT/STALKING	ONGOING	EMPLOYEES	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A
CENTER FOR EMPOWERMENT AND EDUCATION	October 27, 2021	CULTURAL DIVERSITY/TITLE IX REFRESHER EMPLOYEE TRAINING	ONLINE	CARA MACKLER	FACULTY/STAFF	50	YES	SEXUAL MISCONDUCT/HARASSMENT/HOSTILE ENVIRONMENT/STALKING	ONGOING	EMPLOYEES	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A
CENTER FOR EMPOWERMENT AND EDUCATION	October 29, 2021	CULTURAL DIVERSITY/TITLE IX REFRESHER EMPLOYEE TRAINING	ONLINE	CARA MACKLER	FACULTY/STAFF	7	YES	SEXUAL MISCONDUCT/HARASSMENT/HOSTILE ENVIRONMENT/STALKING	ONGOING	EMPLOYEES	PRESENTATIONS/VIDEOS/POLL SURVEYS/INTERACTIVE	N/A

**APPENDIX F:  
UNIVERSITY EDUCATIONAL BROCHURES, PAMPHLETS, FLYERS,  
HANDOUTS AND WEBPAGE/ELECTRONIC MATERIALS**

The logo for Western Connecticut State University features a stylized red shield shape. The shield is composed of a thick red line that starts at the top left, goes down, then curves to the right and then down again to form a U-shape. At the top, there are two horizontal bars: a black one on the left and a red one on the right, which meet at a right-angle corner on the right side.

**WESTERN  
CONNECTICUT  
STATE  
UNIVERSITY**



**WESTERN  
CONNECTICUT  
STATE  
UNIVERSITY**

**Emergency numbers**  
Police Emergency Number  
911

Statewide Helpline  
(888) 774-2900

**Telephone numbers in your area**

WCSU Police Department  
(203) 837-9700

WCSU Health Services  
(203) 837-8594

WCSU Office of Diversity & Equity  
(203) 837-8444

Women's Center on Campus  
(203) 837-3839

WCSU Counseling Center  
(203) 837-8690

**24-Hour Hotlines**

Domestic Violence Hotline  
(203) 731-5206

Sexual Assault Hotline  
(203) 731-5204

Women's Center of Greater Danbury  
Community Line  
(203) 731-5200

Resident Director  
WCSU.edu/housing/staff.asp

List of RD's can be found here:

Family and Friends



Western Connecticut State University adopted this document with definitions/resources from the project was supported by grant No. 2015-11406 CT-WA awarded by the Office on Violence Against Women, U.S. Department of Justice. The opinions, findings, conclusions, and recommendations expressed in this publication are those of the author(s) and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.

Campus Response and Resource Team (CARRT)

# STAYING SAFE ON CAMPUS

## PERSONAL SAFETY PLAN

Take precautions, and make a plan to stay safe

WESTERN  
CONNECTICUT  
STATE UNIVERSITY

### Staying safe in the dorms/suites

I can tell these people about what is going on in my relationship: \_\_\_\_\_

When my dorm/suite mate is gone, I can have people stay with me. If I feel unsafe, I can ask \_\_\_\_\_

The safest way for me to leave my dorm/suite in an emergency is: \_\_\_\_\_

If I have to leave, this is where I can go: \_\_\_\_\_

### Commuting safety

I can commute to campus by this new route: \_\_\_\_\_

If I need to change my bus route, here is another way I can travel to-campus: \_\_\_\_\_

### If I need a ride to campus, I can ask:

Name: \_\_\_\_\_

Number: \_\_\_\_\_

Name: \_\_\_\_\_

Number: \_\_\_\_\_

Name: \_\_\_\_\_

Number: \_\_\_\_\_

No one deserves to be hurt or threatened. If you (or someone you know) is being hurt or threatened by someone you love or know intimately, make plans and take precautions to keep yourself safe. Here are some suggestions that have helped other people in situations like the one you are experiencing

### Staying safe on campus

The safest way for me to get to class is: \_\_\_\_\_

These are places on campus where I often run into my abusive partner/ex-partner: \_\_\_\_\_

If I need to go to one of those places, I will ask a friend to escort me. I will ask: \_\_\_\_\_

If I feel threatened or unsafe, I can go to these public areas where I feel safe: \_\_\_\_\_

**I could talk to one of the following people if I need help, need to rearrange my schedule or transfer to another dorm:**

Dean of Students: \_\_\_\_\_

Campus Police/Public Safety: \_\_\_\_\_

Counseling/Health Services: \_\_\_\_\_

Title IX Coordinator: \_\_\_\_\_

Women's Center: \_\_\_\_\_

Other: \_\_\_\_\_

### Increase your support network

- I can talk to someone I trust. Tell a family member, co-worker, professor, clergy member, or doctor.
- I can speak with an expert by contacting the **Women's Center on Campus at (203) 837-3939 and/or WCSU's Counseling Center at (203) 837-8690. (An advocate from the Women's Center can accompany you to the police or hospital)**
- I can call the police if I am afraid I will be abused or have been abused.
- If I have a protective order or restraining order, do campus police or security have a copy?
- I can keep a copy of my protective order with me at all times.
- I can tell my resident advisor, my employer, my closest friend and that I have an order of protection.
- If my partner violates the protective order, I can call the police and report the violation.

### Staying safe emotionally

If I feel confused, scared, anxious or depressed, I can call the following friends or family members:

Name: \_\_\_\_\_  
 Number: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Number: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Number: \_\_\_\_\_

### Things I can do to keep myself safe electronically and online

- I can set all my online profiles to the maximum privacy settings.
- I can save and track any abusive, threatening or harassing comments, messages, posts or texts.
- I can ask my friends and family not to let my partner know where I am or to alert him/her of changes in my contact information.
- I can change all of my passwords and can choose not to give the new passwords to anyone. I can change or create a voice mail password.
- I will not answer calls from unknown, blocked or private numbers.
- I can see if my phone company can block my partner's phone number from calling or texting my phone.
- I can seek support from the university to end harassing communications that have been coming to me through any university email or university phone systems.
- I will back up my cell phone, laptop or other electronics to the cloud.

### What is safety planning?

Safety planning is a process to help reduce your risk based on your individual life and relationship. While you can't control your partner's behavior, you can still take steps to help keep yourself safe. You are most likely doing many of the things outlined in this guide already, and safety planning is a tool to help you gather your thoughts and prepare for how you might react in certain situations.

### Things I can do to keep myself safe in social situations

- I can ask my friends to keep their phones with them while they are with me in case we get separated and I need help. Creating free alternate contacts on the following social/mobile apps:  
 Circle of 6: [www.circleof6app.com](http://www.circleof6app.com)  
 Guardly: [www.guardly.com](http://www.guardly.com)  
 BSafe: [www.yotobsafe.com](http://www.yotobsafe.com)  
 OnWatch: [www.onwatchoncampus.com](http://www.onwatchoncampus.com)
- I can go to different places that my partner doesn't go to or know about.
- I can ask friends who are having gatherings if my partner has been invited or ask them not to invite us both.
- No matter where I go, I can be aware of how to leave safely in case of an emergency.
- I can leave if I feel uncomfortable, as I know I should put my trust in my instincts.
- If I plan on drinking, I can be sure to have a sober driver who is not my partner or have the number for a safe ride.
- I can spend time with people who make me feel safe, supported and good about myself.

### I will have a bag ready with the following items if I need to leave unexpectedly:

Cell phone and charger, spare cash, keys, driver's license and/or passport, student ID, birth certificate and/or social security card, immigration papers and other important documents, change of clothes, medications, special and irreplaceable items.

### Things I can do to keep myself safe every day

- I can carry my cell phone and important number with me at all times.
- I can keep in touch with someone I trust about where I am or what I am doing.
- I can try to stay around people I trust and in public places.
- If I feel uncomfortable, I will alert someone about what is happening in my relationship so they can keep me safe on campus.
- I can avoid places where my partner or his/her friends are likely to be.
- I can't have to wait for an emergency to ask for help; it's okay to plan ahead if I'm concerned.
- If I am no longer with my partner and we must speak, I will make sure that others are around in case of danger.
- I can pursue an order of protection to have legal support in keeping my partner away.
- I can remember that his/her behavior is not my fault and that I deserve to be safe and healthy on campus and in my relationships.



## Definitions

### Sexual Assault:

Sexual assault is any sexual contact or behavior that occurs without the explicit and voluntary consent of the victim, including contact or behavior that is forced, coerced, or obtained through the use of force or threats. Sexual assault includes, but is not limited to, rape, sexual battery, sexual harassment, and sexual coercion.

### Sexual Harassment:

Sexual harassment is any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that creates a hostile or offensive work environment or interferes with an individual's work performance.

### Stalking:

Stalking is a course of conduct directed at a specific person that causes a reasonable person to fear for their safety or the safety of others.

Intimate Partner Violence (also known as dating violence, domestic violence, or interpersonal violence)

## Campus Response and Resource Team (CaRRT)

- Director of Counseling Center
- The Woman's Center at Western
- University Police
- Director of University Health Services
- Director of Judicial Affairs
- Dean of Students
- Director of Residential Programs & Staff

### CHARGE Supportive Liaison (Suffolk)

- Traci D. Goodfellow
- Christina Bove

### Campus & Community Resource Directory

- Health Services
- Child Intervention & Treatment
- Office of Western Development



# What to do if this happens?

- Sexual Assault
- Sexual Harassment
- Stalking
- Intimate Partner Violence



(203) 837-8977

western.edu/care

## To All WCSU Students:

Sexual assault and Interpersonal Violence (PIV) among students on college campuses nationwide is a serious problem. At Western we have a zero-tolerance policy for these types of behaviors. Sexual assault and interpersonal violence are violations of Western's Student Code of Conduct. Individuals who witness the law are subject to harsh penalties through a court of law and/or the campus justice system. Western is committed to preventing the occurrence of sexual assault and interpersonal violence and is prepared to respond to any report of such acts brought to our attention. It is important to report such acts so the University can respond with support for the victim/survivor and with the appropriate legal action.

We strongly believe that all students have a right to a healthy and safe learning environment, free from violence and fear. In order to achieve this goal, the University collaborates with community resources to educate students, prevent such violence, and to provide the needed support to victims of such crimes.

We conduct many educational programs and campus events. In addition, an online educational program is available. These educational initiatives provide students with an opportunity to learn about interpersonal violence, their role in themselves and others, and how to take an active role in preventing sexual assault and interpersonal violence on our campus. We seek to empower you so you can contribute to creating a safe environment for everyone.

Inside these pages you will find university and community resources for victims, survivors and their friends and families. Western, in cooperation with both advocates and law enforcement, has a Campus Response and Resource Team (CaRRT) which is charged with educating, training, and responding to sexual assault and interpersonal violence on campus. Please read through the Victim's Bill of Rights located at [www.western.edu/care/victim-bill-of-rights](http://www.western.edu/care/victim-bill-of-rights) to further understand all that is available on campus and returned by law. We have also had members of the CaRRT team who work together to ensure an effective response that prioritizes support and the needs of the victim. Our goal is to inform and engage our students, strengthen the delivery of services to victims, and ensure that perpetrators are held accountable for their actions.

Jessie Minger-Jaeger, MPA  
University Title IX Coordinator

### What Can You Do if an Incident Happens

Find a safe place and call someone you trust

Seek emotional care

Crisis Intervention & Counseling Services

WCSU Counseling Center

Get medical attention if needed

Women's Center at WCSU

Note:

Try to preserve all physical evidence of the assault

### 1. University/Judicial Action

### Criminal Complaint

Note:

### 2. Assistance in Changing Living Arrangements, Class Schedules or On-campus Work Schedules

### 3. Anonymous Reporting

Note:

### 4. Contacting the University Police Department

### 5. Protective and/or Restraining Orders

Note:

**Resident Directors (RDs) & Resident Assistants (RAs):** Trained to assist residential students who report incidents of sexual assault and/or violence, RDs and RAs refer victims to specific support services while maintaining strict confidentiality.

**Changes in living arrangements, class schedules or on-campus work schedules resulting from sexual assault:** Consult the Dean of Students Office for help with these.

**University disciplinary action:** A detailed description of the university's disciplinary process may be found in the WCSU Student Code of Conduct online at [wcsu.edu/stuaffairs/policies.asp](http://wcsu.edu/stuaffairs/policies.asp).



#### **SART Support Services Contact Numbers**

- Women's Center of Greater Danbury  
(203) 837-3939
- University Counseling Center  
(203) 837-8690
- Health Service  
(203) 837-8594
- CHOICES Office (Substance Abuse)  
(203) 837-8899
- Director of Judicial Affairs  
(203) 837-8770
- Dean of Students Office  
(203) 837-8547
- WCSU Police Department  
(203) 837-9300

# It's a Crime

Addressing sexually-based threats & assaults on campus



## Guidelines addressing sexual assault, sexual harassment, stalking, dating or domestic violence

Western Connecticut State University rigorously enforces Connecticut's legislation prohibiting sexual assault, sexual harassment, stalking, and dating or domestic violence by and against our students when such crimes occur within the campus community. Students are provided with awareness training on primary prevention, and with our Student Code of Conduct guidelines. Reported violations receive prompt university action, with the privacy of the students involved strictly protected.

The parameters of what constitutes sexual assault, sexual harassment, stalking, dating or domestic violence are offered in detail online at [wcsu.edu/stuaffairs/judicial](http://wcsu.edu/stuaffairs/judicial) office. All students are strongly advised to review these and to understand that any student who is the victim of a crime has specific rights in accordance with the Constitution of the State of Connecticut, Article XXIX: Rights of Victims of Crime. These rights are fully explained online at [www.jud.ct.gov/y/criminal/Part7.7.1-2.htm](http://www.jud.ct.gov/y/criminal/Part7.7.1-2.htm).

**WCSU's Sexual Assault Response Team (SART):**  
Offering immediate support, medical attention and information to student victims of the above crimes, SART includes staff from:

- The Counseling Center
- Substance-abuse programs
- Student Affairs
- Health Service
- Judicial Affairs
- University Police
- Danbury Women's Center

## Student support process and procedures

WCSU's SART team protects the privacy of student victims, offering them a full range of support and help necessary to continue their studies. It is not unusual for students to feel fear, a sense of violation and to experience relationship difficulties after an attack. Recognizing this, the university will be particularly sensitive to meeting the needs of each individual.

### Formal report (criminal complaint) of sexual assault:

The University Police will contact the Women's Center for a trained counselor at the scene. The center is bound by law to protect assault-victim confidentiality. However, the student may ask police not to involve the center. Police inform the student of her/his rights and options and conduct a confidential investigation only if there is a formal report. The Connecticut State's Attorney makes a decision regarding prosecution of the alleged perpetrator.

**Emergency Room (ER) treatment:** Assault victims may elect to go directly to Danbury Hospital's ER. Forensic evidence collection (rape kit), emergency contraception and screening/treatment for date-rape drugs, STDs, HIV, and Hepatitis B are provided as needed.

**Rape kit:** Completing the rape kit must be done no later than 72 hours after the assault and involves the police only if the victim chooses to report the rape. It is destroyed in 60 days if no police report is made.

**Informal reporting of sexual assault:** University Police officers are available to provide information on victim rights, options and services and are available 24/7. Additional information on the reporting and follow-up process is available online at [wcsu.edu/stuaffairs/policies.asp](http://wcsu.edu/stuaffairs/policies.asp)

**Protective orders:** Court orders prohibit communication with, or entering the residence, workplace, school, or property of, an alleged victim, or entering a place frequent ed by the alleged victim. WCSU takes immediate steps to enforce protective orders relating to the campus. For more information, contact the Dean of Students Office or WCSU Police Department.



Reporting incidents, whether occurring on or off campus:

- Students may call the University Police at 203-254-3333 or Campus Police at 203-254-3333 for this or contact the police directly through the following methods:
  - by calling campus medical attention services
  - by collecting evidence
  - by approaching a police officer
  - by making a formal prosecution request for university disciplinary action
  - by making a complaint to a third party



- [ABOUT](#) | [ADMISSIONS](https://wcsu.edu/admissions/) | [ACADEMICS](https://wcsu.edu/academics/) | [FINANCIAL AID](https://wcsu.edu/financial-aid/) | [HOUSING](https://wcsu.edu/housing/) | [STUDENT LIFE](#) | [ATHLETICS](http://www.westconnathletics.com/landing/index) | [APPLY!](https://www.wcsu.edu/apply/)

## Office of Diversity and Equity (<https://www.wcsu.edu/diversity>)

You are here: [Home](#) > [Office of Diversity and Equity](https://www.wcsu.edu/diversity) > [What is Title IX and CaRRT?](#)

- [Office of Diversity and Equity \(ODE\)](https://www.wcsu.edu/diversity/)
- [ODE Mission](https://www.wcsu.edu/diversity/mission/)
- [Welcome Message from the Chief Diversity Officer](https://www.wcsu.edu/diversity/welcome-message/)
- [University approved affirmative action](https://www.wcsu.edu/diversity/university-approved-affirmative-action/)
- [Americans with disabilities act-ada university filing a discrimination complaint](https://www.wcsu.edu/diversity/americans-with-disabilities-act-ada-university-filing-a-discrimination-complaint/)
- [Diversity Programming and Training](https://www.wcsu.edu/diversity/diversity-programming-and-training/)
- [Diversity Resources and Information](https://www.wcsu.edu/diversity/diversity-resources-and-information/)
- [Healing from community trauma resources and information](https://www.wcsu.edu/diversity/healing-from-community-trauma-resources-and-information/)
- [Search Procedures](https://www.wcsu.edu/diversity/search-procedures/)
- [What is Title IX and CaRRT?](https://www.wcsu.edu/diversity/what-is-title-ix-and-carrt/)
- [Not Anymore Title IX Online Training Portal](https://www.wcsu.edu/diversity/not-anymore-title-ix-online-training-portal/)
- [Campus Response & Resource Team](https://www.wcsu.edu/diversity/campus-response-and-resource-team/)

**What is Title IX and CaRRT?**

**Last updated:**

Note: Click here (<https://www.wcsu.edu/diversity/not-anymore-title-ix-online-training-portal/>) to link to the Not Anymore/Title IX Training Portal

**What is Title IX?**

The U.S. Department of Education's Office of Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex/gender in education programs or activities that receive Federal financial assistance. Title IX states that: *"No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance"*

**The Scope of Title IX**

Title IX applies to institutions that receive federal financial assistance from the United States Department of Education, including local educational agencies. These agencies include approximately 16,500 local school districts, 7,000 postsecondary institutions, charter schools, for-profit schools, libraries, and museums. Also included are vocational rehabilitation agencies and educational institutions in the District of Columbia, and territories and possessions of the United States

Educational programs and activities that receive ED funds must operate in a nondiscriminatory manner

Some key issue areas in which recipients have Title IX obligations are: recruitment, admissions, and counseling; financial assistance; sex-based harassment; treatment of pregnant and parenting students; discipline, single-sex education; and employment. Also, recipients may not retaliate against any person for opposing an unlawful educational practice or policy, or made charges, testified or participated in any complaint action under Title IX. For a recipient to retaliate in any way is considered a violation of Title IX.

Title IX ensure that institutions, such as Western Connecticut State University ("the University" or "WCSU"), comply with the law

**Who is the WCSU Title IX Coordinator?**

The University President has appointed Mrs. Jesenia Minler-Delgado, the University's Chief Diversity Officer to serve as the University's Title IX Coordinator

Mrs. Delgado is responsible for coordinating the University's compliance with federal and state discrimination and sexual harassment laws. Mrs. Delgado will provide WCSU educational programs regarding discrimination and sexual harassment prevention; respond to and seek resolution to allegations of discrimination and sexual harassment, selecting and overseeing sexual harassment advisors; provide information resources on issues of sexual harassment. Oversees all Title IX complaints and reports of gender discrimination, sexual harassment, sexual violence and related allegations of sexual misconduct as they impact students, staff and faculty in the academic environment. Identifies and addresses any systemic problems relating to complaints and works with other departments to ensure Title IX policies are communicated to all constituencies. Communicate with law enforcement personnel and other relevant agencies to assure that reports and complaints of gender discrimination or sexual harassment/violence and related misconduct are handled appropriately

**CaRRT**

Effective September 1, 2017, CaRT will be known as the Campus Response and Resource Team (CaRRT)

**We listen. We understand. We help.**

**INTRODUCTION**

Western Connecticut State University ("the University" or "WCSU") asserts that all students have the right to be free from any interpersonal violence such as sexual assault/rape, sexual harassment, stalking, and intimate partner/domestic violence. WCSU student from infringing upon these rights within our campus community

A set of guidelines and procedures have been designed to provide everyone with important information regarding the system in place at WCSU to support anyone whose rights have been violated. The university will take prompt action while simultaneously supporting those affected who also wish to pursue formal legal action for crimes that may have been committed

These guidelines and procedures have been developed to comply with Connecticut Public Act 14-11, effective July 1, 2014. This requires universities to adopt and disclose policies related to sexual assault on campuses. These guidelines must include the following:

1. Information about on and off campus reporting procedures,
2. Details about where students can receive support and services,
3. Summaries of the institution's complaint and disciplinary procedures (i.e. Complaint, Discrimination Procedures and Student Conduct),
4. Assistance for students who wish to change their living arrangements, classes, or work schedule following an assault,
5. Plans for how the university will honor protective and/or restraining orders
6. Legal Definitions

The Legislation requires colleges and universities to keep a victim's identity and personal information as private as possible if a sexual assault. In addition, universities must provide primary prevention and awareness education related to sexual assault, sexual harassment, stalking and intimate partner violence for all students. While the university has always followed these principles, these incidents, the new legislation ensures that students will be fully supported

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VI

- ABOUT
- ADMISSIONS (HTTPS://WCSU.EDU/ADMISSIONS/)
- ACADEMICS (HTTPS://WCSU.EDU/ACADEMICS/)
- FINANCIAL AID (HTTPS://WCSU.EDU/FINAID/)
- HOUSING (HTTPS://WCSU.EDU/HOUSING/)
- STUDENT LIFE
- ATHLETICS (HTTP://WWW.WESTCONNATHLETICS.COM/LANDING/INDEX)
- APPLY! (HTTPS://WWW.WCSU.EDU/ADMISSIONS/)

# Office of Diversity and Equity (https://www.wcsu.edu/diversity)

You are here: Home (/) > Office of Diversity and Equity (https://www.wcsu.edu/diversity) > What is Title IX and CaRRT?

## Office of Diversity and Equity (https://www.wcsu.edu/diversity) - What is Title IX and CaRRT?

Office of Diversity and Equity (ODE)

Last updated: 10/20/2017

Note: Click here (https://www.wcsu.edu/diversity/not-anymore-title-ix-online-training-portal/) to link to the Not Anymore/Title IX Training Portal

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Educational programs and activities that receive ED funds must operate in a nondiscriminatory manner.

Some key issue areas in which recipients have Title IX obligations are: recruitment, admissions, and counseling; financial assistance; sex-based harassment, treatment of pregnant and parenting students; discipline, single-sex education; and employment. Also, Title IX prohibits retaliation against any person for opposing an unlawful educational practice or policy, or made charges, testified or participated in any complaint action under Title IX. For a recipient to retaliate in any way is considered a violation of Title IX.

Title IX ensure that institutions, such as Western Connecticut State University ("the University" or "WCSU"), comply with the law.

### Who is the WCSU Title IX Coordinator?

The University President has appointed Mrs. Jesenia Minler-Delgado, the University's Chief Diversity Officer to serve as the University's Title IX Coordinator.

Mrs. Delgado is responsible for coordinating the University's compliance with federal and state discrimination and sexual harassment laws. She will provide WCSU educational programs regarding discrimination and sexual harassment prevention, respond to and seek resolution to allegations of discrimination and sexual harassment; selecting and overseeing sexual harassment advisors; providing information resources on issues of sexual harassment. Oversees all Title IX complaints and reports of gender discrimination, sexual harassment, sexual violence and related allegations of sexual misconduct as they impact students, staff and faculty in the academic environment. Identifies and addresses any systemic problems relating to complaints and works with other departments to ensure Title IX policies are communicated to all constituencies. Communicate with law enforcement personnel and other relevant agencies to assure that reports and complaints of gender discrimination or sexual harassment/violence and related misconduct are handled appropriately.

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Effective September 1, 2017, CaRT will be known as the Campus Response and Resource Team (CaRRT)

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### INTRODUCTION

Western Connecticut State University ("the University" or "WCSU") asserts that all students have the right to be free from any interpersonal violence such as sexual assault/rape, sexual harassment, stalking, and intimate partner/domestic violence. WCSU does not tolerate any student from infringing upon these rights within our campus community.

A set of guidelines and procedures have been designed to provide everyone with important information regarding the system in place at WCSU to support anyone whose rights have been violated. The university will take prompt action while simultaneously supporting those affected who also wish to pursue formal legal action for crimes that may have been committed.

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2. Details about where students can receive support and services;
3. Summaries of the institution's complaint and disciplinary procedures (i.e., Complaint Discrimination Procedures and Student Conduct);

4. Assistance for students who wish to change their living arrangements, classes, or work schedule following an assault;
5. Plans for how the university will honor protective and/or restraining orders
6. Training for all new students and employees within first academic year of their arrival to the university; and
7. Legal Definitions

The Legislation requires colleges and universities to keep a victim's identity and personal information as private as possible in the event of a sexual assault. In addition, universities must provide primary prevention and awareness education related to sexual assault, sexual harassment, stalking and intimate partner violence for all students. While the university has always followed these principles in these incidents, the new legislation ensures that students will be fully supported.

Proud institutional members of:

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- Diversity Program Training and Training(s) (https://www.wcsu.edu/diversity/diversity-affirmative-action-plans/)
- Diversity Resources and Information (https://www.wcsu.edu/diversity/diversity-affirmative-action-plans/)
- Healing from Community and information draft (https://www.wcsu.edu/diversity/diversity-affirmative-action-plans/)
- Trauma Resources and information (https://www.wcsu.edu/diversity/diversity-affirmative-action-plans/)
- Search Procedures (https://www.wcsu.edu/diversity/diversity-affirmative-action-plans/)
- What is Title IX and CaRRT? (https://www.wcsu.edu/diversity/diversity-affirmative-action-plans/)
- Not Anymore/Title IX online training portal (https://www.wcsu.edu/diversity/diversity-affirmative-action-plans/)
- Campus Response & Resource Team (https://www.wcsu.edu/diversity/diversity-affirmative-action-plans/)

Diversity (<https://www.wcsu.edu/diversity/minority>)  
Recruitment and retention resources  
and  
Retention Resources



LGBTQ+ (<https://www.wcsu.edu/diversity/lgbtq>)  
On and off-campus resources  
Off Campus Resources

Minority-Based Scholarships and Grants (<https://www.wcsu.edu/diversity/minority-scholarships/>)

Undocumented (<https://www.wcsu.edu/undocumented/>)  
Student Support Services

University Transgender Guidance (<https://www.wcsu.edu/diversity/workplace-transgender-guidance/>)

WCSU Diversity Council (<https://www.wcsu.edu/diversity/committees/>)

Webster Bank Diversity Scholarship (Front Page)

University Policies and Procedures (<https://www.wcsu.edu/diversity/policies-procedures/>)

Contact Us (<https://www.wcsu.edu/diversity/contact-us/>)

### Who are you?

- ▶ Future Students (<https://www.wcsu.edu/admissions/>)
- ▶ Current Students (<https://www.wcsu.edu/currentstudents/>)
- ▶ Alumni & Parents (<https://www.wcsu.edu/alumni/>)
- ▶ Faculty & Staff (<https://www.wcsu.edu/facultystaff/>)
- ▶ Donors & Friends (<https://www.wcsu.edu/giving/>)
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### Quick Links

- ▶ A to Z Index (<https://www.wcsu.edu/az-index/>)
- ▶ Maps & Directions (<https://www.wcsu.edu/campustour/directions/>)
- ▶ Academics (<https://www.wcsu.edu/academics/>)
- ▶ Athletics (<https://www.wcsu.edu/sports/>)
- ▶ Blackboard Learn (<https://www.wcsu.edu/it/learning/>)

### Contact us

- 📍 Western Connecticut State University  
181 White Street  
Danbury, CT 06810
- ☎ 203-837-9000
- 📧 Contact the University (<https://www.wcsu.edu/contact/>)

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# Office of Diversity and Equity (https://www.wcsu.edu/diversity)

You are here: Home (http://www.wcsu.edu/) > Office of Diversity and Equity (https://www.wcsu.edu/diversity) > WCSU Campus Response

Office of Diversity and Equity (ODE)

## WCSU Campus Response & Resource Team ("CaRRT")



Last updated: October 28, 2020



We listen. We understand. We help.

### INTRODUCTION

Western Connecticut State University ("WCSU") asserts that all students have the right to be free from interpersonal violence such as sexual assault, sexual harassment, stalking, and intimate partner violence. WCSU prohibits any student from infringing upon these rights within our campus community. A set of guidelines and procedures have been designed to provide students important information regarding the systems that are in place at WCSU to support any student whose rights have been violated. The university will take prompt action based on violations of the Student Code of Conduct while simultaneously supporting students who also wish to pursue formal legal action for crimes that may have been committed.

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- Details about where students can receive support and services
- Summaries of the institution's disciplinary procedures (Student Code of Conduct)
- Assistance for students who wish to change their living arrangements, classes, or work following an assault
- Plans for how the university will honor protective and/or restraining orders
- Training for all new students and employees within first academic year of their arrival to the university

The legislation requires colleges and universities to keep a victim's identity and personal information as private as possible if they report a sexual assault. In addition, universities must provide primary prevention and awareness education related to sexual assault, sexual harassment, stalking and intimate partner violence for all students. While WCSU has always followed these principles regarding these incidents, the new legislation ensures that students will be fully supported.

University Anonymous Incident Reporting System (https://www.wcsu.edu/police/anonymous-incident-report/)

BOR/CSCU Sexual Misconduct Reporting, Supportive Services and Processes Policy (http://www.wcsu.edu/wp-content/uploads/sites/37/2017/12/SexualMisconductPolicy6.pdf)

Campus Resource Team (CaRRT) Membership (http://www.wcsu.edu/diversity/carrt/team/)

Clothesline Project Initiatives (http://www.wcsu.edu/diversity/carrt/clothesline/)

CSCU Student Code of Conduct (http://www.wcsu.edu/wp-content/uploads/sites/37/2017/12/StudentCodeofConduct6.pdf)

Definitions (http://www.wcsu.edu/diversity/carrt/definitions/)

2020-2021 Letter from Vice President Keith Betts re: Not Anymore to New Students (to be posted on or after September 8, 2020)

Link/Access Point to the Not Anymore/Title IX Online Training Portal

(https://www.wcsu.edu/diversity/not-anymore-title-ix-online-training-portal/)

Options for reporting an incident (http://www.wcsu.edu/diversity/carrt/options/)

Sexual Misconduct Campaigns\* (https://www.wcsu.edu/diversity/sexual-misconduct-campaigns/)

Mission (https://www.wcsu.edu/diversity/mission/)

Welcome Message (https://www.wcsu.edu/diversity/welcome-message/)

from the Chief Diversity Officer (https://www.wcsu.edu/diversity/welcome-message/)

(Approved) University approved affirmative action plans (https://www.wcsu.edu/diversity/affirmative-action-plans/)

Affirmative Action Plans (https://www.wcsu.edu/diversity/affirmative-action-plans/)

icans with disabilities act ada (https://www.wcsu.edu/diversity/ada-statement/)

(ADA) Statement (https://www.wcsu.edu/diversity/ada-statement/)

Filing a discrimination complaint (https://www.wcsu.edu/diversity/discrimination-complaint/)

complaint (https://www.wcsu.edu/diversity/discrimination-complaint/)

Diversity Programming and Training (https://www.wcsu.edu/diversity/diversity-programming-and-training/)

and Training (https://www.wcsu.edu/diversity/diversity-programming-and-training/)

Diversity Resources and Information (https://www.wcsu.edu/diversity/diversity-resources-and-information/)

Information (https://www.wcsu.edu/diversity/diversity-resources-and-information/)

Healing from community trauma (https://www.wcsu.edu/diversity/healing-from-community-trauma/)

Community and information draft (https://www.wcsu.edu/diversity/healing-from-community-trauma/)

Trauma Resources and Information (https://www.wcsu.edu/diversity/healing-from-community-trauma/)

Search Procedures (https://www.wcsu.edu/diversity/search-procedures/)

Procedures (https://www.wcsu.edu/diversity/search-procedures/)

What is Title IX and CaRRT? (https://www.wcsu.edu/diversity/what-is-title-ix-and-carrt/)

and CaRRT (https://www.wcsu.edu/diversity/what-is-title-ix-and-carrt/)

Not Anymore/Title IX Online Training Portal (https://www.wcsu.edu/diversity/not-anymore-title-ix-online-training-portal/)

online training portal (https://www.wcsu.edu/diversity/not-anymore-title-ix-online-training-portal/)

training portal (https://www.wcsu.edu/diversity/not-anymore-title-ix-online-training-portal/)

Campus Response & Resource Team (https://www.wcsu.edu/diversity/carrt/)

Team (https://www.wcsu.edu/diversity/carrt/)

(https://www.wcsu.edu/diversity/carrt/)

WCSU Bill of Rights (https://www.wcsu.edu/bill-of-rights/)

Rights (https://www.wcsu.edu/bill-of-rights/)

Definition(s) (https://www.wcsu.edu/bill-of-rights/)

Incident(s) (https://www.wcsu.edu/bill-of-rights/)

Important Phone Number(s) (https://www.wcsu.edu/bill-of-rights/)

Stop (https://www.wcsu.edu/bill-of-rights/)

Option(s) (https://www.wcsu.edu/bill-of-rights/)

WCSU CaRRT Team (https://www.wcsu.edu/bill-of-rights/)

Past Events (https://www.wcsu.edu/bill-of-rights/)

Event(s) (https://www.wcsu.edu/bill-of-rights/)

Clothesline (https://www.wcsu.edu/bill-of-rights/)



Diversity Recruitment and Retention Resources

SPARC Stalking Awareness Resource(s)\* (<https://na01.safelinks.protection.outlook.com/?url=https://www.stalkingawareness.org%2F&data=02%7C01%7Cminlerdelgado%40wcsu.edu%7C9d3d7454655c4692a>)  
 CaRRT Phone Numbers ([diversity/carrt/phone/](https://www.wcsu.edu/diversity/carrt/phone/))  
 University CaRRT/CaRRT Past Sponsored Events ([diversity/carrt/events/](https://www.wcsu.edu/diversity/carrt/events/))

On-and-off-campus resources

*\*Note: These listed resources are meant to offer useful information about external diversity services and/or guidance. WCSU is about promoting positive mental health and wellness. As a university community, we understand that the success of students hinge on providing competent, collaborative, and committed resources. Our staff and/or counselors at the Office of Counseling Services (<https://www.wcsu.edu/counseling/>), Office of Health Services (<https://www.wcsu.edu/healthservices/>), CHOICES (<https://www.wcsu.edu/choices/>) and/or the Women's Center for Greater Danbury (<https://www.wcsu.edu/womenscenter/>) are equipped with the knowledge, attitudes and skills to meet the regional needs of students across the campus.*

Minority-Based Scholarships and Grants

WCSU Brochures, Handouts and Links

Transgender Guidance

CaRRT Announcement: WCSU Bill of Rights ([diversity/carrt/bill-of-rights/](https://www.wcsu.edu/diversity/carrt/bill-of-rights/))  
 CaRRT Brochure: What to do if this happens? (PDF) (<https://www.wcsu.edu/diversity/wp-content/uploads/sites/37/2019/02/CaRRT-4-panel-brochure.pdf>) (updated 2.05.2019)  
 CaRRT Brochure: WCSU Campus/Personal Safety Plan (PDF) (<https://www.wcsu.edu/diversity/wp-content/uploads/sites/37/2018/03/WCSU-Campus-Safety-Plan.pdf>)

WCSU Diversity Council

CaRRT Link: How can I help stop sexual assault and interpersonal violence at WCSU? ([diversity/carrt/stop/](https://www.wcsu.edu/diversity/carrt/stop/))

Webster Bank Diversity Scholarship (Front Page)

CaRRT Link: What can you do if an incident happens? ([diversity/carrt/incident/](https://www.wcsu.edu/diversity/carrt/incident/))  
 CaRRT Handout: WCSU Informal Resolution Procedure (compl. 9.04.2020) ([diversity/wp-content/uploads/sites/37/2020/09/WCSU-Informal-Resolution-Procedure-compl-9.04.2020.pdf](https://www.wcsu.edu/diversity/wp-content/uploads/sites/37/2020/09/WCSU-Informal-Resolution-Procedure-compl-9.04.2020.pdf))  
 CaRRT Handout: Resource Guide for Accused Students with Judicial Actions (PDF) ([diversity/wp-content/uploads/sites/37/2020/09/Resource-Guide-for-Accused-Students-with-Judicial-Actions-compl-7.12.2018.pdf](https://www.wcsu.edu/diversity/wp-content/uploads/sites/37/2020/09/Resource-Guide-for-Accused-Students-with-Judicial-Actions-compl-7.12.2018.pdf))

University Policies and Procedures

CaRRT Handout: Flow Chart on SEXUAL ASSAULT, HARASSMENT, IPV, and STALKING Reporting Options ([diversity/wp-content/uploads/sites/37/2017/12/Flow-Chart.pdf](https://www.wcsu.edu/diversity/wp-content/uploads/sites/37/2017/12/Flow-Chart.pdf))

Contact Us

CaRRT Handout: GUIDELINES – Interpersonal Violence Procedure ([diversity/wp-content/uploads/sites/37/2017/12/Sexual-Misconduct-Reporting-Guidelines-Revised.pdf](https://www.wcsu.edu/diversity/wp-content/uploads/sites/37/2017/12/Sexual-Misconduct-Reporting-Guidelines-Revised.pdf))  
 Note: Printed copies are also available at the WCSU Office of Diversity and Equity, Women's Center (Satellite Office – White Hall, Room 003), Counseling Center, CHOICES & WCSU Police Department.  
 Find more information on the Title IX webpage ([diversity/what-is-title-ix-and-cart/](https://www.wcsu.edu/diversity/what-is-title-ix-and-cart/))

Who are you?

- ▶ Future Students (<https://www.wcsu.edu/admissions/>)
- ▶ Current Students (<https://www.wcsu.edu/currentstudents/>)
- ▶ Alumni & Parents (<https://www.wcsu.edu/alumni/>)
- ▶ Faculty & Staff (<https://www.wcsu.edu/facultystaff/>)
- ▶ Donors & Friends (<https://www.wcsu.edu/giving/>)
- ▶ Colonial Sports Fans (<https://www.wcsu.edu/sports/>)

Quick Links

- ▶ A to Z Index (<https://www.wcsu.edu/az-index/>)
- ▶ Maps & Directions (<https://www.wcsu.edu/campstour/directions/>)
- ▶ Academics (<https://www.wcsu.edu/academics/>)
- ▶ Athletics (<https://www.wcsu.edu/sports/>)
- ▶ Blackboard Learn (<https://www.wcsu.edu/lifelearning/>)

Contact us

- ▶ Western Connecticut State University  
181 White Street  
Danbury, CT 06810
- ▶ 203-837-9000
- ▶ Contact the University (<https://www.wcsu.edu/contact/>)



# Office of Diversity and Equity (https://www.wcsu.edu/diversity) : WCSU Campus Response & Resource Team ("CaRRT") (https://www.wcsu.edu/diversity/carrt/)

You are here: Home / Office of Diversity and Equity (https://www.wcsu.edu/diversity) > WCSU Campus Response & Resource Team ("CaRRT") (https://www.wcsu.edu/diversity/carrt/)

## Office of Diversity and Equity (ODE) / WCSU CaRRT Team

Last updated: August 13, 2021



(https://www.wcsu.edu/diversity/carrt/)



### CAMPUS RESPONSE AND RESOURCE TEAM ("CaRRT")

#### CO-CHAIRS

**Jesenia Minier**

**Title IX Coordinator and Chief Diversity Officer**

Office of Diversity and Equity (url:diversity/) University Hall 200B (203) 837-8444 minierj@wcsu.edu (mailto:minierj@wcsu.edu)

**Sharon Guks**  
**Coordinator, Criminology**

Substance Abuse Prevention Program (CHOICES) (https://www.wcsu.edu/choices/) Student Center 211 (203) 837-8898 gucks@wcsu.edu (mailto:gucks@wcsu.edu)

**Members of the CaRRT Team:**

**Charles Alexander**  
**Director**

Judicial Affairs (https://www.wcsu.edu/judicial-affairs/) Midtown Student Center, Room 220 (203) 837-8770 alexanderc@wcsu.edu (mailto:alexanderc@wcsu.edu)

**Scott Towers**  
**Pride Center/Deputy Title IX Coordinator**

WCSU Pride Center (https://www.wcsu.edu/pridecenter/) Westside Classroom Building, Room 200 (203) 837-8444 towerss@wcsu.edu (mailto:towerss@wcsu.edu)

**VACANT, Director**

WCSU Office of Health Services (https://www.wcsu.edu/healthservices/) Litchfield Hall (203) 837-8594

**Stacy Connor**  
**WCSU Chief of Police**

WCSU Police Department (https://www.wcsu.edu/police/) Dr. James Roach Avenue (203) 837-9300 connorr@wcsu.edu (mailto:connorr@wcsu.edu)



(https://www.wcsu.edu/diversity/carrt/)

(https://www.wcsu.edu/diversity/carrt/)

(https://www.wcsu.edu/diversity/carrt/)



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(https://www.wcsu.edu/diversity/carrt/)

N/A



(https://www.wcsu.edu/diversity/carrt/)



(https://www.wcsu.edu/diversity/carrt/)

**Resource Team**  
 Diversity Recruitment and Retention Resources  
<https://www.wcsu.edu/diversity/>

Patricia Gillotti  
 Police Officer

WCSU Police Department  
<https://www.wcsu.edu/police/>  
 Dr. James Roach Avenue  
 (203) 837-9300  
 gillottip@wcsu.edu  
 mallto:gillottip@wcsu.edu



LGBTQ+ On and Off Campus Resources  
<https://www.wcsu.edu/diversity/on-and-off-campus-resources/>

Webster Shannonhouse  
 Domestic Violence Liaison/Sergeant

WCSU Police Department  
<https://www.wcsu.edu/police/>  
 Dr. James Roach Avenue  
 (203) 837-9300  
 shannonhousea@wcsu.edu  
 mailto:hannonhousea@wcsu.edu

Image Unavailable

Minority-Based Scholarships and Grants  
<https://www.wcsu.edu/diversity/minority-scholarships/>

Lori Mazza  
 Athletics Director

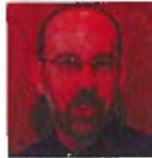
Athletics Department  
<http://www.westconnathletics.com/landing/index> -  
 Westside Campus  
 O'Neil Center, Room 207  
 (203) 837-9013  
 mazzal@wcsu.edu (mailto:mazzal@wcsu.edu)



Undocumented Student Support Services  
<https://www.wcsu.edu/undocumented/>

Dr. Walter Cramer  
 Dean of Students

Division of Student Affairs  
<https://www.wcsu.edu/student-affairs/dean/>  
 Old Main, Room 306  
 (203) 837-9700  
 cramerw@wcsu.edu (mailto:cramerw@wcsu.edu)



<https://www.wcsu.edu/student-affairs/dean/>

University Transgender Guidance  
<https://www.wcsu.edu/diversity/workplace-transgender-guidance/>

Dr. Walter Cramer  
 Dean of Students

Division of Student Affairs  
<https://www.wcsu.edu/student-affairs/dean/>  
 Old Main, Room 306  
 (203) 837-9700  
 cramerw@wcsu.edu (mailto:cramerw@wcsu.edu)

WCSU Diversity Council  
<https://www.wcsu.edu/diversity/committees/>

Webster Bank Diversity Scholarship (Front Page)  
<https://www.wcsu.edu/diversity/scholarships/>

Office of Housing and Residence Life  
<https://www.wcsu.edu/housing/>  
 Newbury Hall  
 (203) 837-8532  
 griffinm@wcsu.edu (mailto:griffin@wcsu.edu)



University Policies and Procedures  
<https://www.wcsu.edu/diversity/policies-procedures/>

Maribeth Griffin  
 Director of Residential Programs and Staff

Office of Housing and Residence Life  
<https://www.wcsu.edu/housing/>  
 Newbury Hall  
 (203) 837-8532  
 griffinm@wcsu.edu (mailto:griffin@wcsu.edu)

Contact Us  
<https://www.wcsu.edu/diversity/contact-us/>

Dr. Rée LeBlanc Gunter  
 Director (CONFIDENTIAL)

Office of Counseling Services  
<https://www.wcsu.edu/counseling/>  
 Student Center, Room 222  
 (203) 837-8690  
 gunterr@wcsu.edu (mailto:gunterr@wcsu.edu)



Dr. Sharon Yamen  
 Associate Professor

Division of Justice and Law Administration  
<https://catalogs.wcsu.edu/ugrad1819/asb/programs/the-division-of-justice-and-law-administration/>  
 West Side Classroom Building, Room 349B  
 (203) 837-8511  
 yamens@wcsu.edu (mailto:yamens@wcsu.edu)



Cara Mackler  
 Director of Campus Services (CONFIDENTIAL)

Women's Center of Greater Danbury at Western  
<https://www.wcsu.edu/womenscenter/>  
 White Hall, Room 003A  
 (203) 837-3939  
 macklerc@wcsu.edu (mailto:havelockr@wcsu.edu)  
 cara@wcogd.org (http://wcogd.org)



Rachel Krehel  
 Campus Counselor/Advocate (CONFIDENTIAL)

Women's Center of Greater Danbury at Western  
<https://www.wcsu.edu/womenscenter/>  
 White Hall, Room 003A  
 (203) 837-3939  
 rachel@wcogd.org (mailto:rachel@wcogd.org)



N/A, SGA President (Invited CaRRT Member)

Student Government Association  
<https://sites.wcsu.edu/sga/>  
 Student Midtown Center, Room 320D  
 (203) 837-8683  
 SGAPres@wcsu.edu (mailto:SGAPres@wcsu.edu)

N/A

Ex-officio member(s):

Gary Guertin, Detective Sergeant  
Special Victims Unit  
Danbury Police Department

Deborah Mabbett, Sr. State's Attorney  
Danbury Judicial District  
State's Attorney's Office

## Who are you?

- Future Students (<https://www.wcsu.edu/admission/>)
- Current Students (<https://www.wcsu.edu/currentstudents/>)
- Alumni & Parents (<https://www.wcsu.edu/alumni/>)
- Faculty & Staff (<https://www.wcsu.edu/facultystaff/>)
- Donors & Friends (<https://www.wcsu.edu/giving/>)
- Colonial Sports Fans (<https://www.wcsu.edu/sports/>)

## Quick Links

- A to Z Index (<https://www.wcsu.edu/az/index/>)
- Maps & Directions (<https://www.wcsu.edu/campus/out/directions/>)
- Academics (<https://www.wcsu.edu/academics/>)
- Athletics (<https://www.wcsu.edu/sports/>)
- Blackboard Learn (<https://www.wcsu.edu/it/learning/>)

## Contact us

- Western Connecticut State University  
181 White Street  
Danbury, CT 06810
- 203.837.9000
- Contact the University (<https://www.wcsu.edu/contact/>)

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 (<http://www.twitter.com/westconn>)

 (<http://www.facebook.com/westconn>)

 (<http://www.youtube.com/westernctstate>)

 (<https://www.linkedin.com/edu/western-connecticut-state-university-18041>)

 (<https://plus.google.com/+westconn>)



## Office of Diversity and Equity (https://www.wcsu.edu/diversity)

You are here: Home ( / ) > Office of Diversity and Equity (https://www.wcsu.edu/diversity) > Not Anymore/Title IX

### Office of Diversity and Equity (ODE) Not Anymore/Title IX Online Training Portal

Last updated:

ODE Mission (https://www.wcsu.edu/diversity/mission) Welcome Message from the Chief Diversity Officer (https://www.wcsu.edu/diversity/welcome-message)

University approved affirmative action plans (https://www.wcsu.edu/diversity/university-approved-affirmative-action-plans)

Statement on Americans with Disabilities Act (ADA) (https://www.wcsu.edu/diversity/ada-statement)

Filing a discrimination complaint (https://www.wcsu.edu/diversity/filing-a-discrimination-complaint)

Diversity Programming and Training (https://www.wcsu.edu/diversity/diversity-programming-and-training)

Diversity Resources and Information (https://www.wcsu.edu/diversity/diversity-resources-and-information)

Healing from Community and Trauma Resources and Information (https://www.wcsu.edu/diversity/healing-from-community-and-trauma-resources-and-information)

Search Procedures (https://www.wcsu.edu/diversity/search-procedures)

What is Title IX and CaRRIT? (https://www.wcsu.edu/diversity/what-is-title-ix-and-carrit)

Not Anymore/Title IX Online Training Portal (https://www.wcsu.edu/diversity/not-anymore-title-ix-online-training-portal)

Campus Response & Resource Team (https://www.wcsu.edu/diversity/carrit)



Western Connecticut State University ("WCSU" or "University") is committed to providing a safe, inclusive learning environment for all students. In compliance with the Connecticut State Colleges and Universities ("CSCU") administrative directive, all WCSU students are required to complete online sexual violence prevention training and/or refreshers.

- **First time freshman and transfer students only** are mandated to complete the Not Anymore: Sexual Violence Prevention training.
- **All continuing WCSU students** must complete the annually assigned refresher training.
- **Transfer Students** who have a certificate of completion from your respective CSCU community college part of the Not Anymore Sexual Violence Prevention program will be exempt (for only one year) from the first year of Not Anymore: Sexual Violence Prevention training.

#### Access Portal/Instructions:

All registered student users are required to complete the online training program by (or before) October 15, 2017.

- Step 1:**
- Please click here (https://student.success.org/LDAP/wcsu) to access the Not Anymore/Title IX Online Training Portal for new/new transfer WCSU and returning students. **REMINDER:** Please remember that student's username and password is only your last name and associated numbers (i.e., Jane Doe full name = doe001). Please do not include "@wcsu.edu" at the end, this will produce a login error "wrong username or password"
  - Once logged onto the above link, you can use your WCSU credentials (username and password) to begin the registration process.
  - You will then register by entering basic demographic information and you will be prompted to verify the pre-registered information in your account. Once registered, you will be ready to begin your trainings.

- Step 2:**
- Complete the mandatory student training program assigned to you. You will be able to login to re-enter the training program in several sittings, without starting over. If you run into technical problems, do not start over. Use the "Restart" button located in the upper right corner within the training program. You will be able to use the same link to complete it in several sittings if you choose without having to start over.
  - A component of the program is a short post-test in which you must earn at least a score of 80%. If you score below 80% you will be prompted to retake the test until you achieve the minimum score. The program also will allow you to watch program videos before you retake the post-test.
  - You will retain access to the programs for reference purposes. You also will receive follow-up contacts from Student Success™ highlighting key program information.

#### Technical Assistance:

If you have any technical difficulties accessing the program, please contact Student Success via email at student.success@wcsu.edu

Diversity Recruitment and Retention Resources

On and Off Campus Resources

Minority-Based Scholarships and Grants

Undocumented Student Support Services

University Transgender Guidance

WCSU Diversity Council

Webster Bank Diversity Scholarship (Front Page)

University Policies and Procedures

Contact Us

support@studentsuccess.org or by accessing the HELP button upper right corner within the training program. For expeditious processing, please provide your student ID#, name, and best way to reach you.

University Support:

If you have general questions or concerns regarding the training program requirements, please contact the Of Diversity and Equity either by email at ode@wcsu.edu or call at (203) 837-8444 expeditious processing, please provide your student ID#, first/last name, and best way to reach you.

Important Disclosure(s):

The content of the online/refresher training(s) contain sensitive material involving sexual violence prevention that any of these training(s) will be triggering or traumatizing for you to complete due to experiences with this contact either:

- Ms. Cara Mackler, Director of Campus Advocacy with the Women's Center for Greater Danbury by phone 837-3939 or by email at cara.m@wcogd.org
Ms. Rachel Krebel, Campus Advocate with the Women's Center for Greater Danbury by phone at (203) 837-3939 or by email at rachel.k@wcogh.org
Mr. Scott Towers, Pride Center/Deputy Title IX Coordinator for the WCSU Pride Center by phone at (203) 837-3939 or by email at towerss@wcsu.edu

Please click here to access/obtain more information about Title IX and WCSU CaRRT.

Please click here to access the Univ Anon Incident Report System or click here to view the frequently asked questions (FAQ) accessing the Not Anymore program.

Thank you in advance for your participation and support to end sexual violence at West Connecticut State University

DISCLAIMER: More details and/or information will be made available for online refresher training/course offering(s) for university employees

Who are you?

- Future Students
Current Students
Alumni & Parents
Faculty & Staff
Donors & Friends
Colonial Sports Fans

Quick Links

- A to Z Index
Maps & Directions
Academics
Athletics
Blackboard Learn

Contact us

Western Connecticut State University
181 White Street
Danbury, CT 06810
203-837-9000
Contact the University



- ABOUT / ADMISSIONS (HTTPS://WCSU.EDU/ADMISSIONS/) / ACADEMICS (HTTPS://WCSU.EDU/ACADEMICS/) / FINANCIAL AID (HTTPS://WCSU.EDU/FINAID/) / HOUSING (HTTPS://WCSU.EDU/HOUSING/) / STUDENT LIFE / ATHLETICS (HTTP://WWW.WESTCONNATHLETICS.COM/LANDING/INDEX) / APPLY! (HTTPS://WWW.WCSU.EDU/ADMISSIONS/)

# Police Department (https://www.wcsu.edu/police)

You are here Home (/) > Police Department (https://www.wcsu.edu/police) > Anonymous Incident Report

Home(https://www.wcsu.edu/police/)

## Anonymous Incident Report

Vision (https://www.wcsu.edu/police/vision/values/) and Values

Campus Resource Team (CaRT)

Numbers and Contacts

Shuttle Bus Service

Parking Rules

Emergency Procedures Guide pdf

Community Response Checklist Procedures Guide pdf

Safety Tips

On and Off Campus Safety

Reporting a Crime

Request for Copy of Report

Police Logs

In the News

Annual Report

Security Report 2018 pdf

Student Affairs

### Want to report a CRIME or other incident?

All information if kept Confidential and Private by the University to the extent allowed by law. No information regarding your identity (name, email, IP address, etc.) will be collected when submitting information to the Title IX Coordinator and Police through this page. Please be as complete as possible.

If you would like to have either the Title IX Coordinator or University Police contact you regarding this incident, please contact information below.

NOTE: If you need IMMEDIATE ASSISTANCE call the University Police directly at 911 from any campus phone or (203) 526-5111. This form generates a report that is normally reviewed during business hours and should not be used if you need an immediate response.

Location of Incident \* Please select...

Date \*

Time

Describe what was reported or what you saw happen. \*

Please provide names and descriptions of the people involved.

### THE INFORMATION BELOW IS OPTIONAL

If you would like either the Title IX Coordinator or a member of the University Police Department to contact you regarding this incident, please include contact information below. Providing contact information is optional and not required to report an incident.

Name

Address

Telephone

Email Address

Submit

Contact Information (https://westconn.tfaforms.net/forms/help/114)

### Who are you?

- Future Students (https://www.wcsu.edu/admissions/)
Current Students

### Quick Links

- A to Z Index (https://www.wcsu.edu/a-z-index/)
Maps & Directions

### Contact us

Western Connecticut State University
181 White Street
Danbury, CT 06810

(<https://www.wcsu.edu/currentstudents/>)

- ▶ Alumni & Parents  
(<https://www.wcsu.edu/alumni/>)
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- ABOUT ▾
- ADMISSIONS ▾ ([HTTPS://WCSU.EDU/ADMISSIONS/](https://WCSU.EDU/ADMISSIONS/))
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## Office of Diversity and Equity (<https://www.wcsu.edu/diversity>) : WCSU Campus Response & Resource Team ("CaRRT") (<https://www.wcsu.edu/diversity/carrrt/>)

You are here [Home \(/\)](#) > [Office of Diversity and Equity \(https://www.wcsu.edu/diversity\)](https://www.wcsu.edu/diversity) > [WCSU Campus Response & Resource Team \("CaRRT"\) \(https://www.wcsu.edu/diversity/carrrt/\)](https://www.wcsu.edu/diversity/carrrt/) > [WCSU Bill of Rights](#)

### Office of Diversity and Equity (ODE) Mission

ODE Mission (<https://www.wcsu.edu/diversity/mision/>)

Welcome from the Chief Diversity Officer (<https://www.wcsu.edu/diversity/welcome/>)

Message from the Chief Diversity Officer (<https://www.wcsu.edu/diversity/message/>)

(Approved Affirmative Action Plans) (<https://www.wcsu.edu/diversity/affirmative-action-plans/>)

Current Students (<https://www.wcsu.edu/diversity/current-students/>)

Act (ADA) Statement (<https://www.wcsu.edu/diversity/ada-statement/>)

Filing a Discrimination Complaint (<https://www.wcsu.edu/diversity/filing-a-discrimination-complaint/>)

Diversity Programming and Training (<https://www.wcsu.edu/diversity/diversity-programming-and-training/>)

Diversity Resources and Information (<https://www.wcsu.edu/diversity/diversity-resources-and-information/>)

Healing from Community Trauma (<https://www.wcsu.edu/diversity/healing-from-community-trauma/>)

Trauma Resources and Information (<https://www.wcsu.edu/diversity/trauma-resources-and-information/>)

Search Procedures (<https://www.wcsu.edu/diversity/search-procedures/>)

What is Title IX and CaRRT? (<https://www.wcsu.edu/diversity/what-is-title-ix-and-carrrt/>)

Online Training Portal (<https://www.wcsu.edu/diversity/online-training-portal/>)

Campus Response (<https://www.wcsu.edu/diversity/carrrt/>)

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Campus Response (<https://www.wcsu.edu/diversity/carrrt/>)

### WCSU Bill of Rights

Last updated: August 10, 2020

*All involved parties in the matter(s) of sexual misconduct/violence, sexual harassment, domestic violence, dating violence, and stalking are afforded rights by the federal government, the state, and Western Connecticut State University ("WCSU" or "University").*

*All students and involved individual(s) have the right to emotional and physical safety.*

#### Federal Law entitles all involved parties to the following right(s):

- The named accuser(s) and the accused have the same opportunities to have a representative of their choosing (i.e., an advocate, support person, etc.) present throughout the disciplinary proceeding(s)
- Both parties shall be informed of the official outcome of any disciplinary proceeding(s)
- All involved parties shall be informed of their option(s) to notify law enforcement
- All involved parties shall be informed of all available counseling and protective services on- and off-campus
- All involved parties shall be informed of one or more option(s) for changing academic standing

#### WCSU is committed to the following:

- The Connecticut State University System ("CSUSU") Student Code of Conduct outlines the campus disciplinary process. Students have the right to know the range of sanctions the institution can impose on the accused, which include: Warning; Written Reprimand; Probation; Loss of Privileges; Restitution; Discretionary Sanctions; Residence Hall Warning; Residence Hall Probation; Residence Hall Suspension; Suspension; Residence Hall Expulsion; and Expulsion. The full text of this code can be found in the Student Handbook, published by the university, or at: <https://www.wcsu.edu/handbook/>
- Victims have the right to know that any disclosure of sexual misconduct/violence made to a university employee can result in a report as an annual crime statistic (with the victim's name withheld)
- Victims have a right to privacy and confidentiality up to the extent of a formal investigation and/or disciplinary proceeding. The victim must be advised that their information will be disclosed once all involved parties are notified. The University must have a waiver signed by the student in order to share information with any third party, including parents

#### Additionally, the University is committed to ensuring that all involved parties are afforded the following:

- The right to an advocate of their choosing
- For additional information and resources about victim advocacy, contact the Women's Center (203) 837-3939
- For additional information and resources about accused advocacy, contact the WCSU Title IX Coordinator, (203) 837-8444
- In a campus disciplinary hearing, all parties have a variety of options for how they offer their testimony, including the participation of a phone/virtual conference, or to have access to a private room
- For additional information, contact the Office of Judicial Affairs (203) 837-8770 as it relates to Student Conduct matters
- For additional information, contact the Office of Diversity and Equity (203) 837-8444 as it relates to Employee matters



(<https://www.wcsu.edu/diversity/>)

WCSU (<https://www.wcsu.edu/>)  
Bill of Rights

Definition(s) (<https://www.wcsu.edu/diversity/definition/>)

Incident(s) (<https://www.wcsu.edu/diversity/incident/>)

Important Phone Number(s) (<https://www.wcsu.edu/diversity/important-phone-number/>)

Stop (<https://www.wcsu.edu/diversity/stop/>)

Option(s) (<https://www.wcsu.edu/diversity/option/>)

WCSU CaRRT Team (<https://www.wcsu.edu/diversity/carrrt/>)

Past Events (<https://www.wcsu.edu/diversity/past-events/>)

Clothesline (<https://www.wcsu.edu/diversity/clothesline/>)

Resource  
Team

Diversity Recruitment and Retention Resources (<https://www.wcsu.edu/diversity/minority>)

LGBTQ+ On and Off Campus Resources (<https://www.wcsu.edu/diversity/lgbtq-on-and-off-campus-resources/>)

Minority-Based Scholarships and Grants (<https://www.wcsu.edu/diversity/minority-scholarships/>)

Undocumented Student Support Services (<https://www.wcsu.edu/undocumented/>)

University Transgender Guidance (<https://www.wcsu.edu/diversity/workplace-transgender-guidance/>)

WCSU Diversity Council (<https://www.wcsu.edu/diversity/committees/>)

Webster Bank Diversity Scholarship (Front Page)

University Policies and Procedures (<https://www.wcsu.edu/diversity/policies-procedures/>)

Contact Us (<https://www.wcsu.edu/diversity/contact-us/>)

Who are you?

- ▶ Future Students (<https://www.wcsu.edu/admissions/>)
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Quick Links

- ▶ A to Z Index (<https://www.wcsu.edu/a-z-index/>)
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Contact us

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Danbury, CT 06810

203-837-9000

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## Resource Guide for Accused Students for Alleged Incidents of Sexual Misconduct at WCSU

When a student is accused of sexual misconduct, it is important that they get the support that they need to better understand the disciplinary process. Being accused of sexual misconduct can be a worrisome and confusing experience. There are resources available to you on campus to answer your questions and offer you support throughout the disciplinary process. You should know that in our BOR/CSCU Student Code of Conduct, "Accused Student" means any student accused of violating the Student Code.

~~You~~ Involved parties should also know that for cases involving allegations of sexual misconduct, there is no time limit for a Complainant to file a disciplinary complaint through the BOR/CSCU Student Code of Conduct. The standard of evidence that is utilized in these cases is a preponderance of evidence, which means did the accused student "more likely than not" violate one or more of the university policies.

Here are some important guidelines to assist you during this process:

- The Complainant and the accused have the same opportunity to have a support person present throughout the disciplinary proceedings. In our Student Code of Conduct, "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. Attached is a list of students from our Judicial Advocate program that may be able to support you during this disciplinary process.
- The Complainant and the Accused Student have equal access to all information that is known before the hearing.
- The Complainant and the Accused Student shall be informed of the outcome of any disciplinary proceeding,
- The Complainant and the Accused Student have the same right to request a review (appeal) if they disagree with any decision.

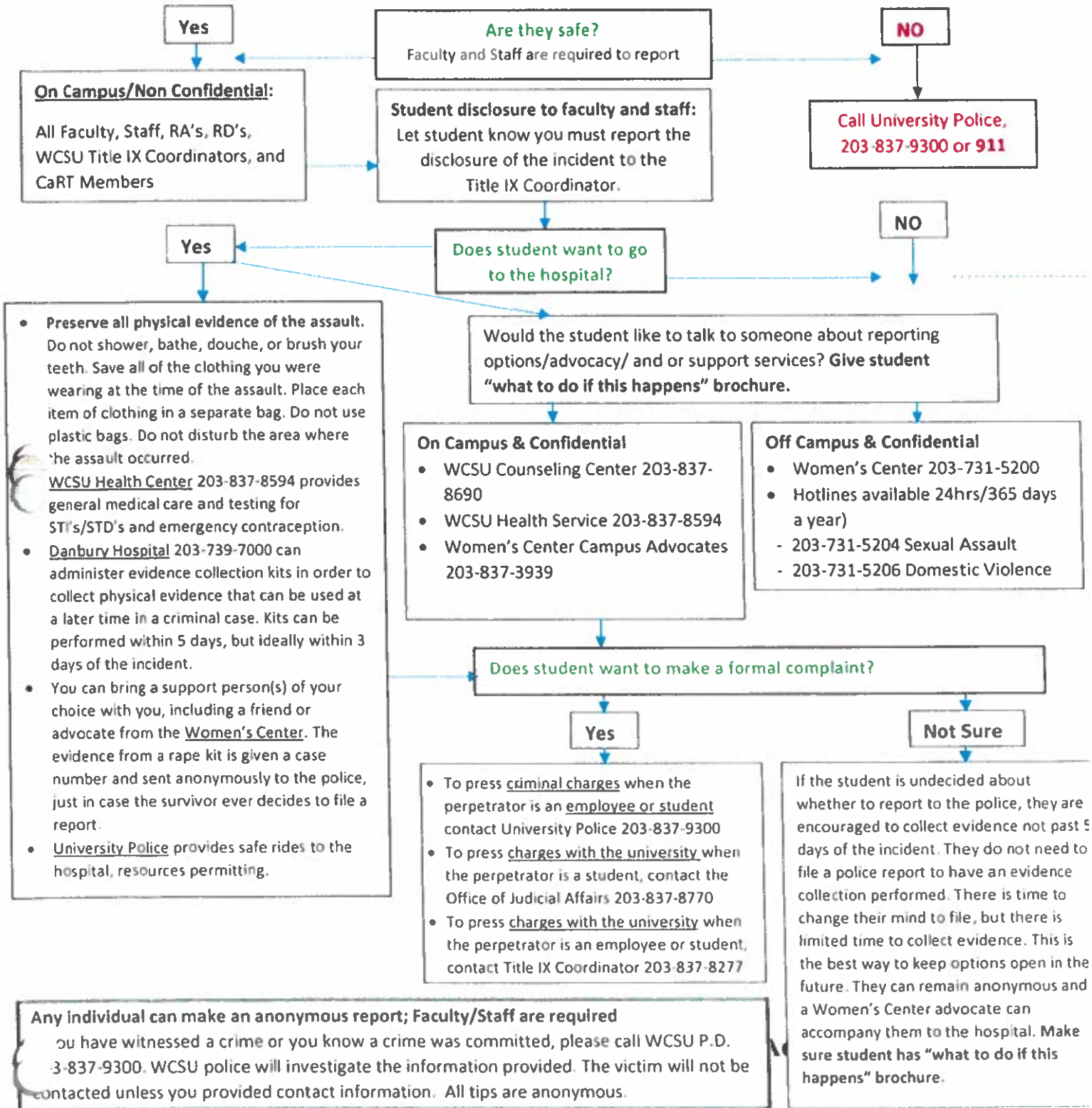
<u>On-Campus Resources</u>	<u>Location</u>	<u>Phone Number</u>
WCSU Counseling Services	Midtown Student Center, Rm 222	(203) 837-8690
WCSU Dean of Student's Office	Old Main Building, Rm 306	(203) 837-8547
WCSU Title IX Office	University Hall, Rm 202	(203) 837-8444/8277
WCSU Office of Judicial Affairs	Midtown Student Center, Rm 220	(203) 837-8770
WCSU Police Department	Midtown Roberts Ave. Police Station	(203) 837-9300

# Reporting Options and Campus Services

## Campus Systems Advocacy Services

Advocacy services are available to assist you through the entire process and answer any questions. **YOU ARE NOT ALONE.**

Office of Diversity and Equity 203-837-8277, University Police 203-837-9300, Counseling Center 203-837-8690, University Health Service 203-837-8594. Women's Center Campus Advocates 203-837-3939. Women's Center 203-731-5200



### Any individual can make an anonymous report; Faculty/Staff are required

If you have witnessed a crime or you know a crime was committed, please call WCSU P.D. 203-837-9300. WCSU police will investigate the information provided. The victim will not be contacted unless you provided contact information. All tips are anonymous.

If the student is undecided about whether to report to the police, they are encouraged to collect evidence not past 5 days of the incident. They do not need to file a police report to have an evidence collection performed. There is time to change their mind to file, but there is limited time to collect evidence. This is the best way to keep options open in the future. They can remain anonymous and a Women's Center advocate can accompany them to the hospital. Make sure student has "what to do if this happens" brochure.

## **WCSU Interpersonal Violence Reporting Options & Advocacy Services**

Acts of interpersonal violence (sexual harassment, sexual assault, domestic violence, stalking) are a violation of Western Connecticut State University policy and state and federal law. WCSU is a community that values respect of all of its members and you have the right to a safe and welcoming campus environment. We encourage you to report any incident of interpersonal violence and/or utilize the support and advocacy services available to you.

Your safety and well-being are important to us and we want to help!

### **WCSU Reporting Options**

University Police (All criminal complaints) 203-837-9300 or 911

Title IX Coordinator, (All University complaints) 203-837-8277

### **Advocacy and Support Services**

#### **Confidential On Campus**

WCSU Counseling Services 203-837-8690

WCSU Health Center 203-837-8594

Women's Center Campus Advocates 203-837-3939

\*A complete list of WCSU Campus Sexual Assault Resource Team (CaRT) members are listed on our website. [www.wcsu/cart.edu](http://www.wcsu/cart.edu)

The logo for Western Connecticut State University features a large, stylized red outline of the state of Connecticut. At the top of the outline, there are two horizontal bars: a black one on the left and a red one on the right, which together form a partial representation of the university's crest.

**WESTERN  
CONNECTICUT  
STATE  
UNIVERSITY**

**Subject:** 2021 Clery Report  
**Date:** Monday, July 26, 2021 at 3:56:19 PM Eastern Daylight Time  
**From:** Roger Connor  
**To:** Keith Betts, Walter Cramer, Lori Mazza, Sharon Lawler, Ron Mason, Daryle Dennis, Dennis Leszko, Charles Alexander, Elisabeth Morel  
**CC:** Birte Pfitzner, Virginia Diaz, Jesenia Minier  
**Attachments:** CSA Report (1).pdf

Good afternoon,

I want to take a moment to extend my sincere appreciation and thanks for all that you do to ensure the safety and well-being of our entire community. I know that our collaboration and open communication throughout the year leads to many joint successes resulting in a safer and more inclusive campus. As you know, according to a federal law known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or the Jeanne Clery Act, our school is required to disclose statistics concerning the number of specific crimes that occurred within Clery-specific geography that are reported to local police agencies or to a campus security authority.

In addition to those who work for campus police, those who are responsible for security and monitoring access to our buildings, and those who are designated within our campus security policies to receive crime reports, the law also defines a “campus security authority” as: “an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.”

If you are receiving this e-mail, you are considered a campus security authority. As a result, we are looking to you to provide the institution with the necessary information if/when you receive a report of a Clery Act crime. This is important not only because it is a federal obligation, but also because you are in a position where someone is likely to come to you with this information and trust you will be able to provide them with helpful information. The criminal offenses for which we are required to disclose statistics are:

- Murder/non • negligent manslaughter,
- Manslaughter by negligence,
- Sex offenses (rape, fondling, incest and statutory rape),
- Robbery,
- Aggravated assault,
- Burglary,
- Motor vehicle theft,
- Arson,
- Dating violence,
- Domestic violence,
- Stalking, and

- Liquor law violations, drug law violations, and illegal weapons possession.

Western Connecticut State University is also required to report statistics for hate crimes.

Hate crimes are those that are committed as a result of the perpetrator's bias against the victim. The categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability. In addition to the Clery Act crimes listed above, hate crimes also include larceny-theft, intimidation, simple assault, and destruction/damage/vandalism of property. Western Connecticut State University is required to disclose statistics for offenses that occur on campus, in or on non-campus buildings or property owned or controlled by our institution, and public property within or immediately adjacent to our campus. As a campus security authority, you play a key role in ensuring this institution's safety by delivering information to the necessary individuals. However, if you are unsure of the location of a crime reported to you or are unsure of whether or not the location falls into one of our Clery geographic categories, please still report this crime to us. It is our job to determine whether or not the information you share meets the requirements of being considered a Clery statistic and then classifying it as such. In order to ensure that all crimes reported to campus security authorities are passed along to our department, please let this e-mail serve as a reminder of your role and where and when to report.

All reports go to Roger B. Connor, WCSU Police Chief and Clery Compliance Officer. The best way to share this information is by the completion of the CSA Report form, which is attached to this e-mail.

Please remember to include as much detail as possible within the form.

The form should be mailed to "Chief Roger Connor, WCSU Police" or faxed to 203-837-9305, Attention: Chief Connor or emailed directly to [connorr@wcsu.edu](mailto:connorr@wcsu.edu).

If it is available, make sure you provide the date, location, and description of the incident as indicated on the form. Our institution has a responsibility to notify the campus community about crimes that pose a serious or ongoing threat to the community, and, as such, campus security authorities are obligated by law to report these specific crimes. Even if you are not sure whether an ongoing threat exists, immediately contact us so we are able to make that determination.

Survivors of sexual assault, domestic violence, dating violence, and stalking must be provided with written information on their rights and options. This is accomplished by our CaRRT document. CaRRT is the "Campus Response and Resource Team". The document is also a helpful reminder to campus security authorities of the many resources the campus provides and how to communicate about these resources. You can access that information here:

<https://www.wcsu.edu/diversity/carrt/team/>

We want to be sure you have a clear understanding of your role as a campus security authority. Campus security authorities are a critical link within our community – they help ensure the campus remains informed and that individuals coming forward have access to the information and resources they deserve. With that in mind, we encourage you to view the following campus security authority training clip from the "Clery Training Center:

[https://clerycenter.org/wp-content/uploads/downloads/CSA\\_2019\\_CC.mp4](https://clerycenter.org/wp-content/uploads/downloads/CSA_2019_CC.mp4)

I have also attached the "New", or clarified, Clery Act Requirements issued in Fall of 2020.



This replaces the Clery Handbook of 2016.

<https://fsapartners.ed.gov/sites/default/files/attachments/2020-10/CleryAppendixFinal.pdf>

## Clery Act Appendix for FSA Handbook

1 . Clery Act Appendix for FSA Handbook. In 1990, Congress passed the Crime Awareness and Campus Security Act (CACSA) amendments to the Higher Education Act of 1965(HEA) .

fsapartners.ed.gov

We all play a role in ensuring the safety and security of our campus community and are so grateful to you all for the time you take to assist us with the reporting of crimes. We know it is never easy to experience or witness a crime or receive information about others being victims of crime, so thank you for helping us to not only comply with this federal law, but to also ensure we are all doing everything we can to respond to and prevent future crime on our campus. Thank you for your attention to this important work. Please let me know if you have any questions or concerns.

Please pass this on to your assistants and other staff.

Sincerely,

**Roger B. Connor**

Chief Roger B. Connor  
Western Connecticut State University  
Police Department  
181 White Street  
Danbury, CT 06810

Tel 203-837-9301

Chief Roger B. Connor  
Western Connecticut State University  
Police Department  
181 White Street  
Danbury, CT 06810

Tel 203-837-9301

# CLERY INCIDENT REPORT FORM

FOR

**NON-POLICE CAMPUS SECURITY AUTHORITIES**

**Western Connecticut State University**

The purpose of CLERY is to encourage reporting and the accurate collection of campus crime statistics to promote crime awareness and to enhance campus safety through reliable statistical records. The purpose of this report form is to provide a uniform procedure for documenting the (What, When, Where) of certain reportable crimes and/or non-criminal hate motivated incidents that have occurred within one of the two reporting locations and which have been reported to a Campus Security Authorities (CSA) other than the WCSU Chief of Police. Data collected on this form is to be used to increase public safety, not to identify the victim; therefore, no personal identifying information shall be included on this form. All cooperating victims who do not wish to remain anonymous should be directed to the WCSU Police Department or the law enforcement agency having jurisdiction where the crime occurred. It is the policy of WCSU Police Department to encourage victims and/or witnesses to crime(s) to report such crimes to the police and/or to a designated Campus Security Authority. (A complete list of Campus Security Authorities (CSA's) can be found in the Annual Clery Report that is available at [www.wcsu.edu/police](http://www.wcsu.edu/police). For the purposes of CLERY, CSA's are required to document certain reportable crimes and non-criminal hate motivated incidents which have been reported to them and which have occurred in the following locations:

- 1) **On-campus property:** Offense statistics for any building or property owned or controlled by the university within the same reasonably contiguous geographic area and used by the College in direct support of, or in a manner related to, the University's educational purpose, including buildings or property the location described herein that is owned by the College but controlled by another person and which is frequently used by students.
- 2) **On-campus residential life buildings**
- 3) **Non-campus property:** Offense statistics for non-campus property or building owned or controlled by the university that is frequently used by students and is not within the same reasonably contiguous geographic area of the institution, or any building/property that is owned or controlled by a student organization that is officially recognized by the institution.
- 4) **Public property:** Offense statistics for public property located immediately adjacent to and accessible from campus, including thoroughfares, sidewalks, streets, lands, and parks.

For CLERY purposes, the student status (yes/no) of the offender or the victim is not a relevant fact as to whether or not this report form is to be completed. If a violation of one of the 14 listed offenses occurs, documentation is required.

CLERY documentation is not satisfied by simply directing/referring the reporting party to the police department. In order for the University to satisfy the statistical reporting requirements of the Clery Act, all CSA's are required to complete this form when certain any of the specified offenses listed below are reported to them. Nonetheless, a person reporting a crime shall also be encouraged to report the crime to WCSU Police Department.

<input type="checkbox"/> Homicide <input type="checkbox"/> Aggravated Assault <input type="checkbox"/> Burglary <input type="checkbox"/> Alcohol violations <input type="checkbox"/> Drug/Narcotic violations		
<input type="checkbox"/> Manslaughter <input type="checkbox"/> Sex Offense (Forcible) <input type="checkbox"/> Motor Vehicle Theft <input type="checkbox"/> Weapons violations <input type="checkbox"/> Dating Violence		
<input type="checkbox"/> Robbery <input type="checkbox"/> Sex Offense (Non-forcible) <input type="checkbox"/> Arson <input type="checkbox"/> Stalking <input type="checkbox"/> Domestic Violence		
<input type="checkbox"/> Hate Crime (Please Select Sub-Type)  <input type="checkbox"/> Bodily injury <input type="checkbox"/> Vandalism <input type="checkbox"/> Email <input type="checkbox"/> Telephone <input type="checkbox"/> Message <input type="checkbox"/> Other  <input type="checkbox"/> Hate Incident (any non-criminal incident)	<b>Category of Prejudice - Bias</b>  <input type="checkbox"/> Ethnicity <input type="checkbox"/> Gender <input type="checkbox"/> Race <input type="checkbox"/> Disability <input type="checkbox"/> Sexual Orientation  <input type="checkbox"/> Religion <input type="checkbox"/> National Origin	
<input type="checkbox"/> On-campus (excluding residential life)  <input type="checkbox"/> On-campus – Residence Halls  <input type="checkbox"/> Public property  <input type="checkbox"/> Unknown  <input type="checkbox"/> Non-campus property	DATE OF INCIDENT: _____  TIME OF INCIDENT _____  CSA TRACKING # _____	
Name of CSA receiving report: _____	CSA's Department _____	Dept. Address _____



Western Connecticut State University

# Annual Campus Security Report

Jeanne Clery Disclosure of Campus Security  
Policy and Campus Crime Statistics

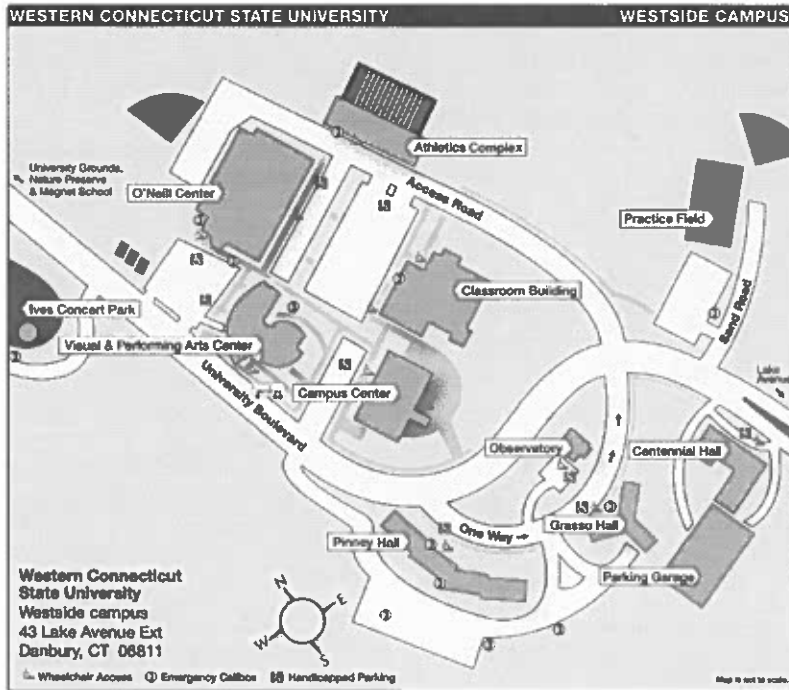
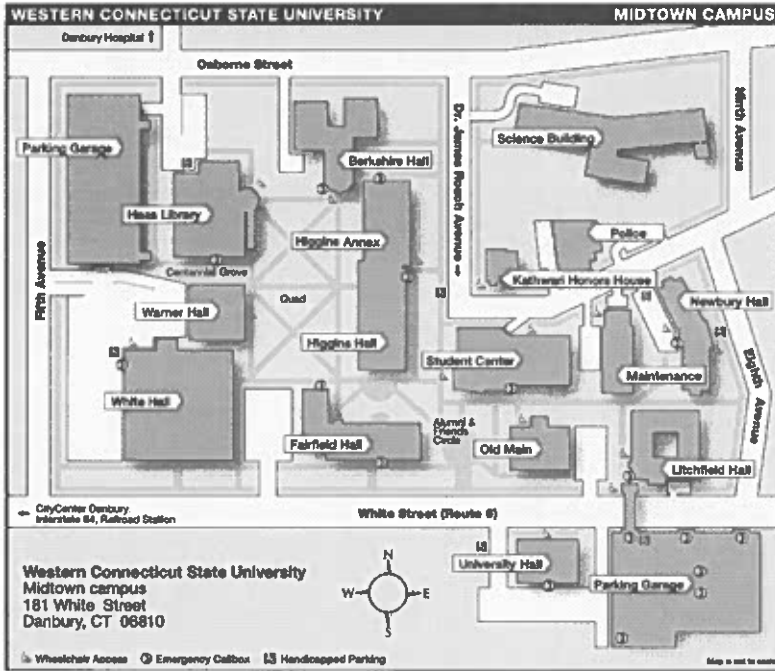
October 1, 2021



W.C.S.U.  
POLICE



WESTERN  
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Introduction .....	1
Report Preparation and Security Authorities.....	2
University Police Authority and Mission Statement.....	2-3
University Police Department Organizational Structure and Personnel .....	3-5
Reporting a Crime .....	6
Confidential Reporting Procedures .....	6
Timely Notice.....	7
Daily Log.....	7
Hate Crimes: Midtown Campus and Westside Campus .....	8
Campus Crime Statistics: 2019, 2018, 2017 .....	9-8
Response to Sexual Assault.....	10
Campus Judicial Action.....	10-11
Registration of Sex Offenders .....	12
Crime Prevention Programs, Security Awareness Programs and Other Services....	12
Emergency Phone Locations.....	13-15
Access to Campus Facilities/Residence Hall Access.....	16
Alcohol and Drug Policy .....	17
Firearms/Fireworks Policy .....	17-18
Emergency Notification System .....	18-19
Emergency Response and Evacuation .....	19-20
Missing Student Notification.....	20
Important Phone Numbers.....	20

## **INTRODUCTION**

The Western Connecticut State University Police Department (WCSUPD) is pleased to submit the annual Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics report for 2021 to help inform and increase your awareness of the current programs that exist to assist you in protecting your safety and well-being.

The report for 2021 includes mandated crime statistics for the 2020, 2019 and 2018 calendar years. These statistics represent certain reported crimes that occurred on campus, on non-campus property and on public property. Incidents occurring within residence halls are also listed and are a subcategory to the on-campus reportable crimes. These incidents are further categorized for each of WCSU's two campuses: Midtown and Westside.

Statistics for WCSU at Waterbury, housed on the grounds of Naugatuck Valley Community College (NVCC), can be obtained from NVCC's Public Safety Department or on the web at: <http://www.nv.edu/Student-Life/Where-to-Go/Safety-Support/Public-Safety/Campus-Crime-Report>

Additionally, all Clery Act reportable crimes from NVCC occurring in the classrooms or offices assigned to WCSU are listed under the non-campus crimes on the statistical charts. This category also contains crimes occurring in the hallways and stairwells leading to those rooms and in the parking lot used by our students.

The report also contains various policy statements with regard to crime reporting; access to campus facilities and residence halls; security considerations used in maintenance; enforcement and arrest authority of the WCSUPD and their relationship with federal, state and local police agencies. These policy statements and others concerning crime reporting and sex offense procedures are mandated by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly known as the Campus Security Act of 1990.

Copies of this report are available to all students, faculty and staff on-line at:

<http://www.wcsu.edu/police>

You may view a printed copy at the WCSU PD on Roberts Avenue on the Midtown campus.

The report is available, upon request, to any student, faculty or staff person and to the general public.

The Higher Education Opportunity Act (Public Law 110-315 - HEOA) mandated a number of additions that are contained in this report and mandated that campuses also publish an Annual Fire Safety Report. Fire Safety at WCSU is under the supervision of

the Environmental and Facilities Service Department located in the Boiler House Annex on Roberts Ave. The Annual Fire Safety Report can be accessed on line at:

<https://www.wcsu.edu/ehs/fireprevention/>

#### **Report Preparation and Security Authorities**

The process to prepare this report involves several steps beginning with a review of the most recent calendar year's crime statistics. For this report the reported crimes in 2020 and investigated by the department were reviewed and categorized. Those incidents are categorized and the crimes reportable under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act are selected for this report.

In addition, information received and contained in reports from Anonymous Reports made to the police department are included in the statistical information for sex crimes, domestic violence and stalking, as per the provisions of the federal VaWA. (Violence against Women Act)

WCSU PD also requests crime statistics under the Clery classifications from the Danbury Police Department. Those crimes are incidents that occurred on public properties surrounding the campuses. These crimes are recorded in the crime statistics under the public property classifications.

The WCSU PD also requests non-reported crimes from various staff and faculty members who are considered security authorities under the act. They include senior administrators and staff who may have received anonymous reports from students who do not wish to pursue criminal complaints as well as various members of the Student Affairs Division who adjudicate policy violations, which may also include Clery Act violations. Although these reportable incidents are not investigated by the police, they are included in the statistical report to provide as complete a picture as possible of the safety and security environment on campus.

After these reportable incidents are tallied, they are analyzed and reported in the annual Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report.

#### **University Police Authority**

The WCSU PD is established in accordance with Section 10a-156b of the Connecticut General Statutes, which provides for a special police force at WCSU whose members have the same duties, responsibilities and authority as members of a duly organized local, municipal or state police department.

The jurisdiction of the department extends to the geographical limits of the property owned or under the control of WCSU. The department has statewide jurisdiction in felony cases, in accordance with Connecticut State Law, or when serving warrants issued by the Superior Court anywhere in Connecticut.

WCSU PD provides other services essential for the good of the campus community. All departmental activities and efforts are directed toward fulfillment of these obligations in the most efficient and effective manner possible within the legal, ethical and moral framework of contemporary society



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## **ORGANIZATIONAL STRUCTURE**

The WCSU PD reports to the Chief of Police who serves as the chief law enforcement officer on campus. The Chief reports to WCSU's vice president for student affairs and works in cooperation with other university departments, offices and services on campus to provide a safe and secure campus environment.

The primary function of the police department, through the uniformed patrol function, is to provide a visible deterrent to crime by patrolling the grounds and properties of WCSU in vehicles, on bicycle and on foot.

Patrol is also responsible for the law enforcement functions of crime prevention; arrest and prosecution of criminals; crime suppression; order maintenance and crowd control; special events management; traffic regulation, both vehicular and pedestrian; traffic enforcement and parking control.

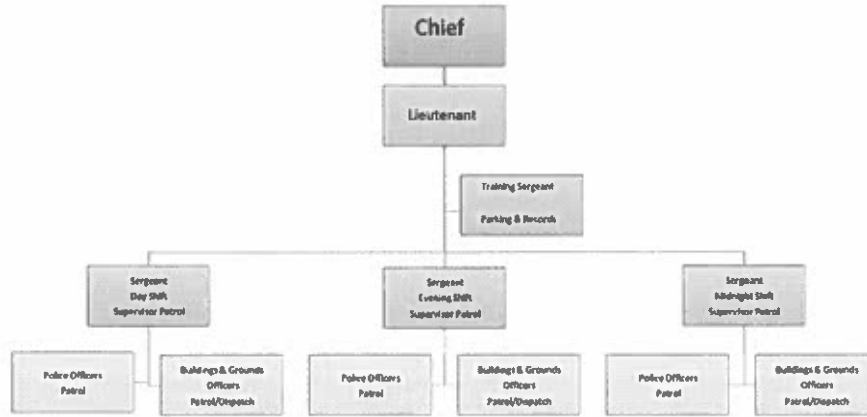
The police Lieutenant, who serves as the department's executive officer, manages the patrol function, police dispatch as well as the community services and crime prevention activities of the department.

The Lieutenant is in command of the department in the absence of the Chief.

A police Sergeant supervises each of the three patrol shifts. Sworn police officers are assigned to each shift and perform the primary law enforcement functions. Buildings and grounds (non-sworn) officers, are also assigned to each shift. They perform security patrol functions and serve as communication dispatchers.

The police department is committed to the development and implementation of proactive programs that enhance public safety at WCSU. The department offers a Rape Aggression Defense (RAD) program to our community each semester and participates in several crime prevention and safety awareness presentations in collaboration with our academic programs, sponsored by the Office of Housing and Residential Life, Student Life, Health Services, CaRRT and the CHOICES program. The department plans to continually strengthen this program and add resources to make our services more accessible to the campus community.

The Training Sergeant coordinates the public outreach activities of the department especially in the area Active Aggressor awareness. During the past year the WCSU PD has given talks to student groups, residence halls, faculty and staff. The Training Sergeant is assisted in these activities by the Lieutenant and the other Sergeants and Police and B&G officers of the department.



**Western Connecticut State University  
Police Department October 2021**

The WCSU PD maintains a close working relationship with all law enforcement agencies including the Danbury Police Department, area local police departments, the Connecticut State Police, the criminal court system and federal law enforcement agencies. Meetings are held on both a formal and informal basis and crime-related reports and statistics are routinely exchanged. The institution has a formal written memorandum of understanding (MOU) for mutual aid as per CGS 7-277a (b) with the Danbury Police and all police agencies in Northern Fairfield County.

Further, the WCSU PD enjoys a close working relationship with the Connecticut State Police and rely on the CSP for assistance in the investigation of serious crimes and incidents that occur on the WCSU campuses. The WCSU PD maintains a liaison with the Office of the State's Attorney and actively participates in planning and coordination with municipal police agencies in the Fairfield County Region.

### **University Police: Patrol, Training, Phone Numbers**

University police officers and buildings and grounds officers patrol the campus 24 hours a day, seven days a week, and are always ready to provide emergency and non-emergency assistance and service. All officers are equipped with two way radios as well as body cameras when on duty.

All WCSU PD police officers are graduates of the Connecticut Police Academy and are empowered by state law to arrest, carry firearms and provide the same law enforcement services that local police provide for a city or town. In addition to police academy training, university police officers also regularly attend scheduled in-service training programs in areas such as legal updates, alcohol and substance abuse, police community relations, diversity and sensitivity training, the management of aggressive behavior, crisis intervention team training and defensive tactics. All officers are certified in First Aid and cardiopulmonary resuscitation (CPR) and all officers have been qualified to operate the automatic external defibrillators (AEDs) that are deployed in all of our marked police cruisers and in many of the university facilities. The WCSU police personnel have also have completed all mandatory and elective recertification training provided and required by Connecticut Police Officer Standards and Training Council. (POSTC-C)

Officers also are given the opportunity to attend professional development programs and courses geared to enhance their effectiveness on campus. We currently have officers who are certified as crime prevention specialists and have one Buildings and Grounds Patrol officer who is certified as a CPTED specialist. (CPTED = crime prevention through environmental design)

The WCSU PD currently has one instructional team of RAD (Rape Aggression Defense) instructors who can team teach courses offered to the community and also partner with the Norwalk Police Department to provide classes to the community.

The Police Department maintains access to the NLETS (National Law Enforcement Telecommunications System) and has two way radio communication interoperability capabilities with the Danbury Police, Danbury Fire & Danbury EMS, as well as FAPERN (Fairfield County Police Emergency Network).

The police can be reached for any emergency by calling, or texting, 911. For routine calls, calling (203) 837-9300 from any phone on campus anytime, day or night, will bring a response. An officer will be immediately dispatched to provide whatever assistance is required. 911 calls from campus phones go directly to the City of Danbury Emergency Telecommunications Center and are concurrently displayed at our dispatch center's E-911 display computer. The city's Emergency Telecommunications Center, at the Danbury Police Headquarters, relays the call information to the WCSU PD, located on Roberts Avenue on the Midtown campus.

### **Reporting a Crime**

If you become the victim and/or are witness to a crime, you should immediately report it to the WCSUPD or the appropriate law enforcement agency if off campus. The sooner crime is reported, the better the chances of the police being able to solve the crime, apprehend the suspect, and recover any property that may have been taken. We encourage our community to accurately and promptly report all crimes to the appropriate police agency.

Crimes can be reported by calling the WCSU PD at (203) 837-9300 (call or text 911\* for emergencies) or you can go to the police station on Roberts Avenue. Or, you may use one of the many emergency phones on campus. An officer will be dispatched to your location to begin an investigation of the crime. The officer will want to know some basic information about you as the complainant and the incident you are reporting. You may be asked to give a signed statement attesting to the facts of the incident. Police generally take the information and develop other information through investigation, as they attempt to solve the crime.

### **Confidential Reporting Procedures:**

If you are victimized by crime and do not want to pursue action within the university system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the chief of police or a designee of the WCSUPD can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep a matter confidential, while taking steps to ensure the future safety of yourself and others. This information allows the university to keep an accurate record of the number of incidents involving our community and determine if there is a pattern of crime with regard to a particular location, method, or assailant so the campus community can be alerted to potential danger. Reports filed in this manner are counted and disclosed in the annual statistics for the institution. Pastoral and professional counselors also may encourage clients to make voluntary, confidential crime reports.

See attached link for anonymous reporting form and procedure:

<https://www.wcsu.edu/police/anonymous-incident-report/>

**Timely Notice**

In accordance with the Clery Act, the university will issue a crime alert as soon as possible of an incident to aid in the prevention of similar crimes. The notices will be for crimes listed in the Clery Act that are reported to the WCSU PD or other campus security authority and/or the Danbury Police and that represent an ongoing threat to others on campus. The department has implemented a system to send out these alerts through email blasts to our populations to enhance and speed the alerting process.

**Daily Log**

The Police Station maintains a daily log of all crimes reported to the department. The log lists the nature of the crime, the date, time and general location of the crime and the disposition of the complaint if known. Entries or updates within two business days may be withheld if the information is protected by statute or if there is a danger to the victim. The daily log is open to public inspection at the WCSU Police Department web site [www.wcsu.edu/police](http://www.wcsu.edu/police).

Data more than 60 days old will be made available within two business days of a request for public inspection.

**Uniform Crime Reports (UCR) and the Clery Act Statistics**

WCSU police participate in both the Connecticut Uniform Crime Report (UCR) Program, and National Incident Based Reporting System (NIBRS). Every month, we, along with law enforcement agencies throughout the state, submit UCR data indicating the number of offenses brought to our attention. The offenses that are reported are called Part I (crimes against the person) and Part II (crimes against property) crimes. Some of these crimes are murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson.

These crimes are mandated by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to be reported and distributed annually on October 1, through the WCSU PD's Annual Report to all current students, faculty and staff. The statistics gathered for this report include: all reported crimes in these categories reported to the police department that occurred on campus and in residence halls; incidents that occurred on public property surrounding the campus that were reported to the WCSUPD; incidents that occurred on non-campus property; and incidents not reported to the police that may have been reported confidentially to a campus security authority. The report also contains statistics for arrests and referrals to the campus judicial process for liquor law violations, drug abuse violations and weapon law violations as well as VaWA statistics such as stalking, domestic and dating violence as required since 2014.

**Hate Crimes**

Federal law requires that all hate crime in the mandated categories be reported. Those crimes are further broken down by the nature of the bias; for example, race, gender, religion, sexual orientation, ethnicity and disability. The revised regulation adds the crimes of larceny-theft, simple assault, intimidation, and destruction/damage/ vandalism of property to the list of crimes that must be reported in hate crime statistics. We also report hate crimes as classified by state statutes to the State Police Crime Analysis Unit.

**Midtown Campus**

2018: None

2019: One

2020: One

**Westside Campus**

2018: None

2019: One

2020: None

The following chart shows the mandatory statistics for the calendar years of 2020, 2019 and 2018. The chart reflects the specific crime categories specified in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act — Midtown and Westside. Specific crime definitions follow the chart and are in accordance with the UCR and NIBRS definitions.

Western Connecticut State University  
Crime Statistics

2020 - 2019 - 2018

	2020			2019			2018			2018									
	Midtown Campus			Westside Campus			Midtown Campus			Westside Campus									
	OC	NCP	PP	RF	OC	NCP	PP	RF	OC	NCP	PP	RF	OC	NCP	PP	RF	Totals		
Murder/Non-Negligent Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Robbery	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Sex Offenses, Non-Forcible	0	0	0	0	1	0	0	0	2	0	0	0	2	0	0	0	5		
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Forcible Fondling	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Liquor Law Violations Referred For																			
Disciplinary Action	6	0	0	6	0	0	5	28	13	0	0	13	0	15	0	3	12		
Drug Abuse Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0		
Drug Abuse Violations Referred for Disciplinary Action	4	0	0	4	0	0	3	5	3	0	0	3	8	6	0	1	5		
Weapon Law Violation Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Weapon Law Violation Referred for Disciplinary Action	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
<b>VAWA Statistics</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0		
Domestic Violence	0	0	0	0	0	0	0	4	4	0	0	4	8	7	0	0	3		
Dating Violence	0	0	0	0	0	0	0	2	3	0	0	3	5	7	0	0	1		
Stalking	2	0	0	0	1	0	0	1	1	0	0	1	2	1	0	0	0		
<b>Totals</b>																	<b>31</b>	<b>78</b>	<b>133</b>

(Includes statistics reported in Residential Facilities)

(Includes properties owned by a recognized student organization or owned or controlled by the university)

(This category includes the classrooms and offices assigned to WCSU at Naugatuck Valley Community College in Waterbury, CT)

(Reported by the Danbury Police for areas surrounding the campus)

- Definitions:
- OC = On Campus
- NCP = Non Campus Property
- PP = Public Property

**Response to Sexual Assault, Interpersonal Violence, Dating Violence and Stalking:** Sexual Crimes, interpersonal violence of any type, domestic and dating violence and stalking are not only crimes under the federal Violence against Women Act (VaWA), Connecticut General Statutes but also a violation of the institution's rules and regulations. WCSU provides educational programs on campus to promote awareness of rape, acquaintance rape and other sex offenses. These programs take place regularly in the Student Centers, in residence halls and elsewhere on campus. The Training Sergeant coordinates requests for police participation in these programs in conjunction with departments such as Housing and Residential Life, Counseling Center, Choices Office, Health Service, social work department, nursing department, and others. All are responsible in seeing these programs are made available and implemented at WCSU. Sexual assault and intimate partner violence primary prevention and awareness programming will be available for all students and the programming will:

1. Explain the definition of consent in sexual relationships; and
2. Provide information on the reporting of such assaults and violence, bystander intervention and risk reduction.

Ongoing prevention and awareness campaigns are also offered throughout the year.

If you become a victim of or witness to a sex offense, interpersonal violence or stalking report it immediately to the WCSU PD by calling 911 or (203) 837-9300, 24-hours a day, 7-days a week or contact any on-duty officer on campus. Your identity as a victim will be kept confidential by law. It is extremely important that sex offenses be reported immediately so that the crime scene and any evidence of the crime can be preserved and secured as soon as possible. It is also critical that you seek prompt medical attention so that you can be screened for sexually transmitted disease and pregnancy and so that a sexual assault evidence collection kit can be administered immediately

Assistance is available to you on campus through the WCSU PD, the Office of Housing and Residence Life, the Counseling Center and the Health Service. Off-campus services also are available through the Women's Center and their Sexual Assault Hotline, which is staffed 24-hours a day, 7-days a week, at (203)731-5204. The center also provides a Domestic Violence Hotline at (203) 731-5206. The Women's Center of Greater Danbury has an advocate on campus who can be reached at (203) 837-3939. The Danbury Hospital Emergency Department also is a resource; their number is (203)797-7100.

In addition to notifying law enforcement, you also have the right to receive services from campus authorities under the Campus Resource and Response Team (CaRRT).

<https://www.wcsu.edu/diversity/carrt/>

If you live on campus, the Office of Housing and Residence Life will, at your request, change your living situation to whatever extent is possible and reasonable. In addition, they can assist the dean of Students Affairs to have your academic situation changed if you choose to do so.

#### **Campus Judicial Action**

In cases of an alleged sex offense, when the accused is a student, both victim and the accused are entitled to have others present during a disciplinary hearing. You can:



1. be accompanied to any meeting or proceeding by an advisor or support person of your choice, provided that the advisor or support person does not cause a scheduled meeting to be delayed or postponed;
2. present evidence and witnesses on their behalf;
3. be informed in writing of the results of the disciplinary proceeding no later than one business day after it concludes; and
4. have their identities kept confidential, except as necessary to carry out a disciplinary proceeding or as permitted by state or federal law.

Additionally both the victim and the accused must be informed of the outcome of any university disciplinary proceeding. You have the right to request that disciplinary proceedings begin promptly and know that an official trained in issues relating to sexual assault and intimate partner violence must conduct the proceeding. The judicial process will use the "preponderance of evidence standard" (i.e., whether it is more likely than not that the alleged incident occurred).

Following a final determination of responsibility in the university's disciplinary proceeding regarding rape, acquaintance rape or other sex offense, the university judicial officer may impose any sanction or combination of sanctions, including expulsion, as authorized in the Student Rights and Responsibilities document for the academic year in question.

#### **Victims' Assistance**

All victims have rights that include:

- Assistance in obtaining immediate medical care, if required.
- The right to request to be notified of court proceedings, including arrest, arraignment and release of the offender.
- The right to be protected from harassment from an employer for appearing as a witness if you have received a subpoena.
- The right to have property returned if it was seized by police in the investigation or prosecution of the crime committed against you.
- The right to make an application for compensation for any bodily injuries you have suffered as a result of the crime.
- The right to request to be informed of services and agencies that can help you, including the assistance of a victim advocate.

To receive more information about these and other rights of crime victims and the services available to you, call:

The Office of Victim Services  
(800 822-VICT) (8428)  
(Monday – Friday, 8:30 a.m. – 4:30 p.m.)

#### **Registration of Sex Offenders**

In accordance with Chapter 969, Section 54-258 of the General Statutes of Connecticut, the Western Connecticut State University Police Department keeps a record of all registration information transmitted from the Connecticut Department of Public Safety. This registration information is accessible to the public at WCSU PD.

There also is a direct link to the Sex Offender Registry through the WCSUPD Web page through the WCSU PD website: [wesu.edu/police](http://wesu.edu/police)

### **Sex Offender Registry Notice**

The State of Connecticut Department of Emergency Services and Public Protection, Division of State Police, has published the Sex Offender Registry on their Web site. The public may access sex offender registry information at their local police department, any Connecticut state police barracks or at the Web site link: <https://portal.ct.gov/Services/Public-Safety/Sex-Offender-Registry/>

### **Crime Prevention Programs, Security Awareness Programs and Other Services**

Crime and criminality are problems of concern to the entire community, not problems of the police alone. The police are charged to prevent and suppress crime and to solve crime once it occurs and do these things to the utmost of their ability. However, they are realistically aware that they can neither prevent all crime from occurring, nor solve every crime that does occur. To attain the greatest possible degree of success in these endeavors, we require and strive to obtain the active cooperation, assistance, and moral support of the people we serve.

Crime takes place in our society at large, and unfortunately, the problem does not disappear at the edge of the campus. Thefts, assaults, and other violations of the law do sometimes occur at WCSU as at other colleges. It is not likely you will be a victim of crime here, but it is possible. Recognition of this fact is a good first step in avoiding becoming a victim of crime. We can all further reduce the risk of victimization by thinking about our personal safety and taking practical, precautionary measures.

The WCSU PD has a wide variety of information on such topics as self-protection, rape prevention, theft prevention, etc. In addition, there are specialized topics of interest, which include drug abuse and alcoholism, to name a few. Also, the department sponsors a speaker's bureau, where university police officers, experts in particular areas, can go out and address the community and make appropriate contacts for expert lecturers.

### **Safety Escort Services**

This service is available to all students, faculty, staff and guests of the university. A safety escort is as close as the nearest telephone. To obtain a safety escort, simply dial the WCSU PD at (203) 837-9300 or activate any emergency or courtesy phone on campus.

When the dispatcher answers, let them know you wish to obtain an escort. The dispatcher will request your name, present location, and the location to which you wish to be escorted. The dispatcher will then dispatch an officer to meet you. Safety escorts are provided by uniformed police or buildings and grounds' officers of the department.

The WCSU PD provides safety escorts 24 hours a day, seven days a week on campus. Safety escorts may be provided by a foot patrol officer, a bike patrol officer or an officer in a marked police or patrol vehicle.

**Emergency Telephones**

The university has an emergency telephone system ("Blue Light" phones) that places the caller in direct contact with the WCSU PD dispatcher. These phones are highly visible either in a bright yellow phone box (Y) or surround type stainless steel phone with blue strobe light (B) and are located at various places around campus (inside and outside of buildings). The phones have a single button operation which, when pushed, will immediately notify the dispatcher of the caller's location. The caller can speak directly into the phone box for hands-free communication. Please familiarize yourself with the location of emergency phones on campus.

**Emergency Phone Locations (direct to WCSU Police Department)**

<i>Building</i>	<i>Location</i>
Berkshire Hall	1st fl lounge; elevator; handicap ramp; weight room
Centennial Hall	Front entrance/handicap ramp; Front Door; side near Loading Dock; Rear by benches in the quad; Rear entrance; basement laundry room; and one in each elevator
Centennial Hall Parking Garage	level 1: by stairwell 1 and 2 level 2: by stairwell 1 and 2 level 3: by stairwell 1 and 2 level 4: by stairwell 1 Elevator
Fairfield Hall	Elevator; front door; north wing
Higgins Hall	Annex 1st and 2nd floors; on lawn facing Roberts Ave., Annex handicapped door
Litchfield Hall	Elevator;
5th Avenue Parking Garage	Four on each level near stairwell and one in the elevator
Science Building	Outside Center Front Entrance: Right Side door; Outside Side Entrance-near Osborne and Dr. Roach Ave.;
Newbury Hall	Rear courtyard
Berkshire Hall	1st Floor, lounge, elevator, handicap ramp, 1st floor
Centennial Hall	8th Ave. entrance; rear entrance; 1st floor Front entrance/handicap ramp, front door, side near loading dock, rear by benches in the quad, rear entrance, basement laundry room, one in each elevator
Centennial Hall Parking Garage	level 1: by stairwell 1 and 2 level 2: by stairwell 1 and 2 level 3: by stairwell 1 and 2 level 4: by stairwell 1 Elevator

Fairfield Hall	Elevator, front door, north wing
Grasso Hall	Elevator, front door
Haas Library	Cybercafe, 1st floor, 2nd floor, 3rd floor, 4th floor, 5th floor, elevator, basement
Higgins Hall	Annex 1st and 2nd floors, Annex handicap door, Annex north end (building is partially closed for renovation)
Ives Center for Performing Arts	Charles Ives Center on Westside Campus
Litchfield Hall	Elevator
New 5th Avenue Student Parking	Four on each level near stairwell and one in the elevator
Science Building	Outside Center Front Entrance: Right Side door, Outside side entrance near Osborne and Dr. Roach Ave, Outside Greenhouse exit, Outside near Osborne St, and Ninth Ave.
Newbury Hall	8th Ave. entrance, rear entrance, 1st floor
Old Main	Elevator
O'Neill Center	Arena, lobby, elevator, main entrance, pool, weight room, Gate 2
Pinney Hall	Elevators, front and rear lobbies, lower middle and upper lots
Student Center (Midtown)	Elevators, theater exterior
University Hall	Elevators, rear lot
Visual and Performing Arts Center	Six exterior and interior phones, one at each entrance
Warner Hall	Elevator
Westside Classroom Building	Elevator, front entrance, lobby, 4th floor by library and restrooms
Westside Foot	Sand Road
Westside Athletic Complex	Front entrance, inside elevator
Westside Campus Center	Bus stop on University Blvd., inside public and service elevators
White Hall	Handicap ramp, lobby, elevators
White Street Parking	At entrance to all stairwells, bridge, ramps

In addition to emergency phones, the university has installed courtesy phones that provide intra-campus calling. Courtesy phones are located on each floor of classroom buildings, in Alumni Hall and residence halls. The WCSUPD can be reached from these phones by calling (203) 837-9300 or "911".

#### Courtesy Phone Locations

Building	Location
Alumni Hall	Main entrance
Berkshire Hall	1st floor hallway near room 105, 2nd floor across from room 211
Centennial Hall	15 phones: 3 on 1st floor, 4 on 2nd, 3rd, and 4th floor
Haas Library	Cybercafe near the payphone

Higgins/Higgins Annex	1st floor by room 110, 2nd floor near room 210
New Science Building	1st floor Lobby Atrium next to stairs and inside Atrium Area 1st floor across rooms 134, 150, 163, 183 1st floor adjacent to room 101 2nd floor next to rooms 202, 265, 281 2nd floor across from room 246 and near elevator 3rd floor deck adjacent to Observatory 3rd floor adjacent to room 346
Residence Halls (Newbury, Fairfield, Grasso)	Main entrance
Student Center (Midtown)	Shuttle lounge near room 007, front lobby near public coin phones
Visual and Performing Arts Center	Basement corridor, 1st floor lobby and corridors, 2nd and 3rd floor lobbies and corridors
Warner Hall	1st, 2nd, 3rd floors outside of elevators
Westside Classroom Building	Student lounge under room 344 to the right of public payphones, front lobby
Westside Campus Center	Two phones ground floor (west and east of dining room), 2nd floor main entrance info desk and hallways and in lounge, 3rd floor south near lounge and 3rd floor east
White Hall	1st floor lobby, 2nd floor near room 207, 3rd floor between rooms 305/306
Old Main	1st floor by elevator

### **Community Education Initiatives**

In addition to the crime prevention programs listed above, the WCSUPD has collaborated with a number of departments on campus to provide personal safety and security educational programs to the campus community annually. Although most of these activities are geared for students, a number of faculty and staff have attended and participated in these programs. The department assigns officers to participate in campus-wide student programs such as the Alcohol Awareness Week events and the annual Health Fair, sponsored by the CHOICES office and Health Services.

The Housing and Residence Life group also sponsors organized student education and awareness programs each semester and the WCSUPD is often invited to participate. Regular presentations are given to both parent and student orientation groups in the summer and during Welcome Week at the start of the fall semester.

The WCSUPD presents safety orientation programs for the ConnCap/Upward Bound program, the Educational Access and Achievement Program, the Western Connection program and AccessAbility Services.

Programs in the Management of Aggressive Behavior, Theft Prevention and the Emergency Management Plan have been presented numerous times in past years to various groups of employees.

These programs are designed to inform students, parents and employees about crime prevention and personal safety and to encourage everyone in our community to look out for themselves and for one another.

### **Access to Campus Facilities**

The academic and administrative buildings on campus are open to the public during normal business hours. Most facilities have individual hours, which may vary at different times during the year. Access to some of these buildings is controlled by card access after normal business hours. Access can be granted by making a request to the WestConnect Card Office in Old Main 013. For information about access protocol to a specific building, see the department manager or contact the WestConnect Card Office in the basement of Old Main 013.

### **Residence Hall Access**

#### **Access Control**

If you live on campus, the door to your apartment is locked by a card-reader mechanism. Your university identification card acts as the "key" to your apartment. Please make sure that you do not give your card to anyone else. If your card is lost, you should report this to your resident assistant immediately. There is a fee to replace an identification card.

#### **Guest Policy**

Guests, by the BOR policy, are permitted visitation during the hours of desk operation. Guests must present valid (non-expired) photo ID (drivers license, CSU student ID, State-issued non-driver ID, military ID, or passport) at the information desk in order to be admitted to the building. All guests must be 18 years of age. The only exception would be a CSU student that is currently not 18 years of age. (Special written permission is required for underage guests.) The visitor will then attempt to contact

the resident by phone who will then meet them at the front desk. The resident must escort the guest everywhere in the building.

If you'd like you may sign your guest out, relinquishing any responsibility for them or their actions. Guests who appear to have stayed in your room more than three days will be considered living illegally in your room and will not be permitted to continue to sign into the building. You may also not sign in more than two guests per resident.

#### **Alcohol and Drug Policy**

The university does not condone violations of those laws proscribing possession, use, or sale of alcoholic beverages and possession, sale, use, manufacture or distribution of illegal drugs. In addition to arrest and prosecution, administrative action, which may include eviction from the residence halls, revocation of other privileges, or suspension or expulsion from the university, may be taken in order to protect the interests of the university and the rights and safety of others. Expulsion from the university, may be taken in order to protect the interests of the university and the rights and safety of others.

#### **Other Alcohol Policies**

1. Possession or consumption of alcoholic beverages by persons under the legal drinking age (21) is prohibited.
2. The possession or consumption of alcoholic beverages by persons of legal drinking age (21) is permitted in individual rooms only.
3. Possession or consumption of alcoholic beverages in public areas within and around the residence halls is prohibited. This includes the hallways, practice rooms, computer rooms, lounges, bathrooms and properties adjacent to the residence halls.
4. Possession or use of kegs, beer balls, and other containers of alcohol larger than a quart (and not intended or designed for individual consumption) is prohibited.
5. Alcoholic beverages may be transported into the residence halls by persons of legal age (21).
6. Room parties, with or without alcoholic beverages, are not permitted in the residence halls. A party is not contingent upon a set number of people, but upon the activities in which the people are involved.
7. The use of residence hall social fees for any event where alcoholic beverages are available is prohibited.

#### **Firearms/Weapons Policy**

All members of the WCSU community have a responsibility to use due care for their safety and to comply with all federal, state, and local laws and university regulations. In the interest of public safety, no employee, student, visitor, or guest (except authorized members of a duly organized law enforcement agency) shall bring any weapon or dangerous instrument as defined below anywhere on the property owned or under the control of WCSU. Anyone (faculty, staff, students, or guests) with a concern about personal safety is encouraged to contact the WCSUPD or the Human Resources Department.

Weapon means any firearm, including: a BB gun (loaded or unloaded); any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device; a stiletto; any police baton or nightstick or any martial arts weapon or electronic defense weapon. A 'dangerous instrument' is any instrument,

which can cause injury or death if used as a weapon. Any weapon or dangerous instrument on campus will be confiscated.

### Emergency Response and Evacuation Procedures

WCSU, its sister universities and community colleges, have implemented an Emergency Notification System (ENS). The EMS used is Everbridge. All students and faculty/staff are encouraged to register.

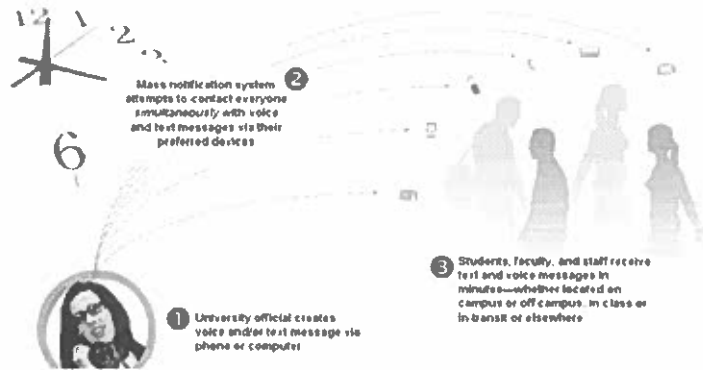
## Emergency Notification System

### Emergency Notification System

To further strengthen our emergency preparedness and communication plan, WCSU is using Everbridge—a leading provider of critical communication solutions. This system enables Western Connecticut to deliver critical information to our Western family about a wide variety of situations, including campus safety alerts, public health emergencies, campus evacuations, and class cancellations.

Western's updated alert system enables university officials to communicate with students, staff, and faculty in minutes by sending a message through multiple contact methods—including email, text messaging, and phone calls. This is a free service to members of the Western community.

### How the Emergency Notification System works



### How can I manage my settings?

If you need to create or update your account in Everbridge, please visit: <https://member.everbridge.net/index/3091830992273673>, if you encounter any problems, please contact the Help Desk at (203) 837-8467 or email [requestIT@wcsu.edu](mailto:requestIT@wcsu.edu).



The implementation of this system reflects the university's commitment to the protection and preservation of the life, health and safety of the campus community and to safeguard the operations of the institution. The system is designed to quickly send emergency notifications and provide information and protective action to campus members through various electronic media to include voice, text messaging, cell phone, e-mail, land line and personal digital assistant (PDA).

- WCSU will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.
- The institution will, without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system unless the notification will, in the professional judgment of the police department, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.
- When a situation is reported to WCSU PD, the department will immediately respond and investigate. An activation approval process has been developed involving key university administrators who will approve the release of the notification. In dire emergencies, this task may fall to the police department so as to not delay the notification.
- The university uses the Incident Command System (ICS) structure for emergencies and the system would be implemented if and when the release of information is deemed necessary and appropriate. In most instances, activation of the system would involve approval of the university president.
- Notification measures to the larger community for emergency situations include the ENS, campus e-mail, vehicle and portable public address, the WCSU Information Line, student portal, WCSU (WXCI) radio and television and media release/press conferences. All measures involve the Police Department, the Director of Emergency Management, the office of the Vice President for Student Affairs, Finance and Administration, University relations, Information Technology (ITI) Facilities (EFS) and Planning and Engineering.
- The institution will test the ENS system annually in accordance with the W.C.S.U. Emergency Management Plan.

#### **Evacuation Procedures**

All campus buildings are equipped with a fire alarm system that when activated alert the building occupants to leave the premises. Some of these systems have voice public address capabilities and they may also be used if an individual building is involved in an emergency situation. The environmental and facilities department supervises the fire alarm systems on campus and has published the Annual Fire Safety Report cited on page 2 of this document.

The police department monitors those alarms around the clock and responds to all activations and notifies the Danbury Fire Department.

Take note of the WCSU Community Response Checklist posted in all classrooms and common areas on campus. It provides a quick guide to various emergency situations and how to respond to them including:

- Contacting the police in an emergency situation - Call 911 from any campus phone;
- Fire or Fire Alarms - Evacuate;
- Medical emergencies – Call 911;
- Bomb or suspicious packages - Evacuate;
- Shooting or sighting of an armed person – Escape if Safe to do so or Shelter in Place. Do Not activate the Fire Alarm system;
- Leaving a secured or safe area.

The checklist also encourages you to “Opt-In for Safety” by signing into the Emergency Notification System (Everbridge) on the WCSU home page.

<http://www.wcsu.edu/police/pdf/WCSU-Police-Check-List.pdf>

### Missing Student Notification

In the event that a student is deemed to be missing from our residence halls or from the campus, all persons are directed to report this fact to the university police department. Reports should also be made to the housing and residence life department and/or the dean of students’ office. The university police will begin an investigation and attempt to find the missing person immediately upon receipt of the information. Under state law as well as police department protocols, the person does NOT have to be missing for 24 hours before these actions are taken, but rather as soon as it is determined that the person is missing.

Each student living on campus has the option to register a confidential contact person to be notified in the event that the student is determined to be missing. Only authorized campus officials and law enforcement officers, in furtherance of a missing person investigation, may have access to this information. All students, even if they have not registered a contact person, are advised that the local law enforcement agency will be notified the student is missing. The parent or guardian of any student under 18 years of age and not emancipated must be notified as well.

Official missing student reports are to be referred immediately to the WCSU PD and/or the local police department. Missing students can be reported by calling the dispatch center at WCSU PD (203) 837-9300 or by dialing 911.

### Important Phone Numbers

Police/Fire/EMS	Emergency	911
University Police	Non-Emergency	(203) 837-9300
	(WS Office)	(203) 837-3289
WCSU Counseling Center		(203) 837-8691
Danbury Hospital	Emergency Room	(203) 739-7100
Sexual Assault Hotline	24 hour number	(203) 731-5204
Domestic Violence Hotline	24 hour number	(203) 731-5206
Campus Advocate, Danbury Women’s Center		(203) 837-3939
Commission on Victim Services		(800) 822-8428
Danbury Police Department	24 hour number	(203)797-4611
Conn. State Police Troop “A”	24 hour number	(800) 376-1554
W.C.S.U. Chief Diversity Officer And Title IX Compliance Off.		(203)837-8277

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Western Connecticut State University

# Annual Campus Security Report

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics

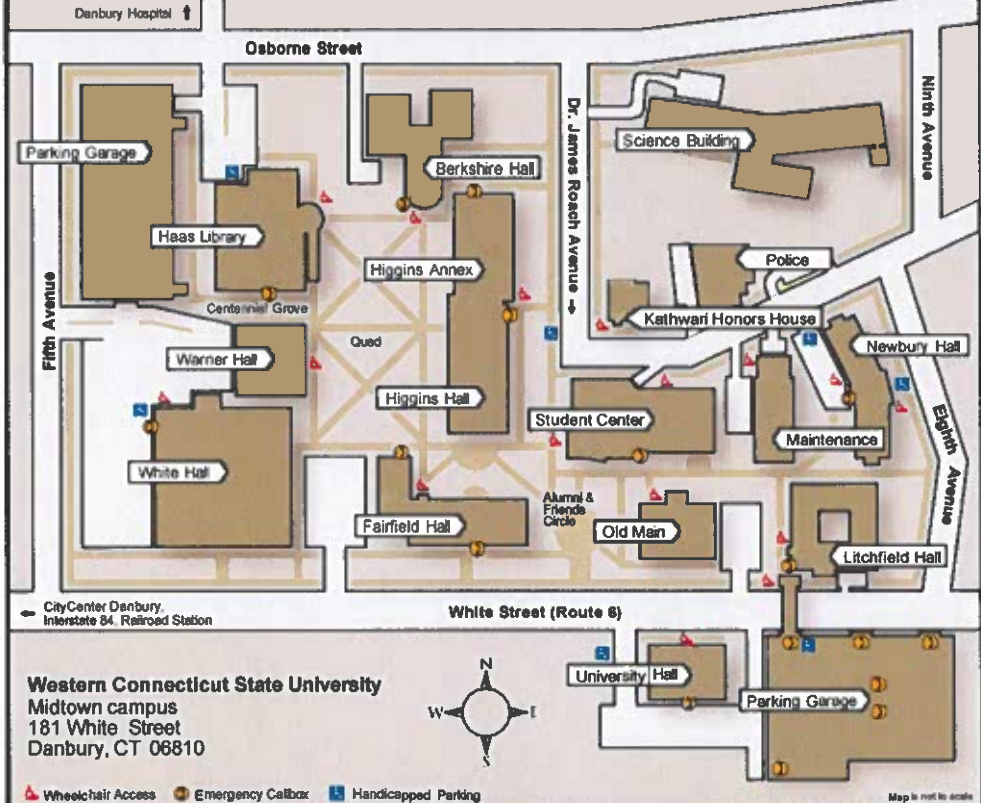
October 1, 2022



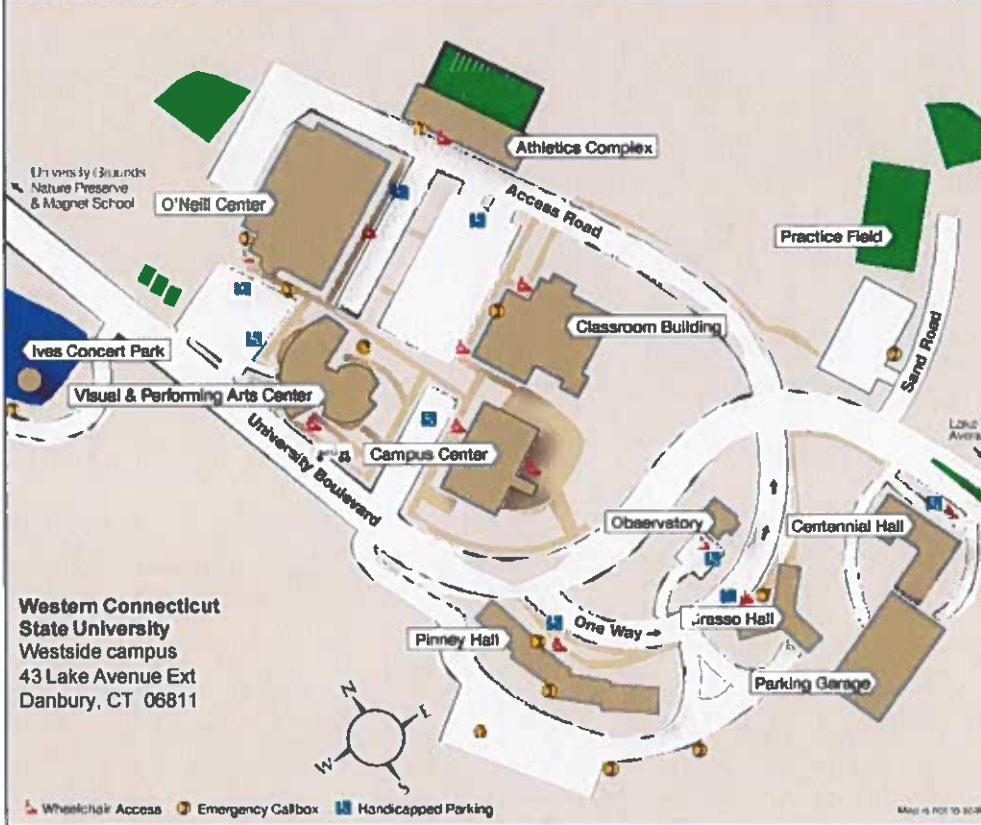
W.C.S.U.  
POLICE



WESTERN CONNECTICUT STATE UNIVERSITY MIDTOWN CAMPUS



WESTERN CONNECTICUT STATE UNIVERSITY WESTSIDE CAMPUS



Introduction.....	1
Report Preparation and Security Authorities .....	2
University Police Authority and Mission Statement .....	2-3
University Police Department Organizational Structure and Personnel.....	3-5
Reporting a Crime.....	6
Confidential Reporting Procedures.....	6
Timely Notice .....	7
Daily Log.....	7
Hate Crimes: Midtown Campus and Westside Campus .....	8
Campus Crime Statistics: 2021, 2020, 2019 .....	9-8
Response to Sexual Assault .....	10
Campus Judicial Action.....	10-11
Registration of Sex Offenders .....	12
Crime Prevention Programs, Security Awareness Programs and Other Services .....	12
Emergency Phone Locations... ..	13-15
Access to Campus Facilities/Residence Hall Access .....	16
Alcohol and Drug Policy .....	17
Firearms/Fireworks Policy .....	17-18
Emergency Notification System.....	18-19
Emergency Response and Evacuation .....	19-20
Missing Student Notification .....	20
Important Phone Numbers .....	20

## **Introduction**

The Western Connecticut State University Police Department (WCSUPD) is pleased to submit the annual Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics report for 2022 to help inform and increase your awareness of the current programs that exist to assist you in protecting your safety and well-being.

The report for 2022 includes mandated crime statistics for the 2021, 2020 and 2019 calendar years. These statistics represent certain reported crimes that occurred on campus, on non-campus property and on public property. Incidents occurring within residence halls are also listed and are a subcategory to the on-campus reportable crimes. These incidents are further categorized for each of WCSU's two campuses: Midtown and Westside.

Statistics for WCSU at Waterbury, housed on the grounds of Naugatuck Valley Community College (NVCC), can be obtained from NVCC's Public Safety Department or on the web at: <http://www.nv.edu/Student-Life/Where-to-Go/Safety-Support/Public-Safety/Campus-Crime-Report>

Additionally, all Clery Act reportable crimes from NVCC occurring in the classrooms or offices assigned to WCSU are listed under the non-campus crimes on the statistical charts. This category also contains crimes occurring in the hallways and stairwells leading to those rooms and in the parking lot used by our students.

The report also contains various policy statements with regard to crime reporting; access to campus facilities and residence halls; security considerations used in maintenance; enforcement and arrest authority of the WCSUPD and their relationship with federal, state and local police agencies. These policy statements and others concerning crime reporting and sex offense procedures are mandated by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly known as the Campus Security Act of 1990.

Copies of this report are available to all students, faculty and staff on-line at:

<http://www.wcsu.edu/police>

You may view a printed copy at the WCSU PD on Roberts Avenue on the Midtown campus.

The report is available, upon request, to any student, faculty or staff person and to the general public.

The Higher Education Opportunity Act (Public Law 110-315 - HEOA) mandated a number of additions that are contained in this report and mandated that campuses also publish an Annual Fire Safety Report. Fire Safety at WCSU is under the supervision of

the Environmental and Facilities Service Department located in the Boiler House Annex on Roberts Ave. The Annual Fire Safety Report can be accessed online at:

<https://www.wcsu.edu/ehs/fireprevention/>

### **Report Preparation and Security Authorities**

The process to prepare this report involves several steps beginning with a review of the most recent calendar year's crime statistics. For this report the reported crimes in 2021 and investigated by the department were reviewed and categorized. Those incidents are categorized and the crimes reportable under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act are selected for this report.

In addition, information received and contained in reports from Anonymous Reports made to the police department are included in the statistical information for sex crimes, domestic violence and stalking, as per the provisions of the federal VaWA. (Violence against Women Act)

WCSU PD also requests crime statistics under the Clery classifications from the Danbury Police Department. Those crimes are incidents that occurred on public properties surrounding the campuses. These crimes are recorded in the crime statistics under the public property classifications.

The WCSU PD also requests non-reported crimes from various staff and faculty members who are considered security authorities under the act. They include senior administrators and staff who may have received anonymous reports from students who do not wish to pursue criminal complaints as well as various members of the Student Affairs Division who adjudicate policy violations, which may also include Clery Act violations. Although these reportable incidents are not investigated by the police, they are included in the statistical report to provide as complete a picture as possible of the safety and security environment on campus.

After these reportable incidents are tallied, they are analyzed and reported in the annual Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Report.

### **University Police Authority**

The WCSU PD is established in accordance with Section 10a-156b of the Connecticut General Statutes, which provides for a special police force at WCSU whose members have the same duties, responsibilities and authority as members of a duly organized local, municipal or state police department.

The jurisdiction of the department extends to the geographical limits of the property owned or under the control of WCSU. The department has statewide jurisdiction in felony cases, in accordance with Connecticut State Law, or when serving warrants issued by the Superior Court anywhere in Connecticut.

The WCSU PD provides a full range of police services to ensure the safety and protection of the campus and its university population of more than 4,900 faculty, staff and students, of which about 994 reside on campus. All departmental activities and efforts are directed toward fulfillment of these obligations in the most efficient and effective manner possible within the legal, ethical and moral framework of contemporary society.



WCSU PD provides other services essential for the good of the campus community. All departmental activities and efforts are directed toward fulfillment of these obligations in the most efficient and effective manner possible within the legal, ethical and moral framework of contemporary society

### **Organizational Structure**

The WCSU PD reports to the Chief of Police who serves as the chief law enforcement officer on campus. The Chief reports to WCSU's vice president for student affairs and works in cooperation with other university departments, offices and services on campus to provide a safe and secure campus environment.

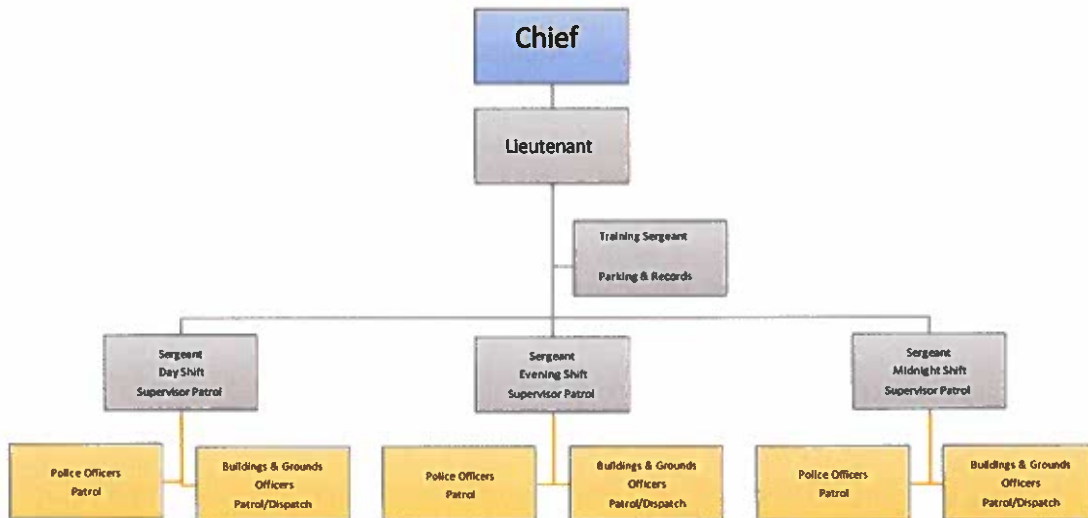
The primary function of the police department, through the uniformed patrol function, is to provide a visible deterrent to crime by patrolling the grounds and properties of WCSU in vehicles, on bicycle and on foot. Patrol is also responsible for the law enforcement functions of crime prevention; arrest and prosecution of criminals; crime suppression; order maintenance and crowd control; special events management; traffic regulation, both vehicular and pedestrian; traffic enforcement and parking control.

The police lieutenant, who serves as the department's executive officer, manages the patrol function, police dispatch as well as the community services and crime prevention activities of the department. The lieutenant is in command of the department in the absence of the Chief.

A police sergeant supervises each of the three patrol shifts. Sworn police officers are assigned to each shift and perform the primary law enforcement functions. Buildings and Grounds (non-sworn) Officers, are also assigned to each shift. They perform security patrol functions and serve as communication dispatchers.

The police department is committed to the development and implementation of proactive programs that enhance public safety at WCSU. The department participates in several crime prevention and safety awareness presentations in collaboration with our academic programs, sponsored by the Office of Housing and Residential Life, Student Life, Health Services, CaRRT and the CHOICES program. The department plans to continually strengthen this program and add resources to make our services more accessible to the campus community.

The Training Sergeant coordinates the public outreach activities of the department especially in the area Active Aggressor awareness. During the past year the WCSU PD has given talks to student groups, residence halls, faculty and staff. The Training Sergeant is assisted in these activities by the lieutenant, sergeants, police officers and B&G officers of the department.



### **Western Connecticut State University Police Department October 2022**

The WCSU PD maintains a close working relationship with all law enforcement agencies including the Danbury Police Department, area local police departments, the Connecticut State Police, the criminal court system and federal law enforcement agencies. Meetings are held on both a formal and informal basis and crime-related reports and statistics are routinely exchanged. The institution has a formal written memorandum of understanding (MOU) for mutual aid as per CGS 7-277a (b) with the Danbury Police and all police agencies in Northern Fairfield County.

Further, the WCSU PD enjoys a close working relationship with the Connecticut State Police and rely on the CSP for assistance in the investigation of serious crimes and incidents that occur on the WCSU campuses. The WCSU PD maintains a liaison with the Office of the State's Attorney and actively participates in planning and coordination with municipal police agencies in the Fairfield County Region.

### **University Police: Patrol, Training, Phone Numbers**

University police officers and buildings and grounds officers patrol the campus 24 hours a day, seven days a week, and are always ready to provide emergency and non-emergency assistance and service. All officers are equipped with two-way radios as well as body cameras when on duty.

All WCSU PD police officers are graduates of the Connecticut Police Academy and are empowered by state law to arrest, carry firearms and provide the same law enforcement services that local police provide for a city or town. In addition to police academy training, university police officers also regularly attend scheduled in-service training programs in areas such as legal updates, alcohol and substance abuse, police community relations, diversity and sensitivity training, the management of aggressive behavior, crisis intervention team training and defensive tactics.

All officers are certified in First Aid and cardiopulmonary resuscitation (CPR) and all officers have been qualified to operate the automatic external defibrillators (AEDs) that are deployed in all our marked police cruisers and in many of the university facilities.

The WCSU police personnel have also completed all mandatory and elective recertification training provided and required by Connecticut Police Officer Standards and Training Council. (POSTC-C)

Officers also are given the opportunity to attend professional development programs and courses geared to enhance their effectiveness on campus. We currently have officers who are certified as crime prevention specialists and have one Buildings and Grounds Patrol officer who is certified as a CPTED specialist. (CPTED = crime prevention through environmental design)

The Police Department maintains access to the NLETS (National Law Enforcement Telecommunications System) and has two-way radio communication interoperability capabilities with the Danbury Police, Danbury Fire & Danbury EMS, as well as FAPERN (Fairfield County Police Emergency Network). The police can be reached for any emergency by calling, or texting, 911. For routine calls, calling (203) 837-9300 from any phone on campus anytime, day or night, will bring a response. An officer will be immediately dispatched to provide whatever assistance is required. 911 calls from campus phones go directly to the City of Danbury Emergency Telecommunications Center and are concurrently displayed at our dispatch center's E-911 display computer. The city's Emergency Telecommunications Center, at the Danbury Police Headquarters, relays the call information to the WCSU PD, located on Roberts Avenue on the Midtown campus.

**Reporting a Crime**

If you become the victim and/or are witness to a crime, you should immediately report it to the WCSUPD or the appropriate law enforcement agency if off campus. The sooner crime is reported, the better the chances of the police being able to solve the crime, apprehend the suspect, and recover any property that may have been taken. We encourage our community to accurately and promptly report all crimes to the appropriate police agency.

Crimes can be reported by calling the WCSU PD at (203) 837-9300 (call or text 911\* for emergencies) or you can go to the police station on Roberts Avenue. Or, you may use one of the many emergency phones on campus. An officer will be dispatched to your location to begin an investigation of the crime. The officer will want to know some basic information about you as the complainant and the incident you are reporting. You may be asked to give a signed statement attesting to the facts of the incident. Police generally take the information and develop other information through investigation, as they attempt to solve the crime.

**Confidential Reporting Procedures:**

If you are victimized by crime and do not want to pursue action within the university system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the chief of police or a designee of the WCSUPD can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep a matter confidential, while taking steps to ensure the future safety of yourself and others. This information allows the university to keep an accurate record of the number of incidents involving our community and determine if there is a pattern of crime with regard to a particular location, method, or assailant so the campus community can be alerted to potential danger. Reports filed in this manner are counted and disclosed in the annual statistics for the institution. Pastoral and professional counselors also may encourage clients to make voluntary, confidential crime reports.

See attached link for anonymous reporting form and procedure:

<https://www.wcsu.edu/police/anonymous-incident-report/>

**Timely Notice**

In accordance with the Clery Act, the university will issue a crime alert as soon as possible of an incident to aid in the prevention of similar crimes. The notices will be for crimes listed in the Clery Act that are reported to the WCSU PD or other campus security authority and/or the Danbury Police and that represent an ongoing threat to others on campus. The department has implemented a system to send out these alerts through email blasts to our populations to enhance and speed the alerting process.

**Daily Log**

The Police Station maintains a daily log of all crimes reported to the department. The log lists the nature of the crime, the date, time and general location of the crime and the disposition of the complaint if known. Entries or updates within two business days may be withheld if the information is protected by statute or if there is a danger to the victim. The daily log is open to public inspection at the WCSU Police Department web site [www.wcsu.edu/police](http://www.wcsu.edu/police).

Data more than 60 days old will be made available within two business days of a request for public inspection.

**Uniform Crime Reports (UCR) and the Clery Act Statistics**

WCSU police participate in both the Connecticut Uniform Crime Report (UCR) Program, and National Incident Based Reporting System (NIBRS). Every month, we, along with law enforcement agencies throughout the state, submit UCR data indicating the number of offenses brought to our attention. The offenses that are reported are called Part I (crimes against the person) and Part II (crimes against property) crimes. Some of these crimes are murder, forcible and non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft and arson.

These crimes are mandated by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to be reported and distributed annually on October 1, through the WCSU PD's Annual Report to all current students, faculty and staff. The statistics gathered for this report include: all reported crimes in these categories reported to the police department that occurred on campus and in residence halls; incidents that occurred on public property surrounding the campus that were reported to the WCSUPD; incidents that occurred on non-campus property; and incidents not reported to the police that may have been reported confidentially to a campus security authority. The report also contains statistics for arrests and referrals to the campus judicial process for liquor law violations, drug abuse violations and weapon law violations as well as VaWA statistics such as stalking, domestic and dating violence as required since 2014.

### **Hate Crimes**

Federal law requires that all hate crime in the mandated categories be reported. Those crimes are further broken down by the nature of the bias; for example, race, gender, religion, sexual orientation, ethnicity and disability. The revised regulation adds the crimes of larceny-theft, simple assault, intimidation, and destruction/damage/ vandalism of property to the list of crimes that must be reported in hate crime statistics. We also report hate crimes as classified by state statutes to the State Police Crime Analysis Unit.

#### **Midtown Campus**

2019: One

2020: One

2021: None

#### **Westside Campus**

2019: One

2020: None

2021: None

### **Incidents Resulting in Serious Physical Injuries or Death at Institutions of Higher Education.**

Last year, the Connecticut General Assembly passed Public Act 21 – 184, An Act Requiring the Reporting of Incidents that Resulted in Serious Physical Injuries or Death at Institutions of Higher Education.

This Act adds a new reporting requirement to the annual uniform campus crime report that all Connecticut colleges and universities prepare. It requires the institutions' reports to include the number of accidents that occurred in the immediately preceding calendar year on the property that they own or control and result in (1) serious physical injury and (2) death. This property includes campuses or dormitories in another country that an institution owns or controls for purposes of an international studies or international exchange program.

WCSU had no reports of accidents that resulted in serious physical injury or death on any property owned or control by the university for the year 2021.

The following chart shows the mandatory statistics for the calendar years of 2021, 2020 and 2019. The chart reflects the specific crime categories specified in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act — Midtown and Westside. Specific crime definitions follow the chart and are in accordance with the UCR and NIBRS definition.

Western Connecticut State University

Crime Statistics

2021 - 2020 - 2019

	2021			2020			2019			2019					
	Midtown Campus			Westside Campus			Midtown Campus			Westside Campus					
	OC	NCP	PP	OC	NCP	PP	OC	NCP	PP	OC	NCP	PP	RF	Totals	
Murder/Non-Negligent Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	1	0	0	1	0	0	0	2	
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	0	0	0	0	1	
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sex Offenses, Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Sex Offenses, Non-Forcible	0	0	0	1	0	0	0	0	0	1	0	0	0	1	
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Forcible Fondling	0	0	0	1	0	0	4	0	0	4	0	0	0	4	
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Liquor Law Violations Referred for Disciplinary Action	10	0	0	18	0	0	6	0	0	6	0	0	5	12	
Drug Abuse Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Drug Abuse Violations Referred for Disciplinary Action	1	0	0	12	0	0	4	0	0	4	0	0	3	8	
Weapon Law Violation Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Weapon Law Violation Referred for Disciplinary Action	1	0	0	1	0	0	0	0	0	0	0	0	0	0	
<u>VaWA Statistics</u>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Domestic Violence	1	0	5	1	1	0	0	0	0	0	0	0	4	4	
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	2	2	
Stalking	1	0	0	0	0	0	2	0	0	1	0	0	1	3	
<b>Totals</b>													<b>56</b>	<b>31</b>	<b>78</b>

(Includes statistics reported in Residential Facilities)

(Includes properties owned by a recognized student organization or owned or controlled by the university)

(This category includes the classrooms and offices assigned to WCSU at Naugatuck Valley Community College in Waterbury, CT)

(Reported by the Danbury Police for areas surrounding the campus)

Definitions:

OC = On Campus

NCP = Non-Campus Property

PP = Public Property

### **Response to Sexual Assault, Interpersonal Violence, Dating Violence and Stalking:**

Sexual Crimes, interpersonal violence of any type, domestic and dating violence and stalking are not only crimes under the federal Violence against Women Act (VaWA), Connecticut General Statutes but also a violation of the institution's rules and regulations. WCSU provides educational programs on campus to promote awareness of rape, acquaintance rape and other sex offenses. These programs take place regularly in the Student Centers, in residence halls and elsewhere on campus. The Training Sergeant coordinates requests for police participation in these programs in conjunction with departments such as Housing and Residential Life, Counseling Center, Choices Office, Health Service, social work department, nursing department, and others. All are responsible in seeing these programs are made available and implemented at WCSU. Sexual assault and intimate partner violence primary prevention and awareness programming will be available for all students and the programming will:

1. Explain the definition of consent in sexual relationships; and
2. Provide information on the reporting of such assaults and violence, bystander intervention and risk reduction.

Ongoing prevention and awareness campaigns are also offered throughout the year.

If you become a victim of or witness to a sex offense, interpersonal violence or stalking report it immediately to the WCSU PD by calling 911 or (203) 837-9300, 24-hours a day, 7-days a week or contact any on-duty officer on campus. Your identity as a victim will be kept confidential by law. It is extremely important that sex offenses be reported immediately so that the crime scene and any evidence of the crime can be preserved and secured as soon as possible. It is also critical that you seek prompt medical attention so that you can be screened for sexually transmitted disease and pregnancy and so that a sexual assault evidence collection kit can be administered immediately

Assistance is available to you on campus through the WCSU PD, the Office of Housing and Residence Life, the Counseling Center and the Health Service. Off-campus services also are available through the Women's Center and their Sexual Assault Hotline, which is staffed 24-hours a day, 7-days a week, at (203)731-5204. The center also provides a Domestic Violence Hotline at (203) 731-5206. The Women's Center of Greater Danbury has an advocate on campus who can be reached at (203) 837-3939. The Danbury Hospital Emergency Department also is a resource; their number is (203)797-7100.

In addition to notifying law enforcement, you also have the right to receive services from campus authorities under the Campus Resource and Response Team (CaRRT).

<https://www.wcsu.edu/diversity/carrrt/>

If you live on campus, the Office of Housing and Residence Life will, at your request, change your living situation to whatever extent is possible and reasonable. In addition, they can assist the dean of Students Affairs to have your academic situation changed if you choose to do so.

### **Campus Judicial Action**

In cases of an alleged sex offense, when the accused is a student, both victim and the accused are entitled to have others present during a disciplinary hearing. You can:



1. be accompanied to any meeting or proceeding by an advisor or support person of your choice, provided that the advisor or support person does not cause a scheduled meeting to be delayed or postponed;
2. present evidence and witnesses on their behalf;
3. be informed in writing of the results of the disciplinary proceeding no later than one business day after it concludes; and
4. have their identities kept confidential, except as necessary to carry out a disciplinary proceeding or as permitted by state or federal law.

Additionally, both the victim and the accused must be informed of the outcome of any university disciplinary proceeding. You have the right to request that disciplinary proceedings begin promptly and know that an official trained in issues relating to sexual assault and intimate partner violence must conduct the proceeding. The judicial process will use the “preponderance of evidence standard” (i.e., whether it is more likely than not that the alleged incident occurred).

Following a final determination of responsibility in the university’s disciplinary proceeding regarding rape, acquaintance rape or other sex offense, the university judicial officer may impose any sanction or combination of sanctions, including expulsion, as authorized in the Student Rights and Responsibilities document for the academic year in question.

#### **Victims’ Assistance**

All victims have rights that include:

- Assistance in obtaining immediate medical care, if required.
- The right to request to be notified of court proceedings, including arrest, arraignment and release of the offender.
- The right to be protected from harassment from an employer for appearing as a witness if you have received a subpoena.
- The right to have property returned if it was seized by police in the investigation or prosecution of the crime committed against you.
- The right to make an application for compensation for any bodily injuries you have suffered as a result of the crime.
- The right to request to be informed of services and agencies that can help you, including the assistance of a victim advocate.

To receive more information about these and other rights of crime victims and the services available to you, call:

The Office of Victim Services  
(800) 822-VICT (8428)  
(Monday – Friday, 8:30 a.m. – 4:30 p.m.)

#### **Registration of Sex Offenders**

In accordance with Chapter 969, Section 54-258 of the General Statutes of Connecticut, the Western Connecticut State University Police Department keeps a record of all registration information transmitted from the Connecticut Department of Public Safety. This registration information is accessible to the public at WCSU PD.

There also is a direct link to the Sex Offender Registry through the WCSUPD Web page through the WCSU PD website: [wcsu.edu/police](http://wcsu.edu/police)

### **Sex Offender Registry Notice**

The State of Connecticut Department of Emergency Services and Public Protection, Division of State Police, has published the Sex Offender Registry on their Web site. The public may access sex offender registry information at their local police department, any Connecticut state police barracks or at the Web site link: <https://portal.ct.gov/Services/Public-Safety/Sex-Offender-Registry/>

### **Crime Prevention Programs, Security Awareness Programs and Other Services**

Crime and criminality are problems of concern to the entire community, not problems of the police alone. The police are charged to prevent and suppress crime and to solve crime once it occurs and do these things to the utmost of their ability. However, they are realistically aware that they can neither prevent all crime from occurring, nor solve every crime that does occur. To attain the greatest possible degree of success in these endeavors, we require and strive to obtain the active cooperation, assistance, and moral support of the people we serve.

Crime takes place in our society at large, and unfortunately, the problem does not disappear at the edge of the campus. Thefts, assaults, and other violations of the law do sometimes occur at WCSU as at other colleges. It is not likely you will be a victim of crime here, but it is possible. Recognition of this fact is a good first step in avoiding becoming a victim of crime. We can all further reduce the risk of victimization by thinking about our personal safety and taking practical, precautionary measures.

The WCSU PD has a wide variety of information on such topics as self-protection, rape prevention, theft prevention, etc. In addition, there are specialized topics of interest, which include drug abuse and alcoholism, to name a few. Also, the department sponsors a speaker's bureau, where university police officers, experts in particular areas, can go out and address the community and make appropriate contacts for expert lecturers.

### **Safety Escort Services**

This service is available to all students, faculty, staff and guests of the university. A safety escort is as close as the nearest telephone. To obtain a safety escort, simply dial the WCSU PD at (203) 837-9300 or activate any emergency or courtesy phone on campus.

When the dispatcher answers, let them know you wish to obtain an escort. The dispatcher will request your name, present location, and the location to which you wish to be escorted. The dispatcher will then dispatch an officer to meet you. Safety escorts are provided by uniformed police or buildings and grounds' officers of the department.

The WCSU PD provides safety escorts 24 hours a day, seven days a week on campus. Safety escorts may be provided by a foot patrol officer, a bike patrol officer or an officer in a marked police or patrol vehicle.

## **Emergency Telephones**

The university has an emergency telephone system ("Blue Light" phones) that places the caller in direct contact with the WCSU PD dispatcher. These phones are highly visible either in a bright yellow phone box (Y) or surround type stainless steel phone with blue strobe light (B) and are located at various places around campus (inside and outside of buildings). The phones have a single button operation which, when pushed, will immediately notify the dispatcher of the caller's location. The caller can speak directly into the phone box for hands-free communication. Please familiarize yourself with the location of emergency phones on campus.

## **Emergency Phone Locations (direct to WCSU Police Department)**

<i>Building</i>	<i>Location</i>
Berkshire Hall	Building closed for renovations.
Centennial Hall	Front entrance/handicap ramp; Front Door; side near Loading Dock; Rear by benches in the quad; Rear entrance; basement laundry room; and one in each elevator
Centennial Hall Parking Garage	level 1: by stairwell 1 and 2 level 2: by stairwell 1 and 2 level 3: by stairwell 1 and 2 level 4: by stairwell 1 Elevator
Fairfield Hall	Elevator; front door; north wing
Higgins Hall	1st and 2nd floors; on lawn facing Roberts Avenue, northside, ADA door.
Litchfield Hall	Elevator;
5th Avenue Parking Garage	Four on each level near stairwell and one in the elevator
Science Building	Outside Center Front Entrance: Right Side door; Outside Side Entrance-near Osborne and Dr. Roach Avenue.

Grasso Hall	Elevator, front door
Haas Library	Elevator
Ives Center for Performing Arts	Charles Ives Center on Westside Campus
Litchfield Hall	Elevator
Science Building	Outside Center Front Entrance: Right Side door, Outside side entrance near Osborne and Dr. Roach Ave, Outside Greenhouse exit, Outside near Osborne St, and Ninth Ave.
Newbury Hall	8th Ave. entrance, rear entrance
Old Main	Elevator
O'Neill Center	Arena, elevator, main entrance, gate 2
Pinney Hall	Elevators, front and rear lobbies, lower middle and upper lots
Student Center (Midtown)	Elevators, theater exterior
University Hall	Elevators, rear entrance
Visual and Performing Arts Center	Six exterior and interior phones, one at each entrance
Warner Hall	Elevator
Westside Classroom Building	Elevator, front entrance, 4th floor by library and restrooms
Westside Foot	Sand Road
Westside Athletic Complex	Front entrance, inside elevator
Westside Campus Center	Bus stop on University Blvd., inside public and service elevators
White Hall	Handicap ramp, lobby, elevators
White Street Parking	At entrance to all stairwells, bridge, ramps

In addition to emergency phones, the university has installed courtesy phones that provide intra-campus calling. Courtesy phones are located on each floor of classroom buildings, in Alumni Hall and residence halls. The WCSUPD can be reached from these phones by calling (203) 837-9300 or "911".

#### **Courtesy Phone Locations**

Building	Location
Alumni Hall	Main entrance
Berkshire Hall	1st floor hallway near room 105, 2nd floor across from room 211
Centennial Hall	15 phones: 3 on 1st floor, 4 on 2nd, 3rd, and 4th floor
Haas Library	Cybercafe near the payphone

Higgins/Higgins Annex	1st floor by room 110, 2nd floor near room 210
New Science Building	1st floor Lobby Atrium next to stairs and inside Atrium Area 1st floor across rooms 134, 150, 163, 183 1st floor adjacent to room 101 2nd floor next to rooms 202, 265, 281 2nd floor across from room 246 and near elevator 3rd floor deck adjacent to Observatory 3rd floor adjacent to room 346
Residence Halls (Newbury, Fairfield, Grasso)	Main entrance
Student Center (Midtown)	Shuttle lounge near room 007, front lobby near public coin phones
Visual and Performing Arts Center	Basement corridor, 1st floor lobby and corridors, 2nd and 3rd floor lobbies and corridors
Warner Hall	1st, 2nd, 3rd floors outside of elevators
Westside Classroom Building	Student lounge under room 344 to the right of public payphones, front lobby
Westside Campus Center	Two phones ground floor (west and east of dining room), 2nd floor main entrance info desk and hallways and in lounge, 3rd floor south near lounge and 3rd floor east
White Hall	1st floor lobby, 2nd floor near room 207, 3rd floor between rooms 305/306
Old Main	1st floor by elevator

### **Community Education Initiatives**

In addition to the crime prevention programs listed above, the WCSUPD has collaborated with several departments on campus to provide personal safety and security educational programs to the campus community annually. Although most of these activities are geared for students, several faculty and staff have attended and participated in these programs. The department assigns officers to participate in campus-wide student programs such as the Alcohol Awareness Week events and the annual Health Fair, sponsored by the CHOICES office and Health Services.

The Housing and Residence Life group also sponsors organized student education and awareness programs each semester and the WCSUPD is often invited to participate. Regular presentations are given to both parent and student orientation groups in the summer and during Welcome Week at the start of the fall semester.

The WCSUPD presents safety orientation programs for the ConnCap/Upward Bound program, the Educational Access and Achievement Program, the Western Connection program and Access Ability Services.

Programs in the Management of Aggressive Behavior, Theft Prevention and the Emergency Management Plan have been presented numerous times in past years to various groups of employees.

These programs are designed to inform students, parents and employees about crime prevention and personal safety and to encourage everyone in our community to look out for themselves and for one another.

### **Access to Campus Facilities**

The academic and administrative buildings on campus are open to the public during normal business hours. Most facilities have individual hours, which may vary at different times during the year. Access to some of these buildings is controlled by card access after normal business hours. Access can be granted by making a request to the WestConnect Card Office in Old Main 013. For information about access protocol to a specific building, see the department manager or contact the WestConnect Card Office in the basement of Old Main 013.

### **Residence Hall**

#### **Access Control**

If you live on campus, the door to your apartment is locked by a card-reader mechanism. Your university identification card acts as the “key” to your apartment. Please make sure that you do not give your card to anyone else. If your card is lost, you should report this to your resident assistant immediately. There is a fee to replace an identification card.

#### **Guest Policy**

Guests, by the BOR policy, are permitted visitation during the hours of desk operation. Guests must present valid (non-expired) photo ID (drivers license, CSU student ID, State-issued non-driver ID, military ID, or passport) at the information desk in order to be admitted to the building. All guests must be 18 years of age. The only exception would be a CSU student that is currently not 18 years of age. (Special written permission is required for underage guests.) The visitor will then attempt to contact

the resident by phone who will then meet them at the front desk. The resident must escort the guest everywhere in the building.

If you'd like you may sign your guest out, relinquishing any responsibility for them or their actions. Guests who appear to have stayed in your room more than three days will be considered living illegally in your room and will not be permitted to continue to sign into the building. You may also not sign in more than two guests per resident.

### **Alcohol and Drug Policy**

The university does not condone violations of those laws proscribing possession, use, or sale of alcoholic beverages and possession, sale, use, manufacture or distribution of illegal drugs. In addition to arrest and prosecution, administrative action, which may include eviction from the residence halls, revocation of other privileges, or suspension or expulsion from the university, may be taken in order to protect the interests of the university and the rights and safety of others. Expulsion from the university, may be taken in order to protect the interests of the university and the rights and safety of others.

### **Other Alcohol Policies**

1. Possession or consumption of alcoholic beverages by persons under the legal drinking age (21) is prohibited.
2. The possession or consumption of alcoholic beverages by persons of legal drinking age (21) is permitted in individual rooms only.
3. Possession or consumption of alcoholic beverages in public areas within and around the residence halls is prohibited. This includes the hallways, practice rooms, computer rooms, lounges, bathrooms and properties adjacent to the residence halls.
4. Possession or use of kegs, beer balls, and other containers of alcohol larger than a quart (and not intended or designed for individual consumption) is prohibited.
5. Alcoholic beverages may be transported into the residence halls by persons of legal age (21).
6. Room parties, with or without alcoholic beverages, are not permitted in the residence halls. A party is not contingent upon a set number of people, but upon the activities in which the people are involved.
7. The use of residence hall social fees for any event where alcoholic beverages are available is prohibited.

### **Firearms/Weapons Policy**

All members of the WCSU community have a responsibility to use due care for their safety and to comply with all federal, state, and local laws and university regulations. In the interest of public safety, no employee, student, visitor, or guest (except authorized members of a duly organized law enforcement agency) shall bring any weapon or dangerous instrument as defined below anywhere on the property owned or under the control of WCSU. Anyone (faculty, staff, students, or guests) with a concern about personal safety is encouraged to contact the WCSUPD or the Human Resources Department.

Weapon means any firearm, including: a BB gun (loaded or unloaded); any knife (excluding a small pen or pocketknife), including a switchblade or other knife having an automatic spring release device; a stiletto; any police baton or nightstick or any martial arts weapon or electronic defense weapon. A 'dangerous instrument' is any instrument,

which can cause injury or death if used as a weapon. Any weapon or dangerous instrument on campus will be confiscated.

### Emergency Response and Evacuation Procedures

WCSU, its sister universities and community colleges, have implemented an Emergency Notification System (ENS). The EMS used is Everbridge. All students and faculty/staff are encouraged to register.

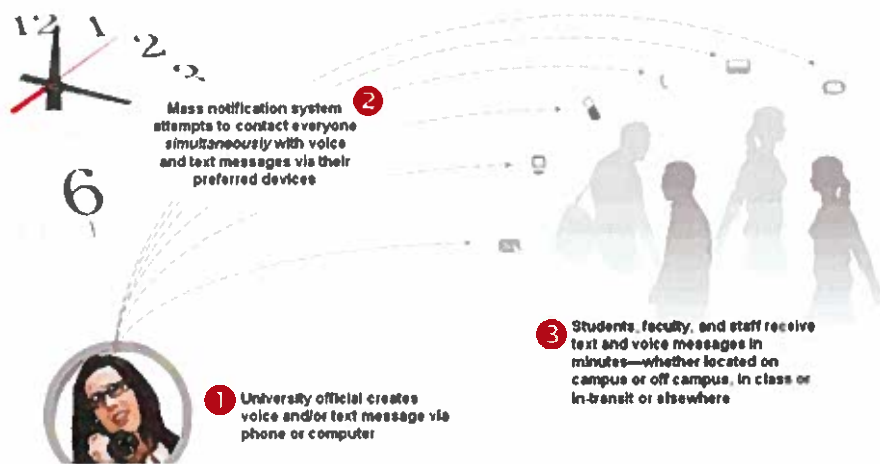
### Emergency Notification System

#### Emergency Notification System

To further strengthen our emergency preparedness and communication plan, WCSU is using Everbridge—a leading provider of critical communication solutions. This system enables Western Connecticut to deliver critical information to our Western family about a wide variety of situations, including campus safety alerts, public health emergencies, campus evacuations, and class cancellations.

Western’s updated alert system enables university officials to communicate with students, staff, and faculty in minutes by sending a message through multiple contact methods—including email, text messaging, and phone calls. This is a free service to members of the Western community.

### How the Emergency Notification System works



### How can I manage my settings?

If you need to create or update your account in Everbridge, please visit: <https://member.everbridge.net/index/3091830992273673>, if you encounter any problems, please contact the Help Desk at (203) 837-8467 or email [requestIT@wcsu.edu](mailto:requestIT@wcsu.edu).



The implementation of this system reflects the university's commitment to the protection and preservation of the life, health and safety of the campus community and to safeguard the operations of the institution. The system is designed to quickly send emergency notifications and provide information and protective action to campus members through various electronic media to include voice, text messaging, cell phone, e-mail, land line and personal digital assistant (PDA).

- WCSU will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.
- The institution will, without delay, taking into account the safety of the community, determine the content of the notification and initiate the notification system unless the notification will, in the professional judgment of the police department, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.
- When a situation is reported to WCSU PD, the department will immediately respond and investigate. An activation approval process has been developed involving key university administrators who will approve the release of the notification. In dire emergencies, this task may fall to the police department so as to not delay the notification.
- The university uses the Incident Command System (ICS) structure for emergencies and the system would be implemented if and when the release of information is deemed necessary and appropriate. In most instances, activation of the system would involve approval of the university president.
- Notification measures to the larger community for emergency situations include the ENS, campus e-mail, vehicle and portable public address, the WCSU Information Line, student portal, WCSU (WXCI) radio and television and media release/press conferences. All measures involve the Police Department, the Director of Emergency Management, the office of the Vice President for Student Affairs, Finance and Administration, University relations, Information Technology (ITI) Facilities (EFS) and Planning and Engineering.
- The institution will test the ENS system annually in accordance with the W.C.S.U. Emergency Management Plan.

#### **Evacuation Procedures**

All campus buildings are equipped with a fire alarm system that when activated alert the building occupants to leave the premises. Some of these systems have voice public address capabilities and they may also be used if an individual building is involved in an emergency situation. The environmental and facilities department supervises the fire alarm systems on campus and has published the Annual Fire Safety Report cited on page 2 of this document. The police department monitors those alarms around the clock and responds to all activations and notifies the Danbury Fire Department.

Take note of the WCSU Community Response Checklist posted in all classrooms and common areas on campus. It provides a quick guide to various emergency situations and how to respond to them including:

- Contacting the police in an emergency situation - Call 911 from any campus phone;
- Fire or Fire Alarms - Evacuate;
- Medical emergencies – Call 911;
- Bomb or suspicious packages - Evacuate;
- Shooting or sighting of an armed person – Escape if Safe to do so or Shelter in Place. Do Not activate the Fire Alarm system;
- Leaving a secured or safe area.

The checklist also encourages you to “Opt-In for Safety” by signing into the Emergency Notification System (Everbridge) on the WCSU home page.

<http://www.wcsu.edu/police/pdf/WCSU-Police-Check-List.pdf>

### **Missing Student Notification**

In the event a student is deemed to be missing from our residence halls or from the campus, all persons are directed to report this fact to the university police department. Reports should also be made to the housing and residence life department and/or the dean of students’ office. The university police will begin an investigation and attempt to find the missing person immediately upon receipt of the information. Under state law as well as police department protocols, the person does NOT have to be missing for 24 hours before these actions are taken, but rather as soon as it is determined that the person is missing.

Each student living on campus has the option to register a confidential contact person to be notified in the event the student is determined to be missing. Only authorized campus officials and law enforcement officers, in furtherance of a missing person investigation, may have access to this information. All students, even if they have not registered a contact person, are advised that the local law enforcement agency will be notified the student is missing. The parent or guardian of any student under 18 years of age and not emancipated must be notified as well.

Official missing student reports are to be referred immediately to the WCSU PD and/or the local police department. Missing students can be reported by calling the dispatch center at WCSU PD (203) 837-9300 or by dialing 911.

### **Important Phone Numbers**

Police/Fire/EMS	Emergency	911
University Police	Non-Emergency	(203) 837-9300
WCSU Counseling Center		(203) 837-8691
Danbury Hospital	Emergency Room	(203) 739-7100
Sexual Assault Hotline	24-hour number	(203) 731-5204
Domestic Violence Hotline	24-hour number	(203) 731-5206
Campus Advocate, Danbury Women’s Center		(203) 837-3939
Commission on Victim Services		(800) 822-8428
Danbury Police Department	24-hour number	(203)797-4611
Conn. State Police Troop “A”	24-hour number	(800) 376-1554
W.C.S.U. Chief Diversity Officer and Title IX Compliance Off.		(203)837-8277

# WCSU Community Response Checklist

## **C** How to Contact WCSU Police

Emergency Situations: Dial 911 from any university phone

Non-emergency: Dial 837-9300

## **F** Fire or Fire Alarm

Evacuate building immediately

DO NOT use elevators

Dial 911

## **M** Medical Emergency

Dial 911: Identify yourself, your location, nature of injury, and how many injured or ill

Stay on the phone with the 911 operator

## **B** Bomb or Suspicious Package

Dial 911

DO NOT touch or try to move device

Evacuate the immediate area and do not let anyone enter

## **S** Shooting or Sighting of Armed Person

If you are in or near the affected building — escape if you can do so safely

If unable to escape, shelter in place by securing your immediate area, and:

DO NOT activate fire alarm

Lock and barricade doors, turn lights out, cover vision panels in doors

Turn off media sources and computer monitors and remain quiet

Find cover near/behind concrete walls, behind/under desks, filing cabinets, etc.

Stay calm, quiet, and out of sight

Silence cell phones

Contact and maintain connection with 911

Report the following information, if available:

Your location, building name, floor, room number

Number of people at your location

Number of injured and their injuries

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Identity of assailant(s), if known  
Location and number of assailant(s)

Assailant(s) description: race, gender, appearance, clothing, bags/backpacks

Weapons used

Follow instructions sent via the WCSU Emergency Notification System

## Leaving a Secured or Safe Area

An "All Clear" message will be broadcast over the University's Emergency Notification System

Keep area secured until the police direct you to evacuate

Wait in place until an officer makes entry into your area

Follow the evacuation instructions of officers contacting you to leave the building

## Join the WCSU Emergency Notification System!

The University utilizes an emergency notification system that allows individuals to receive phone messages, emails, or text messages regarding emergency situations and weather related announcements (closings, delays, and dismissals). Opt in to this system for added safety now. Additional information is available at [www.wcsu.edu/ens](http://www.wcsu.edu/ens).

## Get additional information about WCSU's Emergency Management Procedures

Faculty and staff may receive additional information regarding WCSU's Emergency Management Procedures from the appropriate dean or the Police Department. Training sessions given by the police may be arranged by calling 837-9300.



WESTERN  
CONNECTICUT  
STATE UNIVERSITY

# EMERGENCY PROCEDURES GUIDE

This Emergency Procedures Guide provides a quick reference for anyone in the Western Connecticut State University Community on the essentials to cope with most campus emergencies. Although the guide does not cover every conceivable situation, it does supply the basic guidelines for most incidents that are likely to occur on campus.



FOR ALL EMERGENCIES CALL 911

## FIRE

- Activate building alarm
- Call 911
- Evacuate building by walking quickly to nearest exit
- Close doors behind you
- Alert others on your way out
- **DO NOT USE ELEVATORS**
- Move at least 500 feet away from the building
- **DO NOT RETURN TO BUILDING** until authorized by Fire or Police Department personnel
- Individuals needing assistance should remain in an area of refuge and advise emergency responders of their location by dialing 911

## VIOLENT OR CRIMINAL BEHAVIOR

- Dial 911 if immediate threat
- Give nature of incident, location, any descriptions, weapons, injuries, or property damage
- Avoid contact with person(s)
- If gunfire occurs, take immediate cover in a locked room and stay until police give clearance

## PSYCHOLOGICAL CRISIS

- Dial 911 if immediate threat or call the University Police @ 837-9300 if not immediate threat
- Do not try to handle any situation you feel is dangerous on your own
- Contact immediate supervisor, resident director, or resident assistant

## HOSTAGE SITUATION

- Dial 911
- If taken hostage, be patient and cooperative
- Speak only when spoken to
- Be observant
- Try to rest
- Wait for any police instructions

## SEVERE WEATHER

- Dial WeatherAlert @ 837-9377

## WORKPLACE VIOLENCE

- Dial 911 if immediate fear of danger
- If not immediate fear of danger, notify supervisor or Human Resources @837-8663

## UTILITY FAILURE

- Dial 837-9300 University Police
- Notify immediate supervisor
- Wait for instructions
- Cease from using all electrical equipment
- Do not use on/off light switches

## MEDICAL AND FIRST AID

- Dial 911
- Give name, location, nature of medical/first aid
- Provide first aid care, if trained

## CHEMICAL OR HAZARDOUS MATERIALS RELEASE

- Dial 911
- Try to contain the spill
- Vacate the affected area
- Close doors behind you
- When reporting a spill, be specific on nature of material involved
- If contaminated by a spill, avoid contact with others
- Showers/eyewashes are located in all chemical areas

## BOMB THREATS

- Dial 911
- Attempt to keep caller on line
- Notify immediate supervisor
- Do not touch or move any suspicious item
- The decision to evacuate will be made by the University Police

## EXPLOSION – AIRCRAFT CRASH

- Dial 911 if possible
- Take immediate cover upon explosion/crash
- If in a building, pull alarm and evacuate

## CIVIL DISTURBANCE OR DEMONSTRATIONS

- Dial 837-9300 University Police
- Avoid location of disturbance/disorderly demonstrations
- University Police will give directives if in your area

Provided by the  
University Police

April 2007

# Police Services Awareness Survey

1. Primary Status at WCSU?

--None--

2. Indicate your agreement / disagreement with the following statement: I feel very safe on campus?

Strongly Disagree    Disagree    Neutral    Agree    Strongly Agree

3. Rape Aggression Defense (RAD) Program

Please indicate your interest in the following program:

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree

4. Alcohol Awareness Program

Please indicate your interest in the following program:

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree

5. Citizen Police Academy

Please indicate your interest in the following program:

Strongly Agree    Agree    Neutral    Disagree    Strongly Disagree

6. There should be more safety programs run on campus?

Indicate your agreement/disagreement with the above listed statement:

Strongly Disagree    Disagree    Neutral    Agree    Strongly Agree

7. In the box below, identify ideas for safety programs:

8. Which of the following areas do you feel needs greater attention for security?  
(Check one)

Residence Halls

Classrooms

Libraries

Parking Lots

Parking Garages

Crosswalks

Midtown Campus

Westside Campus

N/A

9. What security improvements do you think are necessary?

(Check all that apply)

Campus Lighting

Emergency Phones

Cameras (CCTV)

Mass Notification System

Police Presence / Visibility

Residence Halls Security

Traffic Control

Parking Enforcement

None

Comments

Done

Cancel



## Police Department (/police)

You are here: [Home \(/\)](#) > [Police Department \(/police\)](#) > [Rape Aggression Defense Systems](#)

[Home \(/police/\)](#)

[Vision and Values \(/police/vision/values/\)](#)

[Campus Resource Team \(CaRT\)](http://wcsu.edu/diversity/carrt/)

[Numbers \(/police/contactnumbers/\) and Contacts](#)

[Shuttle Service](http://wcsu.edu/shuttle/)

[Parking Rules \(/police/parkingrules/\)](#)

[Emergency Procedures Guide \(/police/wp-content/uploads/sites/38/2017/04/Emergency-Procedures-Guide.pdf\)](#)

[Community Response Checklist \(/police/wp-content/uploads/sites/38/2017/04/Community-Response-Checklist-Procedures-Guide.pdf\)](#)

[Safety Tips \(/police/safetytips/\)](#)

[On and Off Campus Safety \(/police/onoffsafetytips/\)](#)

[Reporting a Crime \(/police/reportacrime/\)](#)

[Request for Copy of Report \(/police/wp-content/uploads/sites/38/2017/04/Request-Form.pdf\)](#)

[Police Logs \(/police/logs/\)](#)

<http://www.wcsu.edu/news-services/the-press>

[Academy aso](#)

## Rape Aggression Defense Systems

Rape Aggression Defense Systems is a program of realistic self-defense tactics and techniques. The RAD System is a comprehensive course for women that begins with awareness, prevention, risk reduction and avoidance while progressing on to the basics of hands-on defensive training. RAD is NOT a martial arts program. The program is designed primarily for women and is suitable for all ages and abilities.

The courses at Western Connecticut State University are free and are taught by certified RAD Instructors that provide each student with a workbook/reference manual. This manual outlines the entire physical defense program for reference and continuous growth. The RAD System of physical defense is currently taught at more than 250 colleges and universities in the United States and Canada and is the largest women's physical defense program of its kind in the country. Growing widespread acceptance of this system is primarily due to the ease, simplicity and effectiveness of our tactics, our soft, unique teaching methodology. The Rape Aggression Defense System is dedicated to teaching women defensive concepts and against various types of assault by utilizing easy, effective and proven self-defense/martial arts tactics. Our system of realistic concepts provide women with knowledge to make an educated decision about resistance. We operate on the premise that a spontaneous attack will stimulate a natural desire to resist on the part of the victim. We educate women about "The Fight or Flight Syndrome" showing them that enhancing their option of physical defense is not only prudent, but necessary if natural resistance is ineffective.

### TYPICAL QUESTIONS ASKED ABOUT THE R.A.D. CLASS

#### How long is the R.A.D. class?

The typical RAD class is 16 hours long. This is broken up into two eight hour segments.

#### How many people are in each class?

While there is no set amount of students for each class, we do limit class size to ensure that each participant feels comfortable to receive proper instruction.

#### What time is the class?

Class times will be varied due to demand and actual participation.

#### Do I have to go to both classes?

Participation in both class segments is necessary to "complete" the class and receive your pass to any future R.A.D. classes in the United States, free of charge.

#### Do I really get to hit someone in a suit?

Yes. You will get the chance to practice what is taught to you in previous classes on a safe training partner who will be wearing padded protective suit. This is called simulation training and is a valuable part of the class as it gives the student a chance to practice newly learned skills work in real life situations. This part of the class is optional, but is encouraged.





Do I need to be an athlete to participate?

Not at all. The class is designed so that the average person can take it. We instruct people to go at their own pace and we never do something you can't do or do not want to do.

When can I sign up for this class?

Watch for information about class offerings posted on bulletin boards located throughout the campus.

Your R.A.D. Instructors

Officer Maz Ongaro has been with the State of Connecticut since 1995 and joined the WCSU Police Dept as a Building and Grounds Patrol Officer in 1998. Maz is also a telecommunications operator. He became a crime prevention specialist in 2002 and has been a RAD instructor since 2004. Maz enjoys being actively involved with Crime Prevention and RAD Programs.



Officer Monica Allen joined the WCSU Police Dept as a Building and Grounds Patrol Officer in 1997. She became a RAD instructor in August 2005. Monica is also a telecommunications operator. Prior to joining WCSU, Monica was a sexual assault counselor with the Danbury Women's Center from 1989-1998. Monica takes a proactive approach and looks forward to educating the community about self protection.



University Police offers RAD training to female students, faculty, and staff free of charge. For more information to register for or schedule a special class for your group, organization, sorority, or department/school, contact our RAD instructors at allenME@wvcsu.edu | ongarom@wvcsu.edu (mailto:ongarom@wvcsu.edu) | or call 203-857-9300.

The next RAD class will be offered Friday, November 7, 2014 and Saturday, November 8, 2014. See attached flyer for information.



Who are you?

- Future Students (https://www.wvcsu.edu/admissions/)
- Current Students (https://www.wvcsu.edu/currentstudents/)
- Alumni & Parents (https://www.wvcsu.edu/alumni/)
- Faculty & Staff (https://www.wvcsu.edu/facultystaff/)
- Barons & Friends (https://www.wvcsu.edu/giving/)
- Colonial Sports Fans (https://wvcsu.edu/sports/)

Quick Links

- A to Z Index (https://www.wvcsu.edu/az/index/)
- Maps & Directions (https://www.wvcsu.edu/az/azmapanddirections/)
- Academics (https://wvcsu.edu/academics/)
- Athletics (https://wvcsu.edu/sports/)
- Blackboard Learn (https://www.wvcsu.edu/blackboard/)

Contact us

- Western Connecticut State University  
181 White Street  
Danbury, CT 06810
- 203-857-9000
- Contact the University





## Police Department (/police)

You are here: [Home \(/\)](#) > [Police Department \(/police\)](#) > [On and Off Campus](#)

[Home \(/police/\)](#)

[Vision and Values \(/police/vision/values/\)](#)

[Campus Resource Team \(CaRT\)](http://wcsu.edu/diversity/cart/)

[Numbers and Contacts \(/police/contact/numbers/\)](#)

[Shuttle Service](http://wcsu.edu/shuttle/)

[Parking Rules \(/police/parkingrules/\)](#)

[Emergency Procedures \(/police/ep/\)](#)  
[content/uploads/sites/88/2017/04/Emergency-Guide-Procedures-Guide.pdf](#)

[Community Response Checklist \(/police/cr/\)](#)  
[content/uploads/sites/88/2017/04/Emergency-Checklist-Procedures-Guide.pdf](#)

[Safety Tips \(/police/safetytips/\)](#)

[On and Off Campus Safety \(/police/onoffsafetytips/\)](#)

[Reporting a Crime \(/police/reportacrime/\)](#)

[Request for Copy of Report \(/police/rp/\)](#)  
[content/uploads/sites/88/2017/04/Request-Form.pdf](#)

[Police Logs \(/police/logs/\)](#)

<http://www.wcsu.edu/news/events/international-academy.asp>

## On and Off Campus Safety Tips

Always, following good common sense procedures makes a positive difference.

- When traveling to and from campus, walk with a friend whenever possible. If you must walk alone, consider carrying a getting-screch alarm. Use well-lit routes.
- At your apartment
  - Keep your doors and windows secure and locked whenever you leave your residence.
  - Consider changing your door locks when you move into a new residence since you have no way of knowing who from the previous resident.
  - Set up your own community watch with your neighbors if possible and be familiar with your surroundings.
  - Keep local police and fire emergency numbers handy.
  - If you need help regarding security, call the university police at 837-9300 and ask for the crime prevention officer. They will assist you in many aspects of your personal security as well as refer you to your town city police department crime officials.



## Police Department (/police)

you are here: [Home \(/\)](#) > [Police Department \(/police\)](#) > [Theft Prevention](#)

[Home \(/police/\)](#)

[Vision and Values \(/police/visionvalues/\)](#)

[Campus Resource Team \(CaRT\)](http://wcsu.edu/diversity/carrt/)

[Numbers and Contacts \(/police/contactnumbers/\)](#)

[Shuttle Service](http://wcsu.edu/shuttle/)

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[Police Logs \(/police/logs/\)](#)

[Monte Carlo](http://www.wcsu.edu/news-events/monte)

## Theft Prevention and Safety Tips

- 1 Never leave personal belongings unattended. Unguarded articles invite the thief. This includes articles left in automobiles, even if the car is locked or not. Always remove articles from the car. The trunk is the best place to leave them. If they must stay in the car, lock them in the trunk.
- 2 Wallets, pocketbooks, etc. are prime targets for the "hit and run" thief, they should stay with you all the time. Often people leave items unguarded while leaving their rooms and offices for a moment or two (to visit a friend, go to a washroom, answer a phone call, etc.) and upon their return find their valuables missing.
- 3 Lock your doors when you are leaving your room, office, or lab. Most of the thefts from such areas occur when the area is unoccupied. Doors and windows have locks, use them. If they are not in proper working order, report it without delay.
- 4 Take advantage of "Operation Identification", an effort on the part of many police agencies to convince people to mark their valuables in some distinctive, obvious fashion. To this end we have available at our headquarters electric engraving tools, which are used with which one can mark metal, plastic, glass, and wooden objects with initials, designs or numbers (such as your driver's license number). After marking your valuables, make a list of what was marked and record the initials, numbers, etc., used for identification. Criminals do not like their chance of being detected, and makes "fencing" such items considerably more difficult.
- 5 The theft of automobiles is a major problem throughout the nation. You can take some simple steps to protect yourself from becoming a victim of a car thief.
  - Always lock your car when parked.
  - Install and use a hidden electrical switch, which cuts off your electrical circuitry, making it impossible to start the car.
  - Remove the coil wire and store it in a safe place when parking your car for an extended period of time. This has the effect of the hidden switch and adds an extra layer of protection. The engine cannot be started until the coil wire is replaced.
  - Always park in well lighted areas.
  - Consider installation of an automatic alarm system. There are many varieties of anti-theft devices available on the market. While many seem to set themselves up as the ultimate in security, you should bear in mind that no system is foolproof. In any area in doubt, feel free to call the University police during the normal business hours or simply stop by. We'll be glad to help you with you the pros and cons of any system, device, or method of making your automobile more secure.
- 6 Bicycle theft has become a booming business for thieves, especially since the advent of the 10 speed models. Bicycles are easy to steal and easy to sell. To help protect your bicycle, use Operation Identification engraving tools. After you've engraved your bike, make a record of the design or number used, and keep this record, bill of sale, and a complete written description of the bike (including the manufacturer's serial number) in a safe place. Beyond this, we urge you to safeguard your bicycle by using one of several heavy duty locking mechanisms currently on the market.
- 7 At times people return to their rooms, offices, etc. and find some stranger inside. The stranger usually has a "cover" story, looking for employment or trying to find some person. Regardless of the story provided, take close notice of the intruder's appearance, age, height, weight, and clothing, and notify the university police as soon as safety allows. Do not forcefully confront intruders or pursue them when they flee. Such action involves a high degree of risk, and has in the past resulted in assault charges against members of the community. It is far more advisable to be able to provide a good description of an intruder and the direction in which they fled, than to try to confront them. The university police will respond immediately. One method that has proven quite successful in the past is to simply say to a person whom you suspect is being untruthful, "help you?" If the person is an intruder, the chances are quite high that a "cover" story will be told, after which the person will flee. While you're listening to the story, you can get a good look at the person and be able to provide an accurate description to the university police. Help protect yourself and your classmates and report all suspicious activity to the university police. The difference is as to whether or not a fellow resident or classmate is robbed or assaulted.
- 8 Along the same lines, whenever you notice juveniles or other strangers wandering about or entering residence halls, notify the university police immediately. Officers will quickly respond. Remember that if you live in a residence hall, it is your home while you're here. No one can keep it secure better than you.
- 9 The rate of reported assaults in the Danbury area has steadily increased in order to reduce the risk of victimization, follow the "3 B's" where you are going, people, and out.
  - Try to get a friend to walk with you, especially at night, there really is safety in numbers. Take advantage of the campus shuttle service.



- Service Patrol Escort Service
  - Always carry some pocket change, so you can call for emergency help if you need it on a public phone
  - Be aware while you walk, so you can detect potential danger before it might strike
  - Never display money openly. The quickest way to lose your funds is to flash a bulging wallet or wad of bills
  - Whenever you travel, whether it be on campus or in the city, it is a good idea to be alert to potential attackers. Ma asked us what device they should carry for protection should they run into trouble. We recommend you steer clear of sprays. The possibility exists that your attacker could overpower you and use your chemical spray to cause you serious injury. Our recommendation is a noise making device such as a shrill alarm, which will scare your attacker and alert any
10. Try to avoid carrying large sums of cash on your person. Checking accounts, credit cards and traveler's checks are much easier to use than cash. Obvious, everyone carries some cash, but anticipate what you'll need, and refrain from carrying too much. Also, refrain from keeping large amounts of cash in your room. On the occasions when this may happen, keep this confidential. Flashing your cash invites theft. For the protection of the community, door-to-door soliciting is prohibited. All too often door-to-door soliciting has led directly to vandalism, larceny, and other similar problems. When you become aware of such activity, report it immediately to the police department.
11. Book theft is a serious problem. Protect your books by marking all books with your name and social security number in plain ink. Keep books with you; do not leave them in public places, on coat racks, or lockers. Report book thefts immediately. Recovery may be made at the resale counter.

## Who are you?

- Future Students (<https://www.wcsu.edu/admissions/>)
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- Faculty & Staff (<https://www.wcsu.edu/facultystaff/>)
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- A to Z Index (<https://www.wcsu.edu/at-az/index/>)
- Maps & Directions (<https://www.wcsu.edu/it/our-pastour-directions/>)
- Academics (<https://www.wcsu.edu/academics/>)
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- Blackboard Learn (<https://www.wcsu.edu/blackboard/learn/>)

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- Contact the University



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Anonymous Incident Report (<https://www.wcsu.edu/police/anonymous-incident-report/>)

(<http://www.twitter.com>)

(<http://www.facebook.com>)

(<http://www.youtube.com/wcsu>)

(<https://www.linkedin.com/edu/western-connecticut-university-18041>)

university-18041)

(<https://plus.google.com>)



UNIVERSITY MATERIALS/BROCHURES/WEBPAGE INFORMATION ON  
THE WOMEN'S CENTER FOR GREATER DANBURY

The logo for Western Connecticut State University features a large, stylized red 'W' shape. The top horizontal bar of the 'W' is split into two segments, with the left segment being black and the right segment being red. The vertical stem of the 'W' is red, and the bottom curve is also red.

**WESTERN  
CONNECTICUT  
STATE  
UNIVERSITY**

# SERVICES ON CAMPUS CONNECT WITH US

We provide on-campus counseling and advocacy related to dating violence, sexual assault, sexual harassment, and stalking to individuals of all gender identities.

All of our services are confidential and free. Your right to privacy is important to us.

If you are a victim/survivor and need someone to talk to, please reach out to us today to help you through this difficult time.

## COUNSELING

- Individual Counseling
- Group Counseling
- Can meet you where you are

## ADVOCACY

- Police/Criminal Justice Advocacy
- Judicial Accompaniment
- Hospital Accompaniment
- Changing Housing
- Changing Class Schedule
- Safety Planning

### Campus Office

203-857-5959

Midtown Campus  
White Hall Room 003A

[www.wcc.edu/womencenter](http://www.wcc.edu/womencenter)

### Main Office

- General Line: 203-734-5200
- 24/7 Sexual Assault Hotline: 203-734-5204
- 24/7 Domestic Violence Hotline: 203-734-5206

2 West Street  
Danbury, CT 06810

[www.wcc.edu](http://www.wcc.edu)

### Social Media

[@wccedd\\_onecampus](https://www.instagram.com/wccedd_onecampus)

[@wccedd\\_onecampus](https://www.twitter.com/wccedd_onecampus)

[wccedd\\_onecampus](https://www.facebook.com/wccedd_onecampus)

The Women's  
Center of Greater  
Danbury



CAMPUS  
COUNSELING  
&  
ADVOCACY  
SERVICES

At Western  
Connecticut  
State University

Funded by the Connecticut  
Alliance to End Sexual Violence



# WHAT IS INTERPERSONAL ABUSE?

**Interpersonal Abuse** is when one person exerts **power and control** over another through physical, sexual, or emotional threats or actions, economic control, isolation, or other kinds of coercive behavior

**Anyone** can be a victim or perpetrator. It crosses all ages, gender identities, races, classes, sexual orientations, etc.

## HEALTHY RELATIONSHIPS

**Healthy Relationships** are based in equality and respect. Everyone has the right to feel valued, respected, and safe in their relationships

Some qualities of a healthy relationship are:

- empathy
- honesty
- loyalty
- compassion
- comfortable pace
- fun
- communication
- trust
- respect
- support
- independence
- boundaries
- equality

# DATING ABUSE

**Dating abuse:** The intentional use of repeated destructive behaviors to exert power and control over one's partner

## Types of Abuse

- **Physical:** Hitting, punching, restraining, threatening, etc
- **Emotional:** Gaslighting, manipulating, cheating, being possessive, etc
- **Verbal:** Insulting, shouting, mocking, belittling, etc
- **Sexual:** Coercing, forcing, reasoning, blackmailing, etc
- **Digital:** Monitoring, harassing, threatening, etc
- **Financial:** Stealing, controlling, restricting, pressured spending, etc

# CONSENT

**Affirmative Consent:** A knowing, voluntary, and mutual agreement through words, actions or gestures, among all participants to engage in sexual activity. It can be withdrawn at any time and is needed at each escalation of physical/sexual behavior

It upholds the standard that "yes means yes", requiring a verbal yes to be present. State legislation mandates that all colleges in CT abide by this standard



Consent **cannot** be coerced, galled, manipulated, pressured, or forced out of someone. Someone cannot give consent when they are impaired by alcohol or other drugs, have an intellectual disability, or are under the age of 16



## HEALTHY RELATIONSHIPS

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Some qualities of a healthy relationship are:

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- loyalty
- compassion
- comfortable pace
- fun
- communication
- trust
- respect
- support
- independence
- boundaries
- equality

## STALKING

**Stalking:** A pattern of behaviors that can cause someone to fear for their personal safety or cause them emotional distress

### This can include:

- Following someone or showing up places they know they will be
- Sending unwanted gifts or notes
- Monitoring and/or sending excessive texts, calls, social media messages
- Texting where someone is with a GPS
- Going through someone's belongings
- Harassing someone's friends or family

## SEXUAL ASSAULT

**Sexual Assault:** An act of power and control in which sexual contact, behavior, and/or activity occurs without explicit consent of the victim.

### This can include:

- Sexual Harassment
- Rape
- Incest
- Child Sexual Abuse
- Sex Trafficking
- Exposure to Inappropriate material (pornography, sex acts, flashing, etc)
- Unwanted Sexual Contact
- Voyeurism

**Sexual harassment** is any unwelcome visual, verbal, or physical conduct of a sexual or sexist nature that is pervasive or severe.



Campus Office Phone Number  
203-857-5959



Midtown Campus Office  
White Hall Room 003A



Sexual Assault 203-733-9704  
Domestic Violence 203-733-9706

24/7 Hotline



## About Us

*The Center: Dedicated to helping the people in our community for more than 30 years*

The Center is a non-profit agency that provides free, 24-hour confidential help to women, men and children who have experienced sexual assault. All of our services are available in English and Spanish – and are free and confidential.

Our mission is to provide counseling and support services to victims of sexual assault and to eliminate sexual violence through community-wide education programs. Our wish? A world free from sexual violence.

Since 1979, we have been providing services to the eight towns of lower Fairfield County: Darien, Greenwich, New Canaan, Norwalk, Stamford, Weston, Westport, and Wilton.

Thanks to our generous supporters and sponsors, including: Steven A. and Alexandra M. Cohen Foundation, CONNSACS, Near & Far Aid, Debbie and Bryan Dietz for the William and Sylvia Silberstein Foundation, Inc., and The United Way.



## Our Mission

The Center provides counseling and support services to victims of sexual assault and strives to eliminate sexual violence through community-wide education programs. Our wish? A world free from sexual violence.

## The Center for Sexual Assault Crisis Counseling and Education

700 Canal Street, Suite 22B  
Stamford, CT 06902

Office: 203-348-9346  
Fax: 203-324-2321

24 - Hour Hotlines  
English: 203-329-2929  
Español: 888-568-8332



NEAR & FAR AID

[www.thecenter-ct.org](http://www.thecenter-ct.org)

## Programs & Services



**The Center**  
for Sexual Assault Crisis  
Counseling and Education

Counseling • Education • Advocacy



## Clinical Services

*You're Not Alone. We're here to help.*

At The Center, our trained counselors work with victims of sexual assault and their loved ones to guide and empower them. Our counselors also inform their clients about legal, medical and counseling options.

Services include:

- **24-hour Crisis Hotline:** staffed with Certified Sexual Assault Crisis Counselors
- **Individual Short-Term Counseling:** up to 12 sessions of one-on-one crisis counseling
- **Support Groups:** for survivors and their families
- **Advocacy:** We can meet clients at hospitals and police stations to provide support and aid in evidence collection. We are also available to support and accompany clients through the court process and judicial proceedings.

Bilingual staff is available.

All services are free and confidential.

## Education & Training

*Our wish? A world free from sexual violence.*

At The Center, we believe education is at the very heart of making our wish become a reality. The Center offers a variety of educational programs on a wide range of topics to raise awareness of sexual violence.

Our educational programs are age appropriate, non-threatening and teach:

- Risk reduction
- Prevention techniques
- The prevalence and pervasiveness of these crimes
- What to do if you or someone you know is sexually assaulted

The Center's education programs reach:

- Elementary, middle and high school students, as well as college students
- Police forces and medical professionals
- Parents and teachers
- Social workers, camp counselors, religious leaders, guidance counselors and more

## Volunteer Programs

*Have a heart. Lend a hand.*

Are you looking for an interesting and important way to make a difference in someone's life? Do you want to take a stand for an important issue and get involved with your community, while gaining valuable experience?

Consider becoming a volunteer at The Center.

Volunteers can work directly with clients on our 24-hour hotline or work behind the scenes in the office, or at our events. All direct service volunteers must successfully complete our 35-hour certification training program. We also ask that all volunteers help us with our events and public awareness campaigns. Lend us a hand. Become a volunteer today!

Contact us at 203-348-9346 and learn how you can help.



**The Center**  
for Sexual Assault Crisis  
Counseling and Education

[www.thecenter-ct.org](http://www.thecenter-ct.org)





## The Center's Services

Our **free** and **confidential** services for survivors and their family members and friends include:

- 24-hour hotline which is staffed by Certified Sexual Assault Crisis Counselors (the hotline is available in English and in Spanish)
- Individual short term crisis counseling - up to 12 free and confidential sessions
- Support Groups
- Advocacy and accompaniment throughout medical, police and judicial proceedings
- Referrals to area therapists, doctors, attorneys and agencies who are experienced in working with survivors
- Support and advocacy for parents/caregivers during forensic interviews of children who have disclosed child sexual abuse
- Assistance in filing for Victim's Compensation benefits

Bilingual staff is available.

All services are free and confidential.



## Our Mission

## No Matter What Happened

The Center provides counseling and support services to victims of sexual assault and strives to eliminate sexual violence through community-wide education programs. Our wish? A world free from sexual violence.

## The Center for Sexual Assault Crisis Counseling and Education

733 Summer Street, Suite 503  
Stamford, CT 06901  
Office: 203-348-9346  
Fax: 203-324-2321

24 - Hour Hotlines  
English: 203-329-2929  
Español: 888-568-8332



[www.thecenter-ct.org](http://www.thecenter-ct.org)

No Matter When It Happened  
No Matter Where It Happened  
We Can Help You Now.



**The Center**  
for Sexual Assault Crisis  
Counseling and Education

Counseling • Education • Advocacy

## What is Sexual Assault?

Sexual assault is any non-consensual sexual contact. It includes rape, attempted rape, gang rape, spousal rape, incest, child sexual assault, sexual contact, and sexual harassment. It happens to people regardless of their race, ethnicity, age, income or the community in which they live.

## Is My Reaction Normal?

Survivors of sexual assault vary in their reactions to their experiences. There is no wrong way to react to an assault.

Many Survivors Experience:

- Fear
- Anger
- Difficulty sleeping
- Nightmares
- Difficulty concentrating
- Avoidance of sexual contact
- Guilt
- Flashbacks

If you have experienced some or all of these feelings following a sexual assault, remember that you are having a normal reaction to a traumatic experience. You are not alone.



## It Happened a Long Time Ago, Why Do I Still Feel This Way?

Years later, many survivors find themselves still having difficulties associated with their abuse. It is never too late to address these feelings. They do not have to last forever. We recognize that it is hard to take the first step. Talking to someone experienced in working with survivors of abuse can help you find ways to deal with your feelings.

The Center strongly believes in empowering clients and supporting them in making their own decisions. Our counselors are here to inform clients of legal, medical, and counseling options that are available. We respect our clients' right to choose the appropriate path in their healing process.

## Should I Tell Anyone?

You do not have to tell anyone about your assault unless you decide to do so. A counselor can help you decide if and how to tell others. If you do choose to tell others, The Center's services are also available for your family and friends. The Center will always respect your right to receive confidential services.



**The Center**  
for Sexual Assault Crisis  
Counseling and Education

[www.thecenter-ct.org](http://www.thecenter-ct.org)



# Women's Center (/womenscenter)

You are here: Home (/) > Women's Center of Greater Danbury

↓ Show Menu



In January of 2007, Western Connecticut State University and The Women's Center of Greater Danbury solidified a partnership by signing an agreement for the Women's Center to provide domestic violence and sexual assault outreach services to the Western community.

## Free and confidential campus services:



- Individual and Group Counseling
- Information and Referrals
- Crisis Intervention and Advocacy at the hospital, police station, city of Danbury court, and during the campus judicial process
- 24-Hour Hotlines
  - Sexual Assault: (203) 731-5204
  - Domestic Violence: (203) 731-5206

**\*\*All services are FREE & CONFIDENTIAL**

Sydney Trezza  
*Counselor/Advocate*

Women's Center (on campus satellite office):  
WCSU Midtown Campus  
White Hall 003A  
Danbury, CT 06810  
Office phone: 203-837-3939  
E-Mail: [trezzas@wcsu.edu](mailto:trezzas@wcsu.edu) (<mailto:oconnorm@wcsu.edu>), [sydney.t@wcogd.org](mailto:sydney.t@wcogd.org)  
(<mailto:melissa.o@wcogd.org>)

Rayna Havelock  
*Counselor/Advocate*



Women's Center (on campus satellite office):  
WCSU Midtown Campus  
White Hall 003A  
Danbury, CT 06810



Phone: 203-837-3939

havelockr@wcsu.edu (mailto:havelockr@wcsu.edu), rayna.h@wcogd.org

h@wcogd.org



Center of Greater Danbury

and the Community since 1975

2 West Street

Danbury, CT 06810

Crisis Intervention, Counseling, Advocacy, Information and Referral, Educational/Training Programs

Women's Center Helpline: 203-731-5200

Sexual Assault Hotline: 203-731-5204

Domestic Violence Hotline: 203-731-5206

www.wcogd.org (http://www.wcogd.org)

womenscenter@wcogd.org (mailto:womenscenter@wcogd.org)

*Serving families and the community*



(http://wcogd.org/index.php/home-

bottom)



(http://www.facebook.com/The-Womens-Center-of-Greater-Danbury-140116302702053/)



(https://twitter.com/WCofGD)



(https://www.instagram.com/thewomenscenterdanbury/)

## Who are you?

- ▶ Future Students (<https://www.wcsu.edu/admissions/>)
- ▶ Current Students (<https://www.wcsu.edu/currentstudents/>)
- ▶ Alumni & Parents (<https://www.wcsu.edu/alumni/>)
- ▶ Faculty & Staff (<https://www.wcsu.edu/facultystaff/>)
- ▶ Donors & Friends (<https://www.wcsu.edu/giving/>)
- ▶ Colonial Sports Fans (<https://www.wcsu.edu/sports/>)

UNIVERSITY MATERIALS/BROCHURES/WEBPAGE INFORMATION ON ALL  
OTHER UNIVERSITY RESOURCE(S) AND RELEVANT OFFICE(S)

The logo for Western Connecticut State University features a large, stylized red outline of the state of Connecticut. A thick black horizontal bar is positioned at the top left of the outline, and a thick red horizontal bar is positioned at the top right, together forming a partial frame around the text.

**WESTERN  
CONNECTICUT  
STATE  
UNIVERSITY**

# Office of Judicial Affairs (/judicial-affairs)

You are here: [Home \(/\)](#) > [Office of Judicial Affairs \(/judicial-affairs\)](#) > [Student Care Team \(SCT\)](#)

↓ Show Menu

## Student Care Team (SCT)



We Care.

### WHAT IS THE SCT?

The Student Care Team (SCT) at WCSU is a multi-disciplinary leadership team established to foster essential information sharing and collaboration. The SCT's purpose is to monitor, assess, intervene, consult, and refer in order to remove barriers to student success and wellbeing. Students often come to college with various social, emotional, developmental, physical and, sometimes, mental health issues. These can create challenges as they can interfere with academic success or cause concern in residence life settings, in the classroom, or on campus.

### HOW TO REFER A STUDENT TO THE SCT:



the WCSU community, you are in a unique position to identify signs of concern and refer students to services that support their success. Any member of the university community can report information of a concern regarding someone who is exhibiting behaviors or signs of physical or emotional distress. Any member can contact one of the offices representing the SCT, or a representative who can determine if the concern falls into the domain of the SCT. If you are unsure whether a concern you have is something the SCT can assist with, ask anyway. The more opportunity we have to provide resources to our students, the better.

## WONDERING WHETHER OR HOW TO INTERVENE WITH A STUDENT IN DISTRESS?

Ask yourself the following:

- Is this behavior significantly out of the ordinary?
- Is this student consistently disruptive?
- Is this behavior impacting the learning environment?
- Is the behavior getting worse, even with classroom management techniques?
- Does the behavior put anyone at risk?
- Is this situation beyond my skill level or training?
- Do I want to talk with someone before determining a course of action?

If you answered "Yes" or "Perhaps" to any of the above questions, it is a good idea to contact us at [sct@wcsu.edu](mailto:sct@wcsu.edu) (<mailto:sct@wcsu.edu>).

Please access and complete the online form here:

[Online Form \(/judicial-affairs/student-care-team-sct/online-form/\)](https://judicial-affairs/student-care-team-sct/online-form/)

## GUIDELINES FOR FACULTY/STAFF TO USE BEFORE REFERRING TO SCT:

To insure a clear and efficient process to resolve concerns about student behavior, we believe that the Student Care Team should be activated by one of its members. In communicating with faculty and staff about the team, there is a need to provide information about who is the best contact, and that depends upon the nature of the situation that is of concern.

**For Faculty:** If the matter involves behavior in the classroom that cannot be redirected despite several attempts and is having a negative effect on the classroom dynamics, dynamics, it is recommended that you ask the student to meet with you prior to the next class. At this meeting, it is advised to set the parameters that are acceptable behavior and let the student know if those parameters are not met, you will ask the student to leave the class and to meet with you and your department chair prior to the student's return to your class. Hopefully the issue can be resolved with the chair as a third party. If the student does not accept these parameters or if the student accepts them but upon returning to class violates them, then it is recommended that the faculty member, the Chair and the student meet with the academic dean.

If the matter needs an immediate response, dial 911, and the WCSU Police will respond.

This action can have a number of results depending on the nature of the emergency. If it is health related, an ambulance would be called. If it is related to problematic behavior, depending on the seriousness of the act, the student could be arrested, referred to Judicial Affairs or both.

If an arrest or a report to Judicial Affairs were made, the matter would be resolved as quickly as possible, and the faculty member would be apprised of the resolution.



es not rise to the level of an emergency but you believe is in violation of the Student Code of Conduct, contact **Charles Alexander, Director of Judicial Affairs, at 7-8770**. You would complete a report and generate an investigation. If the student has violated the Conduct Code, there would be a meeting with the Judicial Affairs Officer or a hearing. You would be apprised of the resolution.

If the student is a concern but is not affecting the classroom directly, then contact the **Student Care Team** at [sct@wcsu.edu](mailto:sct@wcsu.edu) (mailto:sct@wcsu.edu) **and someone will get back to you within 24 hours Monday through Friday**. Examples of such behavior include a suspicion of substance abuse or an observed change in temperament from friendly to sullen. Within a reasonable amount of time, follow-up would be provided by the Dean of Students, consistent with laws/regulations of confidentiality.

If the student has an accommodation and has stopped attending class or is not turning in assignments by the published deadline, contact AccessAbility Services at 7-8946. Within a reasonable amount of time, follow-up would be provided by the Director of AccessAbility Services, consistent with laws/regulations of confidentiality.

While the matter may be resolved directly by the office or individual that you contact, it may be referred to the Student Care Team for further discussion.

**For Staff:** If the matter needs an immediate response, dial 911, and the WCSU Police will respond.

If the matter involves behavior in your office that cannot be redirected despite several attempts, then contact your supervisor. If this action does not produce a satisfactory resolution, then dial 911 and the WCSU Police will respond. Depending on the seriousness of the act, the student could be arrested, referred to Judicial Affairs or both.

If an arrest or a report to Judicial Affairs were made, the director of the office who reported the problem would be apprised of the resolution.

While the matter may be resolved directly by the office or individual that you contact, it may be referred to the Student Care Team for further discussion.

**CURRENT SCT MEMBERS & CONTACT INFORMATION:**

Dr. Walter Cramer  
 Dean of Students  
 Student Affairs  
 (203) 837-8547  
[cramerw@wcsu.edu](mailto:cramerw@wcsu.edu)  
 (mailto:cramerw@wcsu.edu)



Dr. Rée LeBlanc Gunter  
 Director  
 Counseling Center  
 (203) 837-8690  
[gunterr@wcsu.edu](mailto:gunterr@wcsu.edu)  
 (mailto:gunterr@wcsu.edu)



Charles J. Alexander  
 Director  
 Judicial Affairs  
 Phone: (203) 837-8770  
[alexanderc@wcsu.edu](mailto:alexanderc@wcsu.edu)  
 (mailto:alexanderc@wcsu.edu)



Sharon Guck  
 Coordinator  
 Substance Abuse  
 Prevention Programs  
 (203) 837-8898







Police Officer  
University Police  
(203) 837-9300  
connorr@wcsu.edu  
(mailto:connorr@wcsu.edu)



Ron Mason  
Director  
Housing & Residence Life  
(203) 837-8531  
masonr@wcsu.edu  
(mailto:masonr@wcsu.edu)



Rebecca Wade-Rancourt  
M.S.W., L.C.S.W.  
Assistant Professor  
Social Work  
203-837-8573  
waderancourtr@wcsu.edu  
(mailto:waderancourtr@wcsu.edu)



Elisabeth Morel  
Director  
AccessAbility Services  
203-837-8225  
morele@wcsu.edu  
(mailto:waderancourtr@wcsu.edu)



\* If you would like a couple of us to come to your department/staff meeting, please reach out to one of our members and we will be glad to assist.

## Who are you?



- ▶ Future Students (<https://www.wcsu.edu/admissions/>)
- ▶ Current Students (<https://www.wcsu.edu/currentstudents/>)
- ▶ Alumni & Parents (<https://www.wcsu.edu/alumni/>)
- ▶ Faculty & Staff (<https://www.wcsu.edu/facultystaff/>)



[\(https://www.wcsu.edu/giving/\)](https://www.wcsu.edu/giving/)

[\(https://wcsu.edu/sports/\)](https://wcsu.edu/sports/)

(/)

KS



- ▶ [A to Z Index \(https://www.wcsu.edu/az-index/\)](https://www.wcsu.edu/az-index/)
- ▶ [Maps & Directions \(https://www.wcsu.edu/campustour/directions/\)](https://www.wcsu.edu/campustour/directions/)
- ▶ [Academics \(https://wcsu.edu/academics/\)](https://wcsu.edu/academics/)
- ▶ [Athletics \(https://wcsu.edu/sports/\)](https://wcsu.edu/sports/)
- ▶ [Blackboard Learn \(https://www.wcsu.edu/iti/elearning/\)](https://www.wcsu.edu/iti/elearning/)

## Contact us

📍 Western Connecticut State University  
181 White Street  
Danbury, CT 06810

☎ 203-837-9000

✉ [Contact the University \(/contact.asp\)](/contact.asp)



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[\(https://www.wcsu.edu/police/anonymous-incident-report/\)](https://www.wcsu.edu/police/anonymous-incident-report/)

[f \(http://www.facebook.com/westconn\)](http://www.facebook.com/westconn)   [🐦 \(http://www.twitter.com/westconn\)](http://www.twitter.com/westconn)

[📺 \(http://www.youtube.com/westernctstate\)](http://www.youtube.com/westernctstate)

[in \(https://www.linkedin.com/edu/western-connecticut-state-university-18041\)](https://www.linkedin.com/edu/western-connecticut-state-university-18041)

[g+ \(https://plus.google.com/+westconn\)](https://plus.google.com/+westconn)



## Presentations and Outreach

Counseling staff is available for presentations to classes, student organizations and residential groups. Therapists facilitate discussions about substance abuse, eating disorders, stress management and an array of other topics.

## Presentations and Workshops

Interested students, faculty or staff can request presentations or workshops from the Counseling Center staff. Recently offered presentations and workshops include

- Stress management
- Depression
- Transition to college life
- Relaxation techniques
- Assertiveness training
- Self-esteem
- Grief and loss

Outreach includes providing consultation services to administration, faculty, staff and parents. The Counseling Center continues to establish strong relationships with various departments and organizations both on and off campus.

## Training

The Counseling Center serves as a training site for master's and doctoral level students in counseling and psychology programs. All graduate students are supervised by licensed professionals.

## Counseling Center Mission

The Counseling Center's mission is to assist personal and educational development through therapy, consultation, educational outreach and, if needed, referral. The goal is to help students develop effective problem-solving and decision-making capabilities in order to make satisfying life choices and maximize their capacity for continued emotional growth.

## Location

Midtown campus  
Student Center, Room 222

## Hours

Monday-Friday, 8:30 a.m.-4:30 p.m.  
Students may call or stop in to make an appointment

(203) 837-8690

[wcsu.edu/counseling](http://wcsu.edu/counseling)

# The Counseling Center



WESTFIELD  
CONNECTICUT  
STATE UNIVERSITY



## A Center for You

- The Counseling Center is a free resource for all students.
- We offer individual, group, and couples counseling.
- We provide support for students with mental health concerns.
- We offer workshops and seminars on stress management, time management, and more.
- We have a variety of resources available, including books, articles, and online materials.
- We are here to help you succeed and thrive.

### Counseling

Talking with a skilled professional can help decrease anxiety while you make decisions about the future. Therapy may be brief to resolve a particular difficulty or more in-depth to identify the root causes of serious problems. Therapy provides a forum for discussion about a painful situation, allowing you the opportunity to step back and examine the situation from other views.

### Can Therapy Benefit Me?

Most people will benefit from having a skilled professional who is both compassionate, understanding and non-judgmental to assist them in dealing with a problem. You may have already turned to a friend, family member or clergy, but if you still feel you are struggling, you may benefit from the services of a professional therapist.

### Scheduling Appointments

Call the Counseling Center at (203) 837-8690 or stop by the Student Center, Room 222, to make an appointment. Appointments are available Monday through Friday from 8:30 a.m. to 4:30 p.m. Sessions are generally 50 minutes in length.

Cancellations are required 24 hours in advance. Your appointment time is reserved exclusively for you by your therapist and is part of her or his professional commitment to help you. Please arrive on time for your scheduled appointment.

*Services are limited in the summer.*

### It's Free

There is no fee for therapy — as long as you are enrolled as a matriculated Western student. We provide therapy to both undergraduate and graduate students.

### It's Confidential

Your therapist is legally and ethically bound to maintain your confidentiality. The office does not divulge any information about you to anyone on or off campus, including that you are receiving services, without your specific, written permission. Limits to confidentiality include: plans to hurt self or someone else and knowledge of ongoing abuse or neglect of children or an elderly or disabled adult. All records are confidential and will not be a part of your university or academic record.

### Concerned About a Friend?

Students often find themselves worrying about a friend or roommate. Our therapists provide consultation and guidance to help you devise a plan to get help for the person you are concerned about.

### Emergency Services

In case of an emergency, outside of the Counseling Center's regular business hours, students are encouraged to dial 911 or contact a 24-hour emergency hotline, (888) 447-3339.

## Rights and Responsibilities

A qualified student with a disability at WCSU has the right to:

- Equal access to courses, programs, services, jobs and facilities available through WCSU
- Reasonable and appropriate accommodations, academic adjustments and/or auxiliary aids determined on an individual case-by-case basis
- Appropriate confidentiality of all information regarding disabilities, except when disclosures are required or permitted by law
- Information and course materials in alternate formats.

A qualified student with a disability at WCSU has the responsibility to:

- Meet WCSU qualifications and maintain essential university standards and requirements for courses, programs, services, and activities
- Abide by the University's code of conduct
- Contact AAS in a timely manner as an individual with a disability and provide documentation of the disability when seeking any accommodations
- Follow AAS policies and procedures for obtaining accommodations, auxiliary aids and services
- Follow WCSU policies and procedures
- Seek information, counsel and assistance as necessary.



## Contact Information

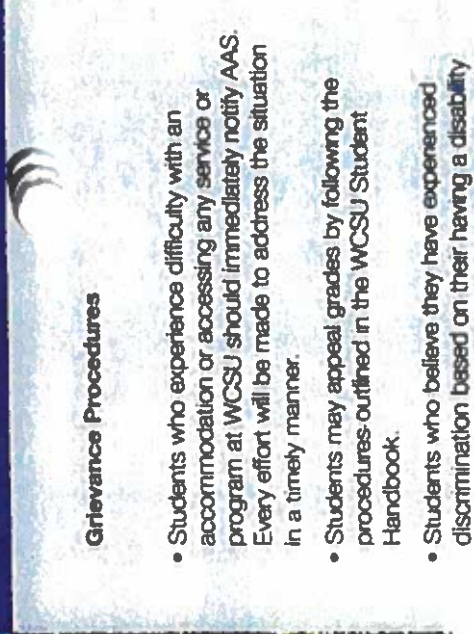
For more information, please contact:

**Elisabeth Werling**  
Coordinator  
(203) 837-8225  
werlings@wcsu.edu

**AccessAbility Services**  
Higgins Annex, Room 017  
181 White Street  
Danbury CT 06810  
(203) 837-8225  
aas@wcsu.edu

# AccessAbility





### Grievance Procedures

- Students who experience difficulty with an accommodation or accessing any service or program at WCSU should immediately notify AAS. Every effort will be made to address the situation in a timely manner.
- Students may appeal grades by following the procedures outlined in the WCSU Student Handbook.
- Students who believe they have experienced discrimination based on their having a disability may choose to file a complaint. More details can be obtained at: <http://www.wcsu.edu/multicultural/grievance.asp>

### Welcome to AccessAbility Services

AccessAbility Services (AAS) at Western Connecticut State University (WCSU) facilitates equal access to all programs and activities at WCSU for students with disabilities. AAS coordinates and provides accommodations and support services to more than 400 undergraduate and graduate students with documented disabilities. Our goal is to provide appropriate and reasonable accommodations and services while supporting each student in developing the skills necessary to be an independent learner.

Equal educational opportunity and access in college are governed by federal law, specifically the Rehabilitation Act of 1973 (including "Section 504"), the Americans with Disabilities Act (ADA) of 1990, and the ADA amendments of 2008. AAS is guided by these statutes when reviewing student requests for accommodation(s) on a case-by-case basis.

The ADA states that individuals with disabilities shall not be discriminated against, denied participation in, or denied benefits of the services, programs or activities of a public entity. WCSU makes reasonable accommodations and/or modifications to policies, practices, procedures and/or facilities to accommodate students with disabilities who take courses at WCSU. AAS is the designated office at WCSU for students to voluntarily disclose a disability. submit appropriate documentation for verification and request accommodations.

### Eligibility for Accommodations

Any student with a documented disability may be eligible to receive accommodations and services from AAS. Students requesting accommodations must contact AAS at the beginning of each semester so the appropriate accommodations can be determined and implemented. Students first need to fill out an Accommodation Intake Form and provide current documentation indicating a disability that is documented by a qualified professional. The Accommodation Intake Form and Documentation Guidelines are available at AAS located in Higgins Annex Room 017 or at [www.wcsu.edu/accessability](http://www.wcsu.edu/accessability)

Some of the Services Provided by AAS May include:

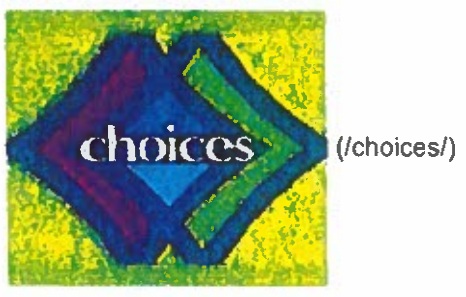
- Extended time, scribes and readers for exams and/or quizzes
- Reduced distraction setting for exams and/or quizzes
- Permission to use assistive technology in classrooms
- Preferential classroom seating
- Assistive technology
- Academic Coaching and Educational Support services (ACES)



# CHOICES (/choices)

You are here: Home (/) > C.H.O.I.C.E.S at Western

↓ Show Menu



## C.H.O.I.C.E.S at Western



### Mission and History

**CHOICES** stand for **C**ultivating **H**ealthy **O**pportunities **I**n **C**ollege **E**nvironments. We are the alcohol and substance abuse prevention program at Western. We believe that all students want to succeed academically and fulfill their potential during the college years. When substance abuse gets in the way, it can seriously derail those dreams.

#### Our Goals

- Provide confidential assessment and counseling for students experiencing problems with any substance use/abuse



resources, information and services that will help students make informed and responsible choices about the use of alcohol and/or drugs  
Educate students about healthy lifestyle alternatives



Upcoming Events (<http://wcsu.edu/choices/events/>)



**Meet Western's C.H.O.I.C.E.S.**

**Contact Info & Hours of Operation**

Monday – Friday  
8:30 AM to 4:30 PM  
203-837-8898  
Midtown Student Center  
Room 211

**Meet your C.H.O.I.C.E.S. Team**

- Sharon Lawler, M.P.H | Coordinator**
- Stan Watkins, M.S.W | Counselor**
- Charla Beauvais | Team Member**



# CHOICES (/choices)

You are here: Home (/) > CHOICES (/choices) > Services

↓ Show Menu



(/choices/)

## Services



The Substance Abuse Prevention Office (CHOICES) provides information and help for students experiencing problems related to alcohol or other substance use and abuse. All services are strictly confidential.



include: information about the symptoms and early warning signs of abuse and resources and treatment available on campus or within the community, screening and support groups, and counseling.

Factors provide many fun and healthy programs that positively affect attitudes and behaviors and other drug use on campus and throughout life.

CHOICES also provides WCSU students online self-assessment tools called E-CHUG and E-TOKE. We also have a resource library filled with current literature and brochures on many health related topics. Students can browse or borrow any of our materials which are excellent resources for personal or academic use.

## Programs:

### Student Support Groups

CHOICES offers several support groups for men and women: AA meetings, a student run support group, and two led by counselors. See the "Support Group" page for more info.

### Confidential counseling for anyone concerned about their substance use:

CHOICES provides confidential counseling for anyone struggling or concerned with their substance use. The office will also refer students to other support services

### Peer Education Programs

CHOICES offers a wide variety of topics designed and presented by peer educators. We can create programs specific to your needs and interests. Examples include: Weed, Sex Ed, and BAC.

### Support for sober students and those who wish to become sober:

CHOICES understands the challenge of being sober in college and can provide referrals to support groups, AA meetings, and outside counselors.

### Help for students concerned about someone else's use/abuse:

CHOICES offers advisement and a variety of other services for students concerned about the substance use of their friends or family.

### Fresh Check Day

Fresh Check Day works to bring awareness of mental health resources and coping strategies to college campuses. It is a program through the Jordan Porco Foundation.



## Screenings, Assessments, and Referrals for Students



NAMI campus is a student-led, student-run mental health group that works to educate students and raise awareness, advocate for improved mental health services, and support peers with NAMI programs.

CHOICES offers alcohol and drug screenings such as E-CHUG and E-TOKE for students concerned about their substance use. Counselors can also provide referrals to on and off campus resources.

Up to date information and education on drugs and alcohol

Our office is dedicated to providing the latest information and research on drugs and alcohol. Peer educators are responsible for researching topics before presentations and for updating older programs. Additionally, counselors frequently attend workshops to learn new techniques/information.

## Who are you?

- ▶ Future Students (<https://www.wcsu.edu/admissions/>)
- ▶ Current Students (<https://www.wcsu.edu/currentstudents/>)
- ▶ Alumni & Parents (<https://www.wcsu.edu/alumni/>)



# Counseling (/counseling)

You are here: [Home \(/\)](#) > [Counseling Center](#)

↓ Show Menu

## WELCOME TO THE WCSU COUNSELING CENTER

The WCSU Counseling Center offers free and confidential services to the university community. We are located at the Midtown Campus in the Student Center in Room 222. We are open 8:30 a.m. – 4:30 p.m. (Closed 12 p.m. – 1 p.m.) Monday through Friday.

The Counseling Center's mission is to assist personal and educational development through counseling, educational outreach including groups and workshops, and consultation. Our services strive to help students develop effective problem-solving, coping, and decision-

making capabilities in order to make satisfying life choices and maximize their capacity for continued growth and success. The Counseling Center operates under the Division of Student Affairs.



## DISCLAIMER

The Counseling Center Web Site is designed for educational purposes only. You should not rely on this information as a substitute for personal medical or psychological attention, diagnosis or face to face treatment. If you are concerned about your mental health, it is recommended that you consult a mental health provider immediately and do not wait for an electronic response from web page professionals or Counseling Center staff.

### Counseling Center

181 White Street, Midtown Student Center, Room 222, Danbury, CT 06810

Phone: 203.837.8690, Fax: 203-837.8416

Email: [CounselingCenter@wcsu.edu](mailto:CounselingCenter@wcsu.edu) (<mailto:CounselingCenter@wcsu.edu>)



# Counseling (/counseling)

You are here: Home (/) > Counseling (/counseling) > Services

↓ Show Menu

## Services



- Individual Counseling
- Group Counseling
- Couples Counseling and Consultations with Family Members
- Crisis-Intervention
- Consultation for Faculty/Staff/Parents/Students
- Outreach Presentations and Wellness Workshops
- Information and Referrals

The Counseling Center provides a wide range of services including short-term individual and group counseling, psycho-educational workshops, training and consultation to students, administration, faculty, staff and parents, in a safe, confidential and supportive environment. Services are free and available to all undergraduate and graduate students who are matriculated and enrolled at Western Connecticut State University.

### RELATED WCSU SERVICES:

- Alcohol and Substance Use/Abuse Services (<http://www.wcsu.edu/CHOICES/>)
- Dating Violence/Sexual Assault (<http://www.wcsu.edu/womenscenter/>)
- Health Services (<http://www.wcsu.edu/healthservices/>)
- Holistic Health Center (<http://www.wcsu.edu/ihhs/wellness-suite/>)
- Student Affairs (<http://www.wcsu.edu/student-affairs/>)
- Western Recreation (<http://www.westconnathletics.com/general/RECREATION> Department)

# RATE YOUR RELATIONSHIP

Are you being  
treated right?

## Dating someone?

Then ask yourself:  
is this relationship  
a healthy one?

### Through good times and tough times,

a healthy romantic  
relationship has certain  
qualities. Both people:

- trust and respect each other
- are fair, open and honest
- can relax around each other
- feel they're a good team.

### Some relationships

come and go,

while others last and last.  
Long-lived or not, a  
relationship is healthy when  
both of you appreciate each  
other and feel safe together.

## A healthy relationship takes two.

It should be built on:

### Open communication

People in a healthy relationship  
share their feelings, worries and  
dreams. They show respect by:

- using "I" messages—  
"I feel annoyed," instead  
of "You're always late!"
- taking time to listen.
- Then they ask questions  
to make sure they  
understand what's up.

### Give-and-take

In a healthy relationship,  
people go for balance in what  
they decide and do. They're  
supportive, and they accept  
each other's differences.

### Independence

It's important to enjoy each  
other, but it's also good to keep  
other friendships and interests  
alive. People need to spend  
time apart now and then!

One simple rule of  
a healthy relationship?  
Don't try to change  
the other person!

### Please read:

Talk to a professional! This  
finder is not a substitute for the  
advice of a qualified expert.

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Privacy Policy Contact Us  
Match.com is not responsible for any actions taken by its members.  
Match.com is not a dating agency.

10/10/10

Free Date

## Having issues? Try talking it out.

### To handle conflict:

**First, stay calm.** If you feel really upset, cool off first. Then discuss what's going on together.

### Next, brainstorm.

How can the two of you solve the problem? Think of as many ideas as you can together. Make a list.

### Then, decide together.

Agree on a solution that's "win-win." Or find a good compromise—you get to pick the movie every other time, for example.

### Finally, try out the plan.

Talk about how it's going from time to time. If it's not working, try a new solution.

Even the most loving relationships have some ups and downs—but abuse is never OK.

## WARNING:

unhealthy relationships can turn dangerous.

### Is your partner controlling or abusive? Types of abuse include:

- emotional abuse—such as insults, put-downs, threats, being checked up on with constant calls or text messages, or being kept away from friends or family
- physical abuse—such as being slapped, kicked or pushed
- sexual abuse—going farther than you want, including rape.

### If you've been abused, it is not your fault.

- Do refuse excuses from the person who abused you. Abuse often happens again, even if the person promised to stop.
- Do find a way to end things safely. (For example, tell the person by phone that it's over, and why.) See far right for sources of help.

### If you witness abuse

or a friend is being abused, offer your support. Listen without judging and take the problem seriously. Encourage the person to seek help.

## So how is it going, really?

### Be honest with yourself.

Pick the phrases that best complete this sentence for you:

#### "In my relationship, I..."

- feel safe
- feel supported
- compromise
- feel independent
- talk things out
- feel comfortable
- share in decisions
- feel good about
- feel scared
- feel jealous
- always give in
- feel controlled
- lose it often
- feel pressured
- am the boss
- feel bad a lot

### How'd you do?

**More picks on the left?** That's good! Large the signs of a healthy relationship as a couple work on building your relationship strong!

**More picks on the right?** Your relationship may have some problems. Are you really getting what you want and need? Do you feel safe and respected? Get help if you need it.

## Need a hand? Reach out!

### Talk to somebody you trust.

- parent or other trusted relative
- teacher or coach
- health-care provider
- spiritual leader
- school counselor or an EAP (employee assistance program) at work.

### Don't accept abuse.

For help with an unhealthy relationship, contact:

- a local crisis center or hotline (check your phone book)
- the National Domestic Violence Hotline  
—1-800-799-SAFE (1-800-799-7233)  
—1-800-787-3224 (TTY)
- the National Teen Dating Abuse Helpline  
—1-866-331-9474  
—1-866-331-8453 (TTY)  
—www.loveisrespect.org.

**YOU deserve a healthy relationship**



## A WORD ABOUT ATHLETES AND BETTING...

The Amateur Sports Protection Act of 1992 forbids betting on collegiate sports in the United States except Nevada. Yet, illegal sports gambling and student bookies exist on every campus in the U.S.

In the Connecticut State University survey, male and female athletes were found to have significantly higher problem gambling rates than male and female non-athletes, respectively.\*

### FOR STUDENTS WHO CHOOSE TO GAMBLE LEGALLY AND RESPONSIBLY, MOST FOLLOW THESE GUIDELINES:

- Gambling is recreation and not a substitute for earning needed funds.
- Gamble with friends. Problem gamblers increasingly gamble alone.
- Set limits on how often and how long to gamble.
- Decide ahead of time how much money to spend on gambling and stop when the limit is reached.
- Don't borrow money or use credit cards to gamble.
- Avoid drinking alcohol while gambling.

## Connecticut Council on Problem Gambling

47 Clapboard Hill Road, Suite 6  
Guilford, Connecticut 06437

Phone: 203-453-0138

Fax: 203-453-9442

Website: [www.ecpg.org](http://www.ecpg.org)

E-mail: [ecpg@ecpg.org](mailto:ecpg@ecpg.org)

# HELPLINE

1-800-346-6238

1-800-34NOBET

COLLEGE GAMBLING:  
RECREATION OR  
RECKLESSNESS?

- DEPRESSION
- SUICIDAL THOUGHTS
- ARRESTS AND LEGAL HASSLES
- OBSESSION WITH BETTING

**THERE IS HELP!**

# HELPLINE

1-800-346-6238

1-800-34NOBET



CCPG

Additional copies of this brochure  
are available upon request



DON'T GAMBLE WITH YOUR EDUCATION!



## USING COLLEGE MONEY FOR GAMBLING IS RISKY BEHAVIOR. IT CAN COST YOU YOUR EDUCATION AND YOUR FUTURE!

### WARNING SIGNS OF A GAMBLING PROBLEM: \*

- Borrowing money to gamble
- Gambling larger amounts of money to try to make up for losses
- Gambling interfering with academic or work performance
- Gambling used as a means to cope with stress, loneliness and/or depression
- Gambling taking priority over other social activities
- Gambling causing conflict with family and friends
- Problem gamblers typically have one or more of these signs.

## GAMBLING IN CONNECTICUT HAS CHANGED SIGNIFICANTLY OVER THE PAST DECADE. IT IS MORE ACCESSIBLE, RIGOROUSLY MARKETED, AND WITH MORE PEOPLE GAMBLING, THERE ARE MORE PROBLEM GAMBLERS.

A survey on problem gambling of 1348 undergraduates at four Connecticut universities\* revealed the following:

- The rate of problem gambling among college students, 11.4%, is **MORE THAN DOUBLE** the rate of the adult population, 5.4%.
- Problem gamblers spent **TWICE** as much time gambling as non-problem gamblers.

\* 2002 Connecticut State University Survey Project



Students with a gambling problem, compared to other students, were significantly more likely to:

- ★ binge drink
- ★ report negative consequences when they used alcohol
- ★ regularly use tobacco and marijuana
- ★ binge eat and use weight management control efforts

"I lost my college tuition and scholarship money on gambling."

- Lisa,  
College Senior, CT



# HELPLINE

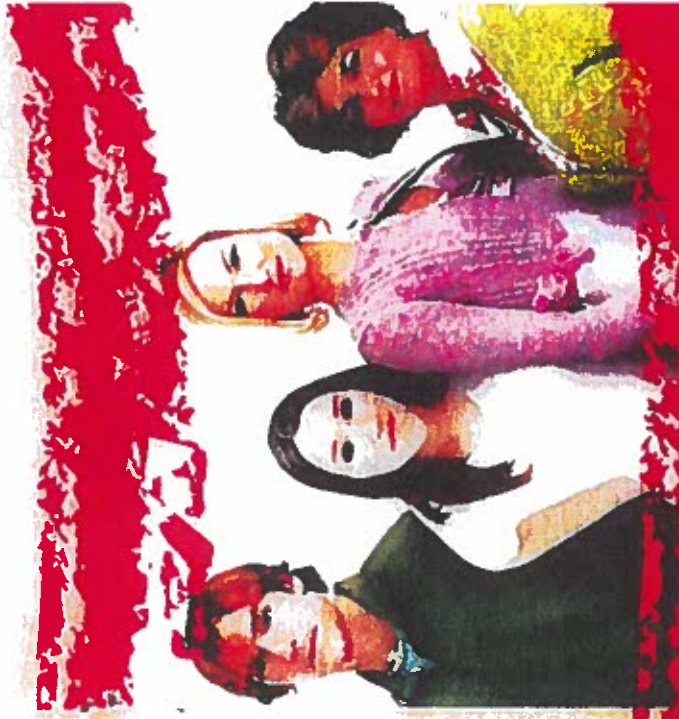
1-800-346-6238

1-800-34NOBET





# Generalized Anxiety Disorder

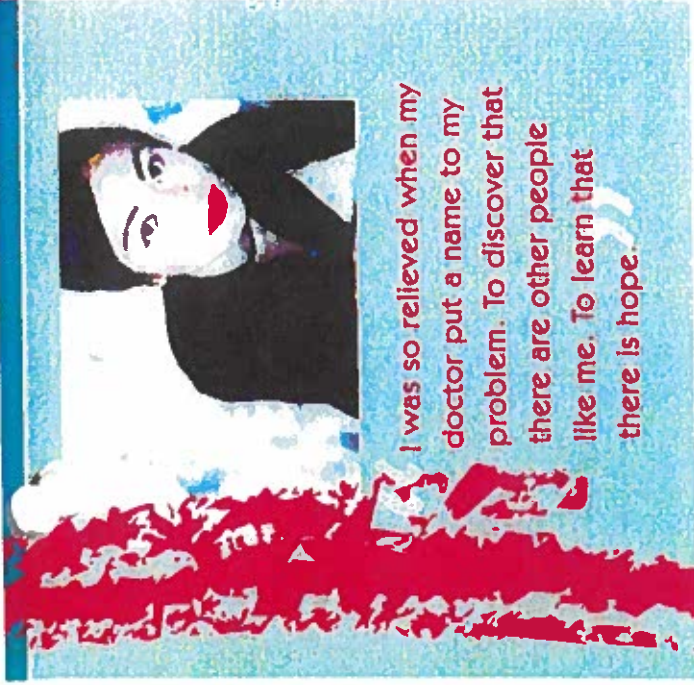


*“I worry about EVERYTHING even when there is nothing to worry about. I’m always restless, on edge, irritable, and waiting for the other shoe to drop.”*

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

For information visit [www.adaa.org](http://www.adaa.org) or contact

ADAA  
1000 17th St, N.W.  
Washington, DC 20036  
202-462-5888



**I was so relieved when my doctor put a name to my problem. To discover that there are other people like me. To learn that there is hope.**

### **What treatments are available?**

Fortunately, most individuals who seek treatment for GAD and other anxiety disorders see significant improvement and enjoy a better quality of life. A variety of treatment options exist including cognitive-behavioral therapy, exposure therapy, anxiety management and medications. One, or a combination of these, may be recommended. Details about these treatments are available on the ADAA website at [www.adaa.org](http://www.adaa.org).

It is important to remember that there is no single "right" treatment. What works for one person may or may not be the best choice for someone else. A course of treatment should be tailored to your individual needs. Ask your doctor to explain why a particular type of treatment is being recommended, what other options are available and what you need to do to fully participate in your recovery.

### **How can GAD affect your life?**

Generalized anxiety disorder can affect all areas of life, including social, work/school and family. According to a national survey conducted by the Anxiety Disorders Association of America (ADAA), seven out of 10 people with GAD agreed that their chronic anxiety had an impact on their relations with spouses/significant others and two thirds reported that GAD had a negative effect on their friendships.

### **What causes GAD?**

The exact cause of GAD is not known. Scientists believe that biological factors, family background and life experiences are all involved. And of course, we cannot forget about stress. Even the stress of positive events, such as buying a new house or getting married, can trigger symptoms in individuals predisposed to GAD.

### **How can ADAA help you?**

Suffering from GAD or any anxiety disorder can interfere with many aspects of your life. ADAA can give you the resources that will help you and your loved ones better understand your condition, connect you with a community of people who know what you are experiencing and assist you in finding mental health professionals in your city who can help. Visit the ADAA website at [www.adaa.org](http://www.adaa.org) to locate doctors and therapists who treat GAD and other anxiety disorders in your area, as well as local support groups. Learn about the causes, symptoms and best treatments for all of the anxiety disorders, review questions to ask a therapist or doctor and find helpful books, tapes and other materials to help family and loved ones. ADAA is here to help you make the best decisions so that you can get on with your life.

## What Is Generalized Anxiety Disorder (GAD)?

We all worry. Relationships, deadlines, being on time to an appointment – you name it, there's plenty in life to worry about. But those with GAD experience persistent, excessive and unrealistic worry that goes on every day, possibly all day. They feel it's beyond their control and can't be turned "off."

People with GAD often expect the worst, even when there is no good reason for any concern. The excessive worrying is often about health, family, money or work. The worrying is hard to control, and occurs on more days than not for at least six months. The exaggerated, unrelenting worrying interferes with every day living. Physical symptoms include restlessness, irritability, muscle tension, fatigue and difficulty sleeping or concentrating.

## About Anxiety Disorders

Anxiety is a normal part of living. It's the body's way of telling us something isn't right. It keeps us from harm's way and prepares us to act quickly in the face of danger. However, for some people, anxiety is persistent, irrational and overwhelming. It may get in the way of day-to-day activities and

You are not  
loved one or doctor. Get help. Anxiety disorders are real...serious and treatable.

Keep a daily journal.	Eat a balanced diet. Don't skip meals. Avoid caffeine which can trigger anxiety symptoms.	Contact ADAA at <a href="http://www.adaa.org">www.adaa.org</a> . Let us help you help yourself.
Become aware of what triggers your anxiety.		

Having more than one illness at the same time can make it difficult to diagnose and treat the different conditions. Conditions that sometimes complicate anxiety disorders include depression and substance abuse, among others. The following information will help your healthcare professional in evaluating you for GAD.

Yes or no? **In the last year, have you experienced:**

- Y  N Changes in sleeping or eating habits?
- Y  N Feeling sad or depressed more days than not?
- Y  N A disinterest in life more days than not?
- Y  N A feeling of worthlessness or guilt more days than not?
- Y  N An inability to fulfill responsibilities at work/school or family due to alcohol or drug use?
- Y  N A dangerous situation, such as driving under the influence, caused by alcohol or drug use?
- Y  N Being arrested due to alcohol or drugs?
- Y  N The need to continue using alcohol or drugs despite it causing problems for you and/or your loved ones?

# Take Love & Manage Your Anxiety

Whether you have normal anxiety or an anxiety disorder, these strategies will help you cope:

- Exercise: Go for a walk or jog.
- Do yoga.
- Dance. Just get moving!
- Talk to someone ... spouse, significant other, friend, child or doctor.

## What's the difference between normal anxiety and GAD?

### Normal Anxiety

Worry about a specific event, such as a work deadline, school exam or upcoming doctor's appointment

Constant, chronic and unsubstantiated worry causing significant stress, disrupting social activities and interfering with work, school and/or family

## Generalized Anxiety Disorder Self-Test

If you think you might have GAD, take the test below. Answer "yes" or "no" to the questions and discuss the results with your doctor.

### Yes or no? Are you troubled by:

- Y  N Excessive worry, occurring more days than not, for at least 6 months?
- Y  N Unreasonable worry about a number of different situations, such as work, school and/or health?
- Y  N Your inability to control or "shut off" your worry?

### Yes or no? Are you bothered by at least 3 of the following:

- Y  N Restlessness, feeling keyed up or on edge?
- Y  N Being easily tired?
- Y  N Concentration problems?
- Y  N Irritability?
- Y  N Muscle tension?
- Y  N Trouble falling asleep, staying asleep or restless/unsatisfying sleep?
- Y  N Anxiety that interferes with your daily life?

Difficulty relaxing, sleeping or concentrating when faced with a serious problem, such as an illness, job loss or death of a loved one

Edginess, irritability, insomnia, difficulty concentrating more days than not for no apparent reason

Muscle aches, tension, tiredness related to an activity or situation, such as overexertion at the gym, a stressful day at work or sitting too long at the computer

Restlessness, muscle aches and pain and fatigue not related to a specific physical or emotional problem persisting for six months or more

even; make them impossible. This may be a sign of an anxiety disorder.

The term "anxiety disorders" describes a group of conditions including generalized anxiety disorder (GAD), obsessive-compulsive disorder (OCD), panic disorder, posttraumatic stress disorder (PTSD), social anxiety disorder (SAD) and specific phobias. For information on all of the anxiety disorders visit [www.wadaa.org](http://www.wadaa.org).

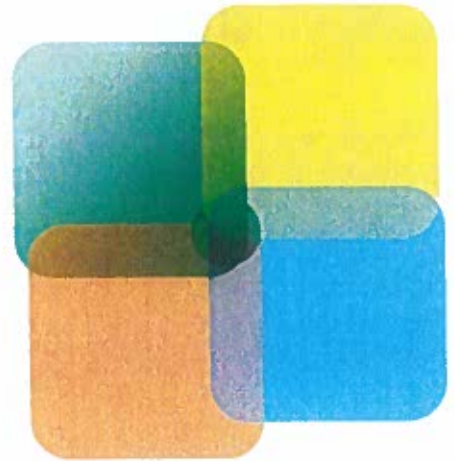


**2019—2020 GUIDE TO  
HOUSING & RESIDENCE LIFE**



## Our Mission

Our residence halls are crossroads where we promote academic excellence, build communities, and support student development.



## We Believe

We believe students who live on campus should follow these guiding concepts:

While in University housing, we will:

- Work to develop healthy and pro-active self-concepts
- Be responsible community members
- Gain knowledge of and successfully apply life skills
- Demonstrate self-reliance
- Begin to distinguish between sound and unsound decision-making
- Celebrate and contribute to our diverse community





# Table of Contents

## Staff

- Central Office Staff ..... 5
- Assistants to the Director / Resident Directors ..... 6
- Peer Staff Members ..... 7
- Service Staff ..... 9

## Residence Life Programs

- CULTURE™ ..... 10
- Community Leadership & Opportunities ..... 13
- Living on Campus ..... 14

## Policies

- The Conduct Process ..... 16
- Prohibited Items & Activities: All Halls ..... 17
- Room & Apartment Maximum Occupancies ..... 21
- Suite & Apartment Policies ..... 21
- WCSU Alcohol Policy (Residence Halls) ..... 23
- Parental Notification for Drug & Alcohol Violations ..... 24
- No Smoking Policy ..... 25
- Quiet Hours / Courtesy Hours Policies ..... 25
- Sprinkler Head / Fire Safety Equipment ..... 26
- Damages (Personal & Public Area) ..... 26
- Health, Fire, & Safety Inspections ..... 27
- Lockouts ..... 27
- Visitation ..... 28
- Late Night/Overnight Guests ..... 30

## Processes & Procedures

- The Basics ..... 30
- Meningitis Vaccine Requirement ..... 30
- Satisfactory Academic Progress (SAP) and Grade Point Average Practices ..... 30
- Room Selection ..... 31
- Leaving/Cancelling Housing ..... 32
- Board of Regents Withdrawal Policies ..... 32



## Safety & Security

Door Access Procedures .....	33
Lost ID Cards .....	33
Fire Safety .....	34
Cooking .....	35
In Case of a Fire .....	35
Your Personal Safety—Keys and IDs .....	36
Safety .....	36

## Amenities

Mail .....	37
Email .....	37
Vending.....	37
Meals .....	37
Internet .....	38
Laundry .....	38
Phone & Voice Mail .....	38
Shuttle Bus Service .....	38
Cable Television .....	39

## Important Information

Liability & Personal Property Insurance .....	39
Storage .....	39
Health Services .....	40
2017-18 Costs Per Semester .....	41
Housing Open/Close Schedule (Breaks).....	42
Website & Social Media .....	43
Fire Maps .....	44

## STAFF

### The Central Office

Located on the first floor of Newbury Hall is the central office of the department of Housing & Residence Life (HRL). You can contact us by phone at 203-837-8531 or via email at [housing@wcsu.edu](mailto:housing@wcsu.edu). You'll find the following staff located there:



**Mr. Ron Mason**, *Director of Housing & Residence Life*

203-837-8736.....[masonr@wcsu.edu](mailto:masonr@wcsu.edu)

The director is responsible for the overall operation of the department. From the day you come looking for an application to the day you graduate, all the information and issues of your on-campus housing are the director's concern.



**Ms. Maribeth Griffin**, *Director of Residential Programs & Staff*

203-837-8532.....[griffinm@wcsu.edu](mailto:griffinm@wcsu.edu)

The director for residential programs and staff is responsible for all areas of the residence life component of your experience — the CULTURE™ program (read more about this later), housing student employment, the supervision of the RD staff and other programs developed and implemented by the department.



**Mr. Ed Mulvihill**, *Associate Director for Operations*

203-837-8538.....[mulvihille@wcsu.edu](mailto:mulvihille@wcsu.edu)

The associate director for operations is responsible for coordinating operational issues in the residence halls, such as housing assignments, serving as the liaison between the housing & residence life department and facilities and scheduling, and for coordinating conference programs.



**Ms. Effie Masse**, *Secretary*

203-837-8533.....[masee@wcsu.edu](mailto:masee@wcsu.edu)

The department secretary is responsible for handling the everyday functions of the HRL office.

## Assistants to the Director/Resident Directors

Each of the residence halls is managed by a full-time, professional staff member. We call them Resident Directors or RDs. These staff members are responsible for the daily operation of the buildings to which they are assigned. They hire and supervise student staff: information desk workers, student administrative assistants, resident assistants and academic resource mentors.

The RDs work closely with the custodial and maintenance staffs to make sure that the buildings are cleaned and well-maintained. Most importantly, the RDs work with the students of their buildings on issues of academic success, community building, leadership and personal and civic responsibility. They have great skills, which can really help guide students to a fantastic experience at Western.

### This year, our RDs are:



**Centennial Hall:**

**Kevin Brenzel**

203-837-8850

brenzelk@wcsu.edu



**Fairfield Hall: Senior Community Advisor**

**Mr. Elijah Lewis/ Ryan Cooke (RD)**

203-837-8537

lewis208@wcsu.edu



**Grasso Hall:**

**Ryan Cooke**

203-837-8548

cooker@wcsu.edu



**Litchfield Hall:**

**Mr. Ryan Farrell**

203-837-9060

farrellr@wcsu.edu



**Newbury Hall:**

**Ms. Andrea Pereira**

203-837-8534

pereiraa@wcsu.edu



**Pinney Hall:**

**Mr. Lafayette Gerst**

203-837-8535

Gerstl@wcsu.edu



you investigate what the issue is – Are you having difficulty understanding the materials? Do you need to organize your thoughts better before writing the paper? Do you struggle getting good notes from your class? Once they've worked with you to identify the issue, then they can work with you on the issues. They can provide some hints and strategies for managing your time or taking better notes. They can refer you to the writing center. They can offer to read your paper and see if it makes sense.

Beyond this, the ARMs will host office hours (&/or study halls) in your buildings and will put on some programs that will help you learn skills that will make your college career easier. Don't be afraid to look for them during their posted office hours, or stop in at a program or study hall. They're happy to work with you!



### **Information Desk Workers**

Each building has an information desk that serves as the point of entry for the building. These student staff members make sure people entering provide appropriate IDs to indicate that they are residents, or, if visitors, that they are properly signed in and escorted by residents according to visitation policies. IDWs also loan out games and recreational equipment.



### **Student Administrative Assistants (SAAs)**

These students are hired by each RD to assist with the administrative functions of the residence halls. Their responsibilities include helping to complete paperwork, logging maintenance requests, tracking room inventories and assisting with the daily scheduling and functioning of the Information Desk.



### **Student Office Assistants**

The central HRL office, located in Newbury Hall, has several students who run front-line service in the office, including greeting and providing information to walk-ins, answering phones and directing calls, and assisting in a variety of administrative functions in the central office.



2019—2020 Housing & Residence Life

## Peer Staff Members

Our operations could not run without the significant assistance of our peer/student staff members. Some of these jobs require innate skills and specialized training – those of resident assistants and academic resource mentors. Others require students who are committed to working hard and looking out for the safety and welfare of their fellow students. Let's talk about some of the student staff you will come across.

### Resident Assistants (RAs)

RAs are students who are selected and trained to work with their fellow residents, offering helping skills, advice and referrals, as well as working with their floor mates to build living and learning communities. They will program, meet with, and get to know you over the semester. RAs are available for assistance with roommate issues and maintenance needs, as well as helping you to know and uphold university policies and being able to refer you to university resources.

### Academic Resource Mentors (ARMs)

Academic Resource Mentors (ARMs) are peer mentors who live in the halls. Their purpose is to help coach and guide you along your journey to academic success. If you find yourself struggling with a class, they will work with you to help understand the issues you might be having, and direct you to people or services that can make a difference in the outcome.

For example, you might be struggling with a writing class or assignment. Your ARM can help

you investigate what the issue is – Are you having difficulty understanding the materials? Do you need to organize your thoughts better before writing the paper? Do you struggle getting good notes from your class? Once they've worked with you to identify the issue, then they can work with you on the issues. They can provide some hints and strategies for managing your time or taking better notes. They can refer you to the writing center. They can offer to read your paper and see if it makes sense.

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## Service Staff

### **Custodians**

The buildings have hard-working staffs of custodians responsible for cleaning the bathrooms, lounges and other public areas of the buildings. They work Monday through Friday from 7 a.m. – 3 p.m. A limited staff is here on Saturdays to replace paper products in the public bathrooms, and to clean any extraordinary areas that may need special care. Custodians do not clean individual rooms, suites or apartments, nor do they pick up garbage left outside your doors. They cannot remove furniture from your room, nor store furniture or belongings for you.

### **Maintainers**

The university has a staff of maintainers who perform minor repairs in the residence halls and are kept quite busy caring for resident rooms, bathrooms, kitchens, lounges, and all the furnishings contained in them. If a job requires more significant work, our campus plumbers, carpenters and electricians will assist. If you have a maintenance problem, please see your RA or the information desk to fill out a work order.



## CULTURE™

*Creating Undergraduate Learning  
Through Unique Residential Experiences*

By choosing to live on campus at Western, you have joined the ranks of CULTURE™, a residential experience where you'll take on greater leadership challenges, where your involvement carries rewards, where your academic life is supported by peer assistants and in-house staff resources, and where your academic accomplishments are recognized and rewarded.

### ***What's it all about?***

There are many components to CULTURE™ at Western. Let's talk about some of them.

#### **ARM – Academic Resource Mentors**

ARMs are student peers who play an integral role in the establishment of an academic environment in the residence halls. As you just read, ARMS are an essential component of the CULTURE™ program. ARMs are available to you as academic resources, assisting you in getting information, providing resources about majors, programs, or how to find your advisor, guiding you through rough patches you may have with classes or professors, pointing you toward study skills labs or people who can help you, and working hand-in-hand with PASS volunteers in your building to make sure that you get whatever assistance you may need to succeed at WCSU. ARMs also work closely with the building's resident director to help you if you're having academic difficulties that might affect





your Satisfactory Academic Progress (SAP) and GPA for housing.

### ***PASS — Peer Academic Support Services***

Students who have achieved a 3.0 GPA or higher volunteer to tutor fellow students in their best subjects. PASS volunteers are identified in each building by signs posted near their rooms, as well as in a list kept at the information desk and with each building's ARM. For instance, if you need help with math, look for a PASS volunteer who lists math as a skill. Volunteers are glad to give you some assistance. Keep in mind that PASS members will not do your homework for you. They're just there to help you reach your goals and understand the process.

### ***Faculty in the Residence Halls***

Housing & Residence Life continually looks for ways to bring its faculty to our students. Faculty members often volunteer to present programs or participate with students in our halls. The Great Resources of Western program (GROW) regularly brings faculty to talk about all kinds of information important to academic success and getting the most of your campus experience. Look for more information throughout the fall semester.

### ***Community Standards***

Community standards (or how we'd like to live with each other) work best when everyone actively participates in the process. Don't be afraid to speak up if you have a question or something's happening that you don't like or don't understand. When everyone is involved, the process of community standards works best for everyone!

### ***Campus Resources***

The Western campus is filled with resources to help make your college experience successful. If you don't know where to turn for help with an issue, talk to your RD, RA or ARM, or stop at the information desk. Any one of these folks will be able to put you in touch with the people who can help you.

### ***Academic Initiatives***

Your academic success is important to us, and we celebrate it with you at our annual Academic Recognition Ceremony. Other initiatives, such as our GROW and My Road to Western programs, continue as well. Look for new initiatives in your hall this year!

## Priority Points

Another facet of the CULTURE™ program is the awarding of priority points. Throughout the year, your participation in hall events and organizations, as well as your behavior, your academic standing, and other criteria, will determine a "point value" for you. The time when most of you will know about priority points is at room selection for the next fall, when your points will be totaled. Your point value, combined with those of your selected room/apartment mates, will determine your status for room selection. The goal is to have a highly ranked packet of people which will determine when you may participate in room selection for the fall semester.

Things to keep in mind.

- Get involved, follow the rules and succeed academically.
- The priority points list will be updated and available with your RD and/ or SAA.
- A final points tally will occur just before room selection.
- You can lose points for violations of our student code of conduct or residence hall policies.

Please look on the housing web page in the CULTURE™ section for updated details of our priority points program.

**ra**  
resident assistant

**PASS**

**arm**  
academic resource mentors

**Gab & GROW**  
A WCSUMEDIA Podcast

**FA**  
Faculty Fellows



## COMMUNITY LEADERSHIP & OPPORTUNITIES

### *Hall Councils*

Each building has Hall Councils, student-based organizations that provide leadership opportunities in your residence halls. Each floor or section of your building sends a representative to the building's hall council. Each hall council is responsible for providing social, cultural, educational and other programming for you. Hall Councils are also presented with the public area damages for each residence hall. Although they do not determine the pricing, it is the hope that the hall council will work to determine the culprits, as well as a means by which to prevent further damages. People selected from hall councils attend and represent your building at the Inter-Residence Hall Association (IRHA). Please see your RA/RD for details.

### *Inter-Residence Hall Association*

The IRHA is a governing body made up of student representatives from each of the WCSU residence halls and their hall councils. They work to coordinate the interests of the residence halls, to bring students together through activities involving and benefiting each hall and to address problems and concerns common to the resident students.

IRHA is also the forum to discuss campus food service. Representatives from the campus food service company occasionally attend meetings and respond to student concerns.

IRHA provides recreation equipment for use by residents (e.g., volleyballs, games, ping-pong and pool equipment) They are also responsible for programming, either as an organization or as a sponsor of other individual's or group's programs. IRHA is a member of the National Association of College and University Residence Halls and its regional affiliates. Through their participation in this organization, there are opportunities for outside involvement and travel. IRHA meets weekly. All resident students are encouraged to get involved and attend an IRHA meeting,. Check in with one of your RAs to learn when the meeting time is!



## LIVING ON CAMPUS

### Roommates

For many of you, this will be your first time living away from home, and your first time sharing a room with someone else. Having a college roommate is an experience like no other. The following are some thoughts about being a good roommate:

### Having a roommate isn't rocket science, but it is work.

We recommend you:

- Clean up after yourself.
- When your roommate wants quiet be respectful of their wishes
- Do not break your roommate's things.
- Be kind to your roommate
- Get to know your roommate. Don't judge them based on their social media accounts.
- Be reasonable about visits from friends.
- Be reasonable about visits from "special" friends.
- Do not use your roommate's things without permission.
- Give them your respect.

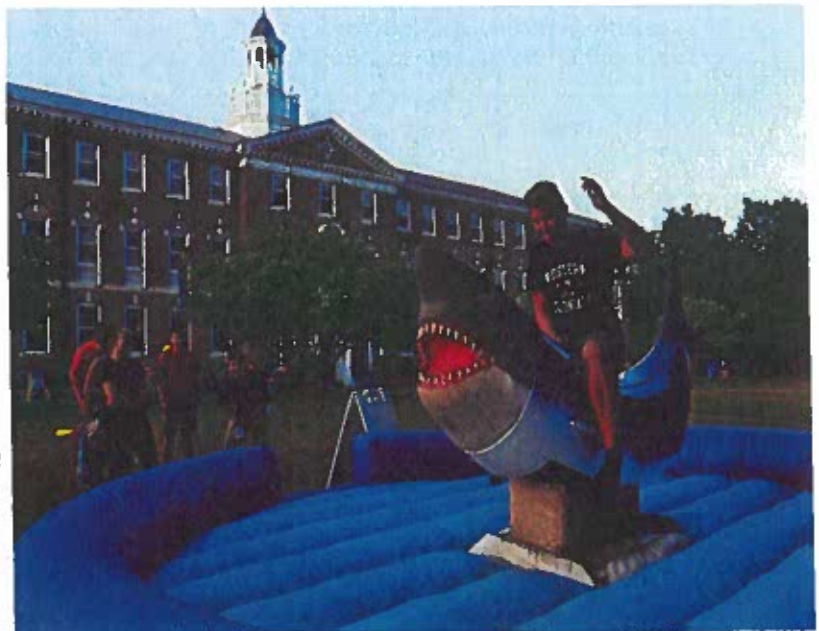
### *The Great 8 of being a Good Roommate*

1. If something doesn't belong to you, leave it alone.
2. Step into the hall or a floor lounge for those late night "phone calls."
3. Set a schedule (cleaning, studying etc.)
4. Clean up after yourself.
5. Have "alone time."
6. Communicate: talk before you fight.
7. Set rules and make a roommate contract.
8. Respect each other and each other's boundaries.

### Things to Remember:

Although we try our best to pair roommates well, there may be occasions when some of you may need or want a room change. If you find yourself in that situation, here are some things to remember:

- Room changes are not permitted during the first two weeks of the semester. Housing needs to check occupancy levels and determine if and where spaces may be available.
- Take some time to get to know your roommate before deciding you can't live with him or her.
- Try to resolve conflicts with your roommate as they arise, and don't forget to ask the RA staff for help.
- Room changes are all subject to the availability of space. We can only move you if we have somewhere to put you!
- All room changes must be approved by your RD, even if you just want to switch bedrooms in your same suite or apartment.
- If you have already spoken to your roommate and things haven't gotten better, then talk to your RA or RD. Remember, all room changes require the approval of the Resident Director of your building.
- You can change buildings if space permits it, but this requires the approval of both buildings' RDs, and there may be certain requirements that need to be met to move to Grasso Hall or Pinney Hall.
- Room changes may mean that your room and board fees will change. Please be sure to ask about any cost adjustments that might occur.
- Remember, if you need a room change follow the steps below:
  - Talk to your roommate
  - Ask your RA for help
  - Discuss your options with your RD
  - THEN, work with your RD to effect a room change. He or she will work with the housing & residence life staff to make the changes.



## POLICIES

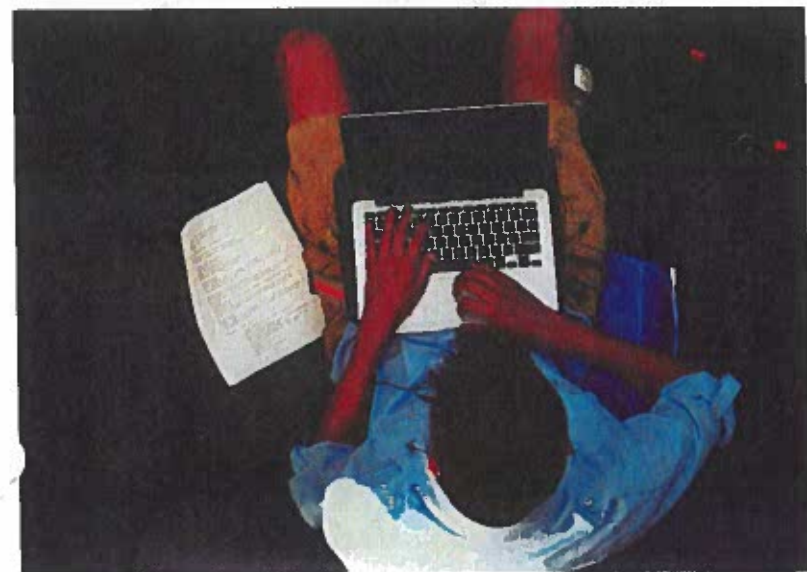
Communities are groups of people who join together for some kind of common purpose and who develop a set of regulations for behavior so that people can peacefully co-exist. In your case, the residence halls are “pre-formed” communities, with long established rules and guidelines to follow, the majority of which have been designed and implemented with the safety and security of the residents in mind. Violations of these policies will result in university disciplinary sanctions, which may include fines, restitution or residence hall separation.

### The Conduct Process

If you are documented for a possible policy violation, you will be notified by delivery (from your hall staff) of a time to meet with either the resident director or a **university judicial officer** assigned to investigate the case. It is **mandatory** to attend this meeting. At this investigative meeting, the incident will be discussed with you. Your resident director or a university judicial officer will tell you if there is sufficient evidence to bring charges and sanctions against you and what those charges and sanctions are. You may then choose to sign an agreement (waiver) form, and will be given a copy of it.

If you do not accept responsibility for a violation, or if you have an extensive judicial history, a hearing will be scheduled. You will receive notice of the hearing, including the potential charges, and information necessary for you to understand your rights and responsibilities as outlined in the code of conduct. At a hearing, the case will be presented to a university judicial officer or the university judicial board. You will testify if you wish, and a decision will be made as to your responsibility for the violation. Once the decision is made, you will be notified of it in writing, as well as any sanctions you may receive as a result.

You may appeal a hearing decision by picking up an appeal form in the Office of Judicial Affairs in the Student Center 220 or the Office of Student Affairs on the 3rd floor of Old Main. You have three (3) days from receiving the decision to pick up and fill out this appeal form. The Assistant Dean of Students usually hears the appeal.



If you have any questions at all about the university judicial process, please contact the Office of Judicial Affairs at (203) 837-8770. Also please refer to the Student Code of Conduct and Statement of Judicial Procedures in your student handbook and on the Judicial Affairs website (<http://www.wcsu.edu/stuaffairs/>

## PROHIBITED ITEMS AND ACTIVITIES — ALL HALLS:

*This list is not intended to be all-inclusive, and additional items may be added to the list as they become identified. The university reserves the right to limit the usage of any appliance on an as needed basis.*

- Firearms of any kind, or any item that could be mistaken for a firearm. This includes, but is not limited to, water guns, twirling rifles and paintball guns.
- Weapons of any kind, legal or illegal, including but not limited to guns, knives, bows and arrows, martial arts types of equipment, BB guns, pellet guns, Nerf® guns, air guns, or paint guns. "Weapons" means any firearm, including BB guns, pellet guns, air guns, or paint guns, whether loaded or unloaded, any knife (excluding a small pen or pocket knife), including a switchblade or other knife having an automatic spring release device, a stiletto blade, sabers or decorative swords, any police baton or nightstick, bows and arrows, any martial arts weapon or electronic defense weapon.
- Explosives or fireworks of any kind.
- Volatile liquids and substances of any kind, including but not limited to fuels, open paints, paint thinner or turpentine. Art equipment should be kept in lockers in the art department.
- Gasoline motors, including motorcycles and mopeds, in the residence halls.
- Wicker, paper or other types of flammable wastebaskets.
- Prohibited appliances on the Midtown campus and in Centennial Hall include: George Foreman grills, hot plates, toasters and toaster ovens, electric frying pans, crock pots and immersible heating coils.
- Room air conditioners and space heaters.
- Microwaves in rooms on the Midtown campus, other than those provided on the Micro-fridge rental units. Westside may only have the university-provided microwave.
- You are permitted to have refrigerators, but they may not be larger than 3.6 cubic feet, and you may have no more than one per resident in each room or apartment.
- Non-UL approved or faulty appliances.
- Halogen lamps of any kind.
- Octopus (multi-tap) outlet plugs and extension cords, as well as outlet extenders that are not surge-protected. (UL approved circuit breaker power strips are permitted if nec-

essary.)

- Flammable or non-UL approved decorations, including Christmas decorations and string lights. You may have decorations that are UL-approved. These must never be placed outside of the room or in a dangerous position in the room. No decorations may be hung from Pinney Hall balconies.
- Live (or cut) Christmas trees.
- Waterbeds.
- No major weight-lifting equipment. Minor weight-lifting equipment must be less than 20 pounds.
- Rooms and apartments must be kept clean of uncovered food, soda or other cans, excess dirt, litter and other unsanitary items or conditions.
- Incense or candles, burnt or unburnt, of any kind, and for any purpose.
- Illegal drugs and/or drug paraphernalia, including hookahs.
- Pets, with the exception of non-meat-eating fish, which may be kept in containers not to exceed ten (10) gallons in capacity.
- Objects placed on window ledges or hung from windows. (See Westside Specific regulations for balconies).
- There is no smoking permitted anywhere in WCSU residence halls. Smoking materials of any kind, including Beedi, clove or other cigarettes and smoking paraphernalia, including but not limited to hookahs, are violations of policy, as are e-cigarettes. All smoking must be done at least 15 feet away from the building. Smoking is not permitted on Pinney Hall balconies.
- Chewing tobaccos (or similar products).
- Stored alcohol or other beverage containers in rooms or apartments, even if used for decorative purposes. You also may not display alcohol packaging, and/or cardboard boxes.
- Water bombs, balloons, squirt guns and water fights.
- Snowball throwing in the immediate vicinity of the residence halls (including parking areas and adjacent lawns).
- Sports play in the hallways (for example, playing catch, rollerblading, bicycling, running, etc., aside from those sponsored as programs by the housing & residence life de-





partment).

- You may not remove room or apartment furnishings, nor may you use lounge furnishings at your discretion.
- You may not remove or damage any windows or window screens (including slicing, cutting, ripping). Screens may have tamper-proof stickers installed, and will be inspected in the monthly health, fire, and safety inspections. Screens which have been tampered with will be noted, and residents will be charged in the university discipline process.
- No items thrown, tossed or otherwise moved through windows, screens, or balconies.
- Exterior clotheslines (this includes Pinney balconies) or placing drying racks in the hallways.
- Illegally parked motor vehicles.
- Bikes may not be kept within the residence halls including inside your room/apartment/suite.
- Using an exit-way for any purpose that will interfere with its use as an exit-way.
- Altering or tampering with heating, electrical, fire safety, or security systems, including but not limited to misuses of smoke detectors, sprinklers and sprinkler heads, fire alarms, thermostats, or door lock systems.
- Collecting or assembling flammable materials that constitute a fire hazard.
- Using rooms or common areas for activities that could be considered parties.
- Using rooms and apartments as sales rooms or for storage of merchandise, solicitation or peddling.
- Deliveries to individual student rooms (excluding deliveries as part of HRL programs, e.g., candy-grams.)
- Pointing speakers out of residence hall windows, or excessively loud stereos, TV's, video games, etc.
- Dry and wet erase message boards on your door (inside or out). They may be used on other surfaces.
- No materials may be posted or distributed in the residence halls without receiving permission and an "Approved for Posting" stamp from the housing & residence life department.

ment.

- Electric (or other) scent warmers, regardless of form of scent (oil, candle, wax, etc.), plug in air fresheners with a coil, diffusers
- Washers, dryers, and dishwashers in individual rooms or apartments.
- Glow-in-the-dark stickers or similar decorations. Writing on walls with laundry or other detergents is also prohibited.
- Furnishings must not be within 18 inches of the front of AC/heating units in rooms or apartments.
- Curtains may only be hung using tension rods or 3M hooks.
- Table games (such as pool, ping pong, foul shot games, pinball or other games of chance or skill) in rooms and apartments. Poker or other card games and paraphernalia associated with these games are prohibited as well.
- Drinking games (including those played with non-alcoholic beverages) are prohibited.
- Entering or exiting rooms or apartments through windows or balconies, other than in the case of an actual fire or a life-safety emergency.
- Nothing (cloth, beads, etc.) may be hung from ceilings. Also, nothing is ever to be hung on doors or from overhead pipes and/or sprinklers/sprinkler heads.
- Pull up bars may not be hung from doorways.
- Painting, wallpapering, stamping and/or stenciling walls.
- Decorations may be hung on walls with removable poster strips or hooks only. No duct tape, packing tape, molly bolts, screws of any type, nails or prong holders may be used. No permanent or semi-permanent structure can be attached to any walls, ceiling or floor.
- Students may not lease, sublet, rent out, or in any other manner use their rooms or apartments as hotels or other temporary lodging to/for anyone.
- Activities that are violations of local, state or federal laws.



### Room and Apartment Maximum Occupancies

There is a maximum of two guests per resident permitted in each residence hall. If your room has:

Resident(s)	You may have:	For a total occupancy of:
1	2 Guests	3
2	4 Guests	6
3	6 Guests	9
4	8 Guests	12
5	10 Guests	15



Note: This does not mean that if you are the only resident in your room, you can still bring in guests for non-present roommates (e.g., you can't invite extra people if all your roommates are out).

### Suite and Apartment Policies

Apartments and suites require some different regulations than the traditional Midtown residence hall rooms. Here are some policies relating specifically to Pinney, Grasso, and Centennial halls.

#### Furniture

- The only non-university furniture permitted in Centennial, Grasso or Pinney is one small entertainment center unit. Small plastic/metal shelves and drawers are allowed in Westside residence halls to help with storage.

#### Wall Decorations

- Decorations may be hung on walls with removable poster strips or hooks only. No duct tape, packing tape, molly bolts, anchor screws, nails or prong holders may be used.

#### Balconies

- Nothing may be tossed from your balconies or patios. You and/or the other residents in your apartment may be separated from on-campus housing if you are found responsible for violating this policy.
- You may not use the balconies or patios as an entry to or exit from any apartment, except in the case of a fire or life safety emergency that prevents you from leaving through your apartment door.

You may be separated from on-campus housing if you are found responsible for violating this policy.

- Balconies may have:
  - potted plants (not hanging)
  - patio chairs (resin, folding, etc.) a small resin side table
- Balconies may not have:
  - hammocks, including those attached to railings
  - permanent (upholstered, etc.) furniture, including university-provided desk or dining room chairs
  - laundry lines or drying racks hanging from or placed on the balconies
  - decorations of any kind (including banners, holiday lights, etc.) Holiday lights may be strung on or around the interior of the sliding door, but may not be hung on any exterior surface
  - grills of any kind (charcoal, propane, hibachi, etc.)
  - stereo speakers aimed out balconies or windows.
  - garbage, boxes, or plastic/paper bags are to be left on the balconies.
- Smoking is prohibited on all balconies/patios.

## The WCSU Alcohol Policy

A complete version of the WCSU Alcohol Policy is available on the WCSU Student Affairs webpage, as well as the HRL webpage. What follows is the section of the policy as it relates to the residence halls:

### Residence Halls

- A. Possession or consumption of alcoholic beverages by persons under the legal drinking age is prohibited. Sale, purchase or possession of alcohol without liquid (alcohol vaporization) machines is prohibited. (Section 30-116)
- B. The manufacturing of alcoholic beverages is prohibited.
- C. Students of legal drinking age may not have alcohol in their room/apartment at any time if any of the students residing in the room/apartment are under the legal drinking age. No alcohol will be visible or consumed while anyone under the legal drinking age is in the room or apartment.
- D. It is never permitted to possess an open container of alcohol or consume alcohol in public areas in or around the residence halls. This includes but is not limited to hallways, practice or study rooms, computer rooms, lounges, bathrooms, and lawns or parking areas adjacent to the residence halls (including parking garages).
- E. Common source alcohol containers (such as, but not limited to, kegs, beer balls, punch bowls and wine boxes) are prohibited.
- F. Alcohol containers, full or empty, may not be used for decorative purposes. Paraphernalia associated with drinking or alcohol-related games (such as, but not limited to, funnels, beer bong, shot glasses, and taps) are not permitted in the residence halls. Possession of such implements or containers is a violation of University policy.
- G. The storing, displaying or collecting of empty alcohol containers in a room or apartment is prohibited. Failure to remove empty containers or storing empty containers can lead to health and safety violations.

## Parental Notification for Drug & Alcohol Violations

Western Connecticut State University is committed to the elimination of alcohol and drug abuse and misuse within the university community. Accordingly, the university has long held policies regarding the use of alcohol and drugs on campus.

The Higher Education Reauthorization Act of 1998 (HERA) allows institutions of higher education to notify parents or guardians of students under the age of 21 of the final outcome of an alcohol or drug violation. Parental notification has played an important role in reducing the amount of repeat alcohol or drug violations among students, as well as strengthened the connection between the student, his or her family, and the institution.

Western Connecticut State University would like to pro-actively address these issues rather than react to them. The university has adopted the following parental notification policy, both for incidents that occur on-campus and those that occur at off-campus university sanctioned events:

1. Western Connecticut State University will notify parents or guardians of students under the age of 21 (at the time of adjudication) that their son or daughter has been found responsible for violating the university's alcohol or drug policies. This will occur after a finding of responsibility for the second alcohol or drug offense, except in such cases detailed in #4.
2. Students whose parents will be notified of an alcohol or drug violation will be informed of such during the course of their judicial meetings with an investigative officer or a university judicial officer, after a finding of responsibility is made. This will allow the student to make contact with his or her parents or guardians prior to the letter's arrival.
3. Letters will include resources available at the university and the nearby community to assist the student and his/her family should they wish to pursue counseling or other processes.
4. In specific cases, the university will notify the parents or guardians of students under 21 years of age following a first violation. Examples of such cases may be as follows:
  - ◆ The incident involved significant property damage;
  - ◆ The incident involved a reckless disregard for the safety of themselves and/or others; and
  - ◆ The incident was accompanied by other serious violations of university policy.

The university judicial officer, in conjunction with the dean of students, will determine whether a letter should be sent to parents/guardians after a first violation.

5. If a student under the age of 21 is transported to the hospital because of drugs or alcohol, the uni-

versity will contact (via telephone) the parents or guardians of that student to inform them of the potentially serious incident. The following procedure will be in place for such a situation:

- ◆ University Police will make the transport determination, in conjunction with EMS personnel.
- ◆ If the incident occurs at an off-campus, university sanctioned event, the advisor or university representative responsible for the event will contact the campus police, who will follow the procedures below (for non-resident students).

The ADHRL/RD (in the case of resident students), or the University Police (in the case of non-resident students), will contact the administrator on call.

The Administrator on Call will notify parents/guardians that an emergency has occurred with their son or daughter, and that a parent or guardian must come to the hospital to retrieve the student. The student will not be permitted to return to the residence halls or resume classes until the student has met with the alcohol and substance abuse prevention coordinator (or the dean, in her absence) to discuss the incident and options for assistance available from the university and community resources.

### **No Smoking Policy**

All residence halls at WCSU are tobacco and smoke-free (including e-cigarettes). There are no areas in any residence hall where smoking or chewing tobacco is permitted. Smoking areas near the residence halls have been identified by your hall councils and IRHA. Benches and receptacles have been placed near these areas. Containers for disposal of smoking materials have been provided, and you are asked to make use of them. Please ask at your information desk for the area(s) near your buildings. **University policy dictates that you must be at least 15 feet away from any campus building while smoking.**

### **Quiet Hours**

Quiet hours are from 11 p.m. to 8 a.m., Sunday through Thursday, and from midnight to noon on Friday and Saturday.

During finals, 24-hour quiet hours are in effect. If you violate the quiet hours policy during the 24-hour quiet period, or if you are documented for a possible Code of Conduct violation, you will be immediately removed without warning from the residence halls. Notifications will be posted around your residence hall prior to the beginning of the 24-hour quiet period. A disciplinary hearing will follow after the close of the semester.

### **Courtesy Hours**

At all times, WCSU's Department of HRL has a policy of courtesy hours. This policy essentially means that you should be aware of the effect your personal noises have on those who live around you. If you are asked by someone to turn down volume or to be less noisy, please accommodate him or her. You can *and should* expect the same treatment from them in return. Commonly, you are considered too loud if you can be heard further than the door of the room next to your room.

### **Sprinkler Heads/Fire Safety Equipment**

Nothing may be hung from sprinkler heads. In addition, great care should be taken to see that your sprinkler head is not hit or damaged by items or activities in your room, suite, or apartment. In the case that a sprinkler head discharges, police and fire safety personnel will investigate the cause. Be aware that you may be charged with a violation of university policy if it is determined that your actions caused the discharge. You may also be liable for restitution /repair.

The university is not liable, and will not pay, for damages to your personal belongings caused by sprinkler discharge (or other reasons). Please see the liability statement in this booklet, and make sure that you are covered by personal property insurance.

### **Damages**

You are responsible for any and all damages that occur in your residence hall room.

You are also responsible for damages that occur in public areas of the building. Public area damages (PAD) are reported to the building's RD when they are discovered. These can be physical damages, such as broken doors or windows, or may be things such as excessive cleaning (urination in a stairwell). Public Area Damages cannot be appealed. All charges are made available for review throughout the semester.

When damage occurs, an amount (determined by the Department of HRL and Facilities Management) is applied to the damage. It is billed to the responsible person when that person can be identified. Often, though, no one can be identified, and the charge is shared by the general community. It is important if you know who is responsible to bring that information forward to the hall council officers or the RA so it can be discussed at your hall council meetings. All charges and assignments are listed in hall council



minutes and posted throughout the semester. Public area bills are charged at the end of each semester, while individual damages are charged immediately.

### **Health, Fire, and Safety Inspections**

Each month, members of the housing & residence life staff will inspect your rooms, suites, or apartments for health, fire and safety reasons. The inspection dates will not be posted.

Please keep in mind that your room or apartment will be inspected with or without your presence. (Be aware that your room or apartment can be entered at any time by housing staff if it is felt that there is an emergency or impending danger to you, your roommate(s) or university property.)

Violation(s) of university policy will be noted on the Health, Fire and Safety Inspection forms and you will be given a written copy of the form in order to allow you to rectify the violation(s). Dangerous or illegal items may be confiscated during inspections. If you have a violation, you will be given 72 hours to rectify it.

After this time, your room will be re-inspected by the resident director. All initially noted violations will result in a written warning, regardless of whether or not you remedy the situation. If you do not take care of the violation, you will be charged judicially and a further sanction (restitution, probation, community service, and/or separation) may result. Additionally, if violations are found at subsequent inspections, you will be referred to the judicial system immediately to face the possible sanctions listed above. In essence, you are expected to keep your living space in a clean and safe condition at all times.

### **Lockouts**

Many of us have thoughts of security and safety on our minds these days, yet, some students forget or refuse to carry their own IDs, or they leave their room or apartment doors unlocked. These practices are dangerous. Furthermore, the use of staff resources to unlock doors or perform lock changes for those who refuse to carry an ID can reach onerous proportions. *(The issuance of a temp card for anything other than a lock or card malfunction is considered a lockout. You will be charged as indicated below.)*

**First time:** The first time you are locked out of your room, you will not be charged for a lock out. When you go to the desk or an RA to be let into your room or apartment, you will need to sign a statement saying that you understand the next lockout will result in a charge to your bill.



*Second time:* If you are locked out of your room or apartment a second time, you will be let in, but your account will be billed \$15. You will not need to have cash with you.

*Third time:* You will be billed \$25 (to your student account).

*Fourth time:* Your RD will request a meeting with you. You will also be billed \$25 to your student account). Further lockouts will result in progressive university disciplinary actions, which could eventually result in your separation from housing.

Fortunately, the majority of our resident students will never have to worry about these policies. We hope that they will act as a deterrent to those of you who continue to not carry your IDs.

### Visitation

Visitation to the residence halls is permitted during the operation of the Information Desk (10 a.m. to midnight, Sunday – Thursday, 10 a.m. to 2 a.m., Friday and Saturday).

All residents and guests will be required to follow the procedures outlined below.

1. All persons entering a residence hall (residents and guests) are required to present an accepted form of identification to the Info Desk staff in order to enter the building. Each time a valid ID is not provided, it will be logged, and on the third event, you will be documented, with a disciplinary meeting to follow soon afterward.
2. Visitors to the residence hall must stop at the Info Desk immediately upon entering the building. They will:
  - Inform the staff of their name(s)
  - Present an accepted and **valid** form of identification
    - WCSU ID
    - State Driver's License
    - State Issued ID card
    - Passport (or Passport card)
    - US Military ID
  - Inform the staff of the name and room number of the resident they wish to visit
3. Residents must be present at the desk to sign guests in. Guests may leave a message for the resident (delivery is not guaranteed). Guests are not permitted to enter the building to "look for" residents.



4. Guests will be signed in using the following information:

Resident's name

Resident's room number

Guest's name

Guest's ID information (ID number, form of ID being used)

Date

Birthdate (if given a non-WCSU ID)

Time of entry

When a resident signs a guest in, s/he is assuming responsibility for the actions and conduct of the guest(s) while s/he is in the building. Residents are responsible for informing guests of university policies and regulations.

5. Guests must be accompanied by the resident who signed them in at all times while in the building. Any guest(s) found in the building unescorted by the resident who signed them in will be asked to leave immediately, and the resident will face charges in the university discipline process. The guest may also lose the privilege of visitation to campus residence halls.
6. All residents are responsible to escort their guest(s) out of the building and are encouraged to sign their guest(s) out, thereby terminating their responsibility for the guest(s). Guests may also opt to sign themselves out, protecting themselves. Please remember, although signing out is optional, all guests must be appropriately signed in each time they enter a building.
7. All buildings must be entered via the front or main entrance door(s) near the Info Desk. No one may permit entrance through exit-only doors, windows, balconies or other means.
8. Guests must be 18 years of age or older. Guests under the age of 18 may **only** sign into the building with a signed parental permission form, which is available in the [FORMS](#) section of the HRL website. The form must be submitted to the building's RD 24 hours in advance of the visit. If your guest will be coming to visit over the weekend the form must be submitted by Friday at 12pm.
9. Guests who violate university or residence hall policy may lose their privilege to visit in or around university residence halls.

Please refer to the maximum occupancy chart for information on numbers of guests permitted.



**Late-Night Guests**

There may be occasions for which a resident may request that a guest be permitted to remain in the building after the desk closes, perhaps overnight. Regardless if a guest is spending the night or not, no guest is permitted to enter the building after the Info Desk has closed. The following policy for overnight guests shall apply:

Students are permitted to have overnight guests in their rooms **only** if there are no objections from all roommates. A guest may stay overnight for no more than two nights in a seven-day period. Misconduct on the part of any guest or violation of any university or housing policy is the ultimate responsibility of the host resident.

Violations of these visitation procedures will result in university discipline, including the loss of visitation privileges.

## PROCESSES & PROCEDURES

### ***The Basics***

In order to live in on-campus housing, you must be a matriculated student enrolled in at least 12 credits each semester. Graduate students are permitted to live on campus if they are full-time (9 or more credits per semester). Married students may be accommodated in apartment housing if both students are full-time, matriculated students.

### ***Meningitis Vaccine***

You are required by law to be vaccinated within the last five (5) years, and to provide proof of the inoculation for meningitis to the University Health Services office.

### ***Satisfactory Academic Progress (SAP) and Grade Point Average (GPA) Policies***

In order to maintain eligibility to live in the residence halls, Western's Department of HRL monitors your GPA (which must remain at 2.0 or higher), and your satisfactory academic progress (SAP), meaning you must complete 24 credits per academic year.

Throughout the course of the year, your ARM will be in contact with you regarding your GPA/SAP status. If it appears that you are in danger of not meeting either your credit limit and/or the necessary GPA, your ARM and/or RD will work with you to make an action plan so that you can meet these requirements. Part of this plan will probably include meeting with your building's ARM or your RD. If you believe you may not be able to meet these requirements, you are strongly encouraged to make an appointment to see your RD and make a plan immediately.

Generally, students who do not meet the SAP or GPA policies' requirements will be permitted to remain in on-campus housing for a semester if they: attend intersession or summer classes and achieve the necessary credits or GPA; or if they have an action plan approved by their resident director which they follow through with. If you're in danger of not meeting GPA or SAP, and if you do neither of these things, you will not be eligible to live on campus. If you are academically suspended, you will be removed from any assignment you've been given and you will not be permitted to live in on campus housing.

Please remember that there are different kinds of SAP for your college or major, as well as for your financial aid eligibility. Don't assume that because you are OK with any one of these areas or with housing that you are OK with another one. Always take the time to visit Financial Aid, your advisor, your dean, or your RD to be sure you are meeting everyone's requirements and regulations.

Your student handbook and WCSU catalog will be helpful to you as well.

### **Room Selection**

The most important thing for you to know is that there is ALWAYS something you will have to do to reserve your space EACH SEMESTER while at WCSU.

With the year-long housing contract, you will only pay a non-refundable housing deposit (\$250) once per year, generally in March for the following fall if you are a returning student. You will be given specific instructions with your deposit notice which will outline the fall room selection process. There will be a very simple, but very specific, set of instructions for you to follow in order to secure your fall room.

Your CULTURE™ priority points will determine a date for you to participate in selection. You and your selected roommates will sign up as a group according to your priority point totals, and you will actually select the room or apartment you will be living in for the fall.

For the Spring semester, we anticipate that most of you will remain in your fall rooms. However, there will be an opportunity to change rooms if you desire it, which will be advertised in the late Fall.

Please be aware of postings, website, Facebook and Twitter announcements, handouts in the residence halls, and emails sent to your WCSU account regarding how to reserve a space for the next semester. If you have any questions, please stop by the HRL office, or call 203-837-8531.

## Leaving Housing

Students who **leave** Western Connecticut State University and University housing are required to notify the department of Housing & Residence Life to officially withdraw from housing. Those students are also required to formally check out with the resident director of their building before they will be considered withdrawn.

If you have a need to cancel your Housing Contract for any reason, yet **remain enrolled** at WCSU, you must make a **written request** to do so. Students who enroll for the **academic year** in housing may cancel their contract prior to **June 30th** without penalty. After June 30th, the cancellation request will be reviewed by a committee to determine if you will be released from your contract, or will remain responsible for the room and full payment.



Students who enroll for the first time for only the **spring semester** will have until **December 1st** to cancel their contract without penalty. Again, after December 1st, the cancellation request will be reviewed by a committee to determine if you will be released from your contract.

Please see the **information on the year-long contract** for complete details of how this contract impacts you.

### **Board of Regents Withdrawal Policies**

The Housing Deposit is a Non-Refundable deposit.

Upon withdrawal from the University, the housing refund will mirror the University refund policy for tuition and fees as such:

- 100% refund, less the housing deposit, for withdrawal up to and including the first day of University-wide classes as defined by the published university calendar.
- 90% of the balance, less the housing deposit, will be refunded during the first week of university-wide classes.
- 60% of the balance, less the housing deposit, will be refunded during the second week of university-wide classes.
- 40% of the balance, less the housing deposit, will be refunded during the third and fourth weeks of university-wide classes.

## SAFETY & SECURITY

### Door Access Policy

To enter a residence hall on the Western campus you must have a valid WestConnect identification card. WestConnect cards are available at the WestConnect Office located in the Old Main Administration building. Normal business hours are 8 a.m. to 4 p.m.; however the office does offer extended hours at the start of the fall and spring semesters. Please visit their website for the most up-to-date schedule. The office staff may be contacted at (203) 837-9311.

Each main door to the residence halls has a card reader; this reader uses a technology called proximity technology in order to read the card and grant access to the building.

Proximity technology means the card is read when held in proximity to the reader, therefore it does not require you to swipe your card through the reader. The read range for cards is about 4 inches from the reader. Although there is a PIN pad on the reader, that function is not being utilized at this time.

Your card is your key to the building; it is issued to you and intended solely for your use. The card is non-transferable, and you should never loan or give your card to another individual.

Procedure to access the residence hall:

1. Present your card to the reader, and wait for the light to flash green.
2. Pull open the door and enter.

It's that simple!!

Never hold open a door/prop open a door in the residence hall. This will cause an alarm. Be aware that every time you present your card to a reader, there is an audit trail of activity. If an alarm is activated, the University Police will respond.

**WARNING:** You should never let anyone into the residence hall without a card or being properly checked in at the front desk. Safety is a shared responsibility and you must be conscious of who is accessing your place of residence.

### Lost Cards

**Report a lost card immediately to your building's front desk and/or resident director. ID Cards should NEVER be given to a friend or other student.** Your card can be temporarily marked as lost. Even if you are not sure if the card is permanently lost, notify your resident director. Lost cards may be replaced at the



WestConnect Office during normal business hours.

There is a \$15 charge for the replacement of a lost card, the fee is billed to your student account and is payable at the cashier's office.

If you lose your card after-hours, your resident director, at your request, may provide you with a temporary card to be used until the next business day that the card office is open. Temporary cards must be returned to the resident director.

WestConnect provides a "Manage My Account" website, where you can see your balances for meal plan, ConnectPrint, and ConnectCash and report your card as lost/ stolen. The web address is [www.wcsu.edu/westconnect/card\\_account\\_manager.asp](http://www.wcsu.edu/westconnect/card_account_manager.asp)

### **Fire Safety**

Fire is always a danger in residence halls. Using your common sense is the best weapon to avoid fires. Here are some other tips and information.

- Candles, incense, wax melters, oil diffusers, and clove or other scented cigarettes, tobacco (including chewing tobacco), e-cigarettes and other smoking products are prohibited in all residence halls at WCSU.
- Microwaves are not permitted in student rooms on the Midtown campus other than those provided on the Microfridge rental units.
- Tampering with life safety equipment (extinguishers, smoke or heat detectors, hoses, alarms, sprinkler heads, etc.) is against state and federal laws, as well as university policy. Formal legal and university action will be taken, and the penalties may be severe if you are found to have tampered with life safety equipment in any manner.
- Fire alarms and drills may occur during the semester. Be sure to familiarize yourself with evacuation routes and policies. Evacuation routes (maps with "You are here" stickers) are posted on each residence hall room or apartment exit door.
- Evacuation is mandatory for all fire alarms. The fire or police department may call for all rooms to be searched, and you will face civil and/or university action if you are found in the building during an alarm.
- Evacuation gathering areas are posted near each residence hall (see map at the end of this booklet). When an alarm sounds and you exit the building, you are required to move to the evacuation area in order to allow fire and police personnel to be able to get in and perform their jobs. If you



do not evacuate to the appropriate areas, you will be documented and charged in the university discipline system.

### **Cooking**

Cooking is not permitted in rooms on Midtown. There are facilities throughout most buildings where you may cook, using appropriate caution. In Centennial Hall, microwaves are provided, but other cooking appliances (other than toasters) are prohibited.

Apartments in Pinney and Grasso are equipped with kitchens, but cautious cooking should be the rule. This includes making sure your ovens, microwaves and appliances are kept clean, and that any malfunctions are promptly reported for repairs. Sloppy or dangerous cooking procedures and facilities (greasy buildup, inappropriate appliances, etc.) that result in fire, smoke or excessive heat damage and alarms will result in the filing of university charges against the residents responsible for the conditions which caused the damage or alarms. Restitution for resulting damages will be a minimum sanction in such cases and housing separation could also result in a sanction.

### **In Case of a Fire**

If you hear an alarm, or if you discover a fire and pull an alarm, prepare for exiting the building by doing the following:

- Take a towel to cover your face in case there is smoke.
- Close all windows. Oxygen feeds the fire.
- Check your doorframe for heat. If it is hot to the touch, stay inside and call the police emergency number (911) to notify them that you are in your room.
- Take your ID or room keys with you.
- Close your door behind you.
- Walk quickly but don't run to the nearest accessible exit. If there is smoke, stay near the floor, as smoke rises.
- Wear shoes and warm clothes. You can be outside for a long time with some alarms.
- Remain calm.
- Report to the identified evacuation area for your building.

## Your Personal Safety — Keys and IDs

These items are your lifelines to your rooms and the buildings in which you live in. At this time, all rooms or apartment doors on campus operate with your ID. Keys are only issued if there is a problem with your door lock or if you request one for your bedroom in your apartment (Pinney Hall). You, your roommates and all of your possessions are protected almost solely by the fact that no one else has access to your ID.

Doors from rooms or apartments to public hallways must never be left in the unlocked position or propped open. Staff members have been instructed to check hallway doors on their rounds, to lock any doors found in an unlocked position and to close propped open doors. Disciplinary action may be taken if room or apartment doors are found left in an unlocked position or propped open. Disciplinary action may include documentation and a meeting with the resident director or with a judicial officer.

If you lose your ID, you must tell the desk immediately so that your card can be shut off. You must replace your card as quickly as possible and notify the desk again so that the proper code can be assigned to your new ID.



## Safety

Issues of personal safety are important to each of us. In order that we are safe and our belongings secure, it is imperative that you follow these policies at all times.

- All exit doors should remain secure at all times. Never prop doors at any time.
- Remember to keep your room door locked at all times.
- When you travel across campus at night, use the university escort service (x79300) or go in groups. If you are coming back to campus late, you may call ahead and have the escort meet you at your car to walk you back to your room.
- Keep your car locked at all times, and park in a well-lighted area.
- Emergency phones are located all over campus. Most have a blue light to make them easy to find. There are also yellow and blue emergency phones. All you need to do is get to the phone and push the button. Police will immediately be notified of your call and location and can communicate with you over the phone (with no hands).
- Mark personal items with identifying numbers (equipment available from University Police).
- Write down the serial numbers of your belongings. This information will be helpful to WCSUPD in



the event something is stolen.

- Let a staff member know immediately if you see a stranger in the halls.
- Carry your ID on you at all times. You will be asked to provide it to enter any hall, even the one you live in. You may be asked to show your ID to the police or the staff, and your guests will always have to show a picture ID to visit in a building.

## AMENITIES

### **Mail**

Each student has a mailbox in his or her residence hall. Mail is delivered Monday through Friday only. Please check your mailbox daily!

Address all mail to:

Your Name  
Building and Room #  
WCSU  
181 White Street  
Danbury, CT 06810

### **Email**

Your Western email address is the chief, official means by which the university and the Department of HRL will communicate with you. It is imperative that you check this account daily.

### **Vending Machines**

Most buildings have candy and soda machines. Most campus vending machines are also able to accept ConnectCash on your student ID. ConnectCash is loaded on your card that can be used for laundry, Sodexo venues, vending machines and the University Bookstore. There is a \$20 minimum to add money to your ConnectCash account.

### **Meals**

Sodexo is the current food service provider. You must present your ID card or pay cash to eat. Midtown residents default to the Ultimate Dining plan. This plan offers 21 meals per week in the Student Center Restaurant, Einstein's, and the Westside Marketplace, 5 guest passes, and \$200 Flex Points per semester.

These students may opt to take the Platinum or Platinum plus plan if they desire.

Centennial students default to the Platinum plan as their meal plan. The Platinum plan provides 15 meals per week, (SC Restaurant, Einstein's WS Marketplace) in addition to \$110 in Flex Points and 5 guest passes for the semester. Centennial students may opt to select the Ultimate or Platinum Plus plan, but may not select the Blue, Blue Plus, Gold, or Gold Plus plans. The Platinum Plus plan provides 15 meals per week, \$175 in Flex Points, and 5 guest passes for the semester.

Grasso and Pinney students have a Blue plan, which provides 75 meals per semester in either Westside or Midtown, along with \$250 in Flex Points. There is also a Blue Plus plan, which is 75 meals per semester and \$325 in Flex Points. Grasso and Pinney students can opt to purchase the Blue Plus, Gold, Gold Plus, Platinum, Platinum Plus, or Ultimate Dining plans as well. The Gold plan consists of 175 meals per semester and \$175 Flex Points, while Gold Plus is 175 meals per semester and \$250 Flex Points per semester.

Flex Points are "dollars" linked to your meal plan that allow you to purchase items in any of the Sodexo locations on both campuses. Points expire at the end of the academic year.

### **Internet**

All residence halls provide wireless access to the Internet. Each room also provides data drops for your computer, with Internet access. It's as simple as plugging in and following the instructions for logging in to the system. If you have questions, please call the Help Desk at 203-837-8467. You will find complete information on the university website at [www.wcsu.edu/technology/students](http://www.wcsu.edu/technology/students).

### **Laundry**

Our laundry machines operate from your ID (WestConnect card) when you have ConnectCash on it. Machines are available in each building. If using cash, the price is \$1.50 per wash/dry. If using ConnectCash on your ID, the cost is \$1.30 per wash/dry.

### **Phones and Voice Mail Services**

The university no longer provides phone or voicemail services within the residence halls.

### **Shuttle Bus Service**

Shuttle service is supplied between both campuses. Schedules are available online and in your information desk. Stops are located at the Westside Commuter Lot, the Campus Center, the O'Neill Center, in front of Pinney Hall, in front of Grasso Hall, in front of Centennial Hall; and on Midtown on Fifth Avenue near White Hall, near the Berkshire Gym, and on Roberts Avenue next to the Student Center.

Several stops are also available in Danbury: Lake Ave. (near Stop & Shop), the Kennedy Street HART station (upon request) and Danbury train station (upon request), and on weekends, the Danbury Fair Mall.



A new service is also available which allows you to follow the shuttle on GPS. This location tracking is available to Android and iOS users, as well as in a webapp, through Double Map. Check the shuttle website (<http://www.wcsu.edu/shuttle/>) for details.

The shuttle is a free service, but you must have your ID. Should you run into issues with the shuttle, you're asked to email your specific details (time/date/run etc.) to [shuttle@wcsu.edu](mailto:shuttle@wcsu.edu).

### **Cable Television**

Each room is equipped with cable TV access. Service is currently provided by Campus Televideo. For a listing of the channels, please see this link: <http://www.wcsu.edu/housing/documents/documents/forms/2016%20Western%20Cable%20Lineup.pdf>. We also now provide HBO Go and Showtime—all you need is your WCSU email and password!

## **IMPORTANT INFORMATION**

### **Liability and Personal Property Insurance**

The university shall not be liable, directly or indirectly, for loss and/or damage to personal property by fire, theft, water damage due to any source of water contamination, or any other cause. Every resident is encouraged to hold personal property insurance coverage since the University Insurance Program is limited to coverage of only university-owned property. You may be covered by your parents' homeowners' policy. Please check into insurance coverage immediately.

### **Storage**

Residence halls are designed mainly for living and programming spaces. There is extremely limited storage available, and it is confined to housing & residence life storage only. There is no space available outside your room to store any of your belongings.

You may also not move any university furniture from your rooms (beds, dressers, desks, chairs). Please plan accordingly and utilize your space well. Do not move your furniture out of your room and leave it in the hallways. Please do not ask a custodian or maintainer to remove furniture for you.



## **Health Services**

The University Health Service is located on the Midtown campus, across from the parking garage and in front of Litchfield Hall. Health Service provides treatment to all full time students, regardless of the health insurance they carry. Emergency care only is provided for part time students, faculty and staff.

Appointments are recommended. Please call 203-837-8594 to schedule an appointment.

### **After Hours**

If it is an emergency, you should go to the emergency room at Danbury Hospital. For non-emergencies, contact your private health care provider or a local urgent care clinic ([www.afcurgentcaredanbury.com](http://www.afcurgentcaredanbury.com)). The charges for these services will be billed according to your insurance company. For further information on after hours care please visit [wcsu.edu/healthservices/afterhours.asp](http://wcsu.edu/healthservices/afterhours.asp)



## 2019-20 COSTS PER SEMESTER

The room rates that are reflected below are those which have been approved by the CSU Board of Regents. They do not indicate that each type of space is available. All assignments to specific room types are made at the sole discretion of the Department of HRL. Costs each year are determined by the Board of Regents and have generally been increased 5 percent each year.

### Midtown campus:

◆ **Fairfield, Litchfield, Newbury Halls:**

Double	\$3,874.50
Single	\$4,355.50
Triple	\$3,642.50

**Board (Meal) Charges:** (Board is required of all students who live on campus)

Ultimate (All Midtown Residence Halls)	\$2,829.00
Platinum (Centennial)	\$2,645.00 (Platinum Plus: \$2,698.00)
Gold (optional, Grasso, Pinney)	\$1,839.00 (Gold Plus: \$1,892.50)
Blue (Grasso, Pinney)	\$1,147.00 (Blue Plus: \$1,372.50)

### Westside campus:

◆ **Pinney Hall:**

3 bedroom, double in a 5 bed apartment	\$4,583.00
3 bedroom, single in a 5 bed apartment	\$5,019.50
1 bedroom, 2 bed apartment	\$5,069.00
1 bedroom, 1 bed apartment	\$5,633.00

◆ **Centennial Hall:**

2 bedroom, 4 person suite	\$4,201.50
2 bedrooms, 5 or 6 person suite	\$4,001.50
1 bedroom, 2 bed suite	\$4,632.50
1 bedroom, 1 bed suite	\$5,247.00

◆ **Grasso Hall:**

2 bedroom, 4 bed apartment	\$4,201.50
1 bedroom, 2 bed apartment	\$4,632.50
1 bedroom, 1 bed apartment	\$5,020.00

**Social Fee:** Per student \$22.50/per semester

### Break Housing

- For Thanksgiving and spring breaks, housing is available at no additional charge for all resident students, regardless of the reason for the stay. Students must, however, register with the HRL department/your RD in order to have access to the building.
- During semester break/intersession, housing is available on a limited basis and at an additional charge for those who might need it. Information will be available about this break on the HRL website and in your buildings approximately one month prior to the break.

## OPEN/CLOSE SCHEDULE\*

### Academic Year 2019-20

Freshmen, Friday, Aug. 23	Freshmen/transfer students move in at 9 a.m. First meal on meal plan — brunch
Returning Students Sunday, Aug. 25	Residence halls open for returning students at 10 a.m.
Thanksgiving Tuesday, Nov. 26	Halls close at 6 p.m. for non-registered students Last meal — dinner
Sunday, Dec. 1	Residence halls re-open — 1 p.m. First meal — dinner
<b>*Semester break</b> Friday, Dec. 13	Residence halls close — 6 p.m. Last meal — lunch
Monday, Jan. 20, 2020	Residence halls open — 10 a.m. First meal — dinner
Spring break Friday, March 13	Halls close at 6 p.m. for non-registered students Last meal — lunch
Sunday, March 22	Residence halls re-open — 1 p.m. First meal — dinner
<b>End of year *</b> Friday, May 15	Residence halls close at 6 p.m. Last meal — dinner
TBA	Graduation is at 10:30 a.m.

\*Students must leave immediately upon completion of their last final exam. Exceptions are granted, based upon reason and at the discretion of the housing staff involved.



## WEBSITE

If you would like more information about the housing & residence life department, please visit us on the WCSU website.

[wcsu.edu/housing](http://wcsu.edu/housing)



You can also find us on Facebook at **WCSU Housing & Residence Life**.



We're also Tweeting **@wcsuhousing**.



And for a podcast with all kinds of information to help you be successful at WCSU, listen in to **Gab & GROW**, a series of short (20-25 minute) podcasts with information about people, places, resources, and hints for WCSU Success. You'll find the podcasts on iTunes, Stitcher, SoundCloud, and other podcast providers. Just look for WCSUMedia, then **Gab & GROW**.



## FIRE MAPS

### Westside campus

#### Pinney Hall:

If you leave through a front door, please head to the right as you exit. Move to the far East corner of the parking lot near Grasso.

Be sure that you've cleared sidewalks, entryway, doors, and roads to the building for fire department access. If you leave from the rear exit, walk down the stairs and away from the building into the back parking lot areas.

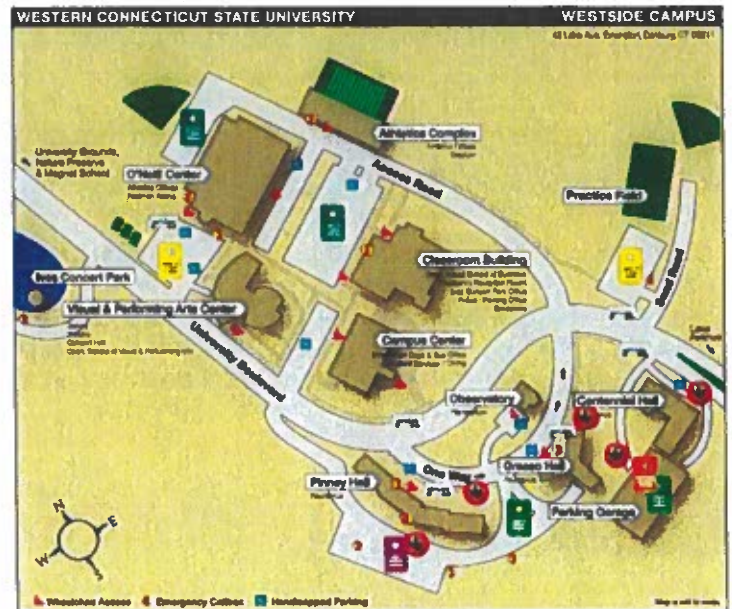
Keep roadways clear for fire department access.

#### Grasso Hall:

Exit to the West of the building, toward the front Pinney parking lot, or from the rear to the far lane of the back parking lot. Please keep all roadways and parking areas clear for fire access.

#### Centennial Hall:

From the front, please exit to the left of the building and move to grassy areas beyond the access road. From the rear exits, please move to the far end of the courtyard, beyond the access road and closer to the garage area. Please keep all roadways clear for fire department access.



### Midtown campus

**Newbury Hall:** From the rear (parking lot) side of the building, residents should move toward the boiler house and Litchfield Hall area. You must clear the parking lot entirely, as this is where the fire trucks will access the building. If you leave from the Eighth Avenue side, please move to the grassy lawn near Litchfield.

**Fairfield Hall:** From whatever door you exit, please make your way to the Alumni Circle area between Fairfield and Old Main. Do not go into the parking area between Fairfield and White Hall, as this is where fire trucks will access the building.

**Litchfield Hall:** Residents should make their way to the Old Main parking lot or to the far end of the patio area near the boiler house. Please stay away from the main entrance to the building and the White Street (Health Services) side, which is where the trucks will access the building.

