



CharterOak STATE COLLEGE

A Higher Degree of **Online** Learning

**Calendar Year 2024
Annual Security Report**

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Dear Campus Community,

In 2024, Charter Oak State College continued to deliver high-quality virtual classes and student services seven days a week, ensuring access and flexibility for our diverse student body. Our physical campus in downtown New Britain, Connecticut, remains open Monday through Thursday for students and visitors seeking in-person assistance with admissions, advising, or financial aid. Having successfully transitioned to our new headquarters last year, we have focused this year on strengthening our engagement with the local community, modernizing our facilities, and enhancing the support we provide to students, faculty, and staff.

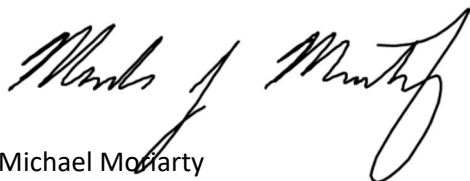
Charter Oak State College, hereafter referred to as "Charter Oak" or the "College," is proud to publish this Annual Security Report (ASR) in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the "Clery Act"). This report provides both current and prospective members of our community with a transparent overview of the College's safety and security environment.

To prepare this report, Charter Oak works closely with local law enforcement and other partners to provide accurate crime statistics as well as meaningful context. This year's report includes data covering calendar years 2022, 2023, and 2024, along with narratives on key safety initiatives, emergency response protocols, and relevant College policies.

As part of our ongoing commitment to student safety and compliance with evolving federal law, the College is also voluntarily including information on hazing prevention and reporting—well ahead of the mandated timeline under the Stop Campus Hazing Act. This reflects our proactive stance on building a safe, respectful, and supportive environment for all members of our community.

Though comprehensive, this report is designed with clarity in mind, enabling readers to quickly access the information most relevant to them. We encourage all members of the Charter Oak community to review the report and remain active participants in maintaining a safe and secure learning environment.

Sincerely in Partnership,

A handwritten signature in black ink, appearing to read "Michael Moriarty", written in a cursive style.

Michael Moriarty
Vice President for Administration & Chief Financial Officer

Report Publication & Distribution

Charter Oak State College publishes and distributes its Annual Security Report (ASR) by October 1st of each year. The ASR includes crime statistics from the past three calendar years, covering incidents reported within the College's Clery geography, which consists of on-campus property as well as adjacent and accessible public areas. In addition to statistics, the report outlines institutional policies on campus security, sexual misconduct, emergency response, and other matters critical to community safety.

A digital copy of the ASR is emailed annually to all students and employees and is available online at www.charteroak.edu/security.

Prospective students and job applicants who formally interview with the College receive the most recent ASR upon request. In compliance with the Clery Act, all data used in this report is retained for a minimum of seven years.

Printed copies of the ASR may be requested in person at the College's campus headquarters, located at 185 Main Street, New Britain, Connecticut.

Campus Geography

Charter Oak State College is a distance-learning institution serving students across the globe. While most student interactions take place in the online classroom, the College maintains a physical headquarters where students can receive in-person assistance with admissions, advising, financial aid, or other support services.

The College's headquarters is located at 185 Main Street in downtown New Britain, Connecticut. Approximately 80 staff members work on site at this location, while more than 350 faculty reside across the nation and primarily teach remotely.

The move to 185 Main Street in July 2023 consolidated the College's former New Britain and Newington offices into a single, modern campus setting. The downtown headquarters provides a centralized and accessible environment for students, employees, and community partners.

Clery Act Geography

Under the Clery Act, campus geography is categorized into the following four areas:

- On-Campus Property
- Non-Campus Property
- On-Campus Student Housing
- Public Property

For the 2024 reporting year, Charter Oak State College maintained a single On-Campus Property at its headquarters located at 185 Main Street in downtown New Britain, Connecticut. This location serves as the College's sole operational center, housing administrative offices and providing in-person support services for students.

Based on the distance-learning nature of the College, Charter Oak does not have any on-campus or off-campus student housing. In addition, the College does not have any student organizations that own, control, or regularly utilize other facilities, and therefore has no property classified as Non-Campus Property under the Clery Act.

The College maintains leased parking spaces for employees in the municipal parking garage located directly across the street from 185 Main Street. Because these spaces are secured under a rental agreement between the College and the garage operator, the leased portions of the garage are considered part of the College's On-Campus Property.

Areas immediately adjacent to 185 Main Street, including portions of Main Street, nearby sidewalks, and public access points surrounding the municipal garage, are classified as Public Property in accordance with the Clery Act. Jurisdiction over these areas resides with the New Britain Police Department, as further described later in this report.

Campus Security Authorities

In acknowledgment that crimes may be reported through a multitude of channels, the Clery Act has defined a Campus Security Authority ("CSA") as:

- A campus police department or security department;
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police or security department. This includes outside security personnel for specific events, individuals responsible for monitoring housing activities or student escort services;
- Any individual or organization to which students and employees should report criminal offenses;
- An official of an institution who has significant responsibility for student and campus activities

The designated CSA's for the College in 2024 were as follow:

Ed Klonoski
President

860-515-3888
eklonoski@charteroak.edu

David Ferreira
*Provost & Deputy Title IX
Coordinator*

860-515-3727
dferreira@charteroak.edu

Michael Moriarty
*Vice President for Administration
& Chief Financial Officer*

860-515-3760
mjmoriarty@charteroak.edu

Kim Pacelli
Title IX Coordinator

610-993-0229 x1018
kim.pacelli@tngconsulting.com

Wanda Warshauer
Director of Academic Services

860-515-3841
wwarshauer@charteroak.edu

These individuals are designated by the President with support from the rest of the Executive Team (defined as the Provost, the Vice President for Administration and the Chief Information Officer). Students and employees should report criminal offenses to one or more of the individuals listed above.

Reports can be made to CSA's through the means most comfortable to the individual making the report and can include in person conversation, telephone, email or written report. Once a report of a crime is received, the CSA reports the matter immediately to the corresponding Executive and the Executive Team convenes to determine the appropriate authorities to contact. To ensure reports and responses are timely, if the Executive team is not available to immediately meet; the Executive notified may engage the appropriate authorities (federal, state or local law enforcement) directly dependent on the severity of the matter.

Although the College encourages accurate and timely reporting of all crimes to the appropriate party through informal means such as verbal conversations on a case by case basis; the College does not maintain a formal policy encouraging such. If a victim is unable to make such a report, a CSA may act on the victim's behalf to liaison with the appropriate authorities.

Working with Local Law Enforcement

Charter Oak State College does not operate a campus police department or campus security office. Instead, the College works directly with law enforcement agencies that have jurisdiction over its single location at 185 Main Street in downtown New Britain, Connecticut.

The following agencies hold jurisdiction and maintain the authority to act as first responders and to make arrests at the College's campus:

- Connecticut State Police, Troop H – maintains statewide jurisdiction, including at all state higher education institutions.
- New Britain Police Department – has primary municipal jurisdiction over the City of New Britain, including the streets and public property surrounding 185 Main Street.
- CT State Community College Police Department (New Britain Campus) – co-located within the same building as Charter Oak, with sworn police officers who may serve as first responders in coordination with other agencies.

Charter Oak works closely with each of these agencies to ensure timely responses to emergencies and effective communication regarding campus safety matters. The College values these relationships and encourages any of the three agencies to respond as first on scene, depending on availability and the nature of the incident.

Contact Information:

**CT State Community
College Police**
185 Main Street
New Britain, CT 06051

**Connecticut State Police
Troop H**
100R Washington Street
Hartford, CT 06106

**New Britain
Police Department**
10 Chestnut Street
New Britain, CT 06051

As Charter Oak does not maintain its own campus police or security department, the College does not produce or publish a daily crime log. Each of the above-listed law enforcement agencies maintains its own records in compliance with state and federal disclosure laws.

Confidential Reporting of Crimes or Offenses

The College does not maintain a process or mechanism that provides a voluntary confidential reporting program for students or employees to report a crime. As there are no pastoral or professional counselors employed by the College or otherwise available, advisors and counselors are required to report crimes revealed to either the College's CSA or directly to law enforcement.

Crime Prevention & Security Awareness

While crime prevention and security awareness may overlap in many regards, on the College's campus they are considered two separate programs. A Crime Prevention Program is specifically structured to prevent crime from occurring against students and employees whereas a Security Awareness Program is a dedicated event, program or channel to help educate students and employees about threats, protocols and crime prevention programs. Due to the majority of Charter Oak's student population taking classes through a distance online, the College does not maintain any formal Crime Prevention Program.

Security Awareness Programs related to the College consist of education programs and campaigns geared towards both employees and students. Employees are required to take annual training related to sexual harassment and workplace violence, a requirement for all CSCU employees.

In addition, the College maintains the CSCU Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy to aid in the prevention of sexual assault, domestic violence and stalking. The College encourages the reporting of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence, as an effective means of taking action by reporting such acts to the appropriate officials and pursuing criminal or disciplinary remedies, or both. The only way that action can be taken

against anyone who violates another in such a manner is through reporting. A copy has been included as an appendix.

Charter Oak provides those who report sexual misconduct with many supportive options, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual misconduct. Sexual assault, domestic violence, and stalking are not gender specific issues and can happen anywhere and to anyone. A copy of the policy has been included in the appendices which detail the procedures to report a crime, those procedures followed if a crime occurs and additional resources and rights of students.

On traditional college campuses, occurrences of sexual assault and other violence are frequently associated with alcohol, and many victims know their assailants. Students who study at a distance as part of the College's curriculum should be aware of personal safety issues and wary of potentially dangerous situations in their daily lives.

Related to workplace violence, the College maintains a Violence in the Workplace Prevention Policy, a copy has been included in the appendices. This policy covers all campuses since each location at the College represents the workplace and discusses prohibited conduct, reporting procedures and leadership's responsibility.

In connection with an employee's annual review, each employee must acknowledge and certify that each policy issued by the College in connection with workplace safety and other matters has been received and will be complied with.

Physical Security & Access

Entrances to campus are locked 24 hours a day with only access available through authorized keycards or the digital unlocking of the door through door to desk video conferencing.

Facilities staff on campus monitor lighting, fire, medical and accessibility conditions and advise as needed when repairs or adjustments are needed. Like many higher education institutes, the College must balance the nature of being a public institute within the State of Connecticut and the safety of Charter Oak's employees and students.

All campuses maintain fire systems that are monitored 24/7 by third parties.

Active Bystander

Being an active bystander is a positive and impactful way that employees and students can help create a safer community. Active bystanders are not directly involved in an incident but observe problematic or potentially harmful behavior that could lead to criminal activity or misconduct. In these moments, bystanders have a choice: to remain passive or to take safe, constructive steps that may prevent harm and positively influence the outcome.

It is important to remember that bystander actions should diffuse situations rather than inflame or escalate them. Safety must always come first. If you witness someone in immediate danger, or if a situation escalates to raised voices, threats, or physical violence, you should call 911 immediately. Bystanders should not physically intervene in dangerous situations, even with the best of intentions.

Examples of helpful bystander behaviors include:

- Listening and believing an individual who approaches you with a serious concern.
- Remaining alert and watching out for those who may be in vulnerable or unsafe situations.
- Speaking up when someone's behavior raises concern, using calm and respectful language.
- Contacting the appropriate authorities early to prevent a situation from progressing.

By acting thoughtfully and safely, active bystanders play a critical role in preventing harm, supporting their peers, and reinforcing the values of respect and responsibility at Charter Oak State College.

Sex Offender Registry

The National Sex Offender Public Website is a registry that databases national and local level information that can be accessed at [United States Department of Justice National Sex Offender Public Website \(nsopw.gov\)](https://www.nsopw.gov). The College does not maintain nor hold any authority over such registry. The College has not considered or assessed the specific risk of re-offense with regard to any individual prior to his or her inclusion within the registry, and has made no determination that any individual included in the registry is currently dangerous."

Drug, Alcohol & Substance Abuse Policy Statements

The College adheres to two policies governing drug and alcohol abuse in the workplace. The first policy that the College must adhere to is a direct result of the public nature of the College and represents the State of Connecticut's Drug Free Workplace Policy.

This policies emphasizes that the State of Connecticut is committed to winning the battle against substance abuse. Substance abuse jeopardizes a stable family structure, increases crime, impacts worker productivity, and presents a continuing and growing drain of government funds. For our youth, substance abuse is an especially serious threat. Drugs destroy their hopes and dreams and, all too often, their very lives.

The workplace is not immune to the influence of substance abuse. Worker safety, health and efficiency are adversely affected. Therefore, in harmony with Connecticut's three-pronged

strategy of education, treatment and enforcement to combat substance abuse and in accordance with federal legislation, this Drug-Free Workplace Policy has been adopted.

Effective March 18, 1989, the federal government enacted the “Drug-Free Workplace Act”, (41 U.S. Code §§701 et seq.). This act requires that any employer receiving federal funding must certify that it will maintain a drug-free workplace. Among other things, the act requires that a policy be published notifying employees that the unlawful manufacture, distribution, possession, or use of controlled substances is prohibited in the workplace. It also requires that certain actions be taken if this policy is broken.

It is the policy of the State of Connecticut that each employee has a right to come to work and perform his or her job in an environment that is free from the illegal use of drugs. It is also in the interest of the State and the public that employees be able to perform their duties safely and efficiently. The State is firmly committed to promoting high standards of health, safety, and efficient service. Thus, our goal is to maintain a work environment free from the effects of drug abuse.

It is the policy of the State of Connecticut that employees shall not unlawfully manufacture, distribute, dispense, possess or use a controlled substance while on the job or in the workplace, or be under the influence of a controlled substance, not prescribed for him/her by a physician, while on the job or in the workplace. Any employee violating his policy will be subject to discipline, up to and including termination.

It is the policy of the State of Connecticut that employees with substance abuse problems be encouraged to participate in a counseling or rehabilitation program prior to being in a disciplinary situation. Employees should be advised of the Employees Assistance Program provided by the agency and any available drug counseling or rehabilitation programs.

“Controlled substances” are specifically defined in federal law and consist of two classes of drugs: (1) those commonly thought of as “illegal” drugs; and (2) certain medications if not being taken under a physician’s prescription or according to a physician’s orders, which the federal government has determined have a potential for abuse, or are potentially physically or psychologically addictive.

Employees must give notification in writing to the College’s appropriate personnel within five (5) calendar days of any conviction for violation of a criminal drug statute if the violation occurred in the workplace. A conviction means a finding of guilt (including a plea of nolo contendere) and/or the imposition of a sentence by a judge or jury in any federal or state court. This reporting requirement is in addition to any College specific policies that require notice of arrests and/or convictions. An employee who is so convicted or who fails to report such a conviction is subject to discipline, up to and including termination.

“Workplace” includes any locations owned, operated or controlled by the State, whether the employee is on or off duty, and any other locations while on duty where State business is conducted, including traveling on State time to or from such work locations.

The College must notify the appropriate federal agency in writing, as well as the Office of Labor Relations, within ten (10) calendar days of receiving notice that one of its employees funded

under a federal grant or contract has been convicted for a violation of a state or federal drug statute occurring in the workplace.

Employees who have substance abuse problems are encouraged to participate in a rehabilitation program and should be notified of the Employee Assistance Program and available drug counseling or rehabilitation programs. The federal act requires that an employer take action within 30 calendar days of receiving notice of a workplace drug conviction to impose discipline upon and/or to require satisfactory participation in a substance abuse rehabilitation program by the convicted employee.

Since it is a federal certification requirement that employees be notified of this policy, each employee will receive a copy of it. The policy is also be available at the College's Human Resource Office.

The College additionally maintains its own policy to establish a drug-free environment in accordance with the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act. Since Charter Oak does not have a campus where students and faculty gather routinely, it does not encounter the problems of alcohol and drug abuse in the same way as other colleges and universities. However, students and employees are not immune to the problems caused by substance abuse. The College recognizes that the misuse of alcohol or the use of illegal drugs represents a serious threat to the physical and mental well-being of its students and employees as well as to society as a whole. Our common goal is to foster a community where the intellectual development of students is free from the harmful effects of drugs and alcohol. The health and psychological problems resulting from the abuse of illicit drugs and/or alcohol include blackouts, hangovers, nausea, vomiting, loss of energy, depression, impaired driving skills, resistance to authority, tendencies toward verbal arguments, physical confrontations, interpersonal relationship problems, job or school performance problems, and unwanted sexual encounters. Students with these problems find it difficult to be learners and employees find it difficult to work.

Students and staff with problems relating to drug and alcohol abuse are urged to seek help. Charter Oak State College advisors will refer students to the Center for Substance Abuse Treatment Hotline. Requests for such assistance are kept confidential. To obtain information or to obtain a referral to a treatment center, students may contact The Center for Substance Abuse Treatment and Referral Hotline at 1-800-662-HELP. Staff will be encouraged to seek assistance through the Employee Assistance Program at the UCONN Health Center reachable at 1-800-852-4392.

In addition, the following guidelines shall apply to students and staff:

- The consumption of alcohol shall only be permitted at special and approved events and shall be restricted to those persons who have reached the legal drinking age.
- Any person who violates state law or the above guidelines shall be subject to the College's disciplinary actions, which can lead to the suspension or expulsion of the student or suspension or termination of the employee. Students or employees are also subject to criminal prosecution for violation of the above stated statutes. The Board encourages all of its students and staff to play a part in combating the misuse of alcohol

and the use of illicit drugs. The price of not eliminating substance abuse is great in dollars and wasted lives.

The smoking and/or vaping of any substance is prohibited on all College property which includes all buildings, grounds, parking lots and state owned vehicles.

Missing Student Notification Policy

Charter Oak does not have any student housing as all students take classes online. As a result, there is no missing student notification policy maintained by the College.

Student Disciplinary Procedures

When a student ignores or fails to act in accordance with local, state, and federal laws and regulations of both Charter Oak and the Connecticut State College & University System, the College has the obligation and right to institute appropriate disciplinary action. Students whose conduct is determined to be unacceptable will be subject to sanctions, following due process, which are commensurate with the gravity of the offense and in the best interests of the College community. Students of Charter Oak must abide by the Connecticut State College and University System Student Code of Conduct found within the appendices.

The Charter Oak Student Code of Conduct explicitly describes the rights and responsibilities of the student, disciplinary procedures and hearings, appeals process, interim administrative actions and disciplinary penalties. The Student Code of Conduct additionally describes the maintenance and review of disciplinary records and defines the terminology utilized therein.

These procedures protect the rights of the students and describes the types of acts that are not acceptable in an academic community. This Code of Conduct additionally provides the procedures for the investigation, definitions of terms, and resolution of complaints regarding student conduct, including those involving sexual misconduct, as defined herein. The Student Code of Conduct provides an equal, fair, and timely process (informal administrative resolution or a formal adjudication) for reported victims and accused students. Reported victims of sexual misconduct 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 misconduct and shall use the preponderance of the evidence (more likely than not) standard in making a determination concerning the alleged sexual misconduct.

Both the reported victim and accused student 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 accused student, the violation committed, if any, and any sanction imposed upon the accused student. Sanctions may range from a warning to expulsion, depending upon the behavior and its severity of the violation(s). The reported victim 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 accused student; however, in such cases, if a review by any reported victim is granted, among the other actions that may be taken, the sanction of the disciplinary proceeding may also be increased. The reported victim and the accused student 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. In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential.

Upon request the institution will disclose the results of a disciplinary proceeding for a violent crime or non-forcible sex offense (incest or statutory rape) to victims or the victim's next of kin if the victim is deceased.

Employee Disciplinary Procedures

Employees of Charter Oak are governed by one of two policies, differentiated by the categorization of their employment. Employees who are reported to have engaged in sexual misconduct or other crimes are subject to discipline in accordance with the procedures applicable to the employee's classification of employment.

For management/confidential positions (non-unionized labor) disciplinary procedures have been included as an appendix. As stated within the policy, no employee shall be disciplined except for cause. Discipline is defined as reprimand, suspension or termination. Discipline does not include counseling. Cause includes, but is not limited to: conviction of a crime; offensive, indecent or abusive conduct toward students, the public, superiors or co-workers; use of fraudulent credentials in seeking of appointment, continuation of appointment or promotion; poor performance; theft; willful neglect or misuse of state funds, property, equipment, material or supplies, including state-owned vehicles; violation of law, state regulation or policy of the Board of Regents for Higher Education; intoxication while on duty; neglect of duty; insubordination; engagement in an activity detrimental to the State or the Board of Regents for Higher Education; and disloyalty to the United States or to the State of Connecticut.

To discipline an employee the following steps shall be followed:

A. Before any disciplinary action is taken a meeting shall be arranged with the employee and the designee of the employer to discuss the situation. The employee shall have the opportunity to present relevant information. Upon the agreement of both parties discussion may be continued to a mutually agreed time.

B. After the employer has issued discipline the employee may request a formal hearing by presenting said request not later than five (5) days after the receipt of the disciplinary notice. Said hearing shall be scheduled within thirty (30) days following a timely request by the employee.

C. A hearing for non-Presidential Staff shall be held before the Vice President for Human Resources or his/her designee. The hearing shall not be governed by formal rules or procedures. The Vice President for Human Resources or his/her designee shall make a good faith effort to be fair and impartial while eliciting relevant information on the matter in question. If the discipline that is being contested was imposed by the Vice President for Human Resources then the President of the Board of Regents may appoint a different hearing officer of his/her choosing.

D. Hearings for Presidential Staff shall be held by a committee of three appointed by the Chairman of the Board of Regents or his/her designee. Such hearings shall not be governed by formal rules or procedures. The committee appointed by the Chairman of the Board or his/her designee shall make a good faith effort to be fair and impartial while eliciting relevant information on the matter in question.

E. In either a Presidential or non-Presidential hearing the hearings officers have ten (10) days from the conclusion of the hearing to notify the employee of his/her final and binding decision. Said decision(s) shall be without appeal.

F. Failure by an employee to adhere to the deadlines specified herein shall be deemed a waiver of the opportunity for a hearing on the matter.

G. All reprimands and discipline actions shall be placed in the employee's personnel file and a copy shall be sent to the employee. Written reprimands may be removed from an employee's personnel file on the one year anniversary of the date of its issuance unless, during that one year period there is additional discipline issued to the employee. It shall be the employee's responsibility to request removal of a reprimand after its expiration date has passed. Reprimands may only be removed by mutual agreement of the President, Chief Human Resources Officer and the employee.

H. The President may suspend an employee with pay if the employee constitutes a threat of harm to him or herself or others pending investigation of conduct for which discipline may be appropriate. The President may suspend an employee without pay for cause. In any given action, the affected employee shall have the right to know and respond to the reasons for suspension without pay prior to the imposition of the penalty.

For unionized labor disciplinary procedures have been included as an appendix. As stated within the policy, discipline is defined as written reprimand, suspension, demotion or dismissal. The union contract does not include a formal disciplinary process and does not prohibit the College from bypassing progressive discipline when the nature of the offense requires and the failure to apply progressive discipline shall not in and of itself be cause for overturning the disciplinary action.

Emergency Notifications Policy

Emergency notifications may be distributed for matters including but not limited to:

- Terrorists Attack
- Weather Related Matters
- Technology Outages
- Threats
- Natural Disasters
- Environmental Events
- Epidemic
- Fire
- Gas Leak
- Power Failure

Each potential matter that may represent a significant emergency or dangerous situation involving an immediate threat to the health and safety of our students or employees occurring on campus is examined on a case by case basis by the College President. The President may consult with the Executive Team, law enforcement, state and local government or other involved individuals to determine if an emergency notification is warranted. The President manages the activation and content of the emergency notification and the President will ensure the emergency notification is distributed without delay to ensure impacted individuals have the proper notice. The emergency notifications are structured in a way to alert the campus and notate the date, time and location of the matter when applicable and action steps for employees to maintain their safety.

Emergencies are reported by calling 911 and notifying other staff members and visitors in the building.

The College utilizes the Everbridge emergency notification system hosted in the cloud that maintains the ability to distribute messages via SMS text, email and telephone. This system is activated by logging into the system through a web portal or application and initiating a notification. Defined templates can be pre-established for common events such as weather closing or nonstandard message may be customized as needed. Audit reports are available to indicate message sent, received and acknowledged.

It is important to note that the emergency notification system is customarily utilized for only individuals who are routinely on campus. The President will assess whether or not the emergency notification is distributed to all students, staff and/or faculty and may adjust the manner of distribution dependent on the information at hand with the intent of ensuring the communication is most effective. Potential alternative means of communication such as the website, social media, online learning management system and others overlap with those communication channels described within the timely warning section below and may also be utilized to disseminate information to the broader community and affiliates as warranted. The President will provide follow up information through the emergency notification system as warranted and email (provided impacted individuals have access to email).

In the absence of the President, an emergency notification may be issued by a member of the Executive Team.

Timely Warning Policy

Timely warnings are different than emergency notifications as timely warnings are triggered by the report of a Clery Act crime that has been reported to a campus CSA or law enforcement agency which resides in the College's Clery Campus Geography. Timely warnings are not issued for all events, but only those that represent a serious or continuing threat to the student or employee population. Emergency notifications can potentially represent a broader set of situations or events that require notification to the student or employee population and as a result if an emergency notification has already been sent out, a timely warning will not be issued for the same matter.

Each potential reported event or matter that falls within the criteria above is examined on a case by case basis by the College President or designee in the President's absence. Like emergency notifications, the President may consult with the Executive Team, law enforcement or other involved individuals to determine if a timely warning message is warranted. The President will balance a timely notification while assessing what pertinent information is available as the current time and whether or not additional information is expected.

The current tools available to the College to issue a timely warning is through email, the current online learning management system (i.e. BlackBoard), social media, website or the Everbridge emergency notification system that maintains the ability to distribute messages via SMS text, email and telephone. The message if distributed is intended to aid in the prevention of similar crimes and the President will assess whether or not the timely warning is distributed to all students, staff and/or faculty and the manner of distribution dependent on the information at hand.

Timely warnings by nature are messages tailored to promote the safety of individuals associated with the campus based on a very specific set of circumstances. Should the College President need to issue a timely warning, the following information will be included:

- ✓ The time, location and type of crime to the extent such information is available
- ✓ Information that furthers a student or employee's ability to protect themselves or reduce the risk of the associated matter impacting the individual.

Under no circumstances will any victims be identified and privileged information protected by State or Federal law inclusive of medical or attorney/client privilege will be released.

In the absence of the President to issue a timely warning in accordance with the above, a timely warning may be issued by a member of the Executive Team.

Building Evacuations & Emergency Preparedness

Evacuation procedures are distributed to all campus personnel on a periodic basis and as needed based on personnel or procedural changes. These procedures have been included as an appendix.

Procedures are tailored to the specific campus and instruct personnel how to safely exit the building in case of emergency. Alternative instructions are also included should building exits be obstructed.

As part of the evacuation plan, the College maintains an Emergency Evacuation Team. There are several members of the Emergency Evacuation Team all of who are assigned various zones in the building which cover both employee workstations and public areas. In the event of an emergency, the team will ensure assigned individuals are out of the building and/or danger and perform counts at a designated meeting area.

Evacuation teams, procedures and summary reports of the drills are posted on the College's intranet site and shared with the College's Health & Safety Committee. Evacuation drills are to be performed on an annual basis and are unannounced to the campus. Evacuation drills were last performed in each building in July 2025 and March 2024 before then.

A log of fires, fire related events and suppression systems is not maintained as the College does not have any on-campus or off-campus housing.

Reporting on Crime & Offenses

The College's Annual Security Report includes crime statistics that conform to the definitions and presentation prescribed within the Clery Act and Violence Against Women Act ("VAWA") and these definitions have been included as an appendix. The crimes and offenses applicable to these acts include the following:

<u>Criminal Offenses</u>	<u>VAWA Offenses</u>	<u>Arrests & Referrals</u>
Criminal Homicide (<i>murder, [non] negligent manslaughter,</i>	Domestic Violence	Illegal weapons
Sexual assault (<i>rape, fondling, incest, statutory rape</i>)	Dating Violence	Drug Laws
Robbery	Stalking	Liquor Laws
Aggravated Assault		
Burglary		
Motor Vehicle Theft		
Arson		

Charter Oak State College prohibits hazing in any form. Hazing is defined in accordance with Connecticut state law and institutional policy as any intentional, knowing, or reckless act that causes or creates reasonable risk of physical or psychological well-being of individuals, regardless of the willingness of such persons, in connection with student organizations including initiation, affiliation, membership, or maintenance of membership. A copy of the CSCU hazing policy can be found at as an appendix.

Statistical data presented within this report will additionally notate whether or not any of the reportable crimes were hate crimes meaning that such criminal offense manifested evidence that the victim was intentionally selected because of a perpetrator's bias against the victim. Bias categories include race, gender, gender identity, religion, sexual orientation, ethnicity, national

origin and disability. In addition to those offenses listed above, the following crimes and offenses would also be included in this report should such offense indicate a hate crime:

- Larceny and Theft
- Intimidation
- Simple Assault
- Destruction / Damage / Vandalism of Property

Crime statistics are compiled annually for the preparation of this report and require communications with the various Police Departments to ensure all crimes and reports are captured.

Each of the departments are familiar with the crimes that need to be included with this report and the compilation of data is not just a one sided submission. Clarifying questions or follow up commentary may be provided by these parties to ensure the statistical data is complete and free from error. Communications often include the law enforcement agency examining case details to understand if a potential crime occurred within a residence or potentially the street in front of the residence which in the College's case may be part of the Public Property Clery Act geography. The College adheres to the "sidewalk, street, sidewalk" methodology which includes reported crimes and offenses that occur in the public streets and thoroughways that comprise the campus. The College includes additional statistics for crimes that are unfounded. For a crime to be considered unfounded in the report the crime must have been investigated by law enforcement and found to be false or baseless with the conclusion that no offense was attempted or occurred. The College cannot and will not designate a crime as unfounded unless such determination is made by a sworn law enforcement official holding the appropriate jurisdiction.

Statistical Crime Tables & Data

Clery Reportable Crimes / Offenses	Year	Total Events Reported	Geographic Location				Unfounded
			On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property	
Murder / Non-Negligent Manslaughter	2024	-	-	-	-	-	-
	2023	-	-	-	-	-	-
	2022	-	-	-	-	-	-
Negligent Manslaughter	2024	-	-	-	-	-	-
	2023	-	-	-	-	-	-
	2022	-	-	-	-	-	-
Rape	2024	-	-	-	-	-	-
	2023	-	-	-	-	-	-
	2022	-	-	-	-	-	-
Fondling	2024	-	-	-	-	-	-
	2023	-	-	-	-	-	-
	2022	-	-	-	-	-	-
Incest	2024	-	-	-	-	-	-
	2023	-	-	-	-	-	-
	2022	-	-	-	-	-	-
Statutory Rape	2024	-	-	-	-	-	-
	2023	-	-	-	-	-	-
	2022	-	-	-	-	-	-
Robbery	2024	-	-	-	-	-	-
	2023	-	-	-	-	-	-
	2022	-	-	-	-	-	-
Aggravated Assault	2024	-	-	-	-	-	-
	2023	-	-	-	-	-	-
	2022	-	-	-	-	-	-
Burglary	2024	-	-	-	-	-	-
	2023	-	-	-	-	-	-
	2022	-	-	-	-	-	-
Motor Vehicle Theft	2024	-	-	-	-	-	-
	2023	-	-	-	-	-	-
	2022	1	-	-	-	1	-
Arson	2024	-	-	-	-	-	-
	2023	-	-	-	-	-	-
	2022	-	-	-	-	-	-

There were no hazing incidents reported during the periods of this report.

Violence Against Women Act (VAWA) Violations	Year	Total Events Reported	Geographic Location				Unfounded
			On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property	
Domestic Violence	2024	-	-	-	-	-	-
	2023	-	-	-	-	-	-
	2022	-	-	-	-	-	-
Dating Violence	2024	-	-	-	-	-	-
	2023	-	-	-	-	-	-
	2022	-	-	-	-	-	-
Stalking	2024	-	-	-	-	-	-
	2023	-	-	-	-	-	-
	2022	-	-	-	-	-	-

Arrests for Weapons, Drugs & Liquor Violations	Year	Total Events Reported	Geographic Location				
			On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property	
Weapons Violations	2024	-	-	-	-	-	
	2023	-	-	-	-	-	
	2022	-	-	-	-	-	
Drug Law Violations	2024	-	-	-	-	-	
	2023	-	-	-	-	-	
	2022	-	-	-	-	-	
Liquor Law Violations	2024	-	-	-	-	-	
	2023	-	-	-	-	-	
	2022	-	-	-	-	-	

Disciplinary Referrals for Weapons, Drugs & Liquor	Year	Total Events Reported	Geographic Location				
			On-Campus Property	On-Campus Student Housing	Non-Campus Property	Public Property	
Weapons Violations	2024	-	-	-	-	-	
	2023	-	-	-	-	-	
	2022	-	-	-	-	-	
Drug Law Violations	2024	-	-	-	-	-	
	2023	-	-	-	-	-	
	2022	-	-	-	-	-	
Liquor Law Violations	2024	-	-	-	-	-	
	2023	-	-	-	-	-	
	2022	-	-	-	-	-	

There were no hate crimes reported during the periods of this report.

Listing of Appendices

Appendix Title	
A	Student Code of Conduct
B	Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy
C	Violence in the Workplace Prevention Policy
D	Reportable Crime Definitions
E	Management / Confidential Non-Continuation, Discipline, Reprimand, Suspension and Termination Policy (Article 8 of Contract)
F	AFSCME Local 1214 Dismissal and Discipline Policy (Article 11 of Contract)
G	Evacuation Procedures
H	Hazing Policy

Appendix A – Student Code of Conduct

Policy #	Policy Name	BOR Resolution	Adoption Date	Next Review Date
2-01	Student Code of Conduct		June 26, 2025	August 1, 2028

Policy Owner(s): CSCU Associate Vice President for Enrollment and Student Success;
Institutional Student Affairs Leadership

Applicability:

1. The Student Code shall apply on CSCU campus property, at CSCU-sponsored activities, and at activities conducted by student organizations and may apply to off-campus conduct. This also applies to student conduct that occurs online and through other forms of electronic communication and social media. Where behaviors have a direct and distinct impact to the campus community, it may apply to off-campus conduct. A College or University may exercise jurisdiction off-campus if the conduct poses a threat to anyone's health, safety, or security, could negatively affect the mission or reputation of the College or University, poses a threat of undermining the College or University's educational process, involves an alleged violation of local, state or federal law, or if the College or University is required to do so by law.
2. Students remain subject to the Student Code and any applicable policies, procedures, rules, regulations or codes of conduct of affiliated clinical sites, offsite locations where a CSCU operates a program or another entity or higher education institution in the United States or abroad. Violations of either the Student Code or policies, procedures, rules, regulations or codes of conduct at another entity or higher education institution while a student at CSCU, regardless of location, may lead to disciplinary action by the other entity or higher education institution and/or the CSCU against a student. The Senior Student Conduct Officer or designee shall decide whether the Student Code shall be applied to student or student organization conduct occurring off campus on a case-by-case basis, at the Senior Student Conduct Officer's discretion.
3. If a person is considered a student at two or more CSCU institutions at the time of alleged misconduct set forth in the Student Code, the applicable CSCU institutions' Senior Student Conduct Officers, or their designees, may engage in a joint student conduct process that may result in sanctions at one or all applicable CSCU institutions. All procedural decisions regarding whether to engage a joint student conduct process shall be at the discretion of the institutions' Senior Student Conduct Officers.
4. Each student shall be responsible for one's own conduct from the time of admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of enrollment (and even if the conduct is not discovered until after a degree is

awarded). The Student Code shall apply to a student's conduct even if the student withdraws from the College or University while a student conduct matter is pending. The Student Code shall also apply to former students who have been determined to have a continuing relationship, as defined in Section II, with the outcome of the conduct case potentially impacting one's ability to be present on the College or University premises and/or ability to reenroll in the future.

5. Students shall also be responsible for the behavior and conduct of their guests on campus and/or any CSCU premises and for their guests' familiarity with the College or University rules and policies. Guests are expected to observe all College or University rules and regulations, and students are expected to always accompany their guests on campus and/or any CSCU premises. Authorized or unauthorized guests not in compliance with College or University rules and/or policies may be removed from the College or University property and issued a trespass warning. Any violations of the prohibited conduct outlined in section III.A of this policy by a guest of a student may result in the student being held accountable for the applicable violation.
6. CSCU student conduct proceedings may be initiated without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution resulting from the same or related conduct. Proceedings under The Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus at the discretion of the Student Conduct Officer. Determinations made or sanctions imposed under the Student Code shall not be subject to change solely because criminal charges arising out of the same facts giving rise to violation of CSCU rules were dismissed, reduced, or resolved in favor of or against the defendant in the criminal matter.
7. Although there is no time limit for when conduct allegations can be filed against a student or student organization, it is generally more effective to report incidents as soon as possible after they occur, for reasons including but not limited to the following: witness memory, witness availability, obtaining evidence, and ability to hold a student or student organization accountable. Complaints should be submitted as soon as possible after an incident takes place. Discretion will be used with reports that are submitted more than thirty (30) days after an incident may have occurred. In situations where the delayed reporting of an incident makes it difficult to proceed, or when a student or student organization has been separated from a College or University for a considerable amount of time, the Senior Student Conduct Officer shall decide whether it is appropriate to apply the Student Code on a case-by-case basis.

Effective Date: August 1, 2025

I. Purpose and Introduction

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 considered a privilege and an honor by those who are invited to join the CSCU community.

All members of the CSCU community must always 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 or behaviors are not acceptable on CSCU campuses. Acts of intolerance, hatred or violence based on race, religion, sexual orientation or expression, disability, gender, age, ethnic background, gender identity or expression, or other protected classes, are antithetical to CSCU’s fundamental principles and values.

This Student Code of Conduct (hereinafter the “Student Code” or “Code”) describes the types of conduct that is not acceptable in an academic community. The affiliated procedure describes the process by which violations of the Code will be addressed. All students are expected to familiarize themselves with and are required to abide by the provisions of the Student Code. Students who violate the Code will be held accountable for their conduct. The conduct process within this Student Code is intended to be part of the educational mission of CSCU that promotes individual student development and the welfare of the CSCU community while upholding principles of fundamental fairness. Thus, the student conduct proceedings are not criminal proceedings and are not subject to court rules of procedure and evidence.

The BOR has statutory authority to establish standards, regulations and procedures for students. The BOR has charged the CSCU Chancellor with developing the standards, regulations and procedures to protect student rights and to address student abdication of responsibilities in collaboration with the CSCU under the jurisdiction of the BOR. In turn, the CSCU Chancellor has delegated responsibility for these standards, regulations and procedures to specified administrative officials. Therefore, the Student Code is administered under the direction and oversight of the CSCU Associate Vice President for Enrollment and Student Success. The CSCU Associate Vice President for Enrollment and Student Success is responsible for administering and coordinating recommendations from the CSCU community regarding suggested revisions to the Student Code

and presenting the proposed substantive changes to the Academic Council, the Student Affairs Council, and the Academic and Student Affairs Committee for BOR's consideration and approval.¹

II. Definitions

The following terms are defined to facilitate a more thorough understanding of the Student Code. This list is not intended to be a complete list of all the terms referenced in this Student Code that might require interpretation or clarification. The College or University Disciplinary Officer or Conduct Administrator shall make the final determination on the definition of any term found in this Student Code.

- 1. "Accused Student" or "Accused Student Organization" or "Respondent"** means any Student or Student Organization, as defined in this Student Code, who is alleged to have engaged in conduct that violated this Student Code.
- 2. "Administrative Agreement"** means an agreement between the Respondent and the Student Conduct Officer which identifies a mutual resolution.
- 3. "Administrative Conference"** is a meeting between the respondent and the Student Conduct Officer to determine a resolution for the alleged behavior.
- 4. "Advisor"** means a person who accompanies an Accused Student or Complainant for the limited purpose of providing advice, guidance, and support to the Accused Student or Complainant. An advisor may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process.
- 5. "Appellate Body"** means any person or persons authorized by the Senior Student Affairs Officer or their designee to consider an appeal from a determination by a Hearing Body that a student has violated the Student Code.
- 6. "Business Days"** means the weekdays (Mondays through Fridays) when the University or College is open.
- 7. "College"** means Connecticut State Community College or Charter Oak State College.
- 8. "Complaint"** means a report made in writing either by a person submitting the report or by a CSCU Official and submitted to the Senior Student Conduct Officer or their designee including allegations of potential violations of this code and a request to investigate.

¹ *Disclaimer: This Code is neither a contract nor an offer of a contract between any BOR governed institution and any student. In addition, any action protected by the constitution will not be considered a violation of the proscribed conduct. The provisions of this Code are subject to revision at any time.*

9. “Complainant(s)” means the CSCU Community Member who initiates a complaint by alleging that a Student(s) or a Student Organization violated the Student Code.

10. “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; Connecticut State Community College, and Charter Oak State College.

11. “CSCU Affiliates” means individuals and/or entities with whom or with which the College or University has a contractual relationship.

12. “College or University Official” includes any person employed by any College or University to perform administrative, instructional, or professional duties.

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

14. “Hearing” means a formal process where the alleged violation of the Code is examined and a decision is made regarding whether a respondent is responsible for a violation of the Code and if so, determine an appropriate outcome.

15. “Hearing Body or Officer” means any person or persons authorized by the Senior Student Affairs Officer or designee to determine whether a student has violated the Code and to impose sanctions as warranted, including a hearing officer or hearing board.

16. “Institution” means a university or college within the CSCU System.

17. “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.

18. “May” is used in the permissive sense.

19. “Member of the CSCU Community” includes any person who is a student, instructor, faculty member, or staff member; any other person working for a College or University, either directly or indirectly (e.g., private enterprise on campus); or any person who resides on College or University Premises. A person’s status in a particular situation shall be determined by the Senior Student Conduct Officer.

20. “Policy” is defined as the written regulations, standards, and student conduct expectations adopted by CSCU and found in, but not limited to, Student Code of Conduct, The Student Handbook, The Residence Life Handbook, CSCU IT Acceptable Use Policy, Interim Discriminatory Harassment, nondiscrimination, and Title IX Policy, and The Interim Resolution Process Procedures for BOR Policy 4-13.

21. “Presiding Hearing Officer” means a College or University Official who is appointed by the Chief Student Affairs Officer to chair, conduct and facilitate the Hearing Body process.

22. “Prohibited Conduct” means the conduct prohibited by this Code, as more particularly described in Part I.C of this Code.

23. “Report” means any allegation of alleged misconduct regarding a student or recognized student organization.

24. “Reporting Party” means any person who alleges that a student has violated this Code.

25. “Respondent” means any student or recognized student organization accused of violating the Student Code.

26. “Senior Student Affairs Officer” means an administrative officer at a College or University with overall management responsibility for Student Affairs (i.e., Vice President, Dean, Provost, etc.).

27. “Senior Student Conduct Officer” refers to a staff member in Student Affairs, designated by the Senior Student Affairs Officer to be responsible for the overall coordination of the College or University student conduct system, including the development of procedures, education, and training programs.

28. “Shall” and “will” are used in the imperative sense.

29. “Student” means any person who has been notified of their acceptance for admission, registered, enrolled, or attending any College or University course or program. This applies whether enrollment is full-time or part-time; whether the course(s) occur on-campus, online, or at an off-campus instructional site (domestically, or internationally such as students studying abroad); and whether the student is pursuing undergraduate, graduate, non-degree seeking, post-graduate, or professional studies. This may also apply to any person who resides in a College or University residence hall. Persons who withdraw or otherwise depart a College or University after allegedly violating the Student Code are still considered students for the purpose of resolution through this Student Code. For the purposes of applying this Student Code, the Senior Student Conduct Officer, or designee, may use discretion in determining the person’s “student” designation and will have the authority to make any final determination as to whether or not a person is a “student.” Generally, a student is not considered to have a continuing relationship if a student has not been enrolled in classes at a University for three (3) or more consecutive terms, or has not been enrolled in classes at a College within two (2) calendar years after the conclusion of their last registered College course.

30. “Student Code” or the “Code” means this Student Code of Conduct.

31. “Student Conduct file” means the printed/written/electronic file, which may include, but is not limited to, incident report(s), correspondence, academic transcript, witness statements, and student conduct history.

32. “Student Conduct Officer” means any person designated by the Senior Student Affairs Officer to review, investigate and determine an appropriate resolution of an alleged violation of the Student Code.

33. “Student organization” means any group of students that are recognized and/or registered by College or University as a student organization or club (such as sororities and fraternities, leadership organizations, academic clubs, special interest clubs, sports clubs, etc.) or a non-recognized group of students that conducts business or participates in College or University-related activities as an affiliated organization. If a student organization is the subject of a conduct allegation, the organization’s president or leader will typically be the main point of contact throughout the student conduct process. Therefore, for the purpose of this Code, any instance where the term “student” is used to describe the Respondent in the student conduct process will refer to the organization’s president or leader. The Student Code applies to students and to student organizations. Unless otherwise noted, use of the term “student” in this document shall apply to the student as an individual and to a student organization as a single entity, as applicable. Nothing in this 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 the Student Code.

34. “Support Person” means a person, who accompanies an Accused or Complainant 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.

35. “University” means any of the following CSCU institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, or Western Connecticut State University.

36. “Witness” means any individual who has direct knowledge of an incident.

III. Policy

A. Prohibited Conduct

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

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

- a. Providing false information, knowingly withholding relevant information, or supplying misleading information to any College or University Official, department or office, faculty member or law enforcement or security officer.
 - b. Misuse of CSCU 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.
 - c. Tampering with the election process of any CSCU recognized student organization.
 - d. Refusing to provide identification, misidentifying oneself, or presenting/possessing any form of false or altered identification to College or University Official; or
 - e. Representing oneself, or a student organization, as having the authority to enter into contracts or agreements that affect CSCU in any way without prior authorization from the CSCU.
2. Disruptive behavior, which is defined as participating in or inciting others to participate in the deliberate interference with the freedom of any person to express their views, or disruption, obstruction or prevention of the peaceful and orderly conduct of any CSCU activity, including, but not limited to: classes, lectures, quiet study, research, events, speaker presentations, administration, Student Conduct proceedings, the living/learning environment, or other CSCU or BOR activities or meetings, on or off-campus; or of other non-CSCU activities when the conduct occurs on CSCU premises; or of the living environment, on or off-campus.
3. Disorderly, lewd, indecent (including, but not limited to, public nudity and sexual activity in areas generally open to members of a campus community) behaviors, breach of peace, 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, or offensive conduct which causes interference, annoyance, alarm, or recklessly creates a risk thereof at CSCU or on CSCU premises, any function sponsored by CSCU, or CSCU-controlled web or social media sites. This does not apply to speech or other constitutionally protected expressions.
4. Any action that threatens or causes physical harm or endangers the well-being, health, or safety of another person.
5. Harassment, which is defined as the severe or pervasive use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any

combination thereof, directed at another individual that objectively and subjectively has the effect of:

- a. Unreasonably interfering with an individual's work or equal access to education.
- b. Creating an intimidating, hostile, or offensive work or academic environment.
- c. Causing physical or emotional harm to the individual or damage to the individual's property; placing the individual in reasonable fear of harm to the individual and/or the individual's property; and/or
- d. Infringing on the rights of other CSCU community members to fully participate in the programs, activities, and mission of the CSCU.

In determining whether an act constitutes harassment, the Student Conduct Officer, in collaboration with Equity and Civil Rights staff, when necessary, will consider the full context of the conduct, giving due consideration to the protection of CSU climate, individual rights, freedom of speech, academic freedom, and advocacy. Not every act that might be offensive to an individual or a group constitutes harassment and/or a violation of the *Student Code*.

Any action that constitutes prohibited behavior under the Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy are administered under the associated procedures.

6. Failure to comply with public health or safety guidance set forth by the BOR, CSCU, federal, state, or local authorities, partner/affiliated institutions, and/or host governments or institutions while abroad.
7. Violations of privacy including, but not limited to, voyeurism and the use of web-based, electronic or other devices to make a photographic, or video record of any person without his or her express consent, especially when such a recording is intended or likely to cause injury or distress. Publicizing or threatening to publicize such records without the consent of the individuals involved is considered a violation of this Code.
8. Hazing, as defined by the *CSCU Hazing Prevention and Reporting Policy*.
9. Use, possession, purchase, sale, distribution of alcoholic beverages, except as expressly permitted by law and CSCU regulations, or presence under the influence of alcohol. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
 - a. Consuming, carrying, or possessing an open container of alcohol in the public right-of-way, or on private property without the consent of the landowner or tenant, except as permitted by law.
10. Operating a motor vehicle while impaired by or under the influence of alcohol, narcotics or other controlled substances.

11. Use, possession, purchase, sale, distribution or manufacturing of narcotics, or being under the influence of controlled substances and/or drugs, including, but not limited to, marijuana and or heroin, or possession of drug paraphernalia which can be demonstrated to be linked to drug or controlled substances activity, except as expressly permitted by federal law. The use or possession of marijuana (medical or otherwise) on campus and/or any CSCU Premises is restricted by federal laws, such as the federal Safe and Drug Free Schools and Communities Act and the Drug-Free Workplace Act. Accordingly, CSCU Colleges and Universities prohibit the use or possession of marijuana, including medical marijuana, on campus and/or any CSCU Premises.
12. 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, can cause death or serious physical injury. The possession of a deadly weapon or dangerous instrument on campus and/or any CSCU Premises is strictly prohibited, even if such an item is legally owned.
13. Failure without just cause to comply with the lawful direction of a CSCU College or University Official, or other lawful authority having just cause and acting in the performance of their duties and authority.
14. The setting of or participation in unauthorized fires or explosions; the false reporting of the presence of an emergency such as fires, bombs, incendiary or explosive devices; the unauthorized or improper possession, use, removal, or disabling of fire safety equipment and warning devices; failure to follow standard fire safety procedures; and/or interference with firefighting equipment or personnel.
15. Assisting another person in the commission, or attempted commission of a violation of the *Student Code*, or knowingly in the presence of the commission of the violation(s) of the *Student Code*, including but not limited to conduct of the student's guest.
16. Behaviors in violation of published CSCU policies, College or University policies, rules, or regulations, including but not limited to:
 - a. [BOR Information Technology Acceptable Use Policy \(BOR Policy IT-001\)](#), [BOR Information Technology Electronic Communication Policy \(BOR Policy IT-002\)](#), or the [BOR/CSCU Information Security Policy \(BOR Policy IT-004\)](#);
 - b. Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy;
 - c. The On-Campus Housing Contract;
 - d. Academic Misconduct Policy

17. Theft, which includes, but is not limited to, attempted or actual theft of property or services.
18. Forcible entry and/or unauthorized presence in CSCU owned buildings or property, including but not limited to, construction of permanent or semi-permanent structures within CSCU owned buildings, in or on CSCU property for any activity, unless the construction itself is undertaken and/or approved by the State, BOR, College and/or University.
19. Unauthorized possession, access, duplication, or misuse of CSCU property or other personal or public property, including, but not limited to, records, electronic files, telecommunications systems, forms of identification, and keys.
20. Damage or misuse of property, which includes, but is not limited to, attempted or actual damage to or misuse of CSCU property or other personal or public property, or unauthorized use or misuse of CSCU intellectual property, including but not limited to, trademarks, logos, names, or images.
21. Violation of federal, state or local law, regulation and/or ordinance when such violation represents a substantial or negative impact on the CSCU or any member of the CSCU community.
22. Abuse of the CSCU Student Conduct system, including but not limited to:
 - a. Disruption or interference with the orderly conduct of a Student Conduct Proceeding.
 - b. Falsification, distortion, or misrepresentation of information to a Student Conduct officer or hearing body.
 - c. Influencing or attempting to influence another person to commit an abuse of the Student Conduct system.
 - d. Attempting to discourage or retaliate against an individual's proper participation in, or use of, the Student Conduct system.
 - e. Attempting to intimidate or retaliate against a Student Conduct officer, member of the hearing body or any other participant prior to, during, and/or after a Student Conduct proceeding.
 - f. Initiation of conduct or disciplinary proceeding knowingly without cause.
 - g. Failure to comply with the sanction(s) imposed under the *Student Code*.

B. Conduct and Disciplinary Records

The written decision, or resolution, resulting from an administrative conference or a hearing under this Code shall become part of the students' 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 several exceptions to this rule. Students should be aware that a record concerning their 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. Student Conduct records may be shared within CSCU where there is legitimate purpose and a student has a continuing relationship with CSCU. 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 III.A. of the Code may disqualify a student for admission to another college or university and may interfere with his/her selection for employment.

C. Interpretation and Revision

Questions regarding the interpretation of this Code shall be referred to the Senior Student Affairs Officer at the specific College or University.

The CSCU Associate Vice President for Enrollment and Student Success is responsible for periodic review and updates to this Policy, in consultation with the Office of General Counsel and other relevant CSCU stakeholders. The BOR reserves the right to revise this Policy as necessary.

D. Interim Administrative Action

The Senior Student Affairs Officer or designee may impose an interim Suspension, an interim Removal from Housing, an interim Loss of Recognition in the case of conduct relating to a student organization, and/or other necessary interim measures on a Respondent prior to a Student Conduct resolution of the alleged violation. Such action may be taken when, in the professional judgment of a CSCU official, a threat of imminent harm to persons or property exists.

Interim administrative action is not a sanction. It is taken in an effort to protect the safety and well-being of the reporting party, Complainant, CSCU community, or of property. Interim administrative action is preliminary in nature; it is in effect only until there is a resolution of the Student Conduct matter.

IV. Enforcement

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 *Student Code* for which the Respondent was determined to be responsible. The Hearing Body shall have the authority to defer the imposition of any sanction when deemed appropriate. The CSCU may withhold awarding a degree until the completion of the process set forth in this *Student Code*, including the completion of all sanctions imposed, if any.

The following sanctions may be imposed, individually or in various combinations, on any Respondent found to have violated the *Student Code* and will be entered into the Respondent's disciplinary records. Notation of disciplinary sanctions shall be on file only in the appropriate office in Student Affairs and shall not be released without the written consent of the Respondent except to appropriate CSCU enforcement personnel, College or University Police, staff and administrators, or as permitted by law.

1. **Warning:** A disciplinary warning is a written notice to a Respondent advising that the specific behavior or activity constitutes a violation of the *Student Code* and that the substantiated repetition of such behavior will likely result in the commencement of more serious disciplinary action by the issuing CSCU institution.
2. **Fine:** A sanction involving the imposition of a specified dollar amount due and payable by a specified date.
3. **Probation:** Disciplinary probation is a designated period during which a Respondent is given the opportunity to modify unacceptable behavior and/or to complete specific assignments to regain full student privileges within issuing CSCU institution's community. Disciplinary probation may involve the imposition of certain restrictions and/or conditions upon the Respondent including, but not limited to, financial restitution, community service, fines, participation in educational programs, parental notification under limited circumstances, and ineligibility to participate in the issuing CSCU institution's activities or events. Periodic contact with a designated member of the CSCU community or non-college professional may be required. If the Respondent fully complies with the terms and conditions imposed in connection with the disciplinary probation, full student privileges will be restored to the Respondent upon termination of the probationary period. Failure to comply with the terms and conditions of the disciplinary probation constitutes prohibited conduct that is separate from and in addition to the conduct for which the probation was imposed. A Respondent shall be given due notice of the alleged violation of the disciplinary probation and the procedures set forth in this *Student Code* shall be followed.
4. **Loss of Privileges:** Denial of specified privileges for a designated period.
5. **Restitution:** Compensation required of Respondent(s) in the theft, misuse, damage or destruction of institutional, group or private property. The amount of restitution is dependent on the extent of damage as well as what is determined to be the most appropriate way for Respondent(s) to make amends for the damage caused. The amount, form, and method of payment for restitution may be decided by a Senior Student Conduct Officer or their designee or a Hearing Body, as appropriate.
6. **Discretionary Sanctions:** Work assignments, essays, service to the CSCU, or other related discretionary assignments, participation in educational programs, parental notification

under limited circumstances, and ineligibility to participate in issuing CSCU institution's activities or events. Periodic contact with a designated member of the CSCU community or non-CSCU professional may be required.

7. **Residence Hall Warning:** A written notice to a Respondent advising that specific behavior or activity constitutes a violation of the *Student Code* and that the substantiated repetition of such behavior will likely result in the commencement of more serious disciplinary action by the issuing CSCU institution.
8. **Residence Hall Probation:** A designated period during which a Respondent 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 Respondent 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 Respondent fully complies with the terms and conditions imposed in connection with the residence hall probation, full residence hall privileges will be restored to the Respondent upon termination of the probationary period. Failure to comply with the terms and conditions of the Residence Hall Probation constitutes prohibited conduct that is separate from and in addition to the conduct for which the probation was imposed. A Respondent shall be given due notice of the alleged Residence Hall Probation violation and the procedures set forth in this *Code* shall be followed.
9. **Residence Hall Suspension:** A Residence Hall Suspension is a separation of the Respondent from the residence halls for a definite period, after which the Respondent is eligible to return. Conditions for readmission may be specified by the Hearing Body.
10. **Residence Hall Expulsion:** Permanent separation of the Respondent from the residence halls.
11. **Suspension:** Suspension is separation for a designated period after which the Respondent shall be eligible to apply for readmission to the issuing CSCU institution. Readmission to the issuing CSCU institution is not guaranteed. Conditions for consideration of readmission may be specified by the Hearing Body. A Respondent, who is on suspension, is prohibited from participating in any activity or program at the issuing institution. The individual may not be in or on any property owned or leased by the issuing CSCU institution without securing prior approval from the Senior Student Conduct Officer or their designee. Suspension shall be effective on the date that the suspension notice is provided to the Respondent, or later, if so stated in the notice, and shall prescribe the date and conditions upon which the Respondent may petition for readmission to the issuing CSCU institution.
12. **Expulsion:** Expulsion is permanent disciplinary separation from the issuing CSCU institution and the denial of all student privileges. Expulsion shall be effective on the date that notice of expulsion is provided to the Respondent, or later, if stated in the notice. A Respondent separated by expulsion may not be in or on any property owned or leased by the issuing CSCU institution without securing prior approval from the Senior Student Conduct Officer or their designee.
13. **Revocation of Admission or Enrollment:** Upon the recommendation of the Hearing Body, admission to the University may be revoked by a College or University. Upon the recommendation of the Hearing Body, a degree conferred by the College or University may be revoked by the University with the approval of the BOR.

14. **Consequences of Failure to Comply with a Duly Assigned Sanction:** Failure to comply with sanctions which have been assigned through a formal conduct process may lead to one or more of the following consequences:
- a. **Denial of access to certain CSCU 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 CSCU sponsored activities and/or public ceremonies**, or formal disciplinary charges under this Code.

Sanctions Which May Be Imposed on Student Organizations

1. **Sanctions:** Those sanctions listed as available for individuals found in violation of the Code.
2. **Loss of recognition:** Loss of recognition for a specified period results in the loss of privileges, such as the use of CSCU space, access to student activity fee funding, and/or the privilege of functioning as a student organization. Conditions for future recognition may be imposed by the Hearing Body.

Aggravated Violations: If a student is in violation of the *Student Code* and the prohibited conduct was directed toward an individual or group due to race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, gender identity or expression, age, physical or mental disabilities, including learning disabilities, intellectual development disorders, and past/present history of a mental disorder, the Student Conduct officer or Hearing Body may consider such conduct as an aggravating factor when determining the sanctions.

Appendix B – Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy

Policy #	Policy Name	Reso #	Date Approved
4-13	Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy	BR 24-079	2024-07-31

NOTE: BOR Policies 4-11 and 5-02 have been rescinded and are being replaced with this new policy effective 7-31-2024.

INTERIM DISCRIMINATORY HARASSMENT, NONDISCRIMINATION, AND TITLE IX POLICY

1. Statement of Policy

The Connecticut State Colleges and Universities (“CSCU”) is committed to providing an educational and employment environment that is free from discrimination and/or harassment based on protected characteristics, and/or retaliation, including retaliation under applicable federal and state laws for engaging in protected activity.¹ To ensure compliance with federal, state, and local civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of its education program or activity, CSCU has developed this Discriminatory Harassment, Nondiscrimination, and Title IX Policy (the “Policy”) that provides for a prompt, fair, and impartial resolution of allegations of protected characteristic discrimination, harassment, and/or allegations of retaliation. CSCU values and upholds the equal dignity of all members of its community and strives to balance the rights of all individuals when resolving allegations during what is often a difficult time for all involved.

2. Definitions

- **College or University.** Any of the institutions within CSCU, including Central Connecticut State University, Charter Oak State College, Connecticut State Community College, Eastern Connecticut State University, Southern Connecticut State University, and Western Connecticut State University.
- **Complainant.** A student or employee who is alleged to have been subjected to conduct that could constitute discrimination, harassment, and/or retaliation under this Policy; or a person other than a student or employee who is alleged to have been subjected to conduct that could constitute discrimination, harassment, and/or retaliation under this Policy and who was participating or attempting to participate in CSCU’s education program or activity at the time of the alleged discrimination, harassment and/or retaliation.

¹ This Policy does not cover whistleblower retaliation complaints. Reports concerning corruption, unethical practices, mismanagement, violation of State laws and regulations, gross waste of funds, abuse of authority or danger to the public safety in any in any College or University, may be submitted to the State Auditors of Public Accounts, as authorized under the Whistle Blower Act, Gen. Stat. 4-61dd. Individuals may file a whistleblower retaliation complaint by visiting the Auditors of Public Accounts [website](#).

- **Complaint.** An oral or written request to CSCU that can objectively be understood as a request for CSCU to investigate and make a determination about allegations of discrimination, harassment, and/or retaliation under this Policy.
- **CSCU.** The Connecticut State Colleges and Universities, which includes the CSCU system office, and any and all specific Colleges or Universities within the CSCU. For purposes of this Policy, the term “CSCU” could mean the CSCU system or any College or University interchangeably.
- **Education Programs and Activities.** Locations, events, or circumstances in which CSCU exercises substantial control over both the Respondent and the context in which the conduct occurred.
- **Informal Resolution.** A resolution to a Report or Complaint agreed to by the Parties and CSCU that occurs prior to a final determination in the Resolution Process.
- **Parties.** The Complainant(s) and Respondent(s), collectively.
- **Protected Characteristic.** Any characteristic for which a person is afforded protection against discrimination and/or harassment by law or CSCU Policy.
- **Report.** When a faculty, staff, student, or third party informs CSCU of conduct that reasonably may constitute discrimination, harassment, and/or retaliation under this Policy.
- **Resolution Process.** The investigation and resolution, including informal resolution, of allegations of discrimination, harassment, and/or retaliation under this Policy.
- **Respondent.** A person who is alleged to have engaged in conduct that could constitute discrimination, harassment, and/or retaliation for engaging in protected activity under this Policy.
- **Supportive Measures.** Non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered, without fee or charge to the Parties, to restore or preserve access to CSCU’s education program or activity, including measures designed to protect the safety of all Parties and/or the CSCU educational environment and/or to deter discrimination, harassment, and/or retaliation.
- **Title IX/Equity Coordinator.** At least one official designated by a College or University to ensure compliance with Title IX and other federal and state civil rights laws and institutional compliance with this Policy. References to the Title IX/Equity Coordinator throughout this Policy may include the Title IX/Equity Coordinator’s designee.

3. Notice of Nondiscrimination

CSCU complies with all federal, state, and local laws, regulations, and ordinances prohibiting discrimination, harassment, and/or retaliation, including retaliation for engaging in protected activity, in public post-secondary education institutions. CSCU does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual

or perceived age, ancestry, color, gender expression, gender identity, genetic information and/or family medical history, intellectual disability, learning disability, parental, family or marital status, past or present history of mental disability, physical disability, pregnancy or related conditions, race or national origin, religion or creed, sex, sexual orientation, veteran or military status, arrest and/or criminal conviction status, lawful source of income, citizenship or immigration status, or any other protected characteristic under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process within the institution, with the Equal Employment Opportunity Commission and/or the Connecticut Commission on Human Rights and Opportunities (“CHRO”).

This Policy prohibits discrimination, harassment, and/or retaliation in access to employment and/or educational opportunities. Therefore, any act by CSCU or a member of the CSCU community that denies, deprives, unreasonably interferes with or limits a person’s education or employment, residential, and/or social access, benefits, and/or opportunity based upon that person’s actual or perceived protected characteristic(s), is in violation of this Policy. CSCU will promptly and effectively address any such discrimination, harassment, and/or retaliation when it has knowledge and/or notice of it using procedures promulgated pursuant to this Policy.

4. Key CSCU Contacts

CSCU has identified the Executive Director of EEO and Civil Rights/Title IX Coordinator to coordinate the System’s compliance with federal, state, and other civil rights laws and policies.

Each College or University has identified a Title IX/Equity Coordinator to coordinate civil rights compliance and the Resolution Process.² The Vice-President of Diversity, Equity and Inclusion serves as the Title IX/Equity Coordinator for Connecticut State Community College (“CCSC”). Each CCSC campus has a Deputy Title IX/Equity Coordinator to support civil rights compliance and programming for their institution.

Collectively, these individuals are responsible for providing comprehensive nondiscrimination education and training; coordinating a timely, thorough, and fair Resolution Process of all alleged prohibited conduct under this Policy; and monitoring the effectiveness of this Policy and related procedures to ensure that CSCU’s education and employment environments are free from discrimination, harassment, and/or retaliation.

² Note that individuals who serve as Title IX/Equity Coordinator for the institutions may have additional job titles and functions, as well. Although other staff from institutions may support related procedures under this Policy, all faculty and staff are always encouraged to coordinate efforts with their institution’s Title IX/Equity Coordinator.

5. Applicability and Jurisdiction

This Policy applies to all faculty, staff, employees, students (as currently defined in the BOR/CSCU Student Code of Conduct),³ and other individuals participating in or attempting to participate in the CSCU's education programs and activities, including but not limited to contractors, vendors, visitors, guests, or other third parties. This Policy may be applied to incidents, patterns or practices, and/or institutional culture/climate, all of which may be addressed in accordance with this Policy. This Policy applies to the CSCU's education programs and activities, circumstances where CSCU has disciplinary authority, and to misconduct occurring within any building owned or controlled by an officially recognized student organization (as defined in the BOR/CSCU Student Code of Conduct).

This Policy shall apply on and off CSCU campus property, at CSCU-sponsored activities, and at activities conducted by officially recognized student organizations. This also applies to conduct that occurs online and through other forms of electronic communication and social media. CSCU is more likely to exercise jurisdiction off-campus if the conduct poses a threat to anyone's health, safety, or security, could negatively affect the mission or reputation of CSCU, poses a threat of undermining CSCU's educational process, involves an alleged violation of local, state or federal law, or if CSCU is required to do so by law.

This Policy applies to alleged incidents of discrimination, harassment, sex-based harassment, and/or retaliation that occur after August 1, 2024. For alleged incidents of sexual misconduct occurring prior to August 1, 2024, CSCU shall apply the policies promulgated by the Board of Regents at the time the alleged incident occurred, and procedures promulgated pursuant to those policies. All policies and procedures may be obtained by contacting the Executive Director of EEO and Civil Rights/Title IX Coordinator.

For disciplinary action to be issued under this Policy, the Respondent must be a CSCU faculty member, staff, or student subject to CSCU's disciplinary authority. If the Respondent is unknown or is not a member of CSCU, the Title IX/Equity Coordinator will offer to assist the Complainant in identifying appropriate campus and local resources and support options and will implement appropriate supportive measures and/or remedial actions (e.g., trespassing a person from campus). The Title IX/Equity Coordinator can also assist in contacting local or campus law enforcement if the Complainant would like to file a police report about criminal conduct.

³ Under the BOR/CSCU Student Code of Conduct at the time of the adoption of this Policy: "Student" means any person who has been notified of their acceptance for admission, registered, enrolled, or attending any College or University course or program. This applies whether enrollment is full-time or part-time; whether the course(s) occur on-campus, online, or at an off-campus instructional site (domestically, or internationally such as students studying abroad); and whether the student is pursuing undergraduate, graduate, non-degree seeking, post-graduate, or professional studies. This may also apply to any person who resides in a College or University residence hall. Persons who withdraw or otherwise depart a College or University after allegedly violating the Student Code are still considered students for the purpose of resolution through this Student Code. For the purposes of applying this Student Code, the Chief Student Conduct Officer, or designee, may use discretion in determining if the person's "student" designation and will have the authority to make any final determination as to whether or not a person is a "student." Generally, a student is not considered to have a continuing relationship if a student has not been enrolled in classes at a College or University for three (3) or more consecutive terms.

When a Respondent is enrolled in or employed by another institution, the Title IX/Equity Coordinator may assist the Complainant in contacting the appropriate individual at that institution, as it may be possible for the Complainant to pursue action under that institution's policies.

Similarly, the Title IX/Equity Coordinator may be able to assist and support a student, faculty, or staff Complainant who experiences discrimination, harassment, and/or retaliation in an externship, study abroad program, or other environment external to CSCU where harassment and/or nondiscrimination policies and procedures of the facilitating or host organization may give the Complainant recourse. If there are effects of that external conduct that impact a CSCU faculty, staff, or student's work or educational environment, those effects may be addressed remedially by the Title IX/Equity Coordinator, if brought to their attention.

6. Prohibited Conduct

CSCU faculty, staff, and students are entitled to an employment and educational environment that is free of discrimination, harassment, and/or retaliation. This Policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by the First Amendment or principles of academic freedom. When speech or conduct may be protected by the First Amendment and/or academic freedom, including speech in a public setting and/or speech that is also motivated by political or religious belief, CSCU may nevertheless have an obligation to respond and offer supportive measures for those impacted.

CSCU may communicate its opposition to stereotypical, derogatory opinions; provide counseling and support for students affected by such harassment; or take steps to establish a welcoming and respectful campus environment, which could include making clear that CSCU values the diversity and inclusion of individuals of all backgrounds across the entire CSCU system.

All definitions of prohibited conduct below encompass actual and/or attempted offenses. Violation of any other CSCU policies may constitute discrimination or harassment when motivated by actual or perceived protected characteristic(s), and the result is a limitation or denial of employment or educational access, benefits, or opportunities.

- A. **Discrimination** is different treatment with respect to an individual's employment or participation in an education program or activity based, in whole or in part, upon the individual's actual or perceived protected characteristic. Discrimination also includes allegations of a failure to provide reasonable accommodations as required by law or policy, such as for disability, religion, or creed. Discrimination can take two primary forms:
 - **Disparate Treatment Discrimination:** Any intentional differential treatment of a person or persons that is based on an individual's actual or perceived protected characteristic and that excludes an individual from participation in;

denies the individual benefits of; or otherwise adversely affects a term or condition of an individual's participation in a CSCU program or activity.

- **Disparate Impact Discrimination:** Disparate impact occurs when policies or practices that appear to be neutral unintentionally result in a disproportionate impact on a protected group or person that excludes an individual from participation in; denies the individual benefits of; or otherwise adversely affects a term or condition of an individual's participation in a CSCU program or activity.
- B. **Discriminatory Harassment** is unwelcome conduct based on actual or perceived protected characteristic(s), that based on the totality of the circumstances, is subjectively and objectively offensive, and is so severe, persistent, or pervasive, that it limits or denies a person's ability to participate in or benefit from a CSCU program or activity.
- C. **Sex-based Harassment** is a form of sex discrimination and means sexual harassment and other harassment based on sex,⁴ including sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity; sexual assault, dating violence, domestic violence, and stalking.
- **Quid pro quo:** an employee agent, or other person authorized by CSCU, to provide an aid, benefit, or service under a CSCU program or activity, explicitly or impliedly conditioning the provision of such aid, benefit, or service, on a person's participation in unwelcome sexual conduct.
 - **Hostile Environment Harassment:** unwelcome sex-based conduct, that based on the totality of the circumstances, is subjectively and objectively offensive, and is so severe or pervasive, that it limits or denies a person's ability to participate in or benefit from the CSCU's education program or activity.
 - **Sexual Assault:** Any sexual act, including Rape, Sodomy, Sexual Assault with an Object, or Fondling directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent; also, unlawful sexual intercourse.

⁴ Throughout this Policy, "based on sex" means conduct that is sexual in nature, or that is directed to the Complainant because of his/her/their actual or perceived sex or gender identity.

- a. **Rape:** Penetration, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
 - b. **Sodomy:** Oral or anal penetration, of the Complainant by the Respondent, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent because of their age or, because of their temporary or permanent mental or physical incapacity.
 - c. **Sexual Assault with an Object:** Respondent's use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of the Complainant, without the consent of the Complainant, including instances where the Complainant is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
 - d. **Fondling:** The touching of the private body parts (breasts, buttocks, groin) of the Complainant by the Respondent or causing the Complainant to touch the Respondent's private body parts intentionally for a sexual purpose without the consent of the Complainant, including instances where the Complainant is incapable of giving consent because of their age or because of their temporary or permanent mental incapacity or physical incapacity.
 - e. **Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Connecticut law.
 - f. **Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent in Connecticut.
- D. **Dating Violence:** Violence⁵ committed by a Respondent, who is in or has been in a social relationship of a romantic or intimate nature with the Complainant; and where the existence of such a relationship shall be determined based on a consideration of the following factors: length of the relationship, type of relationship, and/or frequency of the interaction between the Parties involved in the relationship.

⁵ For purposes of this Policy, violence is defined as intentionally or recklessly causing the Complainant physical, emotional, or psychological harm. Legitimate use of violence for self-defense is not chargeable under this Policy because the purpose is safety, not harm. Consensual use of violence, such as in kink relationships, would also not meet this definition, in most circumstances.

- E. **Domestic Violence:** Felony or misdemeanor crimes committed by a person who: is a current or former spouse or intimate partner of the Complainant under the family or domestic violence laws of Connecticut, or a person similarly situated to a spouse of the Complainant; is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner; shares a child in common with the Complainant; or commits acts against a youth or adult Complainant who is protected from those acts under the family or domestic violence laws of Connecticut.
- F. **Stalking:** engaging in a course of conduct⁶ based on sex, that is directed at the Complainant that would cause a reasonable person to fear for the person's safety, or the safety of others; or suffer substantial emotional distress.
- G. **Sexual exploitation**⁷ occurs when the Respondent 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 offenses. Examples of behavior that could rise to the level of sexual exploitation include, but are not limited to:
- Sexual voyeurism (such as observing or allowing others to observe a person undressing or using the bathroom or engaging in sexual acts, without the consent of the person being observed)
 - Knowingly making an unwelcome disclosure of (or threatening to disclose) an individual's sexual orientation, gender identity, or gender expression
 - Taking pictures, video, or audio recording of another in a sexual act, or in any other sexually related activity when there is a reasonable expectation of privacy during the activity, without the consent of all involved in the activity; or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent), including the making or posting of non-consensual pornography
 - Prostituting another person
 - Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or a sexually transmitted disease (STD) or infection (STI), without informing the other person of the virus, disease, or infection

⁶ For purposes of this definition, "A 'course of conduct' requires that there be more than one incident and the conduct must be directed at a specific person. Stalking can occur in person or using technology, and the duration, frequency, and intensity of the conduct should be considered. Stalking tactics can include, but are not limited to watching, following, using tracking devices, monitoring online activity, unwanted contact, property invasion or damage, hacking accounts, threats, violence, sabotage, and attacks. Merely annoying conduct, even if repeated, is a nuisance, but is not typically considered to be stalking.

⁷ Sexual exploitation is further defined as a crime in Connecticut State Law.

- Causing or attempting to cause the incapacitation of another person (through alcohol, drugs, or any other means) for the purpose of compromising that person's ability to give consent to sexual activity, or for the purpose of making that person vulnerable to non-consensual sexual activity
- Misappropriation of another person's identity on apps, websites, or other venues designed for dating or sexual connections (e.g., spoofing)
- Forcing a person to take an action against that person's will by threatening to show, post, or share information, video, audio, or an image that depicts the person's nudity or sexual activity
- Knowingly soliciting a minor for sexual activity
- Engaging in sex trafficking
- Knowingly creating, possessing, or disseminating child sexual abuse images or recordings
- Creating or disseminating synthetic media, including images, videos, or audio representations of individuals doing or saying sexually-related things that never happened, or placing identifiable real people in fictitious pornographic or nude situations without their consent (i.e., Deepfakes)
- Creating or disseminating images or videos of child sexual abuse material

H. Retaliation: Adverse action, including intimidation, threats, coercion, or discrimination, against any person, by the CSCU, any student, employee, or a person authorized by CSCU to provide aid, benefit, or service under CSCU's education programs or activities, for the purpose of interfering with any right or privilege secured by law or Policy, or because the person has engaged in protected activity, including reporting information, making a Complaint, testifying, assisting, or participating or refusing to participate in any manner in an investigation or Resolution Process pursuant to this Policy, including an informal resolution, or in any other appropriate steps taken by CSCU to promptly and effectively end any discrimination, harassment, and/or retaliation in its education programs or activities, prevent its recurrence, and/or remedy its effects.

I. Unauthorized Disclosure:⁸ Distributing or otherwise publicizing materials created or produced during an investigation or Resolution Process except as required by law or as expressly permitted by CSCU; or publicly disclosing a party's personally identifiable information without authorization or consent.

⁸ Nothing in this section restricts the ability of the Parties to: obtain and present evidence, including by speaking to witnesses (as long as it does not constitute retaliation under this Policy), consult with their family members, confidential resources, or Advisors; or otherwise prepare for or participate in the Resolution Process.

As used in this Policy, the following definition (and concepts) apply:

Consent is an understandable exchange of affirmative and clear words or actions, which indicate a willingness to voluntarily participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. The lack of a negative response is not consent. An individual who is incapacitated by alcohol and/or other drugs both voluntarily or involuntarily consumed may not give consent. Past consent to sexual activity does not imply ongoing future consent. Consent can also be withdrawn once given, if the withdrawal is reasonably and clearly communicated. If consent is withdrawn, sexual activity should cease within a reasonably immediate time.

Consent cannot be given if any of the following are present: Force, Coercion, or Incapacitation.

- A. **Force** is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), and/or coercion that overcome resistance.
- B. **Coercion** is unreasonable pressure for sexual activity. Coercion is more than an effort to persuade, entice, or attract another person to have sex. Conduct does not constitute coercion unless it wrongfully impairs an individual's freedom of will to choose whether to participate in sexual activity.
- C. **Incapacitation** is a state where an individual cannot make rational, reasonable decisions due to the debilitating use of alcohol and/or other drugs, sleep, unconsciousness, or because of a disability that prevents the individual from having the capacity to give consent. Intoxication is not incapacitation and a person is not incapacitated merely because the person has been drinking or using drugs. Incapacitation due to alcohol and/or drug consumption results from ingestion that is more severe than impairment, being under the influence, drunkenness, or intoxication. The question of incapacitation will be determined on a case-by-case basis. Being intoxicated or incapacitated by drugs, alcohol, or other medication will not be a defense to any violation of this Policy.

7. Reports/Complaints of Discrimination, Harassment and/or Retaliation

A Report provides notice to CSCU of an allegation or concern about discrimination, harassment, and/or retaliation and provides an opportunity for the Title IX/Equity Coordinator to provide

information, resources, and supportive measures. A Complaint provides notice to CSCU that the Complainant would like to initiate an investigation or other appropriate resolution procedures. An individual may initially make a Report and may decide at a later time to make a Complaint. Reporting options are detailed in procedures promulgated pursuant to this Policy; however, Reports or Complaints of discrimination, harassment, and/or retaliation may be made by making a verbal or written Report or Complaint to the Title IX/Equity Coordinator.

Reporting carries no obligation to initiate a Complaint, and in most situations, CSCU may be able to respect a Complainant's request to not initiate the Resolution Process. However, there may be circumstances, such as pattern behavior, allegations of severe misconduct, or a compelling threat to health and/or safety, where CSCU may need to initiate the Resolution Process.

8. Mandated Reporting and Confidential Employees

All CSCU employees (including student-employees), other than those deemed Confidential Employees below, are Mandated Reporters and are expected to promptly report all known details of actual or suspected discrimination, harassment, and/or retaliation to the Title IX/Equity Coordinator immediately.

Complainants and other individuals should consider whether they share personally identifiable details with Mandated Reporters, as those details must be shared with the Title IX/Equity Coordinator. A Complainant who desires formal action in response to their allegations may report to any Mandated Reporter, who can connect them with resources to report alleged crimes and/or Policy violations, and Mandated Reporters will immediately notify the Title IX/Equity Coordinator (and/or police, if desired by the individual or required by law), who will act when an incident is reported to them.

CSCU makes every effort to preserve the Parties' privacy. Information related to a Report or Complaint will be shared with a limited number of CSCU employees who "need to know" in order to assist in providing supportive measures or evaluating, investigating, or resolving a Report or Complaint. All employees who are involved in the CSCU's procedures under this Policy receive specific training and guidance about sharing and safeguarding private information in accordance with federal and state law. CSCU will not share the identity of any individual who has made a Report or Complaint; any Complainant; any individual who has been reported to be the perpetrator of discrimination, harassment, and/or retaliation; any Respondent; or any witness, except as permitted by, or to fulfill the purposes, of applicable laws and regulations (e.g., Title IX), Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, or as required by law; including any investigation, or resolution proceeding arising under this Policy.

Confidential Employees.⁹ To enable individuals to access support and resources without filing a Complaint, CSCU has designated specific employees as Confidential Employees. Those designated by CSCU as Confidential Employees for purposes of this Policy are not required to

report actual or suspected discrimination, harassment, and/or retaliation in a way that identifies the reporting individual. They will, however, provide individuals with the Title IX/Equity Coordinator's contact information and offer options and resources without any obligation to inform an outside agency or the Title IX/Equity Coordinator unless an individual has requested the information be shared.

⁹ The term "confidential" as used in this Policy differs from the use of the term "management/confidential" typically used to describe a category of employees within CSCU.

There are three categories of Confidential Employees: 1) Those with confidentiality bestowed by law or professional ethics, such as lawyers, medical professionals, clergy, and counselors; 2) Those whom CSCU has specifically designated as confidential for purposes of providing support and resources to the individual; and 3) Those conducting human subjects research as part of a study approved by an Institutional Review Board (IRB). For those in category 1), above, to be able to respect confidentiality, they must be in a confidential relationship with reporting individual, such that they are within the scope of their licensure, professional ethics, or confidential role at the time of receiving the report. These individuals will maintain confidentiality except in extreme cases of health or safety emergencies, immediacy of threat or danger or abuse of a minor, elder, or individual with a disability, or when required to disclose by law or court order.¹⁰

If a Complainant would like the details of an incident to be kept confidential, they may speak with the following Confidential Employees:

- Campus-based counseling center staff
- Campus-based health center staff
- Any clergy affiliated with a College or University
- Ombudspersons
- On-campus victim advocates
- Sports medicine staff/Athletic trainers

In addition, a Complainant may speak with individuals unaffiliated with CSCU without concern that Policy will require them to disclose information to the CSCU without permission such as: licensed professional counselors and other medical providers, local rape crisis counselors, domestic violence resources, local or state assistance agencies, clergy/chaplains, attorneys.

9. Supportive Measures

The Title IX/Equity Coordinator will offer and implement appropriate and reasonable supportive measures to individuals in response to reports of alleged discrimination, harassment, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered, without fee or charge to the

Parties, to restore or preserve access to CSCU's education program or activity, including measures designed to protect the safety of all individuals and/or the educational environment and/or to deter discrimination, harassment, and/or retaliation.

¹⁰ All employees must always comply with BOR Policy 5.6, Reporting Suspected Abuse or Neglect of a Child, as applicable.

10. Standard of Proof

CSCU uses the preponderance of the evidence standard of proof when determining whether this Policy has been violated. This means that the CSCU will decide whether it is more likely than not based upon the available information at the time of the decision, that an individual is in violation of this Policy.

11. Time Limits on Reporting

There is no time limitation on providing Reports or Complaints to a Title IX/Equity Coordinator. However, if an individual is no longer subject to the CSCU's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or impossible. Acting on Reports or Complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of Policy) is at CSCU's discretion; they may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

12. Bias and Conflicts of Interest

Title IX/Equity Coordinators are expected to act without bias and conflicts of interest. Title IX/Equity Coordinators are trained to ensure they are not biased for or against any individual in a specific Complaint, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias, conflict of interest, misconduct, or discrimination by a Title IX/Equity Coordinator, contact the Executive Director of EEO and Civil Rights/Title IX Coordinator. Concerns of bias, conflict of interest, misconduct, or discrimination by other individuals involved in administering this Policy should be raised with the Title IX/Equity Coordinator.

13. External Agency Contact Information

Concerns about the CSCU's application of this Policy and compliance with federal or state civil rights laws may also be addressed to the agencies below. Making a Report or Complaint under this Policy has no bearing on reporting to an external enforcement agency. Individuals may concurrently make reports to law enforcement, external enforcement agencies, and any other entity as appropriate to their circumstances.

Contact information for state and federal agencies where one can report discrimination, harassment, retaliation and/or sexual misconduct in the workplace or educational environment are provided below. Individuals should contact these agencies directly for information on the respective reporting process, reporting timelines, and other matters.

United States Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Office Building
Government Center, Room 475
Boston, MA 02203
(617) 565-3200

United States Department of Education, Office for Civil Rights (OCR)

400 Maryland Avenue, SW
Washington, D.C. 20202-1100
(800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

United States Department of Education, Office for Civil Rights (OCR) (Boston office)

33 Arch Street, Ninth Floor
Boston, MA 02110
(617) 289-0111

United States Department of Justice, Civil Rights Division

950 Pennsylvania Avenue, NW
Washington, D.C. 20530-0001
(202) 514-3847 or (855) 856-1247
(TTY) (202) 514-0716

Offices of the Connecticut Commission on Human Rights and Opportunities

450 Columbus Boulevard, Suite 2, Hartford, CT 06103; (860) 566-7710
100 Broadway, Norwich, CT 06360; (860) 886-5703
55 W. Main Street, Suite 210, Waterbury, CT 06702; (203) 805-6530
350 Fairfield Avenue, 6th Floor, Bridgeport, CT 06604; (203) 579-6246

Connecticut Commission on Women, Children and Seniors, Equity &

Opportunity 18-20 Trinity Street
Hartford, CT 06106
(860) 240-1424

State of Connecticut: Employee Grievance Procedure

(contact the College or University Human Resources Office or union representative for
Grievance forms and/or procedures)
200 Folly Brook Boulevard
Wethersfield, CT 06109
(860) 566-3450

14. Revision of this Policy

This Policy succeeds previous policies addressing discrimination, harassment, sexual misconduct, including Statement of Title IX Policy effective 7/29/2020, and/or retaliation, though previous policies and procedures related to sexual misconduct, including the Statement of Title IX Policy, remain in force for incidents occurring before August 1, 2024. The Executive Director of EEO and Civil Rights/Title IX Coordinator is responsible for periodic review and updates to this Policy, in consultation with the Office of General Counsel and other relevant CSCU stakeholders. The BOR reserves the right to revise this Policy as necessary.

This Policy is effective July 31, 2024.

Board of Regents

CT BOARD OF REGENTS FOR HIGHER EDUCATION

RESOLUTION

concerning

Implementation of CSCU Policies related to New Title IX Regulations

- Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy
- Affirmative Action and Equal Employment Opportunity Policy Statement

July 31, 2024

WHEREAS, the Board of Regents (“Board of Regents”) and Connecticut State Colleges and Universities (“CSCU”) are committed to creating a learning environment and academic community that promotes educational opportunities for all individuals; and

WHEREAS, The Board of Regents and Connecticut State Colleges and Universities are committed to leading, by example, in the areas of equal employment opportunity and affirmative action, and affirmatively seek to attract to its faculty, staff, and student body qualified persons of diverse backgrounds; and

WHEREAS, The Affirmative Action and Equal Employment Opportunity Policy Statement has been updated to comply with federal and state laws and regulations regarding types of protected classes, and includes other technical revisions; and

WHEREAS, The United States Department of Education promulgated regulations under Title IX of the Education Amendments of 1972 (“Title IX”) and set forth certain specific requirements, which become effective on August 1, 2024; and

WHEREAS, The 2024 Title IX regulations have created an opportunity to realign and update CSCU Discriminatory Harassment, Nondiscrimination Title IX-related policies and procedures, and move to a unified policy to create one common community standard expectation for all members of the CSCU; and

WHEREAS, As there are numerous legal challenges underway in several states, other than Connecticut, that may affect the implementation of some or all the new Title IX regulations; and additional consultation with internal CSCU stakeholders is required to complete developing the related System-wide procedures to support the policies, with appropriate flexibility to accommodate the needs/staffing on specific campuses, it is advisable to title the Discriminatory Harassment, Nondiscrimination, and Title IX Policy as “Interim”; and

RESOLVED, that the Board of Regents approve the proposed revision to the “Affirmative Action and Equal Employment Opportunity Policy Statement” (BOR Policy 4-05); and be it further

RESOLVED, that the Board of Regents rescind the current Title IX Policy Statement (BOR Policy 4-11 dated 7-29-2020) and the current “Sexual Misconduct Reporting, Supporting Measures and Processes” Policy (BOR Policy 5-02 dated 7-29-2020) and adopt in their place the new Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy effective August 1, 2024.

ITEM

Recommendation to adopt the Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy and adopt the update to Affirmative Action and Equal Employment Opportunity Policy Statement.

BACKGROUND

The policy work before results from a convergence of issues that compel a comprehensive overhaul of policies dealing with Title IX, discriminatory harassment, nondiscrimination, and retaliation. The factors at play include:

- 1) The current CSCU policies have long needed updating to better comply with state and federal regulations and clarify and streamline policies and procedures for everyone involved.

CSCU staff have consistently expressed confusion and frustration with existing CSCU policies and procedures related to Title IX, non-discrimination, and Affirmative Action. In addition, there is confusion and conflicting information in the existing CSCU Title IX policy and the CSCU Student Code of Conduct. Currently, the CSCU System's Title IX policies comprise a patchwork across several Board policies, the Student Conduct Code, and employee policies. These policies have long needed revision to better support the commitment of the CSCU to provide an educational and employment environment that is free from discrimination and/or harassment based on protected characteristics, and/or retaliation. Ease of use helps not only students, faculty, and staff (and their advisors/supporters), but also those who must implement the policies and procedures on the individual campuses and in the System Office.

- 2) There has been a lack of clarity in policies and a lack of clear direction specifically around discriminatory harassment, nondiscrimination and retaliation.

CSCU current patchwork of policies does not adequately address harassment and/or discrimination and/or retaliation based on all protected characteristics beyond sex as is required under various federal and state laws. As such, this is an opportune time for CSCU to address the lack of clarity around these issues at the system-level and move to a unified policy to create one common community standard for all members of the CSCU.

- 3) On April 19, 2024, the U.S. Department of Education promulgated new Title IX regulations that take effect on August 1, 2024, and supersede prior regulations.

CSCU is now required to adjust policies and procedures related to Title IX to comply with these new regulations.

- 4) There was a committee convened by the previous Provost to review and update the Student Conduct Code.

The details of this work are being processed through the Academic and Student Affairs Committee. However, references to Title IX are being removed to eliminate confusion.

The following summary chart may help provide clarity regarding the various policy revisions underway:

Current BOR Policy	Updated/New BOR Policy	BOR Committee
Affirmative Action BOR Policy 4-05	Reviewed and updated language	Human Resources July 17, 2024
Title IX BOR Policy 4-11 (recommended for recission)	New Interim Connecticut State Colleges and Universities Discriminatory Harassment, Nondiscrimination, and Title IX Policy	Human Resources July 17, 2024
Sexual Misconduct Reporting, Supporting Measures and Processes BOR Policy 5-02 (recommended for recission)		
Student Code of Conduct BOR Policy 2-01	Interim Student Code of Conduct is revised to update the preamble, definitions and prohibited conduct sections, which includes additional language to address protests on campuses; removes self-harm language; and removes Title IX and sexual misconduct components.	Academic & Student Affairs July 18, 2024

It is important to note that there are numerous legal challenges underway in other states that may affect the implementation of some or all the new Title IX regulations. Despite these potential legal challenges, it is our recommendation to proceed given that our current existing policies are not truly adequate to support the work in these key areas, and that we do not even have a system level policy related to non-discrimination. These policy changes are necessary – now – to improve our support and services in these key areas.

Should the Board adopt these policies, we plan to continue our work, in particular, on the Interim Discriminatory Harassment, Nondiscrimination and Title IX Policy. We are already beginning the process of developing system wide procedures to support the policies, with appropriate flexibility to accommodate the needs/staffing on specific campuses. We will continue consulting with relevant stakeholders on the policies and impacts thereof. We will adjust, as necessary, to any legal decisions that may be forthcoming. Most importantly, we will be working on efforts to train all employees on the new policies and regulations as required by the U.S. Department of Education.

ANALYSIS

The analysis centers on the key changes/updates/additions to the policies in question:

Summary of Major Changes Related to the Affirmative Action and Equal Employment Opportunity Policy Statement

- The Affirmative Action and Equal Employment Opportunity Policy Statement has been updated to comply with federal and state laws and regulations regarding types of protected classes.
- The policy has been reformatted for reading clarity.
- Typos were corrected.
- Contact information has been updated (and will need to be updated again in the near future).

Summary of Major Changes Related to Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy

The draft Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy addresses the following changes required to move CSCU from the 2020 Title IX regulations to the 2024 Title IX regulations, while retaining compliance with other federal laws (such as the Clery Act and VAWA) as well as state laws:

- *Expanded Definitions and Jurisdiction*: The 2024 Title IX regulations provide full protection from sex-based harassment and discrimination. The 2024 regulations expand the definitions of sex discrimination and sex-based harassment while also expanding Title IX jurisdiction. The 2024 amendments clarify the definition of sex-based harassment and the scope of sex discrimination to prohibit discrimination based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. Another major change in the 2024 regulations is that it defines “sex-based harassment” as a form of sex discrimination that include sexual harassment and harassment based on sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, or gender identity, that is quid pro quo harassment, hostile environment harassment, or one of four specific offenses of forms of interpersonal violence referenced in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act (“Clery Act”) as amended by the Violence Against Women Reauthorization Act of 2013. The 2024 regulations also require specific grievance procedures for allegations of sex/gender discrimination and retaliation to bring alignment and parity with grievance procedures used to resolve allegations of sexual harassment.
- *Sexual Orientation and Gender Identity*: The 2024 regulations now explicitly recognize that discrimination against LGBTQI+ students, employees, and others based on sexual orientation and gender identity are forms of discrimination under Title IX, bringing federal law into alignment with existing requirements under state law. The rule prohibits discrimination and harassment based on sexual orientation, gender identity, and sex characteristics in federally funded education programs. Note that the 2024 Title IX regulations do not address protections for transgender students in athletics. Instead, the

U.S. Department of Education indicates that the regulatory process for Title IX regulations related to athletics is still ongoing.

- *Pregnant and Parenting Students:* Although CSCU has policies protecting employees regarding pregnancy or related conditions, the 2024 Title IX regulations reemphasize that discrimination based on pregnancy or related conditions, including pregnant students and/or student or employee applicants, violates Title IX.
- *Evidentiary Standard of Proof:* The evidentiary standard of proof will be the preponderance of the evidence for determining whether a policy violation occurred. The preponderance of the evidence is currently the standard of proof in the BOR/CSCU Policy Regarding Sexual Misconduct Reporting, Supportive Measures and Process Policy and Title IX Grievance Procedures. Consistent with the 2024 Title IX regulations and Connecticut state law, the proposed Equal Opportunity, Harassment, and Nondiscrimination Policy ensures that all comparable proceedings equally apply the same evidentiary standard of proof in adjudicating a complaint.
- *Reporting Requirements:* All CSCU employees (including student-employees), other than those deemed Confidential Employees, are now expected to promptly report all known details of actual or suspected discrimination, harassment, and/or retaliation to the Title IX/Equity Coordinator and provide contact information for the Title IX/Equity Coordinator to affected individuals within the CSCU community.
- *Supportive Measures:* CSCU is permitted to provide supportive measures to a complainant or a respondent affected by conduct that may constitute sex discrimination, including sexual violence and other forms of sex-based harassment as long as such supportive measures are not unreasonably burdensome, are not provided for punitive or disciplinary reasons, and are designed to protect the safety of the parties or CSCU's educational environment or to provide support during the grievance procedures or during an informal resolution process.

The proposed Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy allows CSCU to have a commonly understood single standard prohibiting discrimination and/or harassment based on all protected characteristics. This will confer the following benefits:

- Prevent the “patchwork approach” of confusing, overlapping, out-of-date, and vague policies that could apply to faculty, staff, and/or students.
- Better manage risk with a consistent approach across all allegations of harassment and/or discrimination, so that CSCU institutions do not treat allegations of one kind of discrimination differently than other kinds of discrimination. Additionally, issues of

intersectionality of identity are increasingly present in this work (i.e., an individual who alleges discrimination based on more than one protected characteristic).

- Ease-of-use by practitioners across the CSCU system; consistently following policies and procedures is a key risk management issue and having a common policy and procedural framework for all to follow will enhance this goal.
- Transparency for the CSCU community regarding community standards and ease of training for faculty, staff, and students.

The 2024 Title IX regulations provide for much more flexibility regarding procedures, notably no longer requiring live hearings with advisor-led cross examination. Therefore, CSCU now can bring coherence to the procedures that CSCU institutions utilize to respond to reports and allegations of discrimination and/or harassment all with the common goal to stop the harassment/discrimination, prevent its recurrence, and remedy the effects of the harassment/discrimination. Under the supervision of Kim Pacelli as Interim Title IX Coordinator, and with legal guidance from the Office of General Counsel, CSCU practitioners are continuing to refine elements of a common procedural framework that will include:

- Clarity and ease of training for faculty and staff about their reporting responsibilities and when and where to report.
- Clarity and consistency regarding prompt follow-up following a report or disclosure, including ease conducting proper outreach and intake, clear communication to reporting individuals about resolution processes and options, ability to take quick emergency action when needed, and ease of providing immediate supportive measures, where appropriate.
- Adherence to key due process procedural requirements for formal resolution procedures under federal and state laws, as well as consistent with grievance procedures under collective bargaining agreements. Features will include:
 - Equitable treatment of complainants and respondents.
 - Conflict-of-interest and bias-free Title IX Coordinators, investigators, and decisionmakers.
 - Reasonably prompt timeframes for all major stages of the resolution process.
 - Presumption that a Respondent is not responsible until a determination is made.
 - Well-trained investigators, with flexibility to assign investigators as appropriate to address differences in institutional practices, structures, and resources.
 - Clarity regarding decision making, including ensuring that determinations regarding policy violations are made by well-trained individuals, and ensuring fidelity to existing requirements regarding sanctioning and remedies (when needed).
 - Reasonable steps to protect privacy of parties and witnesses during the grievance procedures

- Objective evaluation of relevant evidence and the exclusion of impermissible evidence.
 - Written notice of allegations to the parties and written determinations at the conclusion of the resolution process.
 - Burden on the recipient to gather evidence and decide what is relevant or impermissible.
 - Equal opportunity for the parties to present fact witnesses and other evidence.
 - Equal opportunity for the parties to access the relevant and not otherwise impermissible evidence and a reasonable opportunity to respond.
 - Access to advisors.
 - An appeal process.
- The procedural framework will also include hallmark elements that balance CSCU's ability to ensure that its program and activities are free from discrimination while respecting Complainant autonomy. These elements include:
 - Training for mandated reporters to ensure reports are vetted by Title IX/Equity Coordinators who can determine appropriate next steps that balance the need for autonomy against the safety concerns/concern for the community at-large.
 - Inclusion of a small subset of employees who are available to provide confidential assistance.
 - Enhanced features for privacy and confidentiality.
 - Reduced hurdles to informal resolution measures when appropriate and desired. Continued requirement that in cases that implicate patterns of behavior, safety concerns, minors, and more widespread impact, the institution may need to move forward with a formal grievance procedure.

Summary of Major Changes Related to the Student Code of Conduct

Changes to the Student Code of Conduct are being handled through the Academic and Student Affairs Committee.

Attachments:

- Proposed updates to the Affirmative Action and Equal Employment Opportunity Policy Statement
- Proposed Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy

RECOMMENDATION

Based on the above, staff recommends the following:

1. Adopt the Affirmative Action Policy Statement – revise BOR 4.05
2. Rescind the Board of Regents' Title IX Policy – BOR 4.02
3. Rescind the Board of Regents' Sexual Misconduct Policy – BOR 5.02
4. Adopt new Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy

Appendix C – Violence in the Workplace Prevention Policy



STATE OF CONNECTICUT

VIOLENCE IN THE WORKPLACE PREVENTION POLICY

The State of Connecticut has adopted a statewide zero tolerance policy for workplace violence. The Board of Regents for Higher Education fully supports this policy and recognized the right of its employees to work in a safe and secure environment that is characterized by respect and professionalism.

Prohibited Conduct

Except as may be required as a condition of employment:

- No employee shall bring into any state worksite any weapon or dangerous instrument as defined herein.
- No employee shall use, attempt to use, or threaten to use any such weapon or dangerous instrument in a state worksite.
- No employee shall cause or threaten to cause death or physical injury to any individual in a state worksite.

In addition, the Board of Regents for Higher Education prohibits all conduct, either verbal or physical, that is abusive, threatening, intimidating or demeaning.

Definitions

“Weapon” means any firearm, including a BB gun, 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, s stiletto, any police baton or nightstick or any martial arts weapon or electronic defense weapon.

“Dangerous instrument” means any instrument, article, or substance that, under the circumstances, is capable of causing death or serious physical injury.

Confiscation of Weapons and Dangerous Instruments

Any weapon or dangerous instrument at the worksite will be confiscated and there is no reasonable expectation of privacy with respect to such items in the workplace.

Reporting Procedures

- **Emergency Situations:** Any employee who believes that there is a serious threat to his/her safety or the safety of others that requires immediate attention should contact **911**. The employee must also contact his/her **immediate supervisor** or the **Human Resources Office (860) 723-0331** at the Connecticut State Colleges and Universities System Office.

Please note that when 911 is dialed from a hard line, the local police authority will respond. When dialing from a cell phone, 911 will connect you directly to the nearest State Police Troop.

- **Non-Emergency Situation:** any employee who feels subjected to or witnesses violent, threatening, harassing, or intimidating behavior in the workplace should immediately report the

incident or statement to his/her supervisor or manager, the Human Resources Office, or the Board of Regents for Higher Education.

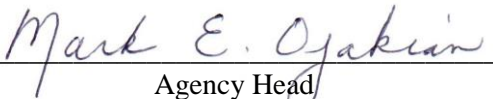
- **Supervisors/Managers Responsibilities:** Any manager or supervisor who received a report of violent, threatening, harassing, or intimidating behavior shall immediately contact the Human Resources Office so that office may evaluate, investigate, and take appropriate action.

Investigation and Corrective Action

- The Board of Regents for Higher Education will promptly investigate all reports or alleged incidents of violent, threatening, harassing or intimidating behavior.
- All employees are expected to cooperate fully in all such investigations.
- Any employee suspected of violating this policy may be placed immediately on administrative leave pending the results of the investigation.
- If the claims of violent, threatening, harassing or intimidating conduct are substantiated, or if it is found that the employee has otherwise violated this policy, the employee will be dealt with through the appropriate disciplinary process, and may be subject to discipline up to and including dismissal from state service.
- Where the situation warrants, the Board of Regents for Higher Education will request that the appropriate law enforcement agencies become involved in the investigation of the matter, and the Board of Regents for Higher Education may seek prosecution of conduct that violates the law.

Enforcement of the Policy

This policy will be prominently posted for all agency employees.



Agency Head

1/30/17
Date

Emergency Contact Information:

CSCU HR Office	860-723-0331
Security Personnel	860-723-0046
State Police	800-968-0664

Appendix D – Reportable Crime Definitions

AGGRAVATED ASSAULT

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

ARSON

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, and personal or other property. Only fires determined through investigation to have been willfully or maliciously set are classified as arson. Fires of suspicious or unknown origins are excluded.

BURGLARY

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

CRIMINAL HOMICIDE (Two categories)

Murder and non-negligent manslaughter

The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence

The killing of another person through gross negligence.

DATING VIOLENCE

Violence committed by a person (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship shall be determined based on a consideration of the following factors: • The length of the relationship • The type of relationship • The frequency of interaction between the persons involved in the relationship.

DESTRUCTION/DAMAGE OF PROPERTY/VANDALISM

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

DOMESTIC VIOLENCE

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

DRUG VIOLATIONS

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any

controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

HATE CRIME

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

HAZING

Hazing is defined in accordance with Connecticut state law and institutional policy as any intentional, knowing, or reckless act that causes or creates reasonable risk of physical or psychological well-being of individuals, regardless of the willingness of such persons, in connection with student organizations including initiation, affiliation, membership, or maintenance of membership

INTIMIDATION

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

LARCENY / THEFT

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

LIQUOR LAW VIOLATIONS

The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

MOTOR VEHICLE THEFT

The theft or attempted theft of a motor vehicle, this offense category includes the stealing of automobiles, trucks, buses, motorcycles, motor scooters, snowmobiles, etc . The definition excludes the taking of a motor vehicle for temporary use by persons who have lawful access.

ROBBERY

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

SEX ASSAULT / SEX OFFENSES

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

RAPE

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

FONDLING

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving

consent because of his/her age or because of his/her temporary or permanent mental incapacity.

INCEST

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

STATUTORY RAPE

Sexual intercourse with a person who is under the statutory age of consent.

SIMPLE ASSAULT

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

STALKING

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.

WEAPONS VIOLATION

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

UNFOUNDED CASES

The event did not happen or was determined through investigation to be false.

**Appendix E – Management / Confidential Non-Continuation, Discipline,
Reprimand, Suspension and Termination Policy (Article 8 of Contract)**

8.1 Non-continuation

Presidents may be non-continued only by an action of the Board. Other management and confidential professional employees may be non-continued in their current positions without cause or explanation, at the option of the President of the Board, for System Office employees; or Presidents, for College and University employees. Permanent employees hired on or after January 1, 2013, shall receive three (3) months' notice, except for employees hired as campus Presidents whose notice periods shall be established in their initial appointment letters. Campus academic management positions at or above the level of Dean may receive up to twelve (12) months' notice. Permanent employees hired prior to January 1, 2013, shall have the greater of three (3) months' notice or the notice provisions covered by the policy that was previously in effect for their respective employer (e.g. BOR/DHE, CCC, CSU or Charter Oak). The Board retains the authority to offer payment of salary in lieu of service or notice.

8.2 Discipline for Cause

No employee shall be disciplined except for cause. Discipline is defined as reprimand, suspension or termination. Discipline does not include counseling. Cause includes, but is not limited to: conviction of a crime; offensive, indecent or abusive conduct toward students, the public, superiors or co-workers; use of fraudulent credentials in seeking of appointment, continuation of appointment or promotion; poor performance; theft; willful neglect or misuse of state funds, property, equipment, material or supplies, including state-owned vehicles; violation of law, state regulation or policy of the Board of Regents for Higher Education; intoxication while on duty; neglect of duty; insubordination; engagement in an activity detrimental to the State or the Board of Regents for Higher Education; and disloyalty to the United States or to the State of Connecticut.

8.3 Reprimand

All reprimands shall be placed in the employee's personnel file and a copy shall be sent to the employee. Written reprimands may be removed from an employee's personnel file on the one year anniversary of the date of its issuance unless, during that one year period there is additional discipline issued to the employee. It shall be the employee's responsibility to request removal of a reprimand after its expiration date has passed. Reprimands may only be removed by mutual agreement of the President, Chief Human Resources Officer and the employee.

8.4 Suspension

A President may suspend an employee with pay if the employee constitutes a threat of harm to him or herself or others pending investigation of conduct for which discipline may be appropriate. A President may suspend an employee without pay for cause as specified in section 8.2. In any given action, the affected employee shall have the right to know and respond to the reasons for suspension without pay prior to the imposition of the penalty.

8.5 Appeals of Discipline (not applicable to those non-continued based on 8.1)

To discipline an employee (per 8.2) the following steps shall be followed: A. Before any disciplinary action is taken a meeting shall be arranged with the employee and the designee of the employer to discuss the situation. The employee shall have the opportunity to present relevant information. Upon the agreement of both parties discussion may be continued to a mutually agreed time. B. After the employer has issued discipline the employee may request a formal hearing by presenting said request not later than five (5) days after the receipt of the disciplinary notice. Said hearing shall be scheduled within thirty (30) days following a timely request by the employee. C. A hearing for non-Presidential Staff shall be held before the Vice President for Human Resources or his/her designee. The hearing shall not be governed by formal rules or procedures. The Vice President for Human Resources or his/her designee shall make a good faith effort to be fair and impartial while eliciting relevant information on the matter in question. If the discipline that is being contested was imposed by the Vice President for Human Resources then the President of the Board of Regents may appoint a different hearing officer of his/her choosing. D. Hearings for Presidential Staff shall be held by a committee of three appointed by the Chairman of the Board of Regents or his/her designee. Such hearings shall not be governed by formal rules or procedures. The committee appointed by the Chairman of the Board or his/her designee shall make a good faith effort to be fair and impartial while eliciting relevant information on the matter in question. E. In either a Presidential or non-Presidential hearing the hearings officers have ten (10) days from the conclusion of the hearing to notify the employee of his/her final and binding decision. Said decision(s) shall be without appeal. F. Failure by an employee to adhere to the deadlines specified herein shall be deemed a waiver of the opportunity for a hearing on the matter.

8.6 Abandonment

Failure to perform assigned duties for five (5) consecutive working days without prior approval of the CSCU President (for system office personnel); or the President (for college and university personnel) is abandonment of one's appointment/position. The employee who has abandoned his/her position will then be separated from State service and be deemed to have resigned not in good standing.

8.7 Layoff

In the event of a reduction in the ranks of Management and/or Confidential Professional employees resulting from retrenchment, reorganization or fiscal exigency, the notice provisions for non-continuation in 8.1 shall apply.

8.8 Notice of Retirement or Resignation (new 08/21/14)

It is recommended that employees planning retirement provide three (3) months of notice and employees resigning provide at least four (4) weeks of notice when possible. Scheduling of the last day at work should be discussed with the employee's supervisor or other designated individual in an attempt to work out the best arrangement for all concerned.

Appendix F – AFSCME Local 1214 Dismissal and Discipline Policy (Article 11 of Contract)

ARTICLE 11 DISMISSAL AND DISCIPLINE

Section One. Discipline is defined as written reprimand, suspension, demotion or dismissal.

Section Two. No employee who has successfully completed the initial probationary period shall be disciplined under this Agreement except for just cause.

Section Three. The parties jointly recognize the deterrent value of disciplinary action and, whenever appropriate, disciplinary action will be preceded by warning and opportunity for corrective action. Nothing in this Section shall prohibit the Employer from bypassing progressive discipline when the nature of the offense requires and the failure to apply progressive discipline shall not in and of itself be cause for overturning the disciplinary action.

Appendix G – Evacuation Procedures

185 Main Campus Evacuation Procedures

In the event of a fire alarm, follow these steps:

1. When the building alarm is sounded, an emergency exists. Walk quickly to the either of the stairwell exits. Proceed to evacuate all rooms, closing all doors (if possible) to confine the fire and reduce oxygen – DO NOT LOCK DOORS!
2. Follow the EXIT signs to the nearest stairwell. There are stairwells on the far east and far west sides of each floor. DO NOT USE THE ELEVATORS DURING AN EMERGENCY. The stairwells are constructed to withstand a fire emergency. The elevators may cease to work during an emergency and cause a hazard. Always use the stairwells.
3. ASSIST PERSONS WITH DISABILITIES in exiting the building. Assist them if you can to the EXITS and down the stairwell. If they are in a wheelchair and unable to descend the stairs, they should position themselves at the top of the stairwell. The individual should standby on the stairwell landing until fire rescue arrives. Call 911 and identify who and where the individual is awaiting rescue.
4. DO NOT PANIC OR CAUSE OTHERS TO PANIC!
5. Once outside, exiting from the garage, please turn left and head towards Bank Street. The meeting spot will be the sidewalk area in front of parking garage. If you are unable to exit through the garage and exit from front of building, please turn right towards Bank Street, turn right on Bank Street and meet on the sidewalk in front of the Parking Garage. Keep streets, fire lanes, hydrants, and walkways clear for emergency vehicles and crews.
6. DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by emergency personnel. The fire department oversees any scene that involves a fire, chemical spill, hazardous material concern, or suspicious odor. The ranking fire official on scene determines when the building is safe.
7. The ranking member of the fire department will give the “All Clear” when the building is deemed safe. This can be the Fire Chief, Assistant Fire Chief, or Deputy Fire Chief. At this time, everyone will be allowed to return the building.
8. If the fire alarm was a scheduled event (“Fire Drill”), a member of Public Safety or the Chief of Police will announce the same and give the “All Clear” to re-enter the building.
9. If the emergency is an active shooter or an active aggressor, evacuation may not be the safest course of action. An alert via an Everbridge text will be broadcasted to all employees with directions such as: “Shelter in Place” or “Evacuate.” Instructions may also come from an internal public address system. The “All Clear” will ONLY come from a uniformed police officer

or Chief of Police. – THERE WILL BE ADDITIONAL TRAINING AND INFORMATION REGARDING ACTIVE SHOOTER/ACTIVE AGGRESSOR RESPONSE IN THE NEAR FUTURE

10. In the event of an Active Shooter or Active Aggressor emergency, the New Britain Police Department is adjacent to our building, and they will be the first responders to confront the threat. The Chief of Police is also assigned to this building and will immediately confront any threat.
11. We will be conducting “Fire Drills” from time to time. For our first “Fire Drill”, advanced notice will be given to all employees indicating the window of time when the “Fire Drill” will be conducted. The advanced notice will include the date and an hour time frame of when the drill will occur. “Fire Drills” allow us to evaluate our protocols and update our procedures to best serve our employees. “Fire Drills” instill confidence in our ability to react appropriately during a real emergency.

Appendix H – Hazing Policy

Policy #	Policy Name	BOR Resolution	Adoption Date	Next Review Date
2.7	CSCU Hazing Prevention and Reporting Policy		June 26, 2025	July 1, 2028

Policy Owner(s): CSCU General Counsel; Institutional Public Safety Leadership; Institutional Chief Human Resource Officers; Institutional Student Affairs Leadership; CSCU Associate Vice Chancellor of Human Resources; CSCU Associate Vice President for Enrollment and Student Success

Applicability: This policy applies to all CSCU students, employees, and any third parties engaging in CSCU's educational and employment programs and activities.

Effective Date: July 1, 2025

I. Purpose

CSCU is committed to fostering a safe and supportive environment free from hazing. As such, the following policy prohibits hazing and requires institutional transparency should hazing occur.

II. Definitions

CSCU: Collectively or singularly, any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University, Connecticut State Community College, and Charter Oak State College.

Hazing: Any intentional, knowing, or reckless act that causes or creates reasonable risk of physical or psychological well-being of individuals, regardless of the willingness of such persons, in connection with student organizations including initiation, affiliation, membership, or maintenance of membership.

Risk: Potential for harm above the reasonable risk encountered during general participation in CSCU or the organization's programs and activities.

Student Organization: An organization at a CSCU institution in which two or more of the members are students enrolled at a CSCU institution, whether or not the organization is established or recognized by a CSCU institution.

III. Policy

a. Prohibited Behaviors

Hazing, in any form, is strictly prohibited at CSCU. This includes, but is not limited to:

- whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
- causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
- causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
- causing, coercing, or otherwise inducing another person to perform sexual acts;
- any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
- any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
- any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation.

b. Reporting Hazing Incidents

All members of the CSCU community are encouraged to report any hazing incidents promptly. Reports can be made through campus security, institutional police departments, student affairs, human resources or any other designated college or university officials. All reports will be addressed by appropriate officials in accordance with CSCU's policies and related procedures, including but not limited to, Student Code of Conduct and Code of Conduct For Regents, Employees and Volunteers.

Individuals identified as Campus Security Authorities (CSA) at their institution under the Clery Act must report incidents of hazing to the appropriate campus contact responsible for compiling the *Annual Security Report* for the purpose of inclusion in the *Annual Security Report*.

c. Institutional Responsibilities

i. Hazing Response Procedures

All CSCU institutions must adopt and publish procedures related to hazing report response. These procedures must be consistent with this policy and minimally include how the institution will receive, review, and investigate, when necessary, reports of hazing.

ii. Prevention Programs

All CSCU institutions will maintain and promote hazing prevention programs. These programs will include primary prevention strategies, such as bystander intervention training and leadership development, to help prevent hazing before it occurs. Institutions must publish, and regularly maintain, a list of related programming, including descriptions of the events and programs and audience, demonstrating sufficient programmatic coverage for students and employees.

iii. Campus Hazing Transparency Report

By July 1, 2025, all CSCU institutions will begin collecting information with respect to hazing incidents at the institution. When a reportable hazing violation¹ occurs at a CSCU institution involving an established or recognized student organization, that institution will prominently publish a *Campus Hazing Transparency Report* on its public website summarizing findings related to student organizations found in violation of hazing policies. The *Campus Hazing Transparency Report* must include:

- this policy and any related procedures;
- the name of such student organization;
- a general description of the violation that resulted in a finding of responsibility, including whether the violation involved the abuse or illegal use of alcohol or drugs, the findings of the institution, and any sanctions placed on the student organization by the institution, as applicable; and
- the dates on which:
 - o the incident was alleged to have occurred;
 - o the investigation into the incident was initiated;
 - o the investigation ended with a finding that a hazing violation occurred; and
 - o the institution provided notice to the student organization that the incident resulted in a hazing violation.

The report will be updated twice a year or as required by law and will be maintained for at least five years consistent with all applicable record retention standards and laws.

iv. Annual Security Report

CSCU institutions will collect and disclose statistics on hazing incidents as part of the annual security report required by the Clery Act, including incidents reported to campus security or local authorities. The data will be compiled in a manner consistent with the definition of hazing in this policy and will be updated as required. In addition to the hazing-related statistics, CSCU institutions will provide a statement on its hazing policies, reporting procedures, and investigation processes in the annual security report.

IV. Enforcement

¹ For the purposes of the Transparency Report, a reportable violation occurs after an investigation concludes that an individual or organization subject to this policy engaged in behavior that constitutes hazing as defined by this policy.

This policy is enforced under the *Student Code of Conduct* and *Code of Conduct For Regents, Employees and Volunteers*.

V. Related Statutes

CT Gen Stat § 53-23a Offenses Against the Person - Hazing

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