



# Naugatuck Valley Community College Student Handbook

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# IMPORTANT PHONE NUMBERS

**All phone numbers require area code (203)**

## **General Information**

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Information – Waterbury Campus	575-8000
Information – Danbury Campus	437-9699

## **Administration**

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President	575-8083
Academic Affairs, Dean	575-8116
Academic Affairs, Associate Dean	575-8641
Administration, Dean	575-8220
Non-Credit Life Long Learning, Director	575-8028
Information Technology, Associate Dean	575-8041
Human Resources, Director	596-8056
Student Services, Dean	575-8012

## **Student Support Services**

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Student Services, Dean	575-8012
Admissions	575-8080
Bursar	575-8055
Center for Academic Planning and Student Success	575-8025
Center for Job Placement and College Opportunities	575-8158
Financial Aid	575-8274
Office of the Registrar	575-2177
Placement Testing	575-8215
Student Activities and Recreational Sports	575-8269
Students with Disabilities	596-8608
Veterans Affairs	575-8006

## **Academic Divisions**

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Academic Affairs, Dean	575-8046
Academic Affairs, Associate Dean	575-8641
Allied Health, Nursing & Physical Education Division	596-8057 or 8058
Arts and Humanities Division	575-8036
Behavioral & Social Science Division	575-8004
Business Division	575-8068
STEM Division (Science, Technologies, Engineering and Math)	575-8090

## **College Services**

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Academic Center for Excellence	575-8717
Bookstore	575-8075
Child Development Center	596-8604
Library	575-8024
<b>Public Safety</b> (routine calls)	<b>575-8113</b>
<b>Public Safety</b> (emergency calls)	<b>575-8112</b>

# Campus Resources

## Bookstore

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After registering for courses, textbooks may be purchased at the George D. Yonan Memorial Bookstore. The Bookstore is self-service, which means that you will need to have course names, numbers and CRNs in order to locate and purchase all required items. Follow the instructions online to start building your list of textbooks and course materials.

**Textbook rental:** You can now rent selected textbooks with saving of over 50% over the cost of a new text. Save time, Pre-register at [efollett.com](http://efollett.com) to expedite your purchase.

Regular semester hours are Monday - Tuesday 8:30 am to 6:00 pm; Wednesday- Thursday 8:30am - 4:30pm and Friday 8:30am – 1:00pm

Extended hours are available at the beginning of each semester. Please check the website for the most accurate info.

Hours are subject to change throughout the semester.

The bookstore is located on the plaza level of the Student Center building in **Room:** S300, **Ph:** 203-575-8075, **Email:** [Naugatuck@bkstr.com](mailto:Naugatuck@bkstr.com)

## Learning Resources

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### Library

The Max R. Traurig Library/Learning Resources Center offers a wide range of resources and services to support the various information and electronic technology needs of students, faculty and staff. In addition to books and periodicals, the library has an ever-growing collection of music CDs, films on DVD and video as well as access to research databases and the Internet. Instruction in library use takes place throughout the academic year to meet the college's ongoing educational priorities. Computers for student research are located throughout the library.

**Room:** L523, **Ph:** 203-575-8024, **Web:** [www.nvcc.commnet.edu/Library](http://www.nvcc.commnet.edu/Library)

**Danbury Campus: Room D201 Ph:** 203-437-9648 or 203-437-9699

### Academic Center for Excellence (ACE)

ACE is a free on-campus resource that provides individual and small group tutoring, Math Lab, Writing Center, ESL tutoring, computers, meeting space, drop-in homework help, exam proctoring, study guidance and tip sheets on college survival skills, a large study area, research assistance, academic skills workshops and e-Tutoring. Main features also include a science exploration zone, biology SIMs program, Microsoft 2007 and 2010, Zoom text for visually impaired, and two collaboration studios for group study.

**Room:** E500, **Ph:** 203-596-8717, **Web:** [www.ace@nvcc.commnet.edu](http://www.ace@nvcc.commnet.edu)

**Danbury Campus: Room D201 Ph:** 203-437-9648 or 203-437-9699

## Computing Resources

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Computer labs are available when classes are in session and are generally open from 8:00 am to 9:30 pm. Specific hours are available at the entrance of the labs, which are available in:

- Technology Hall, Rooms T517 & T651
- Ekstrom Hall, Room E534
- Library/LRC, Room L523 are open labs and available for student use daily. Other computer labs are generally available when there is no class in session in that lab.

Last Revision 8-7-18

- **Danbury Campus:** D201 (ACE), D206, D306 are generally available when there is no class in session in these labs.

**Web:** [www.nvcc.commnet.edu/Student-Life/Places-to-Study](http://www.nvcc.commnet.edu/Student-Life/Places-to-Study)

## Job Placement Center

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Job Placement Center will provide resources, advice and training to students and alumni including job search skills and access to a broad range of career opportunities. Services include individual work study and student assistant placement, career planning, job skill workshops, employer information sessions and career fairs. Job announcements received by the Job Placement Center will be made available via the website. Cooperative education and workforce investment liaison work will be also be served by this office.

**Room:** L524, **Ph:** 203-575-8158, **Web email address:** [jpc@nvcc.commnet.edu](mailto:jpc@nvcc.commnet.edu)

## Center for Academic Planning and Student Success (CAPSS)

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Counselors offer a variety of services for all students including academic advising, transfer advising, personal counseling and career advising. The services for Students with Learning and Other Disabilities will be offered by this office as well in an effort to offer comprehensive services. To contact your academic advisor please click on the link below or call the CAPSS at 203-575-8025.

**Room:** K519, **Ph:** 203-575-8025, **Web:** [www.nvcc.commnet.edu/Student-Life/Counseling](http://www.nvcc.commnet.edu/Student-Life/Counseling)  
**Danbury Campus:** Administrative Office, 2<sup>nd</sup> floor **Ph:** 203-437-9699

## English as a Second Language

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The ESL program at NVCC is designed to serve the needs of international students, recent immigrants and all other students whose primary language is not English. This multi-level program has been developed to enhance students' listening, speaking, reading and writing skills.

**Room:** E500, **Ph:** 203-575-8156 **Web:** [www.nvcc.commnet.edu/ESL](http://www.nvcc.commnet.edu/ESL)

## Financial Aid

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A diversified financial aid program is available to all students in need of financial assistance to pursue a college education. Applicants are encouraged to contact the Financial Aid Office for information, applications and financial counseling at least two months prior to the semester for which the assistance is needed. Financial Aid eligibility for the academic year ends on the last day of final exams.

A number of scholarships are also available to students through donations to the NVCC Foundation from alumni, students, faculty, staff, employers and community members. Most scholarships are awarded to continuing students through the academic departments related to students' majors. Further information may be obtained through the respective division or from the Financial Aid Office. Forms are available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

**Room:** K514, **Ph:** 203-575-8274, **Web:** [www.nvcc.commnet.edu/Financial](http://www.nvcc.commnet.edu/Financial)  
**Danbury Campus:** Administrative Office, 2<sup>nd</sup> floor **Ph:** 203-437-9699

## Health Information

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### Hepatitis B



*What is Hepatitis B?* Hepatitis B is a serious contagious viral disease that attacks the liver. This virus can cause a life-long infection causing cirrhosis (scarring) of the liver, liver cancer or liver failure. Most people who get this disease will recover from it but a few will become chronic carriers and pass this virus to others for a long time. Each year, 80,000 people (mostly young adults) are infected with this disease and approximately 5,000 people die from chronic hepatitis B and its complications.

### **Transmission**

People with this disease and chronic carriers have the virus in their blood, semen, vaginal fluid, saliva and other body fluids and can infect an individual through cuts, tears or skin abrasions. Having unprotected sex or sharing needles with an infected person can spread the virus.

### **Vaccination Recommendations**

A vaccine is available to help protect students against hepatitis B. You cannot get this disease from the vaccine. The U.S. Center for Disease Control and Prevention (CDC) recommends vaccination for all minors, age 18 and under, and anyone at high risk for exposure to this disease. The American College Health Association (ACHA) recommends that all college students be vaccinated. The National Collegiate Athletic Association (NCAA) recommends that all student athletes be vaccinated.

## **Student Insurance/Accident Reports**

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All students attending the College are automatically covered by accident insurance while participating in college-related activities.

Injuries acquired as the result of a school-related activity must be reported to the faculty or staff member in charge, the Office of Disability Services and the Public Safety Department **within 24 hours** of receiving injury. Failure to report an injury and/or complete an accident report may cause the insurance claim to be delayed or denied.

### **Disabilities**

**Room:** K519, **Ph:** 203-596-8208, **Web:** [www.nvcc.commnet.edu/Disabilities](http://www.nvcc.commnet.edu/Disabilities)

### **Public Safety**

**Room:** C122, **Ph:** 203-575-8113, **Web:** [www.nvcc.commnet.edu/PublicSafety](http://www.nvcc.commnet.edu/PublicSafety)

**Danbury Campus:** Administrative Office, 2<sup>nd</sup> floor **Ph:** 203-437-9699

## **Services for Students with Disabilities**

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The College makes every attempt to adhere to both the spirit and guidelines of the Americans with Disabilities Act (ADA). Facilities including elevators, bathrooms, classrooms and entrances are accessible and available to accommodate students in wheelchairs. Personal attendants are not provided by the College. Special parking stickers for students with physical disabilities can be obtained through the State of Connecticut Department of Motor Vehicles.

**Disabilities:** 203-596-8208

**Learning Disabilities:** 203-575-8161

**Room:** K519, **Web:** [www.nvcc.commnet.edu/Disabilities](http://www.nvcc.commnet.edu/Disabilities)

**Danbury Campus:** Administrative Office, 2<sup>nd</sup> floor **Ph:** 203-437-9699

## **College Activity or Program Accessibility**

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It is the policy of Naugatuck Valley Community college to have classes, services, and activities accessible to all individuals who want to participate in College programs or activities. If a situation arises where an individual would like to request that a class, service or activity be accessible, the following policy will apply:

## *Room Accessibility*

The College strives to support all requests on a timely basis. Therefore we ask that all accommodation requests be made as early as possible to provide the time required to avoid a delay or inability to comply with this request. A request by an individual to change the location of a class or college related service should be directed to the Office of Disability Services at (203) 596-8608 or [tlatella@nv.edu](mailto:tlatella@nv.edu). In the event that this Office is not available to provide this assistance, a request should then be made directly to the Events Planning Office at (203) 575-8226 or [eclancy@nv.edu](mailto:eclancy@nv.edu). A request to change the location of a College sponsored activity or program should be directed to the appropriate contact sponsor.

## *College Sponsored Activity or Program*

- The College ADA Coordinator, specific academic division, club, or individual responsible for the college sponsored activity or program will be responsible for meeting any ADA requests for services and associated costs beyond access to the college facility.
- The following statement must be included on all literature publicizing the planned activity or program:

Individuals requesting accommodations should contact (name of activity or program contact with telephone number and e-mail). In an effort for the College to support all requests for accommodations, these requests when possible, must be submitted no less than ten working days prior to the scheduled activity or program. In the event the request is submitted after ten days, the College will try to accommodate the request to the best of its ability.

- The program contact will then coordinate accessibility with the Office of Disability Services at (203) 596-8608 or [tlatella@nv.edu](mailto:tlatella@nv.edu).

## *Contracted Event by an Outside Agency*

When College facilities are utilized by an outside organization, the following requirements will apply. The term “outside organization” includes any person, group or legal entity authorized to use the facilities whose authorization does not include sponsorship or co-sponsorship by the college. (BOT 4.7.5)

- The primary sponsoring agency of a contracted event by an outside organization will be responsible for meeting any Americans with Disabilities Act (ADA) requests for services beyond college facility access; the College assumes responsibility for facility access and accommodations.
- Individuals requesting accommodations must contact Robert Divjak, Director of Facilities at 203-575-8235 or [RDivjak@nv.edu](mailto:RDivjak@nv.edu). Please provide the name of event, contact with telephone number and e-mail.
- The following statement must be included on all literature publicizing the contracted event:

Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of a mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: Jacquie Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708: 203-575-8043. Robert Divjak, Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8235.

## **Student Records**

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

The College complies with FERPA, the purpose of which is twofold: to afford present and former students the right to inspect and review their educational records and to protect students’ privacy rights.

## Directory Information

As recognized by the Connecticut Community College system, “directory information” includes: name, address, dates of attendances (semesters); full/part-time student status; awards, major/program of study, honors and graduation date. For the purposes of access by military recruiters only, telephone listings and, if known, age, and level of education and major are also designated as directory information.

“Directory information” is protected by FERPA and thereby the College policy precludes releasing this information, except as needed under the “legitimate educational interest” in the performance of assigned duties. Students who want this information to be confidential must notify the Registrar’s Office in writing with the first 2 weeks of the semester. All other information is considered non-directory information and, with some exceptions, requires the written consent of the student for the release of information to any third party.

**Room:** K516, **Ph:** 203-596-2177, **Web:** [www.nvcc.commnet.edu/Records](http://www.nvcc.commnet.edu/Records)

## Veterans Affairs

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The Veterans’ Education Division, Department of Higher Education, State of Connecticut approves NVCC for the education and training of Veterans. The Veterans Oasis (Room S411) is a room dedicated to veterans and veteran services.

**Room:** K514, **Ph:** 203-596-2188, **Web:** [www.nvcc.commnet.edu/Veterans](http://www.nvcc.commnet.edu/Veterans)

**Danbury Campus:** Administrative Office, 2<sup>nd</sup> floor **Ph:** 203-437-9699

## Public Safety

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The Public Safety Department is responsible for the enforcement of campus rules and regulations and local, state and federal Laws on campus. The department is staffed 24 hours per day, 365 days per year. All NVCC Police Officers are trained at the Connecticut Police Academy and derive their powers of arrest from the Commissioner of Public Safety. Services include:

- police /security officer escort service
- lost and found
- medical emergencies
- motor vehicle accidents
- criminal investigation

**Room:** C120, **Ph:** 203-575-8113 (emergencies: 203-575-8112), **Web:** [www.nvcc.commnet.edu/PublicSafety](http://www.nvcc.commnet.edu/PublicSafety)

**Danbury Campus:** Administrative Office, 2<sup>nd</sup> floor (Lost and Found) **Ph:** 203-437-9699

## Parking – Waterbury Campus

Specific parking areas are designated for visitors, students, faculty and staff. Students are **not** required to obtain parking decals or permits and may park on a first-come, first-served basis in the East or West lots, except in:

- reserved spaces
- fire lanes
- grass areas
- faculty and staff lots
- visitor parking
- Handicapped spaces.

Some parking areas may be restricted by a sign on special occasions. The speed limit in the parking areas and driveways is 15 mph. The lack of parking space does not permit the violation of a parking regulation. Vehicles may be towed without notice to the owner. The College does not assume responsibility for any motor vehicle, parked or in motion, or its contents.

## Parking – Danbury Campus

All students are required to display a parking tag for the Danbury Parking Authority. Parking tags for students are available in the administrative offices at the NVCC Danbury Center located at 190 Main Street. Parking is available in the [Terence E. McNally Patriot Garage](#), located at 21 Delay Street. The garage is free to students whenever the college is open. A security officer is on duty during Danbury Campus class times and business hours. Emergencies should be reported by calling 911.

## Emergency Assistance Phones

Emergency assistance phones have been placed throughout the campus for your convenience and use. On the Waterbury campus they are connected directly to Public Safety and cannot be used to make any other kinds of calls. Emergency assistance phones are marked accordingly and are located next to most of the elevators in all campus buildings. To use:

1. Pick up the handset.
2. Push the red button, if applicable, and you will be connected to the Public Safety dispatcher.
3. The dispatcher will ask you a series of very important questions.
4. Give the Dispatcher your exact location on campus.
5. Hang up when the dispatcher instructs you to do so

The following emergency phones are located throughout the Waterbury campus and **direct dial to the Public Safety Department:**

Waterbury Campus:	Floor	Phone Location
Kinney Hall	4	next to elevators
	5	next to elevators
	6	next to elevators
	7	next to elevators
Fine Arts (A)	P1	elevator lobby
	P2	elevator lobby
	3	Mainstage lobby
Cistulli Center (S)	P1	elevator lobby
	P2	elevator lobby
	5	Marigold's Cafe, across from vending machines
Traurig Center (L)	1	elevator lobby
	2	elevator lobby
Core	1	Public Safety parking lot
Ekstrom Hall	1	elevator lobby
	2	elevator lobby
	3	next to elevators
	4	next to elevators
	5	next to elevators
	6	next to elevators
Technology Hall	4	next to elevator
	5	next to elevator
	6	next to elevator
Founders Hall	1	next to elevator

	2	next to elevator
	3	next to elevator
Founders Annex	1	next to restrooms
	1	outdoors, west side
	2	next to restrooms
<b>Danbury Campus:</b>		All classrooms 2 <sup>nd</sup> & 3 <sup>rd</sup> floor, Administrative Offices, 2 <sup>nd</sup> floor, Multipurpose room, student lounge and Reception Area
		<b>Dial 911 from any phone to access the Danbury Police Department</b>

### **Campus Crime Report**

The Annual Campus Crime Report can be found at [www.nvcc.commnet.edu/CLERY](http://www.nvcc.commnet.edu/CLERY) or a hard copy can be obtained at the Public Safety Department.

### **Reporting an Emergency/Crime on Campus (Dial 8112)**

We encourage all persons to report suspicious persons, actions or crimes while on campus. All information is kept confidential to the extent required by law. When speaking with the officer, please try to remember as much information as possible to relay to the responding officer. Be prepared to offer the following information:

- name of person making the complaint (optional)
- your current location
- nature of complaint
- name and description of persons involved (if known)
- direction of travel (if known)
- time of occurrence
- injuries (if any)
- any other information that may assist officers in the investigation, such as description of person, including hair color, clothing, skin color, etc

Stay near that phone and an officer will meet you.

### **Emergency Evacuation**

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When the emergency alarm is sounded, you must listen and follow the instructions being given over the public address system. Evacuation means you *must* leave the building at once. If you are in need of help, proceed to the closest elevator in the building. In case of fire – **DO NOT USE THE ELEVATOR**. Use the emergency assistance phone to notify Public Safety of your location and the nature of your need. An officer will arrive as soon as possible to evacuate you. Emergency personnel will assist you in the evacuation process.

### **Sex Offender Registry**

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Sex offender registry information is available at CDPS offices throughout the State, at local police departments and at state police troops with jurisdiction over your region. It is also available online at: [www.ct.gov/dps/site/default.asp](http://www.ct.gov/dps/site/default.asp).

- Avoid isolated areas.
- Park in well-lighted areas.
- Lock your vehicle while attending class.
- Check the back seat of your vehicle before entering.
- There is safety in numbers, go with someone while going to class or walking to your vehicle.
- Use the campus escort service.
- Report suspicious persons and activities to Public Safety immediately.

- Notify Public Safety of any criminal incidents or behavior on campus.
- If an incident does occur, notice and remember as much as possible about the incident and person involved so that an accurate description can be given to authorities.
- Use common sense!

## Campus Closings and Delays

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The decision to close the College or delay opening because of inclement weather or other emergencies is made **between 3:30 and 6:00 am** based upon the conditions at the campus and of major highway and the weather forecast. Radio and TV stations listed below are contacted and asked to broadcast a decision to cancel classes or to delay the opening of the College. You can also get emergency and weather-related delays and closings texted to your cell phone with myCommNetAlert. Go to [www.nvcc.commnet.edu/PublicSafety](http://www.nvcc.commnet.edu/PublicSafety) and click on “emergency closings” for instructions or call 203-575-8000 and press option #4.

The following television stations also carry updated cancellations:

TV Station (network)	Channel	City
WFSB (CBS)	3	Hartford
WVIT (NBC)	30	Hartford
WTNH (ABC)	8	New Haven

## Student Life

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### Student Activities

Student Activities provides a variety of activities, volunteer opportunities and recreational sports on and off campus for NVCC students as well as programs, bus trips and events for students to participate in throughout the academic year. Activity Central is located in **S515** where you can find basketballs & other recreational supplies for your use. The Game Room is located in Café East with pool and ping pong tables. Call for more information.

**Room:** S514, **Ph:** 203-575-8229, **Web:** [www.nv.edu/Student-Life/Student-Activities](http://www.nv.edu/Student-Life/Student-Activities)

**Danbury Campus:** Administrative Office, 2<sup>nd</sup> floor **Ph:** (203-437-9699)

### Student Government Association (SGA)

The student governing body at the College is the Student Government Association (SGA). Comprised of senators from the general student population and representatives from each recognized student club, the SGA provides an opportunity for the expression of student interests and concerns regarding the affairs of the college. This leadership body works closely with the college administration.

**Web:** [www.nv.edu/Student-Life/Student-Activities](http://www.nv.edu/Student-Life/Student-Activities)

### Student Organizations

A variety of recognized student organizations are active at NVCC. Students are encouraged to complement their classroom education by participating in one or several of the following organizations or by forming a new one of their particular interest. Please click on the link below for a complete listing of our clubs.

**Room:** S514, **Ph:** 203-575-8229, **Web:** [www.nvcc.commnet.edu/Clubs](http://www.nvcc.commnet.edu/Clubs)

**Danbury Campus:** Administrative Office, 2<sup>nd</sup> floor **Ph:** (203-437-9699)

### Starting a New Club/Organization

Student groups seeking recognition by the college must be chartered by the Student Government Association, approved by the dean of student services and registered in the Student Activities Office. Several important steps must be undertaken in order to become chartered by the Student Government Association:

1. A faculty advisor must be secured.
2. A list of ten (10) student members and their signatures must be compiled.
3. A statement of purpose and a constitution must be written.
4. A listing of proposed activities must be compiled.

### *Publications for Students*

Student Handbook, “*Fresh Ink*” Literary Magazine, *Tamarack* (newspaper)

### *Use of College Name*

Only recognized student clubs and organizations may use the name, sponsorship and facilities of Naugatuck Valley Community College. Details on how to achieve organization recognition are contained in the following paragraph.

## *Student Code of Conduct*

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### **Preamble**

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

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

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

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

### **INTRODUCTION**

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

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

Last Revision 8-7-18



## PART A: DEFINITIONS

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

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



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

directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process.

23. **“University”** means any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, and Western Connecticut State University, whichever the alleged violation of the Code occurred.
24. **“Shall” and “will”** are used in the imperative sense.
25. **“May”** is used in the permissive sense.

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PART B:                   APPLICATION, DISTRIBUTION, AND ADMINISTRATION OF THE

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STUDENT CODE OF CONDUCT

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

Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College,

Northwestern Connecticut Community College, Norwalk Community College, Quinnebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.

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

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

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

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

## PART C: SCOPE OF AUTHORITY

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

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

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

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

## PART D: PROHIBITED CONDUCT

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

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

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

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

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

- a. Misuse of University or College documents, including, but not limited to forging, transferring, altering or otherwise misusing a student fee card, student payroll card, identification card or other College or University identification document, course registration document, schedule card, transcript, or any other institution-issued document or record.
  - b. Knowingly furnishing false information to any CSCU Official, faculty member or office.
3. Theft of property or services, or damage to, defacement or destruction of, or tampering with, real or personal property owned by the State of Connecticut, CSCU/BOR, the institution, or any member of the CSCU Community.
  4. Actual or threatened physical assault or abuse, threatening behavior, intimidation, or coercion.
  5. Sexual misconduct may include engaging in one of more behaviors:
    - a. **Sexual harassment**, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:
      - sexual flirtation, touching, advances or propositions
      - verbal abuse of a sexual nature
      - pressure to engage in sexual activity
      - graphic or suggestive comments about an individual's dress or appearance
      - use of sexually degrading words to describe an individual
      - display of sexually suggestive objects, pictures or photographs
      - sexual jokes
      - stereotypic comments based upon gender
      - threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.
    - b. **Sexual assault** shall include but is not limited to a sexual act directed against another person when that person is not capable of giving consent, which shall mean the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another.

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

Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a72b and 53a-73a of the Connecticut General Statutes.

- c. **Sexual exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not

otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

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

6. Intimate partner violence is defined as:

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

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

8. Hazing, which is defined as an act which endangers the mental or physical health or safety of a Student, or which destroys, damages, or removes public or private property for the purpose of initiation or admission into, affiliation with or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense to an allegation of hazing. Consenting to the activity by remaining silent or not objecting in the presence of hazing is not a neutral act and is also a violation of this Student Code.

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

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

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

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

22. Intentional obstruction of the free flow of pedestrian or vehicular traffic on CSCU premises or at University or College-sponsored or supervised functions or interference with entry into or exit from CSCU premises or with the free movement of any person.
23. Failure to comply with the directions of CSCU officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
24. Conduct that violates published BOR/CSCU policies, rules, and regulations, including, but not limited to, residence hall rules and regulations.
25. Conduct prohibited by any federal, state, and/or local law, regulation or ordinance.
26. Unauthorized use of CSCU property or the property of members of the CSCU Community or of CSCU Affiliates.
27. Theft, unauthorized use, or abuse of University or College computers and/or peripheral systems and networks, including, but not limited to:
  - a. Unauthorized access to CSCU computer programs or files;
  - b. Unauthorized alteration, transfer or duplication of CSCU computer programs or files;
  - c. Unauthorized use of another individual's identification and/or password;
  - d. Deliberate disruption of the operation of CSCU computer systems and networks;
  - e. Use of the Institution's computing facilities and resources in violation of copyright laws (including unauthorized peer-to-peer file sharing of copyrighted material, including, but not limited to, copyrighted music, movies, and software);
  - f. Use of computing facilities and resources to send obscene messages (which are defined as messages which appeal mainly to a prurient, shameful or morbid interest in nudity, sex, excretion, sadism or masochism, go well beyond customary limits of candor in describing or representing such matters, and are utterly without redeeming social value); and
  - g. Violation of the BOR Policy Statement on Acceptable and responsible use of Information Technology resources and/or any applicable BOR computer use policy.
28. Abuse of the CSCU conduct and disciplinary system, including but not limited to:
  - a. Failure to obey the notice from a Hearing Body or CSCU Official to appear for a meeting or hearing as part of the Student Conduct system;
  - b. Falsification, distortion, or intentional misrepresentation of information to a Disciplinary Officer or Conduct Administrator, or before a Hearing Body;
  - c. Initiation of a conduct or disciplinary proceeding knowingly without cause;
  - d. Disruption or interference with the orderly conduct of a disciplinary proceeding;

- e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary system;
- f. Attempting to influence the impartiality of a Disciplinary Officer, Conduct Administrator or member of a Hearing Body prior to, and/or during the course of, the disciplinary proceeding;
- g. Harassment (verbal or physical) and/or intimidation of a Disciplinary Officer, Conduct Administrator, or member of a Hearing Body prior to, and/or during the course of the disciplinary proceeding;
- h. Failure to comply with the sanction(s) imposed under the Student Code; and
- i. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

*PART E: HEARING PROCEDURES FOR SEXUAL MISCONDUCT, SEXUAL INTIMATE*

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*PARTNER, DOMESTIC VIOLENCE & STALKING REPORTS*

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

1. At any meeting or proceeding, both the reported victim and accused student may be accompanied by an advisor or support person of the student's choice provided the advisor or support person does not cause a scheduled meeting or hearing to be delayed or postponed and provided an advisor or support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding or pertaining to a report of sexual misconduct);
2. The reported victim of sexual misconduct is entitled to request that disciplinary proceedings begin promptly;
3. Any hearing regarding an accusation of sexual misconduct shall (i) be fair, prompt and impartial; (ii) be conducted by a Hearing Body annually trained in issues relating to sexual misconduct (iii) use the preponderance of evidence (more likely than not ) standard; (iv) shall allow both the accused student and reported victim the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding; (v) shall provide both the accused student and the reported victim with equal access to any information that will be used during meetings and hearings; and (vi) invoke the standard of "affirmative consent"<sup>1</sup> in determining whether consent to engage in sexual activity was given by all persons who engaged in sexual activity .
4. In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential;
5. Any reported victim shall be provided written notice of the decision of the Hearing Body at the same time as the accused student, normally within one (1) business day after the conclusion of the Hearing. In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any reported victim of sexual

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<sup>1</sup> The standard of "Affirmative Consent" is set forth in the BOR Sexual Misconduct Reporting, Support Services and Processes Policy and is incorporated herein by reference.



misconduct shall contain only the following: the name of the accused student, the violation committed, if any, and any sanction imposed against the accused student.

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

*Pages 13-24 have been removed as they are not applicable to community college students.*

### **III. CONDUCT AND DISCIPLINARY PROCEDURES APPLICABLE TO COMMUNITY COLLEGE STUDENTS**

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

#### **PART A: DISCIPLINARY PROCEDURES (Academic and Non-Academic Misconduct)**

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

1. Information that a student may have violated the Code should be submitted to the Dean of Students, Dean of Academic Affairs or other designee of the President (hereinafter referred to as “the Dean”), normally within thirty (30) calendar days of the date of a possible violation or within thirty (30) calendar days of the date that the facts constituting a possible violation were known.
2. Upon receipt of information relating to a possible violation, the Dean may immediately place restrictions on or suspend a student on an interim basis if, in the judgment of the Dean, the continued presence of the student at the College or continued participation in the full range of college activities poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process.
  - a. “Interim restrictions” are limitations on the Student’s participation in certain College functions and activities, access to certain locations on campus or access to certain persons, that do not prevent the Student from continuing to pursue his/her academic program. A Student upon whom the Dean has placed interim restrictions shall be afforded written reasons for the restrictions, as well as the time period during which the interim restrictions shall apply. The decision of the Dean regarding interim restrictions shall be final.
  - b. “Interim suspension” is the temporary separation of the Student from the College that involves the denial of all privileges, including entrance to College premises. Prior to imposing an interim suspension, the Dean shall make a good faith effort to meet with the Student. At this meeting, the Dean shall inform the Student of the information received and provide the Student an opportunity to present other information for the Dean’s consideration. Based upon the information available at that time, the Dean shall determine whether the Student’s continued presence on campus poses a danger to persons or property or constitutes an ongoing threat of disrupting the academic process. A Student suspended on an interim basis by the Dean shall be provided written reasons for the suspension and shall be entitled to an administrative conference or a hearing as soon as possible, normally within ten (10) calendar days from the date the interim suspension was imposed. The decision of the Dean regarding an interim suspension shall be final.

3. Following the imposition of interim restrictions or interim suspension, if any, the Dean shall promptly investigate the information received by meeting with individuals who may have knowledge of the matter, including the accused Student, and by reviewing all relevant documents.

If upon the conclusion of the Dean's investigation, the Dean determines that there is insufficient reason to believe the Student has committed a violation of any part of Section I.D. of this Policy, the Dean shall dismiss the matter and shall so inform the Student in writing.
4. If upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Section I. D. of this Code and, after considering both the possible violation and the prior conduct record of the Student, that a sanction of less than suspension or expulsion is appropriate, the Dean shall schedule an administrative conference with the Student. The Student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the Student shall have the opportunity to present information for the Dean's consideration. At the conclusion of the administrative conference, the Dean shall determine whether it is more likely than not that the Student has violated the Policy and, if so, impose a sanction less than suspension or expulsion. The Dean shall provide the Student with a written explanation for the determination. The decision of the Dean shall be final.
5. If upon the conclusion of the Dean's investigation, the Dean determines that there is reason to believe the Student has committed a violation of any part of Section I.D. of this Code and, after considering both the violation and the prior conduct record of the Student, that a sanction of suspension or expulsion is appropriate, the Dean shall provide the Student with reasonable written notice of a meeting and shall inform the Student that his/her failure to attend the meeting or to respond to the notice may result in the imposition of the maximum permissible sanction. At the meeting, the Dean shall provide the Student with a written statement that shall include the following:
  - a. a concise statement of the alleged facts;
  - b. the provision(s) of Section I.D. that appear to have been violated;
  - c. the maximum permissible sanction; and
  - d. a statement that the student may resolve the matter by mutual agreement with the Dean, or may request a hearing by notifying the Dean in writing, which must be received by 5:00pm on the following business day.
6. If the Student requests a hearing, he/she is entitled to the following:
  - a. to be heard within five (5) days or as soon as reasonably possible, by an impartial party or panel whose members shall be appointed by the Dean;
  - b. if the Dean appoints an impartial panel, to have a Student on the panel if requested by the Student;
  - c. to appear in person and to have an advisor who not shall attend as a representative of the Student. However, if there is pending at the time of the hearing a criminal matter pertaining to the same incident that is the subject of the hearing, a lawyer may be present for the sole purpose of observing the proceedings and advising the Student concerning the effect of the proceedings on the pending criminal matter;
  - d. to hear and to question the information presented;
  - e. to present information, to present witnesses, and to make a statement on his or her behalf; and
  - f. to receive a written decision following the hearing.
7. As used herein, the term "impartial" shall mean that the individual was not a party to the incident under consideration and has no personal interest in the outcome of the proceedings. Prior to the commencement of the hearing, the Student who is subject to the hearing may challenge the appointment of an impartial party or panel member on the ground that the person(s) is (are) not impartial. The challenge shall be made in writing to the Dean and shall contain the reasons for the assertion that the person(s) is (are) not impartial. The decision of the Dean shall be final.
8. The written decision of the impartial party or panel shall specify whether, based on the information presented, it is more likely than not that the Student committed the violation(s) reported and shall state the sanction to be imposed, if any. The written decision shall be provided to the Student.

9. Sanctions imposed by an impartial party or panel are effective immediately. The President may, for good cause, suspend imposition of the sanctions imposed by the impartial party or panel to allow the Student time to prepare a written request for review. If a written request is received, the President may continue to suspend imposition of the sanctions until he has reviewed and acted on the Student's request.
10. A written request for review of the decision of the impartial party or panel must be received by the President within three (3) calendar days after the Student is notified of the decision and must clearly identify the grounds for review. The review by the President is limited to the record of the hearing, the written request, and any supporting documentation submitted with the request by the Student. The decision of the impartial party or the panel shall be upheld unless the President finds that:
  - a. a violation of the procedures set forth herein significantly prejudiced the Student; and/or
  - b. the information presented to the impartial party or panel was not substantial enough to justify the decision; and/or,
  - c. the sanction(s) imposed was (were) disproportionate to the seriousness of the violation.
11. Decisions under this procedure shall be made only by the college officials indicated.

## **PART B: DISCIPLINARY SANCTIONS**

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

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

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

## **Sexual Misconduct Reporting, Support Services and Processes Policy**

### **Statement of Policy**

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The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education and development. The BOR and CSCU

strive to maintain a safe and welcoming environment free from acts of sexual misconduct, intimate partner violence and stalking. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence.

The BOR strongly encourages victims to report any instance 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. Each and every BOR governed college and university shall provide 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. Each and every BOR governed college and university will preserve the confidentiality of those who report sexual misconduct to the fullest extent possible and allowed by law. All BOR and CSCU employees, victim support persons and community victim advocates being consulted will make any limits of confidentiality clear before any disclosure of facts takes place. Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all BOR and CSCU employees are required to immediately communicate to the institution's designated recipient any disclosure or report of sexual misconduct received from a student as well as communicate any disclosure or report of sexual misconduct the employee received from another employee when misconduct is related to the business of the institution.

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

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

## Terms, Usage and Standards

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

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

**Report** of sexual misconduct is the receipt of a communication of an incident of sexual misconduct accompanied by a request for an investigation or adjudication by the institution.

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

**Sexual misconduct** includes engaging in any of the following behaviors:

- (a) **Sexual harassment**, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education or employment; submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating, hostile or offensive educational or employment environment. Examples of conduct which may constitute sexual harassment include but are not limited to:
- sexual flirtation, touching, advances or propositions
  - verbal abuse of a sexual nature
  - pressure to engage in sexual activity
  - graphic or suggestive comments about an individual's dress or appearance
  - use of sexually degrading words to describe an individual
  - display of sexually suggestive objects, pictures or photographs
  - sexual jokes
  - stereotypic comments based upon gender
  - threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.

Retaliation is prohibited and occurs when a person is subjected to an adverse employment or educational action because he or she made a complaint under this policy or assisted or participated in any manner in an investigation.

- (b) **Sexual assault** shall include but is not limited to a sexual act directed against another person without the consent (as defined herein) of the other person or when that person is not capable of giving such consent-

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

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

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

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

- (d) **Intimate partner, domestic and/or dating violence means** any physical or sexual harm against an individual by a current or former spouse of or person in a dating or cohabitating relationship with such individual that results from

any action by such spouse or such person that may be classified as a sexual assault under section 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b or 53a-73a of the general statutes, stalking under section 53a-181c, 53a-181d or 53a-181e of the general statutes, or domestic or family violence as designated under section 46b-38h of the general statutes. This includes any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment (5) sexual exploitation, as such terms are defined in this policy.

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

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

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

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

## Confidentiality

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When a BOR governed college or university receives a report of sexual misconduct all reasonable steps will be taken by the appropriate CSCU officials to preserve the privacy of the reported victim while promptly investigating and responding to the report. While the institution will strive to maintain the confidentiality of personally identifiable student information reported, which information is subject to privacy requirements of the Family Education Rights Privacy Act (FERPA), the institution also must fulfill its duty to protect the campus community.

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

Information provided to a confidential resource by a victim of a sexual misconduct or the person reported to have been the victim of sexual misconduct cannot be disclosed legally to any other person without consent, except under very limited circumstances, such as an imminent threat of danger to self or others or if the reported victim is a minor. Therefore, for those who wish to obtain the fullest legal protections and disclose in full confidentiality, she/he must speak



with a confidential resource. Each BOR governed college and university will provide a list of such confidential resources in the College or University's geographic region to victims of sexual misconduct as well as publish these resources online and in various publications.

Where it is deemed necessary for the institution to take steps to protect the safety of the reported victim and/or other members of the campus community, the institution will seek to act in a manner so as not to compromise the privacy or confidentiality of the reported victim of sexual misconduct to the extent reasonably possible.

## Mandated Reporting by College and University Employees

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

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

Further, in accordance with Connecticut State law, with the exception of student employees, any paid administrator, faculty, staff, athletic director, athletic coach or athletic trainer who, in the ordinary course of their employment, has a reasonable cause to suspect or believe that a person under the age of 18 years has been abused or neglected, has been placed in imminent harm or has had a non-accidental injury is required by law and Board policy to report the incident within twelve hours to their immediate supervisor and to the Department of Children and Families.

## Rights of Parties

Those who report any type of sexual misconduct to any BOR governed college or university employee will be informed in a timely manner of all their rights and options, including the necessary steps and potential outcomes of each option. When choosing a reporting resource the following information should be considered:

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

## Right to Notify Law Enforcement & Seek Protective and Other Orders

Those who report being subjected to sexual misconduct shall be provided written information about her/his right to:

- (1) notify law enforcement and receive assistance from campus authorities in making the notification; and,
  - (2) obtain a protective order, apply for a temporary restraining order or seek enforcement of an existing order.
- Such orders include:

- standing criminal protective orders;
- protective orders issued in cases of stalking, harassment, sexual assault, or risk of injury to or impairing the morals of a child;
- temporary restraining orders or protective orders prohibiting the harassment of a witness;
- family violence protective orders.

## Options for Changing Academic, Housing, Transportation and Working Arrangements

The colleges and universities will provide assistance to those involved in a report of sexual misconduct, including but not limited to, reasonably available options for changing academic, campus transportation, housing or working situations as well as honoring lawful protective or temporary restraining orders. Each and every BOR governed college and university shall create and provide information specific to its campus detailing the procedures to follow after the commission of such violence, including people or agencies to contact for reporting purposes or to request assistance, and information on the importance of preserving physical evidence.

## Support Services Contact Information

It is BOR policy that whenever a college or university Title IX Coordinator or other employee receives a report that a student, faculty or staff member has been subjected to sexual misconduct, the Title IX Coordinator or other employee shall immediately provide the student, faculty or staff member with contact information for and, if requested, professional assistance in accessing and using any appropriate campus resources, or local advocacy, counseling, health, and mental health services. All CSCU campuses shall develop and distribute contact information for this purpose as well as provide such information on-line.

## Employee Conduct Procedures

the procedures applicable to the employee's classification of employment. Employees who are reported to have engaged in sexual misconduct are subject to discipline in accordance with *Student Conduct Procedures*

The **Student Code of Conduct** 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 Title IX Coordinator can assist in explaining the student conduct process. 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 of sexual misconduct and the accused student are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled and provided such an advisor or support person may not directly address the Hearing Body, question witnesses or otherwise actively participate in the hearing process or other meeting pertaining to a report of sexual misconduct and each student shall have the opportunity to present evidence and witnesses on her/his behalf during any disciplinary proceeding.

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.

### Dissemination of this Policy

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Upon adoption by the Board all CSCU institutions shall, upon receipt, immediately post and maintain this policy at all times in an easily accessible manner on each institution's website. This policy shall thereafter be annually provided to all Title IX Coordinators, campus law enforcement officers and security personnel, and other campus personnel. Further, this policy shall be presented at student orientation and at student awareness and prevention trainings, and made broadly available at each campus. The policy shall be expanded upon by each institution to provide resources and contact information specific to their institution and geographic area as set forth above.

## *Other Policies*

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## Academic Statements

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### *Academic Freedom Statement*

Naugatuck Valley Community College is committed to the free pursuit and dissemination of knowledge. We believe that academic freedom thrives in an environment of intellectual diversity and protects and fosters independence of thought and speech. Faculty and students are therefore encouraged to teach and study a given field, to examine all pertinent data, to question assumptions and to be guided by the evidence of scholarly research.

### *Student Academic Freedom Statement*

Naugatuck Valley Community College believes the freedom to learn depends upon the creation of appropriate conditions and opportunities within a college campus. At NVCC, we aim to provide an intellectual sanctuary for the pursuit of truth and discovery by allowing students to reflect on their rights and values of diversity, personal perspective, critical intelligence, openness and fairness. These, we believe, are the cornerstones of higher education.

## Academic Honesty and Plagiarism

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At NVCC we expect the highest standards of academic honesty. Academic dishonesty is prohibited in accordance with the Connecticut Community College (CCC) Conduct Policy in Section 5.2.1 Policy Manual. This policy prohibits cheating on examinations, unauthorized collaboration on assignments, unauthorized access to examinations or course materials, plagiarism, and other proscribed activities. Plagiarism is defined as the use of another's idea(s) or phrase(s) and representing that/those idea(s) as your own, either intentionally or unintentionally.

Withdrawal (“W”) will not be permitted if the student seeking to withdraw is suspected of having committed academic misconduct in the course from which withdrawal is sought. A withdrawal will be permitted when such suspicion is resolved by the faculty member without a conclusion the student engaged in academic misconduct in the course. The College reserves the right to substitute a final course grade for a previously recorded “W” when the final course grade reflects the judgment of a faculty member that the student committed academic misconduct in the course for which a “W” had been previously recorded.

## Assessment Expectations

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NVCC students may be asked to participate in college-wide outcomes assessment activities such as tests, surveys, and interviews.

## Course Syllabi

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A complete list of all courses and syllabi is available in the Office of the Dean of Academic Affairs. The syllabus contains valuable information concerning a particular course. The course content, objectives, instructional outcomes, methods, and grading procedures are explained so that each student will know what the minimal requirements and prerequisites are in each course. All enrolled students will receive a copy of the course syllabus. The course syllabus should be retained for use in evaluation of transfer credit at other colleges.

## Faculty Office Hours

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Faculty have established three office hours per week to provide additional assistance to students. Any student who needs help or advice should see the professor during these scheduled periods. Such faculty assistance can be crucial to your comprehension of the course content. Further assistance may also be requested by students in the form of an appointment.

## Faculty Absences

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If a faculty member is going to be late or cannot meet a class because of an emergency, he or she will make every effort to have someone inform you. Many faculty members will inform you during the first class sessions what to do in such an event. However, if any faculty member is late arriving for class (more than 20 minutes), you can: (1) go the Division Director's office or the office of the department chair for that academic area and ask for guidance; or (2) circulate an

attendance sheet with the course number and section for each student to sign and place it in the faculty mailbox. At that point you are free to leave if you have received no other direction.

## Academic Status

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A change in student status (i.e. full-time, part-time) could affect health and automobile insurance carried by parents, bank loans, veteran's benefits, workman's compensation, and financial aid. Students should investigate these possibilities prior to making adjustment in the number of credits being carried.

## Grading System

For the purpose of computing numerical credit point averages, grades are evaluated as follows for each semester hour of credit:

<u>Grade</u>	<u>Quality Points</u>	<u>Description</u>
A	4.0	Excellent
A-	3.7	Excellent
B+	3.3	Good
B	3.0	Good
B-	2.7	Good
C+	2.3	Average
C	2.0	Average
C-	1.7	Below Average
D+	1.3	Poor
D	1.0	Poor
D-	0.7	Poor, lowest passing grade
F	0.0	Fail

The academic standing of each student is based on the student's grade point average (GPA). The GPA is obtained by multiplying academic credits for each course by the quality point value for each course by the quality point value for each course grade, and dividing the sum of the quality points thus obtained by the sum of the academic credits attempted. The symbols of "AU", "I", "M", "N", "P", "TR", "W" are not included in the GPA.

## Incomplete (I) – No Quality Points

At the discretion of the instructor, the notation "I" may be assigned if a student, for extenuating circumstances, has not completed all course requirements. The faculty member who assigns an "I" (Incomplete) shall file a system report form. This notation will not be allowed for excessive absences. Usually, an "I" would be changed to a letter grade by the end of the next semester; however, the instructor has the option of establishing the completion date. If the instructor does not change the "I" to a legitimate grade by the 10<sup>th</sup> week of the following semester, the Records Office will automatically convert the "I" grade to an "F" at the end of the semester.

## Statement on Satisfactory Academic Progress

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1. The grading system employed by each college should accurately reflect the academic achievement of the student. In order to ensure appropriate use of state resources available for the education of its citizens, each college will develop procedures to monitor satisfactory progress through its warning, probation and suspension policy.
2. This policy shall be applicable to all students enrolled for developmental and/or credit courses, no matter the number of credits for which they are enrolled.
3. No course may be repeated for credit more than twice. The highest grade received will be used in calculating the student's academic average. This does not apply to those courses that are designed to be repeated for additional credit.

4. Satisfactory completion of fifty percent of the courses attempted (this phrase means actual continued enrollment beyond the add/drop period) will be the minimum standard for good standing. **Students receiving Federal Title IV financial aid must complete successfully two-thirds (67%) of the credits (earned credits/attempted credits) attempted.**
5. Students who have completed 11 or fewer credits whose cumulative GPA falls below 1.5 will be given a written warning. Students who have completed between 12 and 30 credits inclusive whose CGPA falls below 1.7, and those who have completed 31 or more credits whose CGPA falls below 1.9, will be given a written notice that they are placed on academic probation.
6. Students placed on academic probation will be required to take a reduced course load for one semester. Students who, after being placed on academic probation for one semester and after taking a reduced course load, fail to attain the required CGPA as shown above will be notified in writing that they are suspended for one semester.
7. After the period of suspension, students may be reinstated, either as regular or probationary students, upon application to the college.
8. An appeals process will be established by each college for suspension, which provides for due process. College procedures will be included in appropriate publications and communications.

## Academic Probation

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Any student whose cumulative grade point average falls below 2.0 is placed on academic probation. Removal from probation is automatic when the student's GPA is or exceeds 2.0. A student placed on academic probation must meet with a counselor or advisor before registering for the next semester's courses. Options such as continued counseling, reduced course load, and special tutoring may be suggested. A student who is placed on academic probation and who does not attain the required minimum GPA by the end of the following semester may be limited to a part-time status or may be suspended from the institution. Either action is subject to the suspension appeals process. A student may request a review of academic status by the Dean of Academic Affairs. Students are encouraged to seek counseling, reduced course load, or special tutoring.

## Fresh Start

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A student readmitted to NVCC after an absence of two or more years may return without the handicap of a grade average of less than 2.0 earned previously at Naugatuck Valley. To do so, the student must invoke the *Fresh Start Option*. This Option permits previous grades to be removed from the GPA. Credit is kept for all courses passed with grades of "P", "C", or higher. There is no credit for previous courses in which grades of "D+" or lower were earned. All courses and grades remain on the record. A student may invoke *Fresh Start* only once at NVCC and must do so prior to or during the semester of readmission. Since Naugatuck Valley is an "open admission/selective placement" college, neither the use of *Fresh Start* nor repeat poor performance precludes further readmission(s) of the student. The *Fresh Start Option* does not apply to any completed degree or certificate. ***The Fresh Start Option also does not apply to financial aid.*** A student must complete a minimum of 15 credits after returning to college under the *Fresh Start Option* to be eligible for a degree or certificate and for graduation honors.

## Semester Honors

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There is a Dean's List of students, both full-time and part-time, who earn a semester GPA of 3.4 or higher. Part-time students who pursue three credits or more in a semester shall be eligible for semester honors. A course Withdrawal or Incomplete shall make the student ineligible for Dean's List recognition that semester. Upon completion of the Incomplete, the student may be recognized retroactively.

## Graduation Requirements

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## Eligibility-Degree Students

The College awards Associate in Arts and Associate in Science degrees. To be eligible for a degree, you must:

- be accepted into a degree program at the College
- satisfactorily complete the courses required in the curriculum for the degree
- complete a minimum of 25% of all academic requirements for the degree at NVCC
- earn a minimum cumulative grade point average of 2.0
- be recommended for graduation by a vote of the professional staff of the college or receive an affirmative recommendation from the division director, department chairperson or the program coordinator
- submit a Graduation Application, which may be obtained from the Records Office or online at [www.nvcc.comnet.edu/Records](http://www.nvcc.comnet.edu/Records), by **December 1 for a January conferral** and **March 15 for the May conferral**; if you fail to graduate, you student must re-apply to receive the degree at a subsequent graduation.

## Graduation Honors

Students with exemplary academic performance shall be recognized at graduation with the following designations:

- Summa Cum Laude/Highest Honors for students with a 3.9 - 4.0 GPA
- Magna Cum Laude/High Honors for students with a 3.7 - 3.89 GPA
- Cum Laude/Honors for students with a 3.4 - 3.69 GPA

Students with an “Incomplete” on their record may become retroactively eligible for graduation honors upon completion of the course’s requirements and recognition shall appear on the transcript, provided that the student has earned the required GPA. Grades received for developmental courses may be used to determine eligibility for semester honors; however, they cannot be used to determine eligibility for graduation honors.

## Student Academic Appeals Process

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Revised June 17, 2010

This document applies to “general academic” and “clinical academic” appeals.

Any student has the right to appeal the decision of a full-time or adjunct faculty member, staff member, program director, clinical coordinator or employee of the college. An academic appeal is defined as an allegation by a student that, as to him or her, an employee of the college has violated federal or state laws and regulations, college or department policies, accreditation standards or the faculty member’s own stated policy relating to the student’s assignment of grades or other academic evaluation.

### Step One

The student is advised to discuss the concern or issue with the college faculty member, clinical instructor or other employee of the college directly involved within fourteen (14) business days of the incident (48 hours if it is a clinical appeal). See Appeal Form 1.

### Step Two

If the student is not satisfied with the resolution or outcome of step one, the student may bring the concern to the college employee who is one level above the college employee previously consulted. The student should provide additional supporting information within fourteen (14) business days of the previous resolution or 48 hours if it is a clinical appeal. See Appeal Form 2. The clinical coordinator, course leader, department chair/coordinator, program director or other involved college employee will review the concern with the Division Director. The resolution or outcome will be put in writing and a copy will be sent to the student, department chair, dean of academic affairs and faculty member as well as any other college employees involved in the concern within 5 days.

### Step Three

If the student is not satisfied with the resolution or outcome of step two, the student may request that an appeals committee reviews the matter. See Appeal Form 3. The appeal must be filed within fourteen (14) days of receipt of the response to Step Two. For academic matters, the Academic Appeals Committee will review the concerns, outcomes and

resolutions from the previous steps. If it is a clinical decision or concern, the resolutions and outcomes will be reviewed by the Clinical Appeals Committee. The Clinical Appeals Committee will convene within 48 hours.

The Academic Appeals Committee/Clinical Appeals Committee can dismiss an appeal in which:

1. no new evidence has been presented to change a consistent decision emanating from the initial appeal steps
2. the appeal is untimely
3. the appeal is being pursued in another college procedure or tribunal
4. the appeal is intended to harass, embarrass or has otherwise been filed in bad faith.

If a quorum is not available, the dean of academic affairs will hear the appeal. A response will be made to the student within five (5) days of receipt of the appeal or within 48 hours if it is a clinical appeal. The student may still appeal to the dean if the appeal is dismissed by the committee.

#### ***Step Four***

If the student is not satisfied with the resolution or outcome of step three, the student may bring the concern to the dean of academic affairs. See Appeal Form 4. The appeal must be filed within five (5) days of receipt of the response to step three or within 48 hours if it is a clinical appeal. The student will submit the appeal in writing along with any other relevant documents to the dean of academic affairs, who will need to respond within five (5) days of the receipt of the appeal or within 48 hours if it is a clinical appeal.

#### ***Step Five***

If the student is not satisfied with the resolution or outcome to Step Four, the student will appeal to the College President directly in writing. See Appeal Form 5. The appeal must be filed within five (5) days of receipt of the response to step four or within 48 hours if it is a clinical appeal. The President will respond within 14 days.

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***See next page***

# Academic Appeals Form 1

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To begin the process, you must obtain an Academic Appeal package from a division director or the dean of academic affairs.

*Step One - Student is to submit form with attachments to the college faculty member, adjunct faculty, clinical faculty member, staff or other employee of the college involved in the allegation.*

Name of Student \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Date Problem Occurred \_\_\_\_\_  
(Month) (Day) (Year)

(A) Explain your situation in detail (dates, persons, etc.). Attach an additional sheet, if necessary.

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What documentation do you have to support your position (letters, handouts, catalog, etc.)? Attach copies, if appropriate.

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What, in your opinion, would be a satisfactory resolution to this problem?

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Resolved

Not Resolved

\* If not resolved, explanation attached by faculty & student.

\_\_\_\_\_  
Student's Signature                      Date

\_\_\_\_\_  
Faculty's Signature                      Date

*The student will receive a copy of this form, to be sent by faculty who signs.*

# Academic Appeals Form 2

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*Step Two - Appeal to Division Director or other college employee who is one level above the college employee appealed to in step one.*

Additional evidence or information should be provided below by student. If there is no additional information, the appeal has no basis. Student must attach all previous appeals forms.

(A) Additional evidence or information:

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\_\_\_\_\_  
Student's Signature                  Date

(B) Hearing by director and decision of director:

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Resolved

Not Resolved

\* If not resolved, explanation attached by faculty & student.

\_\_\_\_\_  
Student's Signature                  Date

\_\_\_\_\_  
Director's Signature                  Date

***The student will receive a copy of this form, to be sent by faculty who signs.***



# Academic Appeals Form 3

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*Step 3 - In the event that the student has additional information to provide, he/she may appeal to the chair of the academic appeals committee.*

The committee will review the appeal and decide if an appeal hearing is warranted.

(A) Additional evidence to be filled in by student. If there is no additional information, the appeal has no basis. Student must attach all previous appeals forms.

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\_\_\_\_\_  
Student's Signature                  Date

(B) Hearing by director and decision of committee.

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Resolved

Not Resolved

\* If not resolved, explanation attached by faculty & student.

\_\_\_\_\_  
Student's Signature                  Date

\_\_\_\_\_  
Committee Chair's Signature                  Date

***The student will receive a copy of this form, to be sent by faculty who signs.***

# Academic Appeals Form 4

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*Step Four - In the event that the student has additional information to provide, he/she may appeal to the dean of academic affairs.*

(A) Additional evidence to be filled in by student. If there is no additional information, the appeal has no basis. Student must attach all previous appeals forms.

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\_\_\_\_\_  
Student's Signature                  Date

(B) Hearing by dean and decision:

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Resolved

Not Resolved

\* If not resolved, explanation attached by faculty & student.

\_\_\_\_\_  
Student's Signature                  Date

\_\_\_\_\_  
Dean's Signature                          Date

*The student will receive a copy of this form, to be sent by faculty who signs.*

# Academic Appeals Form 5

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*Step Five – In the event that the student has additional information to provide, he/she may appeal to the president of the College.*

(A) Additional evidence to be filled in by student. If there is no additional information, the appeal has no basis. Student must attach all previous appeals forms.

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\_\_\_\_\_  
Student's Signature                      Date

(B) Hearing by president and decision:

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\_\_\_\_\_  
President's Signature                      Date

## **Smoking Policy (Effective January 1, 2018)**

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Naugatuck Valley Community College is committed to providing a safe and healthy working/learning environment for all members of our campus community and is a smoke-free campus.

**SMOKE-FREE CAMPUS POLICY:** Section 19a-342 of the General Statutes of Connecticut prohibits smoking in any building or portion of a building owned or leased by the state. Smoking is also prohibited in any vehicles owned or leased by the state or any political subdivision thereof (this policy does not apply to personal vehicles). Smoking shall also be prohibited in all outdoor areas of Naugatuck Valley Community College campus property, including but not limited to parking lots, paths, fields, and sports/recreational areas.

Violations will be dealt with as student discipline matters. Compliance will be monitored by Public Safety, employee supervisors and student services staff.

“Smoking”: inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, including hookahs and marijuana. “Smoking” also includes the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form and is not limited to nicotine.

## **Use of Cellular Phones**

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Students are hereby notified that cellular phones and beepers are allowed in class only if they are turned off or turned to a silent mode. Under no circumstances are telephones to be answered in class. Students who ignore this policy may be asked to leave class. When there are extenuating circumstances that require that a student be available by phone or beeper, the student should speak to the instructor prior to class, so that together they can arrive at an agreement concerning the device.

## **Children and Non-students in Class or on Campus**

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As a community focused institution, we acknowledge that children are an integral part of the lives of those that learn, teach and work here. It is, however, necessary to clearly establish Naugatuck Valley Community College’s policy regarding children on campus. Safety, security and health are the highest priority.

For the purpose of this policy, children are defined as minors under the age of 18 who are not enrolled in a Naugatuck Valley Community College course or program.

- Children must be attended at all times by a responsible adult. Line of sight supervision by the responsible adult is required at all times.
- Children may accompany an adult to class on an occasional basis and only with the prior permission of the class instructor. In an emergency situation that is not repetitive, a request may be made to the instructor of the course or supervisor of the activity for permission to bring a child to class or on campus. The student must notify the instructor or supervisor prior to the beginning of the class or activity that a child is present. Pre-K, elementary, middle and high schools that are not in session are not emergency situations. Arrangements must be made for child care outside of NVCC.
- It is expected that this accommodation will be made only when there is no disruption to the teaching and learning process. Instructors and/or supervisors are authorized to ask the student or program participant to leave should the presence of the child be disruptive.
- The Administration reserves the right to ask any person and/or child to leave a classroom, or campus location when the child is a disturbance to NVCC student learning, student activities and/or administrative functions.

## Staff and Faculty

Staff and faculty are, under special and infrequent circumstances, allowed to have their child accompany them to work. Approval should be obtained from the individual's supervisor prior to such a planned visit by a child. Emergency situations requiring the child's presence require that the appropriate supervisor be notified immediately.

For safety reasons children are not permitted in any of the following areas:

- Laboratories (except for controlled demonstrations and special classes)
- Workshops, Cleaning Lockers and Storerooms
- Kitchens and Food Preparation Areas
- Children's Center Playground (unless enrolled in NVCC Childcare and Pre-School Center)
- Any computer lab or computer classroom
- Any unsupervised spaces including offices or classrooms.

## Special Guidelines for all children

- Children are never permitted in any test, exam or final exam session.
- In the interest of campus health, children who are too ill to attend their pre-school, elementary, middle or high school are not permitted in class or on campus.
- Although the cafeteria is a public place, using the cafeteria for child care and/or babysitting for extended periods of time is not permitted.
- Unsupervised children should be reported to the Dean of Administration during college operating hours. Evenings, the report should be made to the Office of Public Safety. Failure to locate the responsible adult will result in the notification of police authorities.

This policy has been established for the safety and security of the child and the protection of the Naugatuck Valley Community College community. It is in no way intended to discourage or prohibit special events, activities and programs aimed at involving children with the college. A violation of this policy may result in appropriate disciplinary action for the student, faculty or staff.

*NOTE: Many college buildings were not designed with small children in mind. Please be particularly cautious with children around stairwells, censored automatic doors and elevators.*

## Food and Beverages in the Classroom

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Food and beverages are not allowed in classrooms, labs, library or locations outside of the cafeteria.

## Drugs and Alcohol

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The Connecticut Community-Technical Colleges endorses the Statement of the Network of Colleges and Universities committed to the elimination of drug and alcohol abuse, which is based on the following premise: American society is harmed in many ways by the abuse of alcohol and other drugs — decreased productivity, serious health problems, breakdown of the family structure and strained social resources. Problems of illicit use and abuse of substances have a pervasive effect upon many segments of society — all socio-economic groups, all age levels, and even the unborn. Education and learning are especially impaired by alcohol abuse and illicit drug use. The Board recognizes that education regarding alcohol and substance abuse is an appropriate and even necessary part of contemporary college life. Since the unauthorized use of controlled substances, in addition to the potential harmful effect it may have on students and employees, is contrary to state and federal law and regulation, it must be prohibited in any college activity, on or off the college campus. The conditions of alcohol and drug dependency may be considered disabilities or handicaps under state and federal law and regulation, and under Board of Regents policy effective January 1, 2012, and employees and students will not be discriminated against because they have these disabilities. All students and employees, however, are considered to be responsible for their actions and their conduct. These provisions shall apply to all colleges under the jurisdiction of the Board:

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

## **Intolerance**

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The Community Colleges have long been committed to providing educational opportunities to all who seek and can benefit from them, as evidenced in the mission statements and policies concerning student rights, affirmative action, and equal opportunity. The Board and the colleges recognize that an important part of providing opportunity is creating a welcoming environment in which all people are able to work and study together, regardless of their differences. At the same time, colleges and universities have traditionally been at the cutting edge of protection of our most cherished freedoms, most notably freedom of speech and non-violent action, which may protect even unpopular or divisive ideas and perspectives. Such Constitutionally protected expression can contribute to an unwelcoming and even offensive social and educational environment for some individuals in the college community, particularly when it concerns race, sex, sexual orientation, or disability, and the First Amendment does not preclude colleges from taking affirmative steps to sensitize the college community to the effects of creating such a negative environment. Therefore, the Community Colleges recognize that they have an obligation not only to punish proscribed actions, but also to provide programs which promote pluralism and diversity and encourage the college community to respect and appreciate the value and dignity of every person and his or her right to an atmosphere not only free of harassment, hostility, and violence, but supportive of individual academic, personal, social, and professional growth. Acts of racism or harassment directed against individuals or specific groups of individuals will not be tolerated and will be dealt with under the employee affirmative action grievance procedures and the student grievance and disciplinary procedures.

## **Sexual Harassment**

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Each member of the Naugatuck Valley Community College community — student or employee — has the right to study and work in an environment free of sexual harassment. Common decency requires this, but, in addition, Title VII of the 1964 Civil Rights Act as amended makes sexual harassment unlawful and further states that the student and employer are responsible for enforcing the Law. Sexual harassment is also forbidden by State law. Section 31-126 of the General Statutes characterizes sexual harassment as an unfair labor practice. Both Federal and State law essentially define sexual harassment “as any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of any individual’s status in the NVCC community,
2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individuals, or
3. Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive academic working environment”.

Complaints of sexual harassment will be addressed according to our established affirmative action internal complaint procedures. Any inquiries should be directed to the Dean of Students Affairs, Room K509, 203-575-8086.

## **Weapons on Campus**

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(Excerpted from the CCC Policy, 4.23, adopted May 18, 1992) The use or possession of weapons (as defined in Section 53-206 of the Connecticut General Statutes) is prohibited on college campuses or at college activities except as authorized by Board or college policies. Colleges are hereby authorized to develop policies that allow for specific exemptions to the extent permitted by law. C.G.S., Section 53-206 defines a weapon as “BB gun, black jack, metal or brass knuckles, or any dirk knife, or a switch knife or any knife having an automatic spring release device by which a blade is released from the handle with a blade over one and one-half inches or stiletto, or any knife the edged portion of the blade of which is four inches or over in length, any police baton or nightstick or any martial arts weapon or electronic defense weapon, as defined in section 53a-3, or any other dangerous or deadly weapon or instrument.”

### ***NVCC Policy Exemptions (Clarified by College President, July 1998)***

The NVCC Policy follows the CCC Policy, 4.23 with these specific exemptions that allow the following individuals to use or possess weapons under the specific conditions described:

1. On-duty police officers with jurisdiction\* on campus, in uniform with proper carry device (holster).
2. On-duty police officers with jurisdiction\* on campus, in civilian clothing, with proper concealment from view.  
\* *Jurisdiction is to be recognized as the officer being on official business and having the statutory right of carrying out that business on NVCC properties.*
3. The use or possession of a weapon may be approved to illustrate in an educational class, lecture, demonstration, or as part of an approved ceremony or program.

This third exemption must have the prior written approval of the Dean of Academic Affairs, the Dean of Administration and the Director of Public Safety. Forms to be used in seeking this approval are available in the Public Safety Department. The Public Safety Department will not take the responsibility of storing, caring for or handling personal weapons in any manner, except in cases of confiscation for a criminal offense or policy violation.

## **Policy on Violence Prevention and Response**

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On August 4, 1999, Governor John G. Rowland signed Executive Order No. 16 instituting a “zero tolerance” Violence in the Workplace Prevention Policy for all state agency personnel, contractors, subcontractors and vendors. In accordance with this directive and in an effort to provide a safe environment for employees, students, visitors and guests while on the premises of the Community Colleges, we have adopted and expanded the application of the Governor’s policy. Executive Order No. 16 is attached to this Board policy and is fully incorporated herein. For purposes of this policy, “violence” is defined as an overt act or threat of harm to a person or property, or any act that poses a substantial threat to the safety of any person or property. “Premises” is defined as any space owned or leased by the Community Colleges or any of its constituent units, including vehicles and any location where college or system business or activities are conducted.

Conduct that may violate this policy includes, but is not limited to, the following:

- intimidating, harassing or threatening behaviors physical abuse, including hitting, slapping, poking, kicking, punching, grabbing, etc.
- verbal abuse, including yelling, shouting, use of sexually, racially or ethnically charged epithets, etc.
- vandalism
- carrying or possessing weapons or dangerous instruments of any kind on community college premises, unless properly authorized
- using such weapons
- any other act that a reasonable person would consider to constitute a threat of violence, including oral or written statements, gestures or expressions that communicate a direct or indirect threat of physical harm

### ***Reporting Threats or Violent Acts***

A person who feels that he or she has been subjected to threats or acts of violence as defined herein, or a person who witnesses such threats or acts, must report the incident to a supervisor, manager or to the Human Resources or Public



Safety office. Supervisors and managers who receive such reports shall seek advice from the Human Resources Office and the Public Safety Office regarding investigating the incident and initiating appropriate action.

**Serious incidents or serious threats of imminent danger to the safety of persons or property should immediately be reported to proper law enforcement authorities and/or to the campus Public Safety Department.**

Any individual who has applied for or obtained a protective or restraining order which lists the premises of the Community Colleges as protected areas, must provide to the Human Resources office a copy of the petition and declaration used to seek the order, a copy of any temporary protective or restraining order that is granted, and a copy of any protective or restraining order that is made permanent. The sensitivity of the information requested is understood and colleges are responsible for treating such information in a manner that recognizes and respects the privacy of the reporting person.

### ***Enforcement of This Policy***

All reported incidents of violence will be taken seriously and will be dealt with appropriately, including prompt evaluation, investigation and response. An individual who makes a substantial threat of violence or commits an act of violence as defined in this policy shall be removed from the premises. Any weapon or dangerous instrument will be confiscated and turned over to appropriate law enforcement/public safety authorities. There is no reasonable expectation of privacy with respect to such items on college premises. Violations of this policy, including knowingly providing a false report, or failing to cooperate fully with an investigation, may lead to disciplinary action up to and including dismissal from employment or expulsion from the college. Violations may also result in criminal penalties.

### ***Threat Assessment Team***

Each college will establish a Threat Assessment Team to oversee the implementation of this policy. The Threat Assessment Team should include representatives of management, human resources, employee unions, public safety, and facilities management. One goal of the team approach is to ensure that people are prepared to work together to deal with violent or potentially violent situations. Although violence cannot always be prevented, planning ahead and being prepared to act swiftly to deal with threats, intimidation and other disruptive behavior at an early stage can reduce the risk.

The Assessment Team has three major functions:

- **Identifying the potential for violence.** This involves analyzing trends in incidents relating to particular units, jobs, activities, time of day and so forth.
- **Prevention.** This includes recommending procedures to prevent violence, such as conducting violence prevention and response training for employees and students, establishing mechanisms for employees, students and others to discuss their concerns about violence, conducting inspections of college premises, evaluating working environments for employees and students to ascertain any unusual risks, conducting employee/student surveys, recommending changes in physical plant, equipment and practices to enhance campus safety.
- **Responding to individual acts of violence.** Incidents reported to the Human Resources office and/or the Public Safety department should be shared with the Threat Assessment Team, which may advise and assist in the investigation if appropriate. The Team may also assist in the management of threats or incidents of violence by planning a response to mitigate further damage, coordinating responses with local law enforcement and the community and managing media inquires.

### ***Publication of Policy on Violence Prevention and Response***

This policy shall be distributed to all members of the college community and shall be posted prominently in areas where students, staff and guests may gather. The policy should also be included in orientation materials for new employees and students and published in college newsletters, catalogues, and handbooks, as appropriate.

The policy should be reissued once a year as a reminder of the importance of this issue in our community. Contractors, subcontractors, and vendors doing business with the college shall be advised that compliance with this policy is mandatory. For further information on the subject of workplace violence, please consult the State of Connecticut Violence

in the Workplace Policy & Procedures Manual for Human Resource Professionals, September 1999, which can be found on the Office of Policy & Management website at the following address: <http://www.opm.state.ct.us/olr/wpv/wpv.htm>. Additional Policies and Information are located in the Naugatuck Valley Community College Catalog. A copy of that publication can be obtained in online under Academics/Catalogs & Schedules.

## Conduct and Procedures for Use of Computer Resources

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### *Introduction*

This Policy governs the acceptable use of Connecticut Community Colleges (CCC) Information Technology (IT) resources. These resources are a valuable asset to be used and managed responsibly to ensure their integrity, security, and availability for appropriate academic and administrative use.

Users of CCC IT resources are responsible for using those resources in accordance with CCC policies and the law. Use of CCC IT resources is a privilege that depends upon appropriate use of those resources. Individuals who violate CCC policy or the law regarding the use of IT resources are subject to loss of access to those resources as well as to CCC disciplinary and/or legal action.

### *General Provisions*

#### ***A. PURPOSE***

The purpose of this Policy is to:

- Ensure that CCC IT resources are used for purposes appropriate to the CCC mission and goals;
- Prevent disruptions to and misuse of CCC IT resources;
- Ensure that the CCC community is aware that use of CCC IT resources is subject to state and federal laws and the CCC policies; and
- Ensure that IT resources are used in compliance with those laws and the CCC policies.

#### ***B. SCOPE***

This Policy applies to:

- All IT resources owned or managed by the CCC;
- All IT resources provided by the CCC through contracts and other agreements with the CCC; and
- All users and uses of CCC IT resources.

#### ***C. DEFINITIONS***

The following terms are used in this Policy. Knowledge of these definitions is important to an understanding of this Policy:

**Appropriate** Connecticut Community Colleges (CCC) – The policies of the CCC system will be overseen by the Board of Regents (BOR) effective January 1, 2012 **Authority:** President of Board of Regents, College President or designee.

**Compelling Circumstances:** Circumstances in which time is of the essence or failure to act might result in property loss or damage, adverse effects on IT resources, loss of evidence of one or more violations of law or of the CCC policies or liability to the CCC or to members of the CCC community.

**IT Resources:** This includes, but is not limited to, computers, computing staff, hardware, software, networks, computing laboratories, databases, files, information, software licenses, computing-related contracts, network bandwidth, usernames, passwords, documentation, disks, CD-ROMs, DVDs, magnetic tapes, and electronic communication.

## ***D. RESPONSIBILITIES***

**Policy:** This Policy was issued by the President of the Board of Regents after consultation with appropriate councils, including the Council of Presidents and the Information Technology Policy Committee.

**Implementation:** In support of this Policy, system standards and procedures shall be developed, published and maintained. And where CCC standards and procedures do not exist, each college is responsible for policy implementation.

**Informational Material:** Each college shall ensure that users of CCC IT resources are aware of all IT policies, standards and procedures as appropriate.

## ***E. VIOLATIONS OF LAW AND POLICY***

The CCC considers any violation of acceptable use to be a serious offense and reserves the right to copy and examine any files or information resident on CCC IT resources to ensure compliance. Violations of this policy should be reported to the appropriate CCC authority.

**Sanctions of Law:** Both federal and state law prohibit theft or abuse of IT resources. Abuses include (but are not limited to) unauthorized entry, use, transfer, tampering with the communications of others, and interference with the work of others and with the operation of IT resources. Any form of harassing, defamatory, offensive, illegal, discriminatory, obscene, or pornographic communication, at any time, to any person is also prohibited by law. Violations of law may result in criminal penalties.

**Disciplinary Actions:** Violators of this Policy may be subject to disciplinary action up to and including dismissal or expulsion pursuant to applicable Board policies and collective bargaining agreements.

## **IT Acceptable Use Policy**

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In making acceptable use of CCC IT resources you must:

- Use resources solely for legitimate and authorized administrative and academic purposes.
- Protect your User ID and IT resources from unauthorized use. You are responsible for all activities on your User ID or that originate from IT resources under your control.
- Access only information that is your own, that is publicly available, or to which you have been given authorized access.
- Use only legal versions of copyrighted software in compliance with vendor license requirements.
- Use shared resources appropriately. (e.g. refrain from monopolizing systems, overloading networks with excessive data, degrading services, or wasting computer time, connect time, disk space, printer paper, manuals, or other resources).

In making acceptable use of CCC IT resources you must NOT:

- Use CCC IT resources to violate any CCC policy or state or federal law.
- Use another person's IT resource, User ID, password, files, or data.

- Have unauthorized access or breach any security measure including decoding passwords or accessing control information, or attempt to do any of the above.
- Engage in any activity that might be harmful to IT resources or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files or making unauthorized modifications to computer data.
- Make or use illegal copies of copyrighted materials or software, store such copies on CCC IT resources, or transmit them over CCC networks.
- Harass or intimidate others or interfere with the ability of others to conduct CCC business.
- Directly or indirectly cause strain on IT resources such as downloading large files, unless prior authorization from the appropriate CCC authority is given.
- Use CCC IT resources for personal purposes including but not limited to, monetary gain, commercial or political purposes.
- Engage in any other activity that does not comply with the general principles presented above.

## IT Access Restrictions

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Use of CCC IT resources may be wholly or partially restricted or rescinded by CCC without prior notice and without the consent of the user under conditions such as:

- When required by and consistent with law;
- When there is reason to believe that violations of law or the CCC policies have taken or may take place; or
- When there are compelling circumstances.

Restriction of use under such conditions is subject to appropriate procedures or approval of appropriate CCC authority.

## Disclaimer

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CCC disclaims any responsibility for and does not warranty information and materials residing on non-CCC systems or available over publicly accessible networks. Such materials do not necessarily reflect the attitudes, opinions or values of CCC, its faculty, staff or students.

## Notice to Users

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As laws change from time to time, this Policy may be revised as necessary to reflect such changes. It is the responsibility of users to ensure that they have reference to the most current version of the CCC Acceptable Use Policy.

*Portions of this policy are based on language contained in the Acceptable Use of Information Systems at Virginia Tech dated June 16, 2000. The CCC gratefully acknowledges Virginia Tech for permission to use its policy.*

## Continuing Notice of Nondiscrimination

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Naugatuck Valley Community College does not discriminate on the basis of race, color, religious creed, age, gender, gender identity or expression, national origin, marital status, ancestry, present or past history of mental disorder, learning disability or physical disability, political belief, veteran status, sexual orientation, genetic information or criminal record. The following individuals have been designated to handle inquiries regarding the non-discrimination policies: **Jacque Swanson, Associate Director of Human Resources/Title IX Coordinator, Room K704, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8043. Robert Divjak, Director of Facilities/Section 504/ADA Coordinator, Room C216, Naugatuck Valley Community College, 750 Chase Parkway, Waterbury, CT 06708; 203-575-8235.**

