



CONNECTICUT COLLEGE

The 2019-20 Student Handbook

Dear Connecticut College Student:

Welcome to the 2019-2020 academic year. As a member of the Connecticut College community, you are expected to conduct yourselves according to the standards of integrity, civility and respect established by the student body and documented in our highly valued College Honor Code and in the College's Student Code of Conduct. In addition to the expectations we have for each of you regarding your conduct on campus, you also have access to a conduct process that ensures the responsibilities and rights of students are systematically and duly addressed. The Student Handbook explains our community standards under the Honor Code and the Student Code of Conduct and our student conduct process. Students are responsible for the information contained in the Student Handbook and for upholding our community standards.

This handbook represents the current code and the values of the Connecticut College community. It replaces the previously issued handbook and remains in effect until the next handbook is issued.

The Student Handbook is organized into seven sections:

- Mission and Values of Connecticut College
- Student Responsibilities Under the Honor Code and Student Code of Conduct
- Discriminatory Conduct Policies and Procedures
- Detailed Policy Standards
- General Regulations
- The Student Conduct Process
- Student Involvement

Should you have questions or input to offer with regard to your rights and responsibilities, please feel free to contact a member of the Student Government Association, the Office of the Dean of Students, or one of the student Conduct Process Advocates.

Best wishes to you for a successful year!

Sincerely,

Sarah Cardwell
Senior Associate Dean of Student Life

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SECTION I

Mission and Values of Connecticut College

This section of the Connecticut College Student Handbook describes the shared values of the institution:

- Mission Statement and Core Values
- Commitment to Diversity and Anti-Discrimination
- Statement of Principles and Values for Student Life Outside the Classroom
- Student Bill of Rights
- The Honor Code
- Communication with Family Members

Connecticut College is accredited by the New England Association of Schools and Colleges (NEASC). Information on how to comment on, or register complaints about Connecticut College's compliance with NEASC accreditation criteria may be found at the CIHE NEASC website: http://cihe.neasc.org/information_for_the_public/comments_amp_complaints

The Connecticut College Mission Statement

Revised October 2004

Connecticut College educates students to put the liberal arts into action as citizens in a global society.

The College has embraced several core values to further that mission. Those values help the College create a challenging academic environment that fosters reflection on a lifetime of learning and community involvement:

Academic excellence

Rigorous academic standards, innovative and engaging faculty members, and a diverse classroom curriculum challenge students to reach their full intellectual potential. The College expects students to learn outside the classroom as well, through such activities as research, travel, and internships. The College facilitates those opportunities in the belief that a diversity of experiences is essential for genuine academic excellence. The College also expects and strongly supports faculty scholarship, research, and creative work that advances human knowledge and expression and informs excellent teaching.

Diversity, equity, and shared governance

In the early twentieth century, Connecticut College was founded in the belief that all qualified students — women as well as men — deserve an opportunity to secure an education. The College strives to be a community in which all members feel comfortable, respect each other's differences, and seek common ground. The College promotes

understanding by offering a variety of academic and social experiences and is committed to building greater access, opportunity, and equity. Students, faculty, staff, trustees, and alumni all participate in the governance of the College.

Education of the entire person

The College supports and nurtures the intellectual, emotional, spiritual, creative, and physical development of its student body. Connecticut College encourages students to engage in a wide range of activities, including academic pursuits, athletics and physical education, artistic expression, and community service. The College fosters an appreciation for the natural and aesthetic connectedness of the mind, body, and spirit. It prepares students to be responsible citizens, creative problem-solvers, and thoughtful leaders in a global society.

Adherence to common ethical and moral standards

Connecticut College maintains a strong commitment to its long-standing Honor Code. Students are expected to monitor their own faithfulness to the principles of honesty and moral integrity and to display courage in academic and social interactions. The principles of justice, impartiality, and fairness—the foundations for equity—are paramount.

Community service and global citizenship

Connecticut College fosters civic responsibility and enhances academic excellence through a long tradition of community involvement and through courses that provide opportunities for service. The College promotes an understanding of local, regional, national, and international peoples, groups, cultures, and issues, and encourages students to take a life-long interest in them.

Environmental stewardship

Connecticut College is proud of its pioneering tradition of ecological awareness and responsibility and intends to remain a leader in safeguarding the environment. The arboretum campus is an ecological showpiece, and the College's procedures and programs aim to preserve and protect the environment, both locally and globally, and to prepare citizens sensitive to the need for responsible environmental stewardship.

Connecticut College Statement on Diversity, Equity, and Inclusion

Connecticut College was founded in large part on the belief that women should have equal opportunities to pursue higher education of the finest quality. In 1911, the College opened its doors to women who had been excluded from other institutions in the state of Connecticut and around the United States. The College has carried forward this open-door spirit by positioning diversity, equity, and inclusion as mission-critical components of a comprehensive 21st century liberal arts education. Today, we are proud that our community represents diversity in all of its forms, including, but not limited to welcoming people of different abilities, ages, ethnicities, gender identities and expressions, races, religions, sexual orientations, and socioeconomic statuses.

Connecticut College students, staff, and faculty come together every day to create and sustain a vibrant intellectual community; one where every member can exist wholly, with all of our identities being fully valued and affirmed. Our curriculum ensures that students will be able to form meaningful questions, both large and small, about their identities and to consider how they show up in the world. Inside and well beyond traditional classroom settings, students are exposed to ideas that broaden their perspectives and deepen their understanding. We bring nationally and internationally known thinkers and doers to campus to augment our exceptional course offerings. We also create the conditions for social relationships to flourish both within and outside of personal comfort zones.

What is perhaps most extraordinary about diversity at Connecticut College is the way members of our community choose to engage with one another. At Conn, we challenge each other across constituencies and identities to acquire more knowledge, increase our awareness, and develop better skills. For example, it is important for us to seek as much information as possible about interlocking systems of oppression resulting from our complex global histories and to understand how such systems are manifest in institutions of higher education. We engage in rigorous discussion and debate over ideas, beliefs, and values that may be in direct conflict with our own. We learn and grow together, sharing our personal narratives with one another along the way, and all the while striving to uphold the principles of our Honor Code. Connecticut College is on a constant quest to make sure that all of its members will have their full humanity recognized and will see the full humanity of others.

The College is therefore determined to confront any behavior or conduct that exhibits bias, harassment, or discrimination against a member of our community on the basis of race, color, sexual orientation, gender identity, gender expression, gender characteristics, marital status, pregnancy, age, religion, national or ethnic origin, genetics, physical or mental disability, veteran status, or on the basis of any other class protected by state or federal law. These will be referred to as the “Protected Categories”.

Accordingly, Connecticut College is committed to the following:

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin by educational institutions that receive federal financial assistance in education programs or activities. The College is committed to compliance with Title VI’s requirement of non-discrimination, as reflected in our non-discrimination policy and our procedures for resolving student complaints of discrimination.

Title IX of the Education Amendments of 1972 prohibits educational institutions that receive federal financial assistance from discriminating on the basis of sex and gender identity or expression in educational programs or activities, including athletics programs, sexual harassment and sexual violence. The College is committed to compliance with Title IX’s requirement of non-discrimination, as reflected in our non-discrimination policy in this Handbook. The procedures for resolving student complaints of discrimination based on sex and gender are described in the Title IX Complaint Investigation section of the Student Handbook. The Office

for Civil Rights of the US Department of Education is responsible for overseeing compliance with Title IX and has issued guidelines for institutions to help them comply with its principles. Students have a right to file a complaint with the Office for Civil Rights concerning alleged failures by the College to comply with the requirements of Title IX. Complaints may be filed at <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

U.S. Department of Education
Office for Civil Rights
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100

Telephone: 800-421-3481
FAX: 202-453-6012; TDD: 800-877-8339
Email: OCR@ed.gov

The Division of Institutional Equity and Inclusion oversees all Title IX compliance for the institution, oversees compliance for faculty, and may receive complaints and non-retaliatory cross complaints by students, faculty and staff. Two staff members serve as Deputy Title IX Coordinators; Eva Kovach, Associate Director of Athletics and Deputy Title IX Coordinator, focuses primarily on issues of Title IX compliance within athletics; and Cheryl Miller, Vice President for Human Resources and Organizational Development and Deputy Title IX Coordinator, focuses primarily on issues of Title IX compliance for staff. Inquiries regarding applications of Title IX on campus may be directed to any of the following:

- Ebony Manning, J.D., Associate Dean for Equity and Compliance Programs and Title IX Coordinator, Unity House, 860-439-2035 or ebony.manning@conncoll.edu.
- Eva Kovach, Associate Director of Athletics and Deputy Title IX Coordinator Athletic Center, 860-439-2557 or edkov@conncoll.edu
- Cheryl Miller, Vice President for Human Resources and Organizational Development and Deputy Title IX Coordinator, Human Resources, 860-439-2085 or cmiller5@conncoll.edu

Anonymous reports can be made by individuals, including third parties, using the Sexual Misconduct Anonymous Reporting form on Camelweb (under Incident Reporting). The information provided on this form is used for the College's Annual Security report and to inform our understanding of the prevalence of such incidents. While anonymous reporting limits the College's ability to follow up on the incident, it may prompt a need for the College to investigate. This form is received by the Associate Dean for Equity and Compliance Programs and Title IX Coordinator.

When a person is involved in a Title IX complaint, if there is a perceived bias or conflict of interest regarding a deputy Title IX Coordinator or others handling the Title IX grievance procedures, those concerns should be shared with the Dean of Institutional Equity and Inclusion.

Section 504 of the Rehabilitation Act of 1973 prohibits educational institutions that receive federal financial assistance from discriminating on the basis of ability status in educational programs or activities. The College is committed to compliance with Section 504's requirement of non-discrimination, as reflected in our non-discrimination policy in this Handbook. The procedures for resolving student complaints of discrimination based on ability status are described in the above section of the Handbook. The person responsible for the coordination of the College's compliance activities under Section 504 is the Director of Student Accessibility Services, 860-439-5428.

Gender Inclusive Restrooms: In an effort to create a safer and more equitable environment where all community members (students, faculty, staff, visitors, etc.) feel supported and empowered, Connecticut College affirms the right of community members to use the bathrooms that best correspond to their gender identity. Gender inclusive restrooms are currently available in many campus buildings, including most residence halls.

In an ongoing effort to provide an adequate number of gender inclusive facilities, Connecticut College strives to provide accessible bathrooms on campus and commits to examining the feasibility of expanding gender inclusive facilities in our current campus buildings and including gender inclusive bathrooms in the future building projects.

Student Bill of Rights

As a Connecticut College student, you are entitled to basic rights, which have been established by the College to help in your academic and personal development. All rights must be exercised in accordance with local, state and federal laws, the rules and regulations of Connecticut College, the Honor Code, and the Student Code of Conduct. Your rights as a Connecticut College student are outlined below. Amendments to the Student Bill of Rights can be made by a two-thirds majority vote of the Student Assembly, a simple majority vote of an all campus referendum, and a majority vote of the Board of Trustees.

1. The Right to Individual Beliefs and Expression

Students have the right to express their ideas, thoughts, and opinions without fear of censure or retribution. Students have the right to state and exercise their beliefs including but not limited to religious, political and social beliefs, and students have the right to associate with or create organizations in accordance with these beliefs. As a result, students have the right to have their classroom performance evaluated solely on an academic basis, and not on opinions or conduct in matters unrelated to academic standards.

2. The Right of Governance and Participation

Students have the right to establish representative governmental bodies and to participate in College governance in accordance with the rules and regulations of Connecticut College. As constituents of the academic community, students are free to express, individually and collectively, their opinions on issues of institutional policy and on matters of general interest to the student body. The Charter of the Student Government

Association of Connecticut College clearly defines the means through which the student body can participate in the formulation and application of institutional policy affecting academic and student affairs. Editors and managers shall be responsible for insuring the constitutional obligations and all legal statutes that may apply to such organizations (e.g. WCNI FCC regulations).

3. The Right of Inquiry and Expression

Students and student organizations are free to examine and to discuss all questions of interest to them and to express opinions concerning these questions publicly and/or privately. They are always free to support causes by orderly means that do not disrupt the regular and essential operation of the College. In their public expressions or demonstrations, students or student organizations speak only for themselves. Students are allowed to invite and to hear any person of their own choosing. Those routine procedures required before a guest speaker is invited to appear are designed only to insure that there is orderly scheduling of facilities and adequate preparation for the next event, and that the occasion is conducted in a manner appropriate to an academic community. The institutional control of campus facilities will not be used as a device of censorship. Sponsorship of guest speakers does not imply approval or endorsement, either by the sponsoring group or the College, of the views expressed.

4. The Right of Student Control of a Free Media

Methods of communication among students, such as newspapers, radio stations and other publications are a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. They are a means of bringing student concerns to the faculty and administration and of formulating student opinion on various issues on the campus and in the world at large. Students have the right to maintain a free press and radio, not subject to administrative censorship of copy or script, and the editors and managers are free to develop their own editorial policies and news coverage. Editors and managers of student publications are protected from arbitrary suspension or removal because of student, faculty, administrative, or public disapproval of editorial policy and/or content. The body of students or membership of these groups responsible for the appointment of editors and managers shall be responsible for their removal. Personal opinions expressed through the college media do not necessarily reflect the opinions of the College or of the student body. The College media shall not engage in enterprises that may jeopardize the tax-exempt status of the College or actions that may violate FCC violations.

5. The Right of Academic Pursuit

Enrolled students have the right to an environment conducive to the pursuit of academic requirements and interests, and reasonable access to, and support of, faculty and staff.

6. The Right of Non-Discrimination (Protected Classes)

Connecticut College is committed to the goal of achieving equal opportunity for all and, accordingly, does not discriminate on the basis of race; color; sex; gender; sexual orientation; gender identity, expression and characteristics; age; religion; marital status; pregnancy; national or ethnic origin; predisposing genetic characteristic; visible or

invisible disability; or status as a disabled veteran or veteran of the Vietnam era. The College complies with federal and state legislation and regulations regarding nondiscrimination. This policy applies to faculty and staff, applicants for faculty and staff positions, students and applicants for educational programs and activities. Inquiries concerning this policy should be addressed to: Dean of Institutional Equity and Inclusion, Unity House, Connecticut College, 270 Mohegan Avenue, New London, CT 06320-4196.

7. The Right to a Safe Environment

Students have the right to an environment in which the College takes reasonable measures to offer students protection from foreseeable danger.

8. The Right of Privacy

Students have the right to reasonable privacy in their academic, co-curricular, and personal lives. Information about student views, beliefs, and political association which professors require in the course of their work as instructors and advisors should be considered private. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

Students have the right to access, and control access to, their educational records as provided in the federal Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment. This includes the right to review and challenge the content of educational records, to control disclosure of personal and academic information to third parties, and to limit the routine disclosure of all or some information defined as “directory information” by the College’s FERPA Notification of Rights Policy. FERPA does permit the College to share information with parents/guardians if the student is claimed by the parent as a tax-dependent. This policy can be found in the College Catalog and the Student Handbook.

9. The Right of Access to College Documents

Students have the right to view and/or obtain any public College documents.

10. The Right of Fair Practice in Disciplinary Matters

Students have the right to a fair process in addressing alleged violations of the Honor Code and the Student Code of Conduct. Connecticut College’s student conduct process follows procedures of "Fair Practice." Fair Practice is defined as “a flexible term generally indicating that the student accused of a violation of the Student Code of Conduct will be provided with full and fair notice of the alleged violation(s) and an opportunity to be heard.” Fair Practice normally includes written notification to the student of the alleged violation of the Honor Code and/or Student Code of Conduct and the opportunity to participate in the conduct process, and the right to request a student conduct review. The College considers email an official form of communication and/or notification.

THE CONNECTICUT COLLEGE HONOR CODE

The Honor System is a crucial component of the Connecticut College community and it is one of the unique features of the Connecticut College education. This rich and treasured legacy has been an integral part of the lives of students since the College first began. Honor signifies honesty and respect for others in all aspects of behavior. This unique system provides both freedom and responsibility; therefore, it is important that all students fully understand the system and how it is applied.

In the first Connecticut College “C” Book (1916), Connecticut College President Sykes acknowledged the students’ choice to commit themselves to shared-governance and the idea of high standards of conduct for the community:

“Above All, in the institution of student government, and more than that, in the maintenance of it in spirit and letter, you have cooperated with the faculty to establish high ideals of conduct which you can pass on to succeeding classes with a joy of conscience, that sense of rectitude and social obligation that gives to community life its highest sanction and most lasting satisfaction.”

In 1922, the Student Government Association formally adopted an oath which extols the virtues of shared ideals within a community. It is as follows:

"We will never, by any selfish or other unworthy act, dishonor this our College; individually and collectively we will foster her ideals and do our utmost to instill a respect in those among us who fail in their responsibility; unceasingly we will strive to quicken a general realization of our common duty and obligation to our College. And thus in manifold service we will render our Alma Mater greater, worthier, and more beautiful." (Connecticut College “C” Book, 1922-23).

The 1924-25 Connecticut College “C” Book marks the first record of the Connecticut College Honor Code and its practice:

“The Honor Code expresses the attitude of the student body of the College toward the maintenance of a high standard of social conduct, and the conscientious performance of all academic obligations. . . A student is honor bound to report herself. . . in case of her violation of any College rule or established principle of conduct. A student who is aware that a fellow-student has broken a College rule or established principle of conduct in honor bound to admonish that student to report herself. If the delinquent fails to respect this admonition, the student shall herself bring the case to the attention of the Student Council.”

In 1926-27, the Connecticut College Student Government Association yielded its judicial power to a new branch - the Honor Court. Frances G. Williams served as the first Chief Justice of the Honor Court. For the 1970-71 academic year, the Honor Court became known as the Student Judiciary Board commonly known on campus as “JBoard”. The 2011-12 year marked a return to the historical roots of the Honor Court as the Judicial Board was renamed the Honor Council.

Matriculation Pledge

Every member of the community is expected to participate in upholding the Honor Code in order to maintain an atmosphere of fair academic competition and mutual respect for individual rights. When students sign the Matriculation Pledge, they accept the responsibilities that the student body has established through shared governance and agree to live within them. The Matriculation Pledge is as follows:

"I accept membership into Connecticut College, a community committed to cultural and intellectual diversity. I understand my obligation to this community under the Honor Code and pledge to uphold standards of behavior governed by honor. I pledge to take responsibility for my beliefs, and to conduct myself with integrity, civility, and the utmost respect for the dignity of all human beings. I pledge that my actions will be thoughtful and ethical and that I will do my best to instill a sense of responsibility in those among us who falter."

All undergraduate students, Return-to-College (RTC), and special students must sign the pledge. Individuals will be allowed to take exams in their registered courses, receive semester grades, course credit, and transcripts only after they have matriculated. The President of the College certifies each class and the members of the Honor Council serve as witnesses.

The 2019-20 Honor Council Representatives

Conor Xanders, **Chair of Honor Council**; **Class of 2020 Representatives:** Zack Bermack, Elena Erdekian, Paula Jurado, and Anna Rubin; **Class of 2021 Representatives:** Cameron Aaron, Helen Fulmer, Xia Prudence Morrison; **Class of 2022 Representatives:** Samirah Jaigirdar, Luci McGlynn, Payton Mulvehill, and Aubry Shaw; **Class of 2023 Representatives,** elected fall 2019.

Faculty Consultants to the Honor Council

Leslie Brown, Associate Professor of Physics
Kathy McKeon, Professor of Mathematics

Communication with Family Members

The college years bring with them a different set of expectations regarding notification of parents about students' achievements, conduct, and records than experienced in high school. The expectation is that college students are young adults, capable of and responsible for making decisions about their lives and relationships. Connecticut College's approach to communicating with parents about students' academic, social, disciplinary, or medical/psychological experiences is grounded in the presumption of young adulthood, and has been shaped by both law and philosophy. The following describes the College's approach to contact with parents and guardians about student experiences at the College.

The Family Educational Rights and Privacy Act (FERPA, also known as the Buckley Amendment), passed by Congress in 1974, was designed both to protect the privacy of students'

education records and to establish the right of students to inspect and review their non-privileged education records. In brief, "educational records" are all records, in any medium, that are maintained by the college, personally identifiable or are easily linked or linkable to the personal identity of a student and are directly related to a student, including, for example, academic, disciplinary, and career planning records. Other statutes protect students' rights to privacy over their medical and counseling records. FERPA protects students' privacy rights by defining to whom and under what conditions colleges may disclose students' education records. FERPA has been tested in the courts and modified by Congress in the forty years since its passage, but its essential principles - students' rights to access to and privacy for their education records - remain intact.

Under FERPA, parents of students over 18 years old have no generally accepted right to access their student's records without the student's consent. The law does, however, permit the College to share information with parents if the student is claimed by the parent as a tax-dependent, but it does not require the school to do so. FERPA also allows colleges to disclose information to "appropriate parties," (which may include parents) without written consent from the student, in emergency situations when notification is determined to be necessary to protect the health or safety of the student or others. This notification may occur due to a medical emergency, or incident of imminent danger. Connecticut College does reserve the right to make such notifications in those extraordinary situations.

College Philosophy on Parental/Guardian Notification

The following principles inform the relationships between faculty and staff, and students with whom they work:

- The College is committed to assisting students to become effective agents for lifelong learning and to enhancing their capacity for self-reflection, self-reliance, and self-direction.
- The College respects students' capacity to make decisions on their own behalf and to take responsibility for their successes and failures.
- Students' capacities for self-reflection and self-reliance are fostered in strong and supportive networks of family, friends, teachers, counselors, and advisors. The College seeks to reinforce existing friendship and familial networks and to help forge additional ones upon which students may draw for advice, counsel, and support.

College staff communicates openly and candidly with students about their progress and difficulties and encourage students to communicate routinely with their parents about both. The College recognizes that parents and guardians have a legitimate and abiding interest in their student's progress, especially in understanding when he or she may be failing to meet the College's academic and social expectations. The College balances this consideration not only against our legal obligations under FERPA but also with our educational philosophy.

In practical terms, that means that students are responsible for informing family members about their accomplishments, disciplinary issues, or health or mental health concerns. In general, college officials will share that information with parents/guardians only with the student's

knowledge and consent. However, as permitted by FERPA, the College will notify parents and guardians when a dependent student's violation of the Honor Code and/or Student Code of Conduct results in disciplinary probation (level 2), loss of housing, suspension or expulsion. With respect to academic progress, the College will notify parents and guardians when a student is placed on very serious academic warning, suspension or dismissal. Additionally, while the College retains the right to notify parents about alcohol or drug incidents involving students under age 21, our practice is generally to work solely and directly with students in the case of a first violation of campus policy. For a second incident, the College may choose to notify the parent/guardian, and in the third incident, the College will notify the parent/guardian.

SECTION II

Student Responsibilities Under the Honor Code and the Student Code of Conduct

Connecticut College is a private liberal arts college whose mission is to educate students to put the liberal arts into action as citizens in a global society. To achieve this mission, there must be a willingness and commitment among those within the College to associate in such a way that allows individual freedom, rights and privileges to coexist in an environment of mutual respect and social order. Membership in the College community assumes a respect for these basic principles that enable the College to accomplish its mission.

The Connecticut College community standards are defined in two categories: the Honor Code and the Student Code of Conduct. They are designed to foster an effective learning environment and support the values of our educational community. Our community standards and our student conduct process are designed to complement the educational mission of the college. They are not based on, nor are they intended to, mirror the rights or procedures in civil or criminal court proceedings.

Scope of the Honor Code and the Student Code of Conduct

For the purposes of the Honor Code and Student Code of Conduct, Connecticut College considers a person to be a student when an offer of admission has been extended and thereafter as long as the student has an educational interest in the College. The College may pursue violations for students on a leave, or who have graduated when those violations occurred prior to the leave or graduation.

The Honor Code and Student Code of Conduct apply to the behavior of Connecticut College students both on and off campus, including conduct abroad, at other institutions, and/or online or via any other electronic medium. In student relationships with other members of the Connecticut College community and the surrounding community, students are expected to be aware of and demonstrate respect and courtesy for the rights and needs of others on and off campus. Membership in the Connecticut College community does not exempt anyone from local, state, or federal laws, but rather imposes an additional obligation to abide by all of Connecticut College's rules. Alleged violations of local, state, or federal laws may be addressed through the student conduct process. Examples of such circumstances include:

- a. a member of the Connecticut College community is the victim of an alleged violation of the Honor Code and/or Student Code of Conduct;
- b. the alleged violation occurred at a College sponsored or sanctioned event or program;
- c. the accused student used his/her status as a member of the College community to assist in the commission of an alleged violation;
- d. the misconduct has a direct and distinct adverse impact on the College community, its members, and/or its objectives;

- e. a reasonable belief exists that the alleged or known violation poses a threat to the health or safety of any member of the College community.

Policy on serious crimes

With the bounds of applicable law, the College reserves the right to notify or refer cases to civil or criminal authorities for action, in addition to, or instead of resolving the case through the campus's student conduct procedures.

In the event that a student has been arrested or otherwise charged with the commission of a serious crime by any police, campus authority, state's attorney, or in any court, at any time subsequent to the student's admission to Connecticut College, whether or not the commission or alleged commission of said felony occurred on College property, there shall be an inquiry to determine whether the student should continue in student status. Pursuant to the interim actions policy, the College reserves the right to suspend the student, or take other disciplinary or preventative measures until the issue is resolved in the courts, if their continued presence is considered a threat to the physical safety of others, or otherwise poses a risk to the College community or to the educational processes of the College. The Dean of Students will conduct an inquiry to determine the student's status, pending disposition of the violation and initiate the conduct process, if appropriate, as described in the student conduct process section of the Student Handbook.

Arrests

In the event that a student is arrested, the student has an obligation to inform the Senior Associate Dean of Student Life within 24 hours of the arrest. The Senior Associate Dean of Student Life may require the student to seek appropriate support services on campus. Furthermore, the Senior Associate Dean may initiate the College student conduct process if the information underlying the arrest also could violate the College's community standards.

Responsibility to Act and Reporting a Violation

Upon becoming aware that a violation is occurring, a Connecticut College student is expected to:

- remove him/herself from the environment in which the violation is occurring;
- address the responsible individual and ask him/her to report themselves within 24 hours; and/or,
- submit a report about the incident. If a person is unsure whether the student has reported him/herself, inquiries may be made with the Senior Associate Dean of Student Life.

Connecticut College faculty, staff, or students may report a violation by a student in one or more of the following ways:

- submit an incident report on Camelweb
- report it to a Housefellow or Floor Governor
- report it to the Honor Council Chair (honorcouncil@conncoll.edu)
- report it to Campus Safety or a Student Life staff member

Possession or use of items found in violation of policy (i.e. an open container of alcohol, candles, marijuana paraphernalia) may be confiscated by Campus Safety or other professional staff. Reports are typically submitted to the Senior Associate Dean Student Life. Reports of bias and discrimination are submitted to the Dean of Institutional Equity and Inclusion. Violations of the Honor Code and Student Code of Conduct by individual students or student groups will be resolved through the College's student conduct processes. The College has an obligation to investigate and resolve complaints that may be filed formally, informally, or that may arise in nonconventional settings. The College may, at its discretion, initiate the student conduct process on behalf of the College or on behalf of other persons.

There is no time limit on reporting violations of the Honor Code or Student Code of Conduct; however, delayed reporting may affect the College's ability to obtain relevant information. The College may be limited in pursuing and resolving complaints involving students no longer at the institution.

Students who have concerns about problematic interactions with faculty or staff may request assistance in reporting those concerns from the Senior Associate Dean of Student Life or the Dean of Students.

Amnesty Policy

The health and safety of students is a primary concern at Connecticut College. At the discretion of the Senior Associate Dean of Student Life or Dean of Students, the College may extend amnesty to students for minor violations when the student chooses to bring related serious violations (such as hazing, sexual misconduct, drug distribution) to the dean's attention. Educational options may be implemented by the Senior Associate Dean of Student Life or the Dean of Students but no conduct proceedings will be initiated. Please refer to the Medical Amnesty Policy for alcohol and other drugs on pp.62-63.

Privacy: To the extent possible, those addressing complaints will maintain the privacy of all parties involved in the informational and reporting processes. This privacy extends to those seeking assistance, to those filing a complaint, to respondents, and to those serving as witnesses; privacy also extends to those creating or reviewing any documents related to the complaint. Generally, information about the complaint is, therefore, provided only to those individuals who have a need to know that information in order to investigate and/or resolve the complaint.

Honor Code Violations

When students sign the matriculation pledge, they affirm their commitment to the Connecticut College community, to take responsibility for their beliefs and to conduct themselves with *integrity, civility, and the utmost respect for the dignity of all human beings*.

Integrity: Our students exemplify honesty, honor, and respect for the truth in all of their conduct.

Civility: Our students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.

Respect: Our students show positive regard for each other, for property, and for the community.

The ideals of *integrity, civility, and respect for the dignity of all human beings* provide the foundation for how students, faculty, and staff should interact and learn from each other. Through the Honor Code, Connecticut College students uphold academic excellence and high community standards by practicing responsible citizenship that protects the core principles of our College.

Below is a list of violations that undermine the values of the Honor Code. Those with page numbers have important additional information, including protocols for responding, support, and resources, for which you are responsible.

Academic Dishonesty (see pp.57-60) - Academic dishonesty includes, but is not limited to: (a) unauthorized discussion, dissemination, or distribution of the content of an examination or assignment (includes Lips Sealed Policy); (b) any attempt to give or receive unauthorized aid on an examination or any graded assignment by any means; (c) plagiarism, including the negligent failure to follow the proper documentation procedures; (d) falsifying data; (e) misrepresenting attendance in a class; (f) unauthorized editing of work after submission for a grade (i.e. via google docs or Moodle); (g) use of substances (including prescriptions drugs not prescribed to the individual) in order to enhance academic performance; (h) any other deceptive or dishonest academic behavior.

Academic Dishonesty - Failure to Abide by Department Regulations (Exam Procedures) (see p.59) – Procedures for taking exams (whether during the semester or final exams) are established by professors and the Registrar’s Office. Each exam period the Registrar’s Office also publishes the procedures for examinations. Students are responsible for knowing and following these procedures. Breaches of examination procedures include, but are not limited to, (a) taking a special examination in a non-designated room or taking a regular examination in a special writing room; (b) leaving the designated exam areas or leaving the building before the completed exam has been returned to the exam center proctor; (c) bringing a cell phone, ipad/tablet/laptop, or any device with internet connection into an exam room; (d) bringing outside materials, including calculators, into exam rooms. Exams with special permissions (i.e. use of a calculator) must be taken in the designated special writing exam rooms. The calculator

may not be an internet connected device (i.e. smartphone); (e) exceeding the time permitted on the exam (i.e. turning the exam in past the end of the exam period); (f) communication of any kind in the examination room; (g) excessive noise within the examination center; (h) using substances in an examination room.

Assault – Any unwanted physical contact with harmful intent or result by a Connecticut College student against another individual is construed as physical assault.

Creating Dangerous and/or Unhealthy Conditions – Students are expected to respect the need for ensuring the safety and health of others. Examples of such prohibited behaviors include, but are not limited to, (a) possession of unauthorized use of flammable, corrosive, or poisonous chemicals on college premises; (b) instigating a false fire alarm; (c) arson; (d) failure to evacuate during a fire alarm; (e) exposing others to a biohazard such as bodily fluids or wastes; (f) drugging another person's food or drink; (g) throwing anything out of campus windows.

Discrimination (see pp.25-56) - Discrimination occurs when individuals are treated differently because of their real or perceived membership in one or more of the Protected Categories, and that treatment adversely affects an individual's right to participate in and/or receive the benefits of the College's programs or activities, or adversely affects the terms or conditions of an individual's employment.

Disruption - Students may not unreasonably disrupt or interfere with the orderly processes of the College, involving teaching, research, administration, disciplinary proceedings, or other College activities. Actions disruptive to the orderly processes of Connecticut College include, but are not limited to, unauthorized recordings, disruptive use of amplification equipment, disruption of residential areas, unauthorized entry into or occupation of private offices, work areas, teaching areas, libraries, laboratories, or social facilities. It is also a violation to disrupt those who are exhibiting freedom of expression by depriving them of the opportunity to speak or be heard, by physically obstructing their movement, or by otherwise interfering with academic freedom.

Driving a Motor Vehicle Under the Influence of Alcohol or Drugs - Driving a motor vehicle under the influence of alcohol or drugs is prohibited.

Failure to Act – Complicity with or failure of any student or organized group to address appropriately known or obvious violations of the Honor Code or Student Code of Conduct. If a student is made aware that a member of the Connecticut College community is in imminent harm or danger, s/he is expected to immediately inform an appropriate College staff person. The Honor Code includes an expectation that students will encourage individual(s) responsible for violations to report the incidents.

Gambling - Any member of the College community found to be involved in any form of unlawful gambling on College property will be subject to disciplinary action.

Harassment (see pp. 25-56) - Harassment is a form of discrimination based on the real or perceived membership in one or more of the Protected Categories in which behavior or communication creates an intimidating or hostile environment, or has the purpose or effect of

interfering with an individual's work or educational performance. Harassing behaviors include but are not limited to, unwelcome statements, jokes, gestures, pictures, or other conduct that offends, demeans or intimidates others based on their membership in or association with one or more of the Protected Categories. The behavior may involve a single serious and offensive incident or may involve persistent behavior. Persistent behavior may be created when a person fails to stop the behavior that a reasonable person would find hostile or abusive especially after they have been asked to stop the behavior. These behaviors may form the basis of a harassment claim if a reasonable person, in view of all the surrounding circumstances, would consider it sufficiently offensive to interfere unreasonably with academic, other educational, or employment performance or participation in a College activity or living environment. Behaviors alleged to be harassment will be evaluated by considering the totality of the particular circumstances, including, without limitation, the nature, frequency, intensity, location, context, and duration of the questioned behavior.

Hazing (see pp.65-67) - Hazing encompasses a broad range of actions that either (1) willfully or recklessly endanger the physical or mental health or safety of a person(s), or (2) cause physical or psychological discomfort or harm, or (3) demonstrates disregard for another's persons dignity, or (4) causes or encourages a person to violate College policy or the federal/state/local law, primarily for the purposes of initiation, admission into, affiliation with, or as a condition of continued membership in a group, organization, or team. Given the inherent power dynamics of peer pressure, a student cannot reasonably consent to be hazed. Therefore, consent to be hazed may not be considered as a mitigating factor when determining whether an individual/group is responsible for hazing.

Intimate Partner Violence (see pp.37-38) - Intimate partner violence may occur between individuals who are currently or who have been in a past intimate or romantic relationship. Such relationships may also be referred to as dating violence, domestic violence, or power-based personal violence. Intimate partner violence is defined as any kind of physically violent and/or emotionally/psychologically abusive behaviors that occur in an intimate relationship. Such behaviors may include, but are not limited to, the following: (a) restraining or blocking a person from leaving/exiting a room/building/space, (b) physical assault (i.e. slapping, punching, or pulling hair), (c) threat of harm to self or others, (d) destruction or theft of property. While some emotional and psychological behaviors may not be perceived as violent, they may be abusive and also constitute intimate partner violence. Such behaviors include, but are not limited to the following: (e) blackmail, (f) interfering with a person's ability to participate in the College's academic or social programs (i.e. classes, clubs/organizations, events), (g) monitoring or controlling access to a person's communication (i.e. phone calls, texts, emails, or social media such as Facebook, Instagram, or Twitter™).

Misrepresentation - Students are expected to (1) accurately identify themselves; (2) provide factual and accurate information, including but not limited, to College faculty and staff (including Residential Education and Living student-staff), law enforcement officials, and medical personnel; (3) carry their Connecticut College ID at all times; and (4) display the ID or provide their name promptly upon request.

Misuse of Documents -Forgery, alteration, or unauthorized possession or use of College documents, college records, or instruments of identification (college or government issued) is prohibited. This includes possession of false identification.

Misuse of Property - Damaging, destroying, and/or misusing property off or on campus (including College buildings, grounds, equipment, educational materials), or the personal belongings of others, is prohibited, regardless of intent. This includes, but is not limited, to theft; manipulation of door locks, peepholes, or emergency doors; utilization of roof tops or balconies connected to residential houses, or any window as a means entering or exiting a College building (except in an emergency); alteration or duplication of College keys; and misuse of any fire or safety equipment or related fixtures.

Public Inquiry and Freedom of Expression (see pp. 67-72) – This policy is designed to ensure that community members understand the important balance between our commitment to freedom of expression, full participation, and the essential operations of the College. The policies and procedures pertain to speakers, advertising/postings, space reservations, and expectations of behavior are in place to support student public inquiry and expression (including protests, gatherings, demonstrations, written postings).

Retaliation (see p.27) - Retaliation is an adverse action taken by an accused individual or by a third party against any person because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding. This includes action taken against a bystander who intervened to stop or attempted to stop discrimination, bias, harassment, sexual misconduct or gender-based misconduct (Title IX). Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances. Any student, employee, or any other person in the College who is found to have engaged in retaliation is subject to discipline up to and including termination of employment or expulsion.

Sexual Misconduct (see pp.31-56) – Violations of the Sexual Misconduct Policy are classified as (a) sexual harassment, (b) non-consensual sexual penetration, (c) non-consensual sexual contact, and (d) sexual exploitation. Sexual Misconduct is a form of discriminatory conduct on the basis of sex and/or gender.

- a. *Sexual harassment* is unwelcome sexual, sex-based or gender-based conduct that is verbal, written, or physical, or occurs online. Sexual harassment includes quid pro quo harassment and hostile environment harassment.
- b. *Non-consensual sexual penetration* is defined as any sexual penetration or intercourse (anal, oral or vaginal), however slight, with any object by a person upon another person that is without consent and/or by force. Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth to genital contact or genital to mouth contact.
- c. *Non-consensual sexual contact* is defined as any intentional sexual touching, however slight, with any object by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, genitals,

mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

- d. *Sexual exploitation* occurs when a person takes sexual advantage of another person. Exploitation can include any behavior other than non-consensual sexual penetration, sexual harassment, or non-consensual sexual contact. Sexual exploitation occurs when a person takes sexual advantage of another for his or her own advantage.

Stalking (see p.38) - Stalking is defined as a pattern of actions directed at a specific person over time that would cause a reasonable person to feel fear. Stalking behaviors can occur within or outside of partner relationships. This conduct includes, but is not limited to, the following stalking behaviors: (a) non-consensual communication including in-person communication, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on Web sites, written letters, gifts, or any other communications, (b) following, pursuing, waiting or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by an individual, (c) surveillance and other types of observation, whether by physical proximity or electronic means, (d) trespassing, (e) vandalism, (f) non-consensual touching, (g) direct physical and/or verbal threats against an individual or an individual's loved ones, (h) gathering of information about an individual from family, friends, co-workers, and/or classmates, (i) manipulative and controlling behaviors such as threats to harm oneself, the individual, or someone close to an individual, (j) defamation or slander against an individual.

Threats – Written, physical, or verbal conduct that causes a reasonable expectation of fear of harm to any person or damage to any property.

Weapons - No person, with the exception of sworn law enforcement officers, may possess firearms or other weapons, concealed or not, on properties owned by the College. The term weapons includes, but is not limited to, firearms (including BB/pellet guns), stun guns, knives (with sharp edge blade of 4 inches or longer; or double sided sharp edge two inches or longer), explosives (including fireworks), bow and arrows, swords, axes, machetes, nunchucks, or any other items that in their intended use are capable of inflicting serious injury.

Student Code of Conduct Violations

The Connecticut College Student Code of Conduct encompasses standards that foster an environment that is conducive for learning, creates healthy living, and supports the formation of beneficial relationships with members of our community and the implementation of the College's programs/services.

Below is a list of our violations defined in the Student Code of Conduct. Those with page numbers have important additional information, including protocols for responding, support, and resources, for which you are responsible.

Electronic Scooters – The use, possession, or storage of electronic scooters/skateboards, self-balancing boards (i.e. hoverboards), or other similar devices are prohibited on campus, particularly in residence halls.

Failure to Abide by Department Regulations – Members of the community are expected to follow the established and publicized operating regulations of academic or nonacademic offices, laboratories, and campus departments such as Accommodations (p.72), Animals (p. 75), Computing Resources (p.80), Dining Services (p.81), Fire Safety (p.82), Motor Vehicles (p.85), Residential Education and Living (p.91), and Social Functions (p.102).

Hosting Violations: (a) Guest Host- Students hosting guests (non-students) are accountable for the whereabouts and actions of their guests at all times, and the host assumes responsibility for the actions and behaviors of their guests while the guests are on the Connecticut College campus. In order to protect the integrity of the community, guests are expected to conduct themselves in a manner in keeping with the policies and standards of the campus community. Guests who do not do so may be required to leave campus. All guests are expected to produce identification at the request of a College official. Unescorted guests may be required to leave the campus. **(b) Room Host** - All students living in campus housing shall be held responsible for violations that occur in their room (or common spaces in apartments and Winchester Houses) by their guest(s) if they had reasonable knowledge of the violation or if the host allowed the individual(s) access to the room. **(c) Social Host** (see p.102) - At a registered party, the students hosting the event are considered the “social hosts.” Hosts are responsible for adhering to all private event guidelines (see Social Functions).

Illicit Drugs (see pp.60-63) – Illicit drugs are controlled substances that cannot be obtained legally or that, although available legally, have been obtained illegally. Examples of illicit drugs include: marijuana, molly (MDMA), cocaine, synthetic drugs, and salvia. This also includes prescription drugs that have not been lawfully prescribed for the individual and the misuse of legally prescribed drugs by the individual to whom the drugs were prescribed. Distribution of illegal drugs includes purchase, sale, or other transfer of any substance in any amount, and any attempt to distribute. The possession of drug-related paraphernalia (i.e. bongs, water pipes, vaporizers, grinders) is also prohibited. Medical marijuana is prohibited on college campuses by the federal Drug Free Schools and Communities Act, regardless of whether it is permitted by state law.

Misuse of Alcohol (see pp.60-65) – Students under the age of twenty-one may not possess or consume alcohol on campus. Students twenty-one or older may not (a) provide alcohol to individuals under the age of twenty-one, (b) possess open containers of alcohol in public spaces (including hallways, living rooms, etc.), or (c) play drinking games on campus or otherwise misuse alcohol. The alcohol policy also encompasses guidelines for service and use on campus.

Noise and/or Privacy - Infringing on the rights to individual privacy, including a failure to maintain a reasonable level of peace and quiet, is prohibited. In the residence halls, members of each house establish their own quiet hours at the beginning of each year. All residents are responsible for maintaining a quiet level conducive to sleeping or studying. In addition to quiet

hours, residents are expected to cooperate with their neighbors and respect each other's needs 24 hours a day. Using noise amplifying speakers, such as subwoofers, and playing loudspeakers out a window do infringe on others' right to sleep and study and are not permitted in student rooms.

Non-Compliance - Students are required to comply with reasonable requests and directives from members of the Connecticut College faculty, staff, and students (including REAL student staff and Honor Council) and members of law enforcement acting in the performance of their duties. In situations when a staff or faculty member is immediately unavailable and a policy violation is occurring, students and their guests are expected to follow a reasonable request by another student.

Smoking - Smoking is prohibited inside all Connecticut College buildings, including private residential rooms, hallways, or living rooms. This includes the use of electronic delivery systems (commonly referred to as e-cigarettes), vaporizers, hookahs, or similar devices. Smoking is not permitted within 20 feet outside doorways of residential houses.

SECTION III

Discriminatory Conduct

This section details the College’s policies, resources, support systems, response and reporting procedures for incidents involving Discriminatory Conduct. Discriminatory conduct includes:

- Bias, Discrimination, and Harassment
- Sexual Misconduct, Intimate Partner Violence, and Stalking

A. Bias Policy

Connecticut College strives to maintain a diverse and inclusive community as articulated in the Statement on Diversity, Equity and Inclusion. To achieve this goal, the College prohibits discrimination and harassment of any student, employee, applicant, or community member who by law represents one or more of the “Protected Categories.” The College expects all students, employees and community members to join together in upholding this commitment because full participation within the Connecticut College community serves the larger purpose of creating a more just and equitable society and world.

This policy applies to staff and students of the College. Faculty experiencing or responding to complaints of bias should refer to *Policies and Procedures: Information for Faculty, Administrators, and Trustees* (IFF). For staff, this policy applies to all College settings, including off-campus settings where they might be engaged in College-related business or educational programs. Similarly, the policy applies to students both on and off campus, including students abroad, at other institutions, and/or online or via any other electronic medium. As discussed below, further information on the implementation of this policy and the procedures to be followed when College community members are accused of violating this policy can be found in the Student Handbook, the Employee Handbook, and IFF.

I. Definitions

Bias: This policy defines bias as prejudice in favor of or against one person or group as compared to another, usually in a way considered to be unfair or unjust.

Bias Incidents: These are behaviors or actions carried out against a person or group of people because of their membership in or association with one or more Protected Categories. Bias incidents can be motivated by ignorance, fear, dislike or hatred towards members of Protected Categories. They include, but are not limited to, graffiti, jokes, direct insults, and they may include behaviors that do not, in themselves, constitute breaches of institutional conduct policies or violate state or federal law.

The following two categories of bias incidents are considered violations of this policy:

Discrimination: Discrimination occurs when individuals are treated differently because of their real or perceived membership in one or more of the Protected Categories, and that treatment adversely affects an individual's right to participate in and/or receive the benefits of the College's programs or activities, or adversely affects the terms or conditions of an individual's employment.

Harassment: Harassment is a form of discrimination based on the real or perceived membership in one or more of the Protected Categories in which behavior or communication creates an intimidating or hostile environment, or has the purpose or effect of interfering with an individual's work or educational performance. Harassing behaviors include but are not limited to, unwelcome statements, jokes, gestures, pictures, or other conduct that offends, demeans or intimidates others based on their membership in or association with one or more of the Protected Categories. The behavior may involve a single serious and offensive incident or may involve persistent behavior. Persistent behavior may be created when a person fails to stop the behavior that a reasonable person would find hostile or abusive especially after they have been asked to stop the behavior. These behaviors may form the basis of a harassment claim if a reasonable person, in view of all the surrounding circumstances, would consider it sufficiently offensive to interfere unreasonably with academic, other educational, or employment performance or participation in a College activity or living environment. Behaviors alleged to be harassment will be evaluated by considering the totality of the particular circumstances, including, without limitation, the nature, frequency, intensity, location, context, and duration of the questioned behavior.

Protected speech: This policy is not intended to stifle respectful dialogue, robust discussion, or intellectual debate, all of which are critical components of a rigorous liberal arts education. The College expects that the learning environment may challenge, and at times cause discomfort for, its participants as new ideas and ways of thinking are exchanged. Consistent with the College's commitment to academic freedom, speech, visual and/or oral demonstrations, depictions or conduct that occur within a legitimate pedagogical context do not violate this policy.

Specifically, this policy provides protection for the following forms of speech. **However, these forms of speech are strongly discouraged for employees in a workplace environment.**

- (a) Speech that conveys reasoned opinion or principled conviction is not considered bias. Of course, the mere claim of engagement in reasoned opinion is not sufficient to lift the complaint of bias. Debates, discussions, arguments – however lively – do not typically provide grounds for discrimination and harassment charges.
- (b) Political commentary and satire are not bias. Again, however, the mere claim of political commentary or satire cannot excuse what is really bias.
- (c) Speech that occurs in the ordinary discussion of course content and teaching is protected. That is, any opinion has to be allowed for discussion and even advocacy in the classroom.

Offensive or insulting language directed toward a particular person or group based on real or perceived membership in one or more Protected Categories, and unrelated to the academic content of the class, might, however, be deemed bias.

Retaliation: Retaliation is an adverse action taken by an accused individual or by a third party against any person because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding. This includes action taken against a bystander who intervened to stop or attempted to stop discrimination, bias, harassment, sexual misconduct or gender-based misconduct (Title IX). Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances. Any student, employee, or any other person in the College who is found to have engaged in retaliation is subject to discipline up to and including termination of employment or expulsion.

Bias Incident Reporting and Response

The College will address all reports of bias incidents of which it becomes aware. The Bias Incident Review Team (BIRT), comprised of the Associate Dean for Equity and Compliance Programs, and faculty and staff representatives, responds to reports of bias incidents. The team may consult with other constituents on campus, including the Dean of Students, Office of the Dean of the Faculty, Human Resources, or the Office of the Dean of the College, as warranted. BIRT will confer to review and discuss the complaint and relevant information available, and determine the appropriate path for investigation and resolution. Except as provided in the Gender Based Misconduct Policy, complaints of discrimination or harassment may be investigated and processed pursuant to the student conduct process, the employee grievance process, or the protocol for addressing faculty concerns, based on the individuals who are accused of bias conduct.

Offensive or insulting language or behaviors directed toward an individual or group may also be a form of discrimination or harassment based on Protected Category status and, therefore, may be classified as bias. When offensive language or behaviors are not considered discrimination or harassment, as defined above, they may still create a socially divisive atmosphere for members of the community targeted and negatively affect the campus climate. The College may still choose to address these incidents through education and/or mediation.

Violations of other College policies that include an element of discrimination or harassment may also violate this Bias Policy and may be addressed pursuant to this policy. As an example, if an individual assaults another person because of their real or perceived membership in a protected class, the potential violations of policy may include both assault and harassment.

A. Reporting Bias Incidents

Reporting Obligation: Any member of the campus community who witnesses or experiences an incident of bias should notify Campus Safety and/or file a Bias Incident Report on Camelweb, which automatically notifies members of BIRT.

If the incident is reported to Campus Safety, they will respond and collect and document evidence, including taking pictures if appropriate. In the case of bias graffiti, Campus Safety will ensure that the graffiti is washed off or painted over by Facilities after the evidence has been documented. It is very important that individuals who discover such graffiti not attempt to erase or clean up any evidence. Campus Safety will notify BIRT about the reported incident. If the reported incident potentially involves criminal activity and the individual wishes to report the crime to the New London Police, Campus Safety will assist the individual with these efforts.

Assistance with Reporting: When completing a Bias Incident Report on Camelweb, if a member of the College community needs guidance on the bias reporting process, they may contact a Housefellow, Floor Governor, or any of the following College liaisons to the bias protocol:

- Associate Dean for Equity & Compliance Programs/Title IX Coordinator 860-439-2035
- Associate Deans of the College 860-439-2050
- Director of Religious and Spiritual Programs 860-439-2577
- Director of Gender and Sexuality Programs 860-439-2238
- Director of Race and Ethnicity Programs 860-439-5436
- Associate Dean of College / International Student Adviser 860-439-5249
- Residential Education and Living Assistant Directors 860-439-2834
- Student Accessibility Services Director 860-439-5240
- Identity-Focused Counseling Specialist 860-439-4587
- Multicultural Counseling Postdoctoral Fellow 860-439-4587

Privacy: To the extent possible, those handling complaints will maintain the privacy of all parties involved in the informational and reporting processes including, but not limited to, those seeking assistance, filing a complaint, responding to a complaint, serving as witnesses, or creating or reviewing any documents related to the complaint. Information about the complaint is provided only to those individuals within the College who are involved with investigating and resolving the complaint. However, complete confidentiality cannot be guaranteed during the reporting or response processes.

Reporting without Action: An individual may report an incident without necessarily initiating an inquiry or investigation by the College. The College will in most circumstances respect a complainant's request not to follow up or investigate a complaint, but the College may determine that it must conduct a preliminary inquiry or full investigation in order to protect the safety of others. If the College determines that it must conduct an inquiry or investigation, it will endeavor to do so in a manner that respects the privacy of complainants and respondents to the extent possible.

B. Response to Reports of Bias Incidents

1. Preliminary Inquiry: After receiving a report of an alleged bias incident, the Associate Dean for Equity and Compliance Programs will contact the individual(s) involved in the case to gather more information through a preliminary inquiry process. This typically includes interviews with complainants, respondents, and witnesses as well as a review of any pertinent evidence or documentation.
2. BIRT Review: At the conclusion of the preliminary inquiry, the Associate Dean for Equity and Compliance Programs will consult with the Bias Incident Review Team (BIRT). The group will review the information available for an assessment of whether the incident reported constitutes discrimination or harassment, as defined in this Bias Policy. The BIRT will determine the next steps for the case as follows:
 - a. The complainant will be informed in writing if it is determined from the initial BIRT review that there is no violation of the Bias Policy. If the incident involves other violations of policy, the case may be referred to the appropriate grievance or conduct process for resolution.
 - b. If it is determined by BIRT that the incident involves offensive or insulting language or behavior that does not rise to the level of discrimination or harassment, the committee will determine whether education or mediation from Institutional Equity and Inclusion or another designated on or off-campus entity would be an appropriate course of action (continue to section C).
 - c. If it is determined by BIRT that the incident may involve discrimination or harassment, the case will proceed to an investigation process facilitated by the appropriate office (continue to Step 3).
3. Investigations:
 - a. **For complaints of discrimination or harassment by a student, the case will be referred to the Office of the Dean of Students for a full investigation.** Please see the Student Handbook, or contact the Senior Associate Dean of Student Life.
 - b. **For complaints of discrimination or harassment by a faculty member,** the case will be referred to the Office of the Dean of Faculty for further investigation and action.
 - c. **For complaints of discrimination or harassment by a staff member,** the case will be referred to the employee procedures for responding to misconduct claims. Please refer to the Employee Handbook for information about employee grievance procedures.

- d. **For complaints involving sexual harassment or gender-based misconduct**, please reference the College’s Gender-Based Misconduct policy (Section B below).
4. **Recordkeeping:** All bias incident reports will be entered into the Bias Incident Log on CamelWeb, withholding the names or other identifying information of the individuals involved.
5. **Appeal:** If it is determined that no violation of the bias policy occurred, a complainant can request to have the case reviewed by the Dean of Institutional Equity and Inclusion within three days of receiving the outcome letter only if:
 - a. new information arises, or
 - b. the complainant believes a procedural error has occurred.

C. Education and/or Mediation

For reports of offensive or insulting language or behavior that do not constitute bias in the form of discrimination or harassment and therefore are not actionable under the College’s conduct procedures, the College may still choose to address the situation through education or mediation. The purpose of an education or mediation resolution is to address the concerns of the parties involved, discuss the impact of the incident, and develop an appropriate response to the incident.

1. **Education:** An educational resolution could take several different forms including, but not limited to, a recommendation for additional education or training for the individual or a broader group (e.g. residence hall, team, campus). The Associate Dean for Equity and Compliance Programs will confer with institutional partners to ascertain the most appropriate educational resolution.
2. **Mediation:** If deemed paramount to a pathway of resolution, the Associate Dean for Equity and Compliance Programs will confer with others, including members of the BIRT or other campus partners, to ascertain the most appropriate person(s) or departments(s) to facilitate a mediation process. Participants in the mediation may include the complainant(s), the individual(s) responding to the complaint, and any other individuals involved in the incident.

II. External Reporting Options

Complaints of discrimination or harassment may also be reported to:

[Commission on Human Rights and Opportunities](#)
[U.S. Equal Employment Opportunity Commission](#)
[U.S. Department of Education Office of Civil Rights](#)

III. Non-Retaliation

The College strictly prohibits retaliation against any individual for making a good faith report or complaint of any type of bias incident, or for cooperating with the College in an investigation of

such a complaint. The College expressly prohibits any form of retaliation during the inquiry, investigation or resolution processes, including during any educational or mediation interventions or after the resolution of the bias incident complaint.

IV. Other, Related College Policies on Non-Discrimination

Sexual harassment is defined as any unwelcome conduct based on an individual's sex or of a sexual nature. The College's policy on sexual harassment and how the College addresses sexual harassment, can be found in the College's Gender-Based policy and procedures (section B below).

The College's policy on consensual sexual relations, sexual misconduct, and other forms of work-place discrimination can be found on the College [website](#).

The College's policy on disabilities and the accommodation of persons with disabilities can be found on the College [website](#).

Sexual Misconduct, Intimate Partner Violence, and Stalking

B. Gender-Based Misconduct (Title IX Policy)

Connecticut College's Title IX Policy reflects compliance with Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Connecticut state law and other federal laws.

The College's Honor Code and Principles of Community emphasize that members of our community act in an equitable manner and with respect for the dignity of all human beings. Sexual misconduct, intimate partner violence, and other forms of discrimination based on sex or gender (including gender identity, expression, or characteristics) are forms of unwelcome conduct that create an intimidating and offensive work, residential, study or social environment and therefore violate this policy.

Members of the College community and visitors have the right to be free from all types of such misconduct, as defined in this policy. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Acts of sexual misconduct, intimate partner violence, and stalking may be committed by any person upon any other person, regardless of the sex, gender, gender identity and/or sexual orientation of those involved.

When a report of sexual misconduct, intimate partner violence, or other Title IX related violation is brought to the College's attention, the College will take steps to end the misconduct, prevent its recurrence, and address its effects. When accused individuals are determined to have violated

this policy, serious sanctions will be imposed, up to and including termination for faculty and staff members. Sanctions for student conduct complaints typically differ based on the circumstances of the complaint. For example, a finding of responsibility for non-consensual sexual intercourse typically result in suspension or expulsion; non-consensual sexual contact typically results in a range of sanctions from disciplinary probation to expulsion; intimate partner violence typically results in a range of sanctions from disciplinary probation to expulsion.

This policy has been written to affirm the College's goal of maintaining a positive learning, living, and working environment. This policy addresses issues particular to faculty, staff, and students as well as the intersection of these constituencies. It applies in all College settings, including off-campus settings in which individuals are engaged in College-related business or educational programs. The policy may also apply to situations occurring off campus that negatively impact the College community.

This policy incorporates other College policies relating to specific behaviors that are covered by Title IX. Those behaviors are listed here; the policies relating to them are included below (in no specific order):

- Sexual Misconduct
 - Sexual Harassment
 - Non-consensual Sexual Penetration
 - Non-consensual Sexual Contact or Activity
 - Sexual Exploitation
- Intimate Partner Violence
- Stalking
- Retaliation

Any Connecticut College policy may fall within this Gender-Based Misconduct Policy and Procedure when the violation of the policy results in a discriminatory effect caused in whole or in part on the basis of the person's actual or perceived sex or gender. When behaviors not covered under this policy occur in concert with covered behaviors, the College reserves the right to address all misconduct jointly under these procedures.

Individuals who believe they have, or may have, experienced any of the behaviors covered by this policy, or who have witnessed such behavior, are strongly encouraged to report their experience to the Associate Dean for Equity and Compliance Programs who serves as the College's Title IX Coordinator or one of the deputy Title IX Coordinators. All faculty and supervisory staff are mandated to promptly report any potential violations of this policy to the Associate Dean for Equity and Compliance Programs.

The Division of Institutional Equity and Inclusion oversees all Title IX compliance for the institution, oversees compliance for faculty, and may receive complaints by students, faculty and staff. Two staff members serve as Deputy Title IX Coordinators; Eva Kovach, Associate Director of Athletics and Deputy Title IX Coordinator, focuses primarily on issues of Title IX compliance within athletics; and Cheryl Miller, Vice President for Human Resources and Organizational Development and Deputy Title IX Coordinator, focuses primarily on issues of

Title IX compliance for staff. Inquiries regarding applications of Title IX on campus may be directed to any of the following:

- Ebony Manning, Associate Dean for Equity and Compliance Programs and Title IX Coordinator, Unity House, 860-439-2035 or ebony.manning@conncoll.edu
- Eva Kovach, Associate Director of Athletics and Deputy Title IX Coordinator Athletic Center, 860-439-2557 or edkov@conncoll.edu
- Cheryl Miller, Vice President for Human Resources and Organizational Development and Deputy Title IX Coordinator, Human Resources, 860-439-2085 or cmiller5@conncoll.edu

When a person is involved in a Title IX complaint, if there is perceived bias or conflict of interest regarding a deputy Title IX Coordinator or others handling the Title IX grievance procedures, those concerns should be shared with the Dean of Institutional Equity and Inclusion. If bias or a conflict of interest is demonstrated, substitute officials will be identified to address that complaint.

This policy includes a list of relevant definitions; a list of resources for emotional, physical and academic support; a description of the process for reporting incidents; and a brief description of formal procedures for addressing violations of this policy, both for students and members of the faculty and staff. The procedures to be followed are based on whichever process has jurisdiction over the accused and may be found in the Student Handbook (students), IFF (faculty), or Human Resources (staff).

Resources for reducing the risk of being accused of sexual misconduct or experiencing sexual misconduct may be found in Appendix C on p.194.

I. Definitions

A. Sexual Activity

Sexual activity is defined as intentional contact with the breasts, buttocks, groin, or genitals, or touching another person(s) with any of these body parts, or making another person(s) touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

B. Consent

Consent is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity and that consent is sustained throughout the activity. **For consent to be valid**, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

What is not consent?

- Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be

consent for other sexual activity (such as intercourse).

- A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced.
- Silence, passivity or the absence of resistance alone cannot be taken as consent.
- A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.
- A person who is unable to understand what is happening or is disoriented, helpless, asleep or unconscious, unable to communicate due to a mental or physical condition, or incapacitated due to the influence of alcohol or other drugs (or the combination thereof) cannot consent. An individual who engages in sexual activity when that individual knows, or should know (by a reasonable person standard), that the other person is physically or mentally incapacitated has violated this policy. It is not an excuse that the individual responding party of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other.
 - Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because that person lacks the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). This policy also covers a person whose incapacity results from mental disability and/or involuntary physical restraint.
- The decision to be sexually intimate must be made without coercion (unreasonable pressure for sexual activity). Both partners must be equally free to act.
- A verbal “no” (no matter how indecisive) or resistance (no matter how passive) constitutes a lack of consent. A forced sexual act is considered without consent except in the rare case where force is explicitly consented to.
- A person cannot consent if he or she is under the age of 16 years. In Connecticut, a minor (meaning a person under the age of 16 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 16 years old may be a crime, as well as a violation of this policy, even if the minor wanted to engage in the act.

C. Unwelcome Conduct

Conduct is unwelcome if a person 1) did not request or invite it, and 2) regarded the unrequested and uninvited conduct as undesirable or offensive. That a person welcomes some sexual contact does not necessarily mean that person welcomes other sexual contact. Similarly, that a person willingly participates in conduct on one occasion does not necessarily mean that the same conduct is welcome on another occasion. Sexual conduct that is nonconsensual is by definition unwelcome as that term is used throughout this policy.

III. Sexual Misconduct, Intimate Partner Violence, Stalking, and Retaliation

A. Sexual Misconduct

Connecticut College defines “sexual misconduct” as any sexual contact or activity that occurs without the *consent* of any individual involved.

Some types of sexual misconduct are more harmful than others, and are therefore perceived as more serious.

Individuals accused of sexual misconduct do not avoid or mitigate responsibility by claiming they were under the influence of alcohol or other drugs. The College considers Non-Consensual Sexual Penetration violations to be the most serious, and, therefore, typically imposes the most severe sanctions, including suspension or expulsion for students and termination for employees. Predatory, pattern and/or repeat offenders face either expulsion or termination.

1. Sexual Harassment

Both the Equal Employment Opportunity Commission and the State of Connecticut regard sexual harassment as a form of sex/gender discrimination and, therefore, as an unlawful discriminatory practice. Anyone experiencing sexual harassment in any College program is encouraged to report it immediately to the Associate Dean for Equity and Compliance Programs or Deputy Coordinators (see p.7 for contact information). The College does not condone sexual harassment among members of the College community and/or within College programs because it creates an unacceptable working and/or educational environment.

Definition. Sexual harassment is unwelcome sexual, sex-based or gender-based conduct that is verbal, written, or physical, or occurs online.¹

Sexual harassment creates a hostile environment, and may be disciplined when it is sufficiently severe or pervasive that it unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the College's educational program/and or activities or to perform one's job. This interference is based on power differentials (*quid pro quo*); the creation of an intimidating, hostile or offensive environment²; or retaliation.

Quid Pro Quo Harassment. When a member of the community uses his or her position of authority to pressure or cause a student, staff member, or faculty member to submit to unwelcome sexual attention, the College's ability to carry out its mission is undermined. In such situations, sexual harassment exploits unfairly the power inherent in a community

¹ Some examples of possible sexual harassment include the following:

- A professor insists that a student have sex with him/her in exchange for a good grade (*quid pro quo*).
- A student repeatedly sends sexually oriented jokes around on an email list s/he created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.
- Explicit pictures are displayed in a professor's office, on the exterior of a residence hall door or on a computer monitor in a public place.
- A professor engages students in discussion in class about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. She probes for explicit details, and demands that students answer her, though they are clearly uncomfortable and hesitant.

²Not all workplace or educational conduct that may be described as "harassment" affects the terms, conditions or privileges of employment or education. For example, a mere utterance of an ethnic, gender-based or racial epithet which may be offensive to an employee or student would not normally affect the terms and conditions of their employment or education.

member's position. Through grades, wage increases, recommendations for graduate study, promotion and the like, a member of the community with more authority can have a decisive influence on a student's or subordinate's career at the College and beyond.

Hostile Environment Harassment. While sexual harassment can take place in situations in which there is a power differential between the persons involved, the College also recognizes that sexual harassment may occur between persons of like status. A hostile environment can be created by unwelcome sexual behavior such as, but not limited to, unwelcome persistent requests for dates, displays of pictures of a sexual nature online or in physical form where they can be viewed by others, or repeated sexual comments or jokes.

Considerations. Conduct alleged to be sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context, and duration of the questioned behavior. Although repeated incidents generally create a stronger claim of sexual harassment, a serious incident, even if isolated, can be sufficient.

If verbal or physical conduct of a sexual nature takes place in the teaching/learning context, it must also be persistent, pervasive and not germane to the subject matter of a course, research or other academic endeavor to constitute sexual harassment. The academic setting is distinct from the workplace in that wide latitude is required for professional judgment in determining the pedagogically appropriate content and presentation of academic and artistic material.³

This policy covers intentional conduct. It also covers conduct that results in negative effects even if such negative effects were unintended. Sexually-related conduct forms the basis of a sexual harassment claim if a reasonable person, in view of all the surrounding circumstances, would consider it sufficiently offensive to interfere unreasonably with academic, other educational, or employment performance or participation in a College activity or living environment.

2. Non-consensual Sexual Penetration

Non-consensual sexual penetration is defined as

- any sexual penetration or intercourse (anal, oral or vaginal)
- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force

Sexual penetration includes vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation by mouth to genital contact or genital to mouth contact.

3. Non-consensual Sexual Contact

Non-consensual sexual contact is defined as

- any intentional sexual touching

³ The two sentences in this paragraph are adapted from the AAUP standard.

- however slight
- with any object
- by a person upon another person
- that is without consent and/or by force

Sexual touching includes any bodily contact with the breasts, groin, genitals, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

4. Sexual Exploitation

Sexual exploitation occurs when a person takes sexual advantage of another person.

Exploitation can include any behavior other than non-consensual sexual penetration, sexual harassment, or non-consensual sexual contact. Examples of sexual exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom or engaged in sexual acts without the consent of the person observed)
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent)
- Prostitution
- Engaging in sexual activity with another person while knowingly infected with human immunodeficiency virus (HIV) or other sexually transmitted disease (STD) and without informing the other person of the infection.
- Administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent.

B. Intimate Partner Violence

Intimate partner violence may occur between individuals who are currently or who have been in a past intimate or romantic relationship. Such relationships may also be referred to as dating violence, domestic violence, or power-based personal violence.

Intimate partner violence is defined as any kind of physically violent and/or emotionally/psychologically abusive behaviors that occur in an intimate relationship. Such behaviors may include, but are not limited to, the following:

- Restraining or blocking a person from leaving/exiting a room/building/space
- Physical assault (i.e. slapping, punching, or pulling hair)
- Threat of harm to self or others
- Destruction or theft of property

While some emotional and psychological behaviors may not be perceived as violent, they may be abusive and also constitute intimate partner violence. Such behaviors include, but are not limited to the following:

- Blackmail
- Interfering with a person's ability to participate in the College's academic or social programs (i.e. classes, clubs/organizations, events)

- Monitoring or controlling access to a person's communication (i.e. phone calls, texts, emails, or social media such as Facebook, Instagram, or Twitter™)

Violations of this policy may occur as a single incident or a pattern of behavior. Intimate partner violence may also encompass other kinds of honor code violations such as non-consensual sexual contact, non-consensual sexual penetration, sexual harassment, or sexual exploitation.

C. Stalking

Stalking is defined as a pattern of actions directed at a specific person over time that would cause a reasonable person to feel fear. Stalking behaviors can occur within or outside of partner relationships.

This conduct includes, but is not limited to, the following stalking behaviors:

- Non-consensual communication including in-person communication, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on Web sites, written letters, gifts, or any other communications
- Following, pursuing, waiting or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by an individual
- Surveillance and other types of observation, whether by physical proximity or electronic means
- Trespassing
- Vandalism
- Non-consensual touching
- Direct physical and/or verbal threats against an individual or an individual's loved ones
- Gathering of information about an individual from family, friends, co-workers, and/or classmates
- Manipulative and controlling behaviors such as threats to harm oneself, the individual, or someone close to an individual
- Defamation or slander against an individual

Stalking is a crime in Connecticut and is subject to criminal prosecution.

D. Retaliation

Retaliation is an adverse action taken by an accused individual or by a third party against any person because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding. This includes action taken against a bystander who intervened to stop or attempted to stop discrimination, bias, harassment, sexual misconduct or gender-based misconduct (Title IX). Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation.

Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances. Any student, employee, or any other person in the College who is found to have engaged in retaliation is subject to discipline up to and including termination of employment or expulsion.

Support for Students Who Have Experienced Sexual Misconduct, Intimate Partner Violence, Stalking, or Other Forms of Gender Discrimination

Students have several choices in terms of seeking information and support. The following sections outline all the available options. None of these options is mutually exclusive; a student may pursue any or all options.

Confidential Support

The following offices can assist a student with the emotional and physical healing process. These college professionals can also help students decide whether or not to pursue the Title IX complaint investigation process or file a criminal charge. The people listed below may be able to assist the student with room changes, arranging to dissolve a housing contract and pro-rating a refund, exam, paper, or assignment rescheduling, taking an incomplete in a class, transferring class sections when available, temporary withdrawal, alternative course completion options, a no-contact order, counseling assistance, student financial aid assistance, escorts or other campus safety protections.

- Campus Advocates (see below)
- Student Counseling Services (860-439-4587)
- Student Health Services (860-439-2275)
- College Chaplain (860-439-2450)

When an individual comes to one of these people for support and advice, the information remains confidential and does not constitute official notice to the college of sexual misconduct. These staff members, with the exception of Student Counseling Services and College Chaplains, must inform the College that an incident was reported without revealing details that could identify those involved, per the federal Clery Act.

Campus Advocates

Connecticut College has four confidential advocates with knowledge of sexual assault, intimate partner violence, and stalking. These advocates are a confidential reporting option and typically available during the academic year to assist students who experience sexual misconduct, stalking, or intimate partner violence. The advocates are:

- Rachel Stewart, Director of Sexual Violence Prevention and Advocacy (860-439-2219/Cro 222)
- Erin Duran, Director of Gender and Sexuality Programs (860-439-2238/LGBTQIA Center)
- Truth Hunter, Director of Race and Ethnicity Programs (860-439-5436/Unity House)
- Angela Nzegwu, Interim Director of Religious and Spiritual Programs (860-439-2450/Harkness Chapel)

While the Director of Sexual Violence Prevention and Advocacy serves as the lead advocate on campus, all four advocates can offer assistance with the following:

- support
- connecting students with the appropriate on campus services (medical, counseling, housing and academic accommodations)
- connecting students with the appropriate off campus services (medical, counseling, and legal)
- providing information about the reporting procedures, both on and off campus
- securing an on-campus no-contact directive
- serving as a resource for friends as well as for faculty and staff supporting students.

Recommended First Response

To assist in the decision-making process, the following information is important for individuals who have experienced sexual violence misconduct and friends assisting the student:

Medical Attention:

When students experience any kind of sexual misconduct, intimate partner violence or stalking and feels medical services are needed, students may seek medical care at Student Health Services or Yale New Haven Health Lawrence and Memorial (L& M) Emergency Room (365 Montauk Avenue, New London).

Physical evidence of a criminal sexual assault must be collected within 120 hours. However, students are also strongly encouraged to seek medical attention after that time period. When students experience criminal sexual assault, they may first go to Health Services. Staff there can provide support and can arrange for transportation and an escort to the Yale New Haven Health Lawrence and Memorial (L& M) Emergency Room (365 Montauk Avenue, New London). If Health Services is closed, students may go directly to L&M Hospital. It is important that they not wash themselves or their clothing before an examination.

- The Sexual Assault Nurse Examiner (a specially trained nurse) at L&M is on call 24 hours a day, 7 days a week.
- A Rape Crisis Counselor from the Sexual Assault Crisis Center of Eastern CT can also meet the student at L & M Hospital - call the 24-hour State Hotline at 888-999-5545.
- A campus advocate is generally available 24 hours/7 days a week (during the academic year) through the college on-call system and may be reached by requesting Campus Safety to contact the director. It is not necessary to disclose any information to Campus Safety.

Amnesty:

The health and safety of students is a primary concern at Connecticut College. At the discretion of the Senior Associate Dean of Student Life or the Dean of Students, the college may extend amnesty to students for minor violations when the student chooses to bring related serious violations (such as hazing, sexual misconduct, drug distribution) to the dean's attention. Educational options may be implemented by the Senior Associate Dean of Student Life or the Dean of Students but no conduct proceedings will be initiated. Please refer to the Medical Amnesty Policy for alcohol and other drugs on p.62-63.

Support for Students Who Have Been Accused of Gender-Based Misconduct

If a complaint has been filed alleging misconduct by a student, the student should make an appointment immediately to meet with the Associate Dean for Equity and Compliance Programs who will explain the resolution process in detail and assist in contacting a support person or other trained professional staff members who can provide support throughout the process. Students may enlist any of these staff members or anyone else to be a support person.

The individual responding to a complaint may be accompanied by a support person of their choosing to guide and accompany them throughout the campus resolution process. The individual is entitled to be accompanied by the support person in all meetings and interviews at which the individual is present.

All support persons are subject to the same campus rules whether or not they are attorneys. A support person may not address campus officials in a meeting, interview, or other process unless invited to participate. A support person may confer quietly with their advisees as long as the process is not disrupted. If a support person becomes disruptive in meetings or at any point in the process, the support person will be removed from the process. The Associate Dean for Equity and Compliance Programs (or designee) will determine whether or not the support person may be reinstated, replaced, or whether the right to a support person has been forfeited for the remainder of the process. Specific guidelines and options for support persons may be found in the Student Handbook.

When a student has been charged with a Gender Based Misconduct Policy violation, that student may wish to make an appointment with Counseling Services as soon as possible.

The Chaplains in the Office of Religious and Spiritual Life may also be a resource. They are experienced in helping students who are going through distressing situations. Call 860-439-2450 for an appointment.

Reporting Gender Based Misconduct Violations

Off Campus: The New London and Waterford Police Departments are available if a student would like to report sexual misconduct, stalking, or intimate partner violence, and, possibly initiate a criminal investigation. The Police Department can also assist the student with obtaining a protective order through the court. The College will honor any court-issued protective order. Connecticut College encourages students to report all crimes to the appropriate district police department and will assist the complainant in making such a report. Again, this option of reporting is not exclusive; a student may seek internal College support and also file a formal complaint with the Associate Dean for Equity and Compliance Programs in addition to reporting to the police.

The Director of Sexual Violence Prevention and Advocacy can initiate contact and arrange a meeting between a student and the police. A representative of the College may accompany the student, upon request. During a police investigation, the College may briefly suspend its own investigation to accommodate the needs of the police. The College has no control over the police investigation and the resulting legal process.

On Campus: Formal complaints alleging violations of sexual misconduct, intimate partner violence, stalking, or other gender-based discrimination may be filed with the Associate Dean for Equity and Compliance Program or Campus Safety. The Associate Dean for Equity and Compliance Programs will initiate the Gender-Based Misconduct Complaint Investigation Process to address the complaint. Stalking complaints not related to Title IX may be referred to the Dean's Grievance process. The College may be limited in pursuing and/or resolving complaints involving students no longer at the institution.

In addition to its responsibilities under Title IX, the College may have an obligation under state law to report instances of sexual abuse or exploitation of a person under the age of 18 to local police or the Connecticut Department of Children and Families, and it may report to the police instances of sexual activity with a minor that that would constitute a crime under Connecticut law. Otherwise, cases are reported to the police only if the individual requests it or if there is an imminent health or safety risk.

The College reserves the right to take whatever measures it deems necessary in response to complaints of stalking, intimate partner violence, and/or sexual misconduct in order to protect the rights and personal safety of the members of the campus community. Such measures include, but are not limited to, modification of living arrangements and class schedules, summary removal from campus pending an investigation, restricting/prohibiting contact with person(s) on campus, transportation assistance, reporting to the local police, and pursuing an investigation without the participation of the complainant. The College has the responsibility to consider the concerns and rights of both the complainant and the respondent.

Students may also consider requesting a campus no-contact order from the Associate Dean for Equity and Compliance Programs. The campus advocates can discuss this process with students. With a no-contact order in effect, a student is instructed not to engage in either direct or indirect contact with the complainant(s) and witnesses. Methods of contact include verbal exchange, telephone, email, letter, and communication via another party on the student's behalf.

Sexual misconduct, intimate partner violence, and other forms of gender-based discrimination are considered Title IX violations and oblige the College to respond to reported incidents. Once an institution has received notice of a possible Title IX violation, the Office for Civil Rights requires it to take immediate and appropriate steps to investigate what occurred, and if a violation is found, to take prompt and effective action to end the harassment, remedy the effects, and prevent its reoccurrence. This course of action is the institution's responsibility whether or not the student who was harassed makes a formal complaint or otherwise asks the school to take action. Students have a right to file a complaint with the Office for Civil Rights concerning

alleged failures by the College to comply with the requirements of Title IX. Complaints may be filed at <http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

The Investigation and Conduct Process for Gender Based Misconduct Complaints

This complaint investigation process (also found in the Student Conduct Process Section) addresses alleged violations of:

- gender or sex discrimination,
- sexual misconduct,
- intimate partner violence,
- gender-based stalking,
- related retaliation,
- or any other violations involving Title IX.

The Associate Dean for Equity and Compliance Programs is responsible for initiating the complaint investigation process and may consult with a Deputy Title IX Coordinator in determining how to proceed.

The College may act on notice of a potential violation whether a formal allegation is made or not. When such complaints are received, the Associate Dean for Equity and Compliance Program will assign (typically within three business days) a trained investigator(s). The Associate Dean for Equity and Compliance Program has the sole discretion in determining the number of investigators assigned to a complaint. The investigator(s) has the primary responsibility for conducting all aspects of the investigation.

The complainant and respondent may be accompanied by a support person of their choosing to guide and accompany the individual throughout the campus resolution process. The student is entitled to be accompanied by the support person in all meetings and interviews at which the individual is present.

All support persons are subject to the same campus rules whether or not they are attorneys. A support person may not address campus officials in a meeting, interview, or other process unless invited to participate. A support person may confer quietly with their student as long as the process is not disrupted. If a support person becomes disruptive in meetings or at any point in the process, the support person will be removed from the process. The Associate Dean for Equity and Compliance Programs (or designee) will determine whether or not the support person may be reinstated, replaced, or whether the right to a support person has been forfeited for the remainder of the process. Specific guidelines for support persons may be found on pp.134-36.

Cross-Complaints: Once a complaint has been initiated, the respondent will have the opportunity to respond to the complaint and/or file a non-retaliatory cross-complaint. The original reporting party will be notified in writing of the cross-complaint and will have the opportunity to respond in the same manner as respondents in any Gender Based Misconduct case.

In cases where complaints are filed by the parties against one another (e.g. two or more complaints are reported pertaining to the same or related sets of facts and circumstances), the Associate Dean for Equity and Compliance Program may determine that the cases should be simultaneously investigated by the same investigator(s). In that circumstance, the Associate Dean for Equity and Compliance Program will issue all appropriate notices for each complaint filed, update the parties on the status of each complaint as appropriate under this policy, and ensure that the parties are presented the opportunity to present witnesses and evidence pertaining to any complaint that proceeds past the preliminary inquiry.

When the investigators complete the investigation, they will prepare a final written report, which will include findings. When there is a finding of responsibility for a gender-based misconduct policy violation in cases involving students, the sanctions panel will have for its review the initial complaint, the respondent's response, and any cross-complaints. Similarly, in cases involving faculty or staff, the appropriate adjudication procedures will be followed and will include a review of initial complaints, responses, and cross-complaints.

Any complaint or cross-complaint that is deemed by the Associate Dean for Equity and Compliance Program and/or the investigator(s) to have been filed in bad faith or frivolously will be considered retaliation against the Complainant who filed the original complaint, will become a separate violation of the Connecticut College policy, and will subject the respondent to potential sanctions. (Please see the Retaliation Policy on page 21).

Rights of the Complainant and Respondent

- Preservation of privacy, to the extent possible and allowed by law.
- A timely investigation and appropriate resolution as outlined in this process.
- Have the investigation conducted by individuals who have received annual training.
- Be provided information about this process and the nature and extent of all alleged violations within the complaint.
- Access to medical and emotional support from Student Counseling Services, Student Health services, and/or trained advocates or support persons.
- Opportunity to receive advice and support from a person of the student's choice throughout the investigation and resolution processes. The support person must be eligible, available, and serve in accordance with the guidelines in the Student Handbook.
- Opportunity to review and respond to the investigative report (and the alleged violations within the report) prior to a finding of not responsible/responsible.
- Be informed in writing of the determination, and when applicable, the sanction.
- The opportunity to request a review of the decision based on the grounds outlined in the Student Handbook.

Requests by the complainant and respondent for ADA accommodations in this process must be made to the Associate Dean for Equity and Compliance Program at least 24 hours in advance of the first interview meeting. The Associate Dean for Equity and Compliance Program may consult as needed with the Office of Student Accessibility Services.

The process outlined below will be followed in all matters when possible. The College reserves the right to adjust procedures, with advance notice given to both parties.

The Preliminary Inquiry

Once notice is received from any source (victim, 3rd party, faculty, staff, etc.), the investigator may proceed with a preliminary inquiry to gather information. Preliminary inquiries typically take 1-7 business days to complete.

The preliminary inquiry may lead to:

1. No Investigation: A determination that there is a lack of or insufficient evidence to pursue the investigation. If there is insufficient evidence through the inquiry to support reasonable cause to believe College policy has been violated, the allegations will be closed with no further action. The allegations may also be closed with no further action if the victim requests that there be no investigation and the Associate Dean for Equity and Compliance Program in consultation with the investigator(s) determines that this request can be honored.

Or,

2. Formal Investigation: A formal complaint of a violation will be investigated and resolved by the College (see Investigation Procedures below)

As part of the preliminary inquiry, the investigator(s) will take the following steps, if not already completed by the Associate Dean for Equity and Compliance Program:

1. Confirm whether the person bringing the complaint is the initiator of the complaint, the alleged complainant, or a College representative;
2. Initiate any necessary remedial actions on behalf of the complainant (if any), potentially including issuing no contact orders between the involved individuals;
3. Conduct an immediate preliminary inquiry:
 - a. identify an initial list of policies that may have been violated;
 - b. review the history of the parties;
 - c. identify the context of the incident(s) and/or any potential patterns; and
 - d. review the nature of the complaint(s).
4. Determine the next steps:
 - a. If the complainant is reluctant to pursue the complaint, determine whether the complaint should still be pursued and whether sufficient independent evidence could support the complaint without the participation of the complainant;
 - b. Notify the complainant of whether the College intends to pursue the complaint regardless of their involvement, and inform the complainant of their rights in the process and option to become involved if they choose.

If a complaint is not pursued beyond the preliminary inquiry, the Associate Dean for Equity and Compliance Program may determine that certain remedies are nonetheless necessary. Such measures include, but are not limited to, modification of living arrangements,

restricting/prohibiting contact with person(s) on campus, restriction of access to campus facilities, etc. Remedies may also include campus-wide actions, training, education, etc.

The Formal Investigation Overview

If indicated by the preliminary inquiry and authorized by the Associate Dean for Equity and Compliance Program, the investigator(s) will conduct a comprehensive investigation to determine:

- a. If there is reasonable cause to believe that the responding student violated College policy;
- b. What specific policy violations should serve as the basis for the complaint; and
- c. A finding of “responsible” or “not responsible” based on a more likely than not standard.

The investigator is responsible for ensuring the investigation is thorough, reliable, impartial, prompt, and equitable. When investigating the complaint, a demonstrated pattern of repeated and/or predatory behavior by the responding student will be relevant and included in the report. The investigator(s) may require the cooperation of any member(s) of the Connecticut College community in providing information. However, no member of the College staff with whom the complainant or respondent has entered into a confidential relationship can be required to give information arising from that role without the permission of the complainant or respondent.

It is possible that through the course of the investigation, the investigator(s) or the Associate Dean for Equity and Compliance Programs may identify additional remedies including interim suspension. To interim suspend a student, the Associate Dean for Equity and Compliance Programs will make a recommendation to the Senior Associate Dean of Student Life who will make the decision. A student may request the Dean of Students to review this decision.

Through the course of an investigation, the investigator(s) may identify additional violations of the Honor Code and/or Student Code of Conduct or other College policies. These potential violations will be resolved in this process. The decision to charge any student with violations lies solely with the Associate Dean for Equity and Compliance Program unless the investigator(s) only identify non-Title IX related violations. In this instance, the Associate Dean for Equity and Compliance Program will refer the information and violations to the Senior Associate Dean of Student Life for resolution in the conduct process. Investigators may consult with the Associate Dean for Equity and Compliance Program and the Senior Associate Dean of Student Life in deciding whether to apply the College’s amnesty policy.

Amnesty Policy: The health and safety of students is a primary concern at Connecticut College. Amnesty may be extended to students for minor violations when the student chooses to bring gender-based misconduct related violations to the dean’s attention. Educational options may be recommended to the Senior Associate Dean of Student Life but no conduct proceedings will be initiated.

Investigation and Sanction Meeting Timeline:

Once the Associate Dean for Equity and Compliance Program initiates a formal investigation, typically complaints will be resolved within a 45 business day period. The following is a typical timeline:

- The investigation report is completed and findings are made within 30 business days of initiating the investigation.
 - The complainant and respondent will receive a formal letter notifying them of the investigation.
 - When the written investigation report is prepared, the complainant and respondent will receive a written letter identifying whether or not there are any alleged policy (or policies) violation(s).
 - A final investigation report will be issued after the complainant and respondent have the opportunity to submit a written response to the written report.
- If the investigation determines there are no alleged violations of policy or if the investigation determines the respondent is not responsible for the alleged violations of policy, the complainant may ask the Associate Dean for Equity and Compliance Programs to review the investigation.
- If the investigation determines a student is responsible for violating a policy, the Associate Dean for Equity and Compliance Programs will refer the matter to the Senior Associate Dean of Student Life to convene a Gender-Based Misconduct Sanctions Panel. The panel is typically scheduled 5 business days after the Senior Associate Dean receives the referral from the Associate Dean for Equity and Compliance Programs.
 - The complainant and respondent will receive written notice of the Sanctions Panel and any relevant materials 4 business days before the sanction meeting.
 - The complainant and respondent are notified of the outcome one business day after the sanction meeting and conclusion of deliberation.

If the College is not in session during part of that period or in instances where additional time may be required because of the complexity of the complaint or unavailability of parties or witnesses, the Associate Dean for Equity and Compliance Program may extend the time. If the period is extended, the investigator(s), the complainant, and the respondent will be informed. Given the particularly serious nature of these allegations, work, rehearsals, and intercollegiate athletic practices/games may not excuse scheduled meetings with the investigator(s), Associate Dean for Equity and Compliance Program, the Senior Associate Dean of Student Life, or the Sanctions Panel.

Formal Investigation Procedures

The investigator(s) may consult as needed with the Associate Dean for Equity and Compliance Program throughout the process.

The Associate Dean for Equity and Compliance Program will prepare a written notice of the investigation and the alleged complaint(s) on the basis of the reasonable cause determination, which may be delivered prior to, during or after the responding student is interviewed, at the discretion of the investigator(s).

The following are the responsibilities of the investigator(s):

1. Commence an investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding student, who will typically be given notice of the interview prior to the interview.
 - a. The complainant and respondent will have an opportunity to share all the information they would like the investigator(s) to review, including recommending witnesses and submitting information for consideration. Each party will have a full and fair opportunity to be informed of and respond to the available evidence during interviews with the investigator, which are typically conducted in person, but may be conducted by telephone or other communication means as necessary.
 - b. The investigator(s) has the sole discretion in making decisions about who is a relevant witness and the collection and evaluation of information and documents. Other individuals, including the complainant, respondent, and their support persons, may not independently contact persons to be interviewed or solicit the collection or destruction of evidence or information.
2. Interview all relevant witnesses, summarize the information they are able to share and have each witness sign the summary to verify its accuracy. Investigator(s) may require the cooperation of any member(s) of the Connecticut College community in providing information during the investigation. However, no member of the College staff with whom the complainant or respondent has entered into a confidential relationship can be required to give information arising from that role without the permission of the complainant or respondent.
3. Each party may be accompanied by one support person of their choosing who is both eligible and available. The investigator(s) may share the names of the support persons with the complainant, respondent, and the Associate Dean for Equity and Compliance Program.
4. Obtain all documentary evidence and information that is available and deemed relevant by the investigators.
5. Obtain all physical evidence that is available and deemed relevant by the investigators.
6. Complete the investigation promptly by analyzing all available evidence without unreasonable deviation from the intended timeline;
 - a. The past sexual history or sexual character of a party will not be considered in making a final determination unless such information is determined to be highly relevant by the investigator(s). All such information will be presumed irrelevant unless the investigator(s) consult with the Associate Dean for Equity and Compliance Program and determine it is highly relevant.
 - b. Demonstration of pattern, repeated, and/or predatory behavior by the responding student, will be relevant to the finding.

7. The investigator(s) will compile a preliminary report for the complainant, respondent, and the Associate Dean for Equity and Compliance Program to review.
 - a. The Associate Dean for Equity and Compliance Program may redact information that is irrelevant, an unwarranted invasion of privacy, or immaterial.
 - b. The preliminary investigation report will specify whether the information supports any alleged violations of policy. If there are alleged policy violations, the preliminary report will include a written notice listing the alleged policy violations.
 - c. The complainant and respondent will have the opportunity to review the preliminary investigation report including witness statements and other relevant material. When appropriate, the statements reviewed may be redacted prior to being viewed (see 7a above).
 - d. The parties may share the preliminary report with their support persons. Reports may not be shared with anyone else. Neither the parties nor their support persons are permitted under any circumstances to share reports or partial reports publicly.
 - e. The complainant and respondent have an opportunity to submit to the investigator(s) a written response to the report (including any additional questions) within 3 business days. The complainant and respondent may request to see the other party's written response. Typically, access and viewing of written responses will happen in a meeting with the investigator(s). In rare circumstances when this is not possible, the Associate Dean for Equity and Compliance Program may facilitate the sharing of information in a way that is equitable to both parties.

8. Typically, within 5 business days of the deadline for receiving the written responses, the investigator(s) will issue a final written report which addresses any issues or questions raised by the complainant and respondent in their written responses. For investigations in which alleged policy violations are identified, the report will include determinations of responsibility for each identified violation, based on a more likely than not standard (preponderance of the evidence standard), the investigator's rationale, all relevant investigation material, and the complainant's and respondent's written responses.
 - a. The investigator(s) will notify the Associate Dean for Equity and Compliance Program of the findings.
 - b. The investigator(s) and/or the Associate Dean for Equity and Compliance Program (or designee) will meet with the complainant and respondent separately to share the final investigation report and determination of responsibility.
 - c. After meeting with the complainant and the respondent, the investigator(s) will submit the final report to the Associate Dean for Equity and Compliance Program.

Findings

The following options describe the remainder of the process, depending on whether the investigator(s) made a determination of a policy violation or no policy violation.

1. The investigator(s) determines there is insufficient information to allege a violation of policy

Where the investigator(s) allege no violations of policy, the investigation will be closed. In all cases, the Associate Dean for Equity and Compliance Programs will review the file when it is deemed closed, and may re-open the investigation. This decision will be made within 3 business days of the investigation being closed. The decision to re-open an investigation is solely at the discretion of the Associate Dean for Equity and Compliance Program and only on the basis of extraordinary cause. The Associate Dean for Equity and Compliance Programs will focus on (a) whether College's procedures were followed; and (b) there is sufficient evidence in the record to support the investigator(s) determination. In such instances where the Associate Dean for Equity and Compliance Program determines that an investigation should be re-opened, the rationale for this determination will be clearly articulated in writing and notice provided to the investigator, the complainant, and the respondent.

2. The responding student is found "Not Responsible"

Where the responding student is found not responsible for the alleged violation(s), the investigation will be closed. The complainant may request a conduct review by the Dean of Students (see Request for Review process on p.163 in the Student Handbook). The Dean of Students review of the matter will be limited as outlined in the Request for Review process.

3. The responding student is found "Responsible"

If the investigator(s) determines the responding student is responsible for a policy violation, the Associate Dean for Equity and Compliance Program will refer the incident to the Senior Associate Dean of Student Life. The Senior Associate Dean of Student Life will convene the Gender Based Misconduct Sanctions Panel to determine the appropriate sanction(s).

The Gender Based Sanctions Panel Meeting

The purpose of the meeting with the Sanctions Panel is to determine sanctions appropriate to the findings of responsibility. It is not a second investigation nor intended to serve as a hearing regarding the findings of responsibility. Sanction Panel members may not entertain evidence intended to revisit the finding or determination of responsibility. In complaints involving discrimination, the sanctions will serve to end the discrimination, prevent its recurrence, and remedy its effects on the complainant and the College community.

College sanctions range from warning to permanent expulsion. Typical sanctions include disciplinary probation, suspension, and/or referral to an educational program. However, students found responsible for violations involving a pattern of behavior, violence, and/or non-consensual sexual penetration are typically suspended or expelled from the College.

Sanctions Panel Composition

A sanctions panel meeting is a panel of three voting staff members with the Senior Associate Dean of Student Life serving as the designated chair.

- The staff members are selected from the trained staff members serving on the Dean's Conduct Committee.
- Members of the panel participate in annual training on topics related to Title IX, sexual misconduct, bias, harassment, stalking, and intimate partner violence.
- Members of the committee who may be involved in the allegations of the complaint or who otherwise have a conflict of interest must excuse themselves from the sanction panel process.
- If the Senior Associate Dean of Student Life has a conflict of interest, a trained member of the dean's conduct committee may serve as the chair.

Procedures:

1. Upon receipt of the investigator's final report and findings from the Associate Dean for Equity and Compliance Program, the Senior Associate Dean of Student Life will convene a meeting of the Sanctions Panel typically 5 (business) days after receipt. The Senior Associate Dean of Student Life will notify all involved persons and members of the panel of the scheduled meeting. Those serving on the panel will receive a copy of the investigation report.

Four days before the meeting, the following will occur:

- The complainant and the respondent will receive via email: a written notice of the date/time/location of the meeting and the names of the panel members.

Three days before the meeting, the following will occur:

- The complainant or respondent may notify the Senior Associate Dean of Student Life of a perceived conflict of interest with any panel member.
- The complainant and respondent will provide the Senior Associate Dean of Student Life with the name of their support person if they choose to bring one to the meeting.
- Any request for accommodations must be submitted to the Senior Associate Dean of Student Life. This includes requests to accommodate a disability, participate via videoconferencing, having a Campus Safety Officer present, or other requests to ensure a safe environment.

Two days before the meeting, the following will occur:

- The Senior Associate Dean of Student Life will notify the complainant, respondent, and Associate Dean for Equity and Compliance Programs of any changes to the panel composition.
2. The Chair will facilitate the meeting with the panel members. The complainant and the respondent will be given the opportunity to separately address the panel about the impact and findings, and may do so remotely if requested. The panel members may only ask sanction related questions of the complainant and respondent.

- a. Demonstration of pattern, repeated, and/or predatory behavior by the responding student will be relevant to the sanction. If the information is included in the investigation report, it may be considered in the meeting. Prior campus disciplinary history may also be considered by the panel, even when unrelated to Title IX.
3. If any party does not attend or chooses not to speak, the procedures will still be followed and sanctions will be imposed.
4. All information shared at the meeting will be audio recorded in the event of a request for review. The panel's deliberations will not be recorded. The audio recording is the property of the College. The Chair, or designee, will keep a written summary of the deliberations for the record.
5. The Chair will promote a civil and respectful proceeding. The Chair reserves the right to remove any individual who impedes the process. The meeting may be recessed or continued at the Chair's discretion.
6. At the conclusion of the meeting, only the Chair and the panel may be present for the deliberation. Sanctions will be determined by a majority vote. Pertinent records of previous disciplinary action may be used in determining an appropriate sanction. The panel may consult as needed with the Associate Dean for Equity and Compliance Programs and/or investigator(s).
7. At the conclusion of the deliberation, the Senior Associate Dean of Student Life will deliver the decision of the Panel (typically within 1 business day) in writing to the parties.

The sanctions are in effect immediately upon notification.

As in all resolution processes, the respondent and complainant have the right to request a student conduct review (see Request for Review process on p.163 in the Student Handbook).

- If a student initiates a request for review, the parties and the Associate Dean for Equity and Compliance Programs will be notified by the Senior Associate Dean of Student Life of the request for review.
- Both parties and the Associate Dean for Equity and Compliance Program will receive the final decision of the review in writing from the Dean of Students.

Should the respondent and/or complainant choose not to request a review, the investigator(s)'s findings and the panel's sanctions will be considered the final decisions of the College. The Associate Dean for Equity and Compliance Programs may review the case for any additional remedies that may be necessary beyond the conduct process to assure compliance with Title IX.

Federal Timely Warning Obligations

Individuals who have experienced sexual misconduct, intimate partner violence, or stalking need to be aware that the College must issue timely warnings for incidents reported that pose a substantial threat of bodily harm or danger to the members of the campus community. The College will ensure that a complainant's name and other identifying information are not disclosed while still providing enough information for community members to make safety decisions in light of the danger (see Campus Safety Communications on p.110).

Frequently Asked Questions

The following are some of the most commonly asked questions regarding Connecticut College's Gender-Based Misconduct policies and related procedures.

1. How can the College help to remedy the effects of discrimination?

Accommodations available to you may include:

- Room changes (see #9)
- Arranging to dissolve a housing contract and pro-rating a refund
- Exam, paper, or assignment rescheduling;
- Taking an incomplete in a class;
- Transferring class sections when available;
- Temporary withdrawal;
- Alternative course completion options;
- A no-contact order;
- Counseling assistance;
- Escorts or other campus safety protections

The Director of Sexual Violence Prevention and Advocacy and campus advocates, or the Associate Dean for Equity and Compliance Program may assist you in pursuing these options.

2. How does privacy apply?

The privacy of all parties to a complaint of sexual misconduct will be maintained, except insofar as it interferes with the College's obligation to fully investigate allegations of sexual misconduct.

All participants in the hearing are bound under FERPA not to release information learned in the hearing process. The Complainant may be informed of any outcome, sanction, and rationale relating directly to the complainant.

In some instances, the Dean of Students, or their designee, may also choose to make a brief announcement of the nature of the violation and the action taken, using no names. Certain College administrators are informed privately (e.g. the President of the College, Dean of Students, Director of Campus Safety). If a student reports an act of alleged sexual misconduct to the Director of Sexual Violence Prevention and Advocacy or campus advocates, Student Counseling Services, Student Health Services, or a College chaplain or to the Division of Institutional Equity and Inclusion, the student will be encouraged to report that incident to the

local police. The College is required by federal law to include in a statistical report the occurrence on campus of any major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

3. *Will my parents be told?*

Whether you are the Complainant or the Respondent, Connecticut College's primary relationship is to the student and not to the parent/guardian. In the event of major medical, disciplinary, or academic jeopardy, students are strongly encouraged to inform their parents. However, College officials may directly inform parents when a student receives a sanction of disciplinary probation 2, loss of housing, suspension, or expulsion. The College may also contact a parent/guardian in emergency situations, when it is deemed necessary to protect the health or safety of the student or others, pursuant to federal law.

4. *Will I have to confront the accused?*

Not directly. If a formal complaint is filed, the College uses an investigation model in which complainants and respondents do not interact with each other.

5. *Do I have to name the accused?*

Yes, if you want formal action, including a no-contact order, to be taken against the accused. No, if you choose not to file a formal complaint.

6. *What do I do if I am accused of sexual misconduct, intimate partner violence, or stalking?*

First, do not contact the reporting person. You may immediately want to contact someone whom you trust and who can provide information and support. The college has identified support persons trained in the college's process as well as outlined the role of the support person on p. 134. The Associate Dean for Equity and Compliance Programs can explain the College's procedures for dealing with these kinds of complaints. You may also want to consider seeking support from Student Counseling Services.

7. *Will I have to pay for counseling or medical care?*

No fee is charged for care that is provided through the Student Health Center or Counseling Services. Hospital and off-campus fees are covered according to your own insurance policy; however, any person who decides to pursue criminal charges will not have to pay to have the Physical Evidence Recovery Kit (PERK) procedure performed at the hospital in the case of a sexual assault. Emergency money may be available through the Office of the Dean of Students.

8. *What do I do about legal advice?*

The role of any legal advisor would be limited to giving you advice about your situation. Connecticut College's procedures are internal and are only designed to determine whether College policies have been violated. Both the complainant and the respondent may also use an attorney as their support person during the investigation and panel process.

If you are pressing charges of criminal sexual assault, you need not retain a private attorney because legal issues will be handled through a representative from the State's Attorney's office. You may want to retain an attorney if you are accused or if you are considering filing a civil

action against the accused. The College's legal counsel represents and advises the College and does not represent individual students.

9. *What about changing residence hall rooms and accessing the dining halls?*

If you want to move, or have the responding party moved, you may request a room change. Room changes under these circumstances are considered emergencies. It is the College's policy that in emergency room changes, the student is moved to the first available room. If the accused student is moved, the permanence of this action may be based upon the outcome of the investigation process. Pending the outcome, the Associate Dean for Equity and Compliance Program may also designate/restrict dining hall access. Again, the Director of Sexual Violence Prevention and Advocacy or campus advocates can help you with these arrangements.

10. *What do I do if I share a class/activity/athletic team with the accused individual?*

You will need to tell the Director of Sexual Violence Prevention and Advocacy or campus advocates or the Dean of Institutional Equity and Inclusion so that they may work with you and the appropriate person (i.e. academic dean or coach) to determine the most feasible solution. It is not necessary to disclose the nature of the incident to other offices to receive assistance.

11. *What do I do about preserving evidence of sexual assault?*

Physical evidence of a criminal sexual assault must be collected within 120 hours. However, students are also encouraged to seek medical attention after that time period. If you believe you have been a victim of criminal sexual assault, you may first go to Health Services. Staff there can provide support and can arrange for transportation and an escort to the Lawrence and Memorial (L & M) Emergency Room (365 Montauk Avenue, New London). If Health Services is closed, you may go directly to the hospital. It is important that you not wash yourself or your clothing before an examination. The Sexual Assault Nurse Examiner (a specially trained nurse) at L & M is on call 24 hours a day, 7 days a week (call the Emergency Room at 442-0711 if you want to speak to the nurse; ER will refer you). A Rape Crisis Counselor from the Sexual Assault Crisis Center of Eastern Connecticut (call their 24-hour Hotline at 888-999-5545) may also meet you at L & M Hospital.

12. *Will a student be punished when reporting a sexual misconduct policy violation if they have illegally used drugs or alcohol?*

No, the college offers amnesty in such situations. The seriousness of sexual misconduct and other forms of discrimination are a major concern, and the College does not want any of the circumstances, e.g. drug or alcohol use, to inhibit the reporting of sexual misconduct or other Title IX complaints.

13. *Will either party's prior use of drugs and/or alcohol be a factor during a sexual misconduct investigation?*

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present case.

14. *What should I do if I am uncertain about what happened?*

If you believe that you have experienced non-consensual sexual contact, intimate partner violence, or stalking, but are unsure of whether it was a violation of the College's policies, you should contact the staff who can maintain confidentiality (Director of Sexual Violence Prevention and Advocacy, Campus Advocates, Student Health Services, Student Counseling Services, and the College chaplains). These individuals serve as advisors who can help you to define and clarify the event(s) and advise you of your options.

15. What should I do if I am a student and I believe I have been the victim of sexual misconduct, stalking, or intimate partner violence by a member of the faculty or staff?

The Director of Sexual Violence Prevention and Advocacy, Student Counseling Services, Student Health Services, and/or the College Chaplains are available regardless of the status of the accused. The Director of Sexual Violence Prevention and Advocacy or the Associate Dean for Equity and Compliance Program can assist a student in reporting a violation by either a faculty or staff member. An individual may file charges with the police department as well.

SECTION IV

Detailed Policy Standards Under the Honor Code and Student Code of Conduct

In this section, you will find expanded details on the following policies:

Academic Integrity

Alcohol and Other Drug Use

Hazing

Public Inquiry and Freedom of Expression

Department Regulations

- a. Accommodations
- b. Animals – Service and Emotional Support
- c. Camel Card Use
- d. Computing Resources
- e. Dining Services
- f. Fire Safety
- g. Motor Vehicles/Parking
- h. Residential Education and Living
- i. Social Functions and Private Party Registration

Academic Integrity

Academic integrity is of utmost importance in maintaining the high standards of scholarship in the Connecticut College community. In accepting admission to Connecticut College, students accept the responsibility for maintaining high standards of academic integrity and scholarly practice. Academic integrity and scholarly practice extend beyond the classroom/coursework to include submissions to student/college publications and applications for scholarships, campus programs (i.e. study abroad or centers), and employment.

When students engage in academic dishonesty, they unfairly advantage themselves over their peers and breach the trust of their professors, peers, and the College.

Violations of Academic Dishonesty are classified accordingly:

- **Academic Dishonesty**
- **Failure to Abide by Department Regulations (Exam Procedures)**

Academic Dishonesty includes, but is not limited to:

- a. unauthorized discussion, dissemination, or distribution of the content of an examination or assignment (includes Lips Sealed Policy),
- b. any attempt to give or receive unauthorized aid on an examination or any graded assignment by any means,
- c. plagiarism, including the negligent failure to follow the proper documentation procedures,
- d. falsifying data,
- e. Misrepresenting attendance in a class,
- f. Unauthorized editing of work after submission for a grade (i.e. via google docs or Moodle),
- g. Use of substances (including prescriptions drugs not prescribed to the individual) in order to enhance academic performance,
- h. any other deceptive or dishonest academic behavior.

The following pledge must be written and signed on every exam before it is handed in for grading:

“I promise neither to give nor receive any aid on this examination.”

Lips Sealed Policy

During the Spring semester of 2004, the SGA voted to promote the following “Lips Sealed Policy”:

To ensure the integrity of the Academic Honor Code, any student who has completed or is in the process of completing any examination is forbidden to divulge the content or level of difficulty of that examination to anyone before the end of the examination period.

Plagiarism

Plagiarism adversely affects each member of the College community because it threatens the academic integrity of the institution; it is the student’s obligation to acknowledge all resources and cite them according to proper procedure. Plagiarism occurs when work does not reflect the student’s personal and original words, word-groupings, or ideas. Plagiarism is a violation of the Honor Code, regardless of intent. Ignorance or negligence is not considered an excuse for plagiarism. Plagiarism consists of:

- a. handing in a paper, assignment, or project that is not one’s own work;
- b. using the language of another writer without proper documentation (e.g. footnotes, quotation marks, parenthetical documentation, bibliography);
- c. using the ideas, arguments, or organization of another writer without proper acknowledgment;
- d. submitting the same paper, assignment, project, etc. for more than one course without explicit permission of both the instructors.

The recommended procedure is to consult with your professor to avoid errors or misunderstandings.

Failure to Abide by Department Regulations (Exam Procedures)

Procedures for taking exams (whether during the semester or final exams) are established by professors and the Registrar's Office. Each final exam period the Registrar's Office publishes the procedures for examinations. Students are responsible for knowing and following these procedures.

Breaches of examination procedures include, but are not limited to:

- a. Bringing a cell phone, ipad/tablet/laptop, or any device with internet connection into an exam room.
- b. Exceeding the time permitted on the exam (i.e. turning the exam in past the end of the exam period).
- c. Communication of any kind in the examination room.
- d. Taking a special examination in a non-designated room or taking a regular examination in a special writing room.
- e. Leaving the designated exam areas or leaving the building before the completed exam has been returned to the exam center proctor.
- f. Bringing outside materials, including calculators, into exam rooms. Exams with special permissions (i.e. use of a calculator) must be taken in the designated special writing exam rooms. The calculator may not be an internet connected device (i.e. smartphone).
- g. Excessive noise within the examination center.
- h. Using substances in an examination room.

Students **MUST** complete final examinations in designated rooms, unless otherwise specified by the professor. The exam (both questions and answers) must be returned to the Test Center staff, sealed in the envelope with the Honor Pledge signed.

Resources and Support

The Roth Writing Center

The Roth Writing Center provides one-to-one peer tutoring to help student writers of all abilities during all stages of the writing process. This service is offered free of charge to students.

The Center is staffed by more than two dozen undergraduate writing consultants from a variety of majors who are specially trained to assist students with their writing projects. The goal of the Writing Center is to develop not only a student's writing abilities but also his or her ability to think critically and communicate clearly within an academic discipline.

Academic Resource Center

The Academic Resource Center (ARC) is for the entire College community and provides academic support services for all students so that they may reach their maximum academic potential. Although the primary goal is to assist students in becoming more efficient and effective learners, the ARC is available to all who wish to improve their academic skills and ability to learn. Distinct support services offered by ARC staff include individual and small group tutoring, individual academic coaching, dean's alert counseling and referral, and academic

interventions for students on academic probation. Through regular workshops, individual and group tutoring, and one-to-one academic strategizing and counseling, the ARC creates conditions for every student to realize personal learning goals, work effectively, and achieve the highest levels of academic excellence and achievement.

Alcohol and Other Drugs

Alcohol and Other Illicit Drugs

Connecticut College's policy on alcohol and other drugs balances institutional commitment to local, state and federal laws, the responsibility of individuals on our campus, and the health and safety of our community while upholding the educational mission of the College. The College is committed to providing campus education on the risks associated with alcohol and other drug use and misuse. Our policies and procedures strive to prevent the harm that may result from the misuse and abuse of these substances.

The College is committed to upholding local, state, and federal law; requiring proper management of events where alcohol is served; employing practices that minimize the misuse of alcohol and other drugs; and maintaining a drug-free workplace.

This policy and procedures apply to faculty, staff, students, and any individuals utilizing College owned or managed properties. It supplements the expectations outlined in the Employee Handbook and IFF, including but not limited to the Drug Free Workplace Act and Prohibited Alcohol Related Activity policy and the Personal Conduct Policy. A summary of local, state, and federal guidelines may be referred to in Appendix B.

Alcohol

Individuals under the age of twenty-one may not possess or consume alcohol on campus. Individuals twenty-one or older may not (a) provide alcohol to individuals under the age of twenty-one, (b) possess open containers of alcohol outside of registered event spaces, or (c) play drinking games on campus. The alcohol policy also encompasses guidelines for service and use on campus.

Alcohol may not be served in an academic class regardless of the class location or in an individual office space. The College strongly discourages alcohol being served to any student in the private residences of faculty and staff (on or off campus) and serving alcohol to underage students is impermissible regardless of location. Alcohol consumption on College sponsored trips in foreign countries (i.e. SATA, TRIPs) follows the law of the country. Irrespective of location, faculty and staff who serve or support consumption of alcohol by students have a responsibility to try to ensure that the students drink responsibly.

College employees are responsible for adhering to College policies regarding personal alcohol consumption at College events. Typically, consumption of alcohol is limited to appropriate

business settings as determined by the department head (academic chair, vice president/ dean, or president). According to the College's personal conduct policy for staff, staff may not use or be under the influence of alcohol or narcotics during work hours. This policy recognizes that work hours may be defined differently based upon an employee's role at the College. When alcohol is served at an official College function during business hours, a staff member may choose to consume alcohol responsibly as long as they are not returning to work following the function.

Violations of the Alcohol Policy may be classified accordingly:

Underage alcohol possession and/or use – Students under the age of 21 may not possess or consume alcohol.

Open Container of Alcohol – Individuals who are 21 or older may not possess an open container of alcohol in any public space or vehicle on/off campus.

Drinking Games/Drinking Paraphernalia - Drinking games, including simulated drinking games such as water pong, promote abuse of alcohol, which can lead to alcohol poisoning. For this reason, drinking games/paraphernalia are prohibited regardless of age. Drinking paraphernalia includes, but is not limited to beer/water pong tables, funnels, and Beirut tables.

Providing Alcohol to a Minor – Individuals twenty-one and older may not provide alcohol to a person under the age of twenty-one.

Illegal Keg (more than 5 liters) – Kegs are not permitted on campus except at College-sponsored functions registered with the Events Office.

Misuse of Alcohol Possession and/or Use - Negative behaviors occurring on or off campus that result from being under the influence of alcohol/drugs (regardless of age) are unacceptable.

Drugs

The use, possession, or sale of illicit drugs or drug-related paraphernalia as defined by Connecticut State Law and/or Connecticut College is strictly prohibited on Connecticut College campus property. Illicit drugs are controlled substances that cannot be obtained legally or that, although available legally, have been obtained illegally. Medical marijuana is prohibited on college campuses by the federal Drug Free Schools and Communities Act, regardless of whether it is permitted by state law. Distribution of illicit drugs includes the purchase, sale, or other transfer of any substance in any amount, and any attempt to distribute. The possession of drug-related paraphernalia (i.e. bongs, water pipes, vaporizers, grinders) is also prohibited. Examples of illicit drugs include: marijuana, molly (MDMA), cocaine, synthetic drugs, salvia, prescription drugs that have not been lawfully prescribed for the individual, and the misuse of legally prescribed drugs by the individual to whom the drugs were prescribed.

The College reserves the right to notify the appropriate law enforcement agency regarding illegal alcohol and drug activity. An employee who is convicted of any criminal drug statute is required to notify the Office of Human Resources within five (5) days of such conviction. The College may take disciplinary action against any employee who is so convicted and/or require the

employee to participate in a substance abuse assistance or rehabilitation program. Students violating the College's alcohol or drug policy or local/state/federal laws will be subject to the student conduct process outlined in the Student Handbook.

Any employee or student who is misusing or abusing alcohol or other drugs is urged to stop such activity voluntarily and to participate in a counseling or rehabilitation programs. Student Counseling and Health Services offers assistance to students. Employees may seek assistance through the College's Employee Assistance Program and the College's health insurance plans. Information about the Employee Assistance Program can be found in the Employee Handbook and the employee benefits web page (www.conncoll.edu/employment/benefits/). Information about resources for students may be found on p.63 and in Appendix B.

Prescription Drugs

Students are responsible for securing their prescription medication.

- The misuse and distribution of prescription drugs is a violation of campus policy.
- Prescribed medical marijuana is not permitted on campus in accordance with the federal Drug Free Schools and Communities Act.

Violations of the Illicit Drug Policy may be classified accordingly:

Drug Possession and/or Use - Illicit drugs are controlled substances that cannot be obtained legally or that, although available legally, have been obtained illegally. Examples of illicit drugs include: marijuana (including edible marijuana), molly (MDMA), cocaine, synthetic drugs, and salvia. This also includes prescription drugs that have not been lawfully prescribed for the individual and the misuse of legally prescribed drugs by the individual to whom the drugs were prescribed.

- The possession of drug-related paraphernalia (i.e. bong, water pipes, vaporizers, grinders) is also prohibited.
- Receiving illicit drugs through the College's post office is prohibited and may warrant police notification.

Distribution of Illicit Drugs - Distribution of illicit drugs and/or prescription drugs includes purchase, sale, or other transfer of any substance in any amount, or any attempt to distribute.

Medical Amnesty Policy

The health and safety of students is a primary concern at Connecticut College and the College does not condone high risk behavior. In cases of intoxication, alcohol poisoning, and/or drug overdose, individuals are strongly encouraged to call the campus safety emergency number (860-439-2222) or 911 for medical assistance for themselves or a friend or individual who is dangerously intoxicated (e.g. unable to stand, vomiting, passing out, etc.).

When a student seeks medical assistance for a person or when medical attention is provided for a student (regardless of age) as the result of excessive alcohol consumption or other drug-related use, the College may apply its Medical Amnesty Policy. The intoxicated student (and possibly the referring student) will be required to meet with the Senior Associate Dean of Student Life, who may mandate alcohol/drug educational requirements. Failure to complete the alcohol/drug

educational assignments under this policy may result in disciplinary action. Serious or repeated incidents may prompt a higher degree of concern and response. It is important to note the student conduct process may be initiated for violations of other policies (i.e. property damage, assault) that occur in the midst of or as a result of the student's drug/alcohol use. Likewise, the Medical Amnesty Policy does not prevent action by police or other law enforcement personnel.

In circumstances where an organization is found to be hosting an event where medical assistance is sought for an intoxicated guest, the organization (depending upon the circumstances) may be held responsible for violations of the Alcohol or Drug Policy. However, the organization's willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in determining a sanction for any violations of the Alcohol or Drug Policy.

In cases of sexual misconduct, students are strongly recommended to call the campus safety emergency number (860-439-2222) for medical assistance. In accordance with the College's amnesty policy, the health and safety of students is a primary concern at Connecticut College. At the discretion of the Senior Associate Dean of Student Life or the Dean of Students, the College may extend amnesty to students for minor violations when the student chooses to bring related serious violations (such as hazing, sexual misconduct, drug distribution)) to the dean's attention. Educational options may be implemented by the Senior Associate Dean of Student Life or the Dean of Students, but no conduct proceedings will be initiated.

Resources and Support

Students who are concerned about their own or a friend's use of alcohol and drugs are encouraged to seek assistance through the Director of Wellbeing and Health Promotion, Counseling Services, Health Services, the Dean of Students or the Senior Associate Dean of Student Life. These resources are available to help students to identify and understand the signs and behaviors associated with substance abuse, including usage patterns, motivations, and negative consequences. They can provide useful information for evaluating and confronting a friend about the use of alcohol and drugs. Referral information about community resources is also available, including private counselors, self-help groups and comprehensive treatment facilities. Services provided by Student Health Services and Student Counseling Services are confidential.

The Dean of Students or their designee may notify the parents or guardian of a student's alcohol or drug problem. Students are encouraged and may be required to resolve their drug or alcohol problems with a professional counselor on or off campus.

Where to call for assistance:

Student Counseling Services	860-439-4587
Student Health Services	860-439-2275
Wellbeing and Health Promotion	860-439-2826
Alcoholics Anonymous	860-447-2190
Narcotics Anonymous	800-627-3543

AA meetings on campus are posted in the Student Health and Counseling Services Offices.

Health risks associated with the use of alcohol and controlled substances can be found in Appendix B.

College Events with Alcohol Service

Connecticut College has established regulations that apply to all college events where alcoholic beverages will be served. College events include but are not limited to:

- Student sponsored (clubs/organizations/individuals)
- Faculty and administrative departments/offices
- Events held by individuals (faculty, staff, alumni, family) on behalf of the College for members of the College community
- Commencement related events, Reunion, Fall Weekend
- Events before/during/after athletic events

Student only events must be officially registered with the Office of Student Engagement and New Student Programs. Events must adhere to the social host policy (see p.101). Events sponsored by student organizations must adhere to the Guidelines for Purchasing Alcohol, Non-alcoholic Beverages, and Food. The event sponsor(s) are expected to work with the Assistant Dean for Student Engagement and New Student Programs in determining the appropriate amount of alcohol.

Please refer to Appendix B for the College's procedures and guidelines for:

- On-campus college events with alcohol
- Off-campus college events with alcohol
- Non-College events with alcohol

Access to the Campus Bar

The campus bar requires all persons to present a valid government issued ID certifying that they are of legal drinking age to access the bar. Persons who appear intoxicated will not be served.

Alcohol and the Athletics Center

Individuals may not bring alcohol into the Athletics Center unless it is for an organized College-sponsored event (see Appendix B for tailgating guidelines).

- the consumption or possession of alcoholic beverages at the site of competition (i.e. tennis courts, soccer/turf fields, track, and adjacent parking lots) is prohibited.
- student-athletes may not consume alcohol while involved in any team activity (on or off campus) regardless of age

Advertising Events with Alcohol

The College permits advertising events with alcohol, but only when the following criteria are met. These criteria are in place for all forms of advertising including print and electronic invitations, posters, announcements, and all other forms of advertising:

1. All advertising must clearly reference the provision of non-alcoholic beverages and food.
2. All advertising must include the following statement: **Only individuals 21 years of age and older (with a valid government issued identification) will be served alcohol.**

3. Advertising **may not** include:
 - Any reference to underage consumption, binge drinking or any other abuse of alcohol
 - Any graphics or pictures/photos that depict and/or promote alcohol or forms of alcohol consumption
 - Any reference to the quantity of alcohol being served at the event
4. All student-sponsored events (both private and public) require approval by the Office of Student Engagement and New Student Programs prior to being advertised in any forum. Private events with alcohol may only be advertised via private invitation.

Hazing

As the foundation for our community standards, the Honor Code emphasizes the expectation that students act with integrity, civility, and the utmost respect for the dignity of all human beings. Connecticut College recognizes the importance of students' affiliations with groups, organizations, or teams and the integral role of ritual and tradition in the culture of those groups, organizations or teams. Often, these rituals and traditions are rooted in the desire of groups, organizations, or teams to share a common experience that fosters group unity and creates a sense of belonging among those members. Connecticut College encourages activities that build group cohesion in an affirming way that involves equal participation amongst new and experienced members.

Hazing is strictly prohibited at Connecticut College by college policy and by the laws of the State of Connecticut. The College recognizes that hazing occurs in many forms and the College reserves the right to impose differing sanctions depending on the severity of the offense.

Hazing encompasses a broad range of actions that either (1) willfully or recklessly endangers the physical or mental health or safety of a person(s); or (2) causes physical or psychological discomfort or harm; or (3) demonstrates disregard for another's persons dignity; or (4) causes or encourages a person to violate college policy or the federal/state/local law, primarily for the purposes of initiation, admission into or affiliation with, or as a condition of continued membership in a group, organization, or team. Given the inherent power dynamics of peer pressure, a student cannot reasonably consent to be hazed. Therefore, consent to be hazed may not be considered as a mitigating factor when determining whether an individual/group is responsible for hazing.

The Honor Code not only holds individuals or groups accountable for their own actions but may also hold individuals or groups accountable for the actions of others as well, particularly if they fail to intervene at any point. Students who (1) participate in the planning of such activities, (2) have knowledge of such activities, or (3) fail to intervene while witnessing such activities may be in violation of the Honor Code.

With the understanding that it is not always clear what kinds of activities are acceptable, students are encouraged to consult with their advisors, coaches, and/or members of the student life staff when planning an event.

Support for Responding to Hazing

When a student experiences hazing, witnesses hazing, or has first-hand knowledge of hazing activities, the student may seek guidance and support from the:

Director of Athletics	860-439-2570
Senior Associate Dean of Student Life	860-439-2825
Associate Director of Student Engagement & New Student Programs	860-439-2825

These individuals can answer questions about the hazing policy, the process of filing a complaint, and the student conduct process.

Procedures for Responding to Hazing

1. Any member of the campus community who experiences, witnesses, or has knowledge of hazing must take one of the following actions: (1) notify Campus Safety, (2) notify the Senior Associate Dean of Student Life immediately, (3) or file an incident report on Camelweb.
2. Upon receipt of such information, the Senior Associate Dean of Student Life or Dean of Students may take interim measures to ensure (1) the health and safety of those involved, (2) the integrity of the investigation process, and/or the (3) the integrity of the institution. Such measures may include, but are not limited to, temporary suspension of group/organization/team activity and/or funding, interim suspension of individual students, no contact orders, restricted access to campus buildings/property.
3. Connecticut College expressly prohibits any form of retaliation either during the investigation or after the resolution of the complaint. Retaliation is defined as any adverse action taken against someone engaged in a protected activity because they are engaged in that protected activity.

Referral to the Conduct Process

When a report of hazing is received, the Senior Associate Dean of Student Life will initiate the investigation process. This process is detailed on p.133.

- Trained staff will be assigned to investigate the report. If the known information indicates a matter protected by Title IX, the complaint will be referred to the Gender Based Misconduct Complaint Process.
- Given the group dynamic of hazing, the case administrator may sequester the group or members of the group (without advance notice) to conduct the interviews.
- Information gathered during the interviews is the property of the College and may be included in an investigation report.
- Typically, an investigation report will be submitted to the Senior Associate Dean of Student Life within 15 business days of initiating the investigation.

- If the investigation report alleges violations of policy, a hearing board will be convened.
- All persons associated with the investigation are bound by privacy and may not disclose any documents or information received related to the investigation to anyone unaffiliated with the investigation or hearing process.

Public Inquiry and Freedom of Expression

The free exchange of ideas is a cornerstone of the Connecticut College educational experience and our engagement with the broader society. At times, this means perspectives and beliefs will be challenged and individuals may be offended. In the spirit of the Honor Code and the Principles of Community, this policy is designed to ensure that community members understand the important balance between our commitment to freedom of expression, full participation, and the essential operations of the College.

Principles of Freedom of Expression

The Connecticut College community is committed to:

- teaching and learning that values the unique personal histories, backgrounds, and narratives of all its members
- acknowledging historical, economic, and social factors that have created inequities
- taking personal responsibility and holding others accountable for ideas, words, and actions
- critical thinking, independent thought, and the use of reason and evidence-based argument to defend positions
- the development of active citizens
- the right to dissent, including protests, demonstrations, and agreeing to disagree

Connecticut College Policies and Procedures for Public Inquiry and Freedom of Expression on Campus

Connecticut College affirms the Student Right of Inquiry and Expression in the Student Bill of Rights:

Students and student organizations are free to examine and to discuss all questions of interest to them and to express opinions concerning these questions publicly and/or privately. They are always free to support causes by orderly means that do not disrupt the regular and essential operation of the College.

Protected speech: This policy is not intended to stifle respectful dialogue, robust discussion, or intellectual debate, all of which are critical components of a rigorous liberal arts education. The

College expects that the learning environment may challenge, and at times cause discomfort for, its participants as new ideas and ways of thinking are exchanged. Consistent with the College's commitment to academic freedom, speech, visual and/or oral demonstrations, depictions or conduct that occur within a legitimate pedagogical context do not violate this policy.

Specifically, this policy provides protection for the following forms of speech. **However, these forms of speech are strongly discouraged for employees in a workplace environment.**

(a) Speech that conveys reasoned opinion or principled conviction is not considered bias. Of course, the mere claim of engagement in reasoned opinion is not sufficient to lift the complaint of bias. Debates, discussions, arguments – however lively – do not typically provide grounds for discrimination and harassment charges.

(b) Political commentary and satire are not bias. Again, however, the mere claim of political commentary or satire cannot excuse what is really bias.

(c) Speech that occurs in the ordinary discussion of course content and teaching is protected. That is, any opinion has to be allowed for discussion and even advocacy in the classroom. Offensive or insulting language directed toward a particular person or group based on real or perceived membership in one or more Protected Categories, and unrelated to the academic content of the class, might, however, be deemed bias.

The following policies and procedures are in place to support student public inquiry and expression (including protests, gatherings, demonstrations, written postings) on campus and balance the needs of many individuals in the College community.

Speakers

1. Students need to follow the routine procedures for hosting a speaker on campus. This includes reserving space with the Events Office, adhering to advertising/posting policies, and coordinating the necessary arrangements to ensure safe management of the event.
2. A point of contact (student name and cell number) must be identified as part of the event registration process.
3. Institutional control of campus facilities will not be used as a device of censorship.
4. The event may not interfere with the regular and essential operations of the College.
5. The event needs to adhere to college policies, local, state, and federal laws (i.e. fire safety codes).

Other Forms of Public Inquiry and Expression (including, but not limited to, protests, demonstrations, gatherings, and written postings)

1. Students are expected to respect the need for ensuring the safety and health of others (*see Creating Dangerous and/or Unhealthy Conditions policy*).
 - a. Access to buildings, including handicap access, may not be restricted.

- b. The building or placement of structures needs to be pre-approved by the Director of Facilities and the Director of Campus Safety (or designees) to ensure the structures do not create a hazard or other safety issue.
2. Students may not unreasonably disrupt or interfere with the orderly processes of the College involving teaching, research, administration, disciplinary proceedings, or other College activities (*see Disruption policy*). This includes:
 - a. Unauthorized recordings
 - b. Unauthorized entry into or occupation of private offices, work areas, teaching areas, libraries, laboratories, or social facilities
 - c. Disruptive use of amplification equipment
 - d. Depriving individuals of the opportunity to speak or be heard
 - e. Physically obstructing the movement of those exhibiting freedom of expression
 - f. Interfering with academic freedom (see protected speech)
3. Students need to ensure College buildings, grounds, equipment, or educational materials or others' property is not damaged, destroyed or misused (*see Misuse of Property policy*).
4. Students are expected to provide factual and accurate information and comply with reasonable requests and directives of College and law enforcement officials (*see Misrepresentation and Noncompliance policies*).
5. Students need to ensure their actions abide by established departments' regulations.
6. Postings, signs, flyers, chalking or other similar mediums need to adhere to the posting and advertising regulations.

Posting and Advertising on Campus

Students on campus and student groups and organizations may post items on campus that adhere to the guidelines listed below. Posted items or chalking that does not adhere to the guidelines may be removed.

When items are posted in public locations (including residence halls), the freedom of expression will be balanced with the right of employees to have a non-hostile workplace in which to work and with the knowledge that children and other guests of the College are invited into these spaces.

1. Postings (including large banners) must contain contact information (a valid Connecticut College email address, a registered club/organization name, or sponsoring department/office name). Contact information needs to be located in the lower right hand corner of the item.
2. Content cannot be defamatory to an individual (words or images that injure someone's reputation), threatening, or violate other Honor Code/Student Code of Conduct policies.
3. Postings in approved locations may not be vandalized or altered.

Posting Removal

1. Postings that do not include contact information or otherwise do not adhere to this policy will be removed immediately.
2. Postings must be removed by the sponsoring individual/group within 24 hours after the event ends or at the end of the reservation period. All other postings for non-events (i.e. information only) must be removed two weeks.*
*Postings for resources on campus (i.e. Academic Resource Center hours, health-related services, AA meetings) may remain posted after two weeks if they are located in non-reserved locations (i.e. the bulletin boards in Cro Connection).
3. Items posted on doors, windows, glass walls, vending machines, mirrors, painted surfaces or other non-approved/unreserved locations will be removed.
4. On occasion for major campus events and at the end of the semester, the College may remove postings that otherwise adhere to the policy.

Locations

Items may only be posted in the approved locations below.

1. Bathrooms - SGA *On the Can* may be posted inside bathrooms/stall doors
2. Bulletin boards and display cases in all campus buildings (i.e. Fanning stairwell bulletin boards)
3. Crozier Williams Banner Space, Bulletin Boards, & Marble Wall
 - a. Six public bulletin boards located in the Connection adjacent to the Bookstore
 - b. Four "reserved" event bulletin boards located in the first floor lobby
 - c. Marble Wall adjacent to the main stairs.
 - d. Seven designated reservable banner spaces
 - e. All other bulletin boards in the College Center are designated for specific purposes and are not to be used for general public posting.
4. Dining Halls
 - a. Students must receive prior permission from Dining Services to post anything inside the dining halls.
5. Harris Dining Hall Elevator Rotunda
6. Residential Spaces
 - a. Each residential house has either one large or two small bulletin boards per floor. Residents may post on designated portions of the bulletin boards. The other portion of the board is for the Residential Education and Living house staff.
 - b. Banners, flags, neon signs, decorative lights, etc. may not be displayed in windows or on the outside of residential houses.
7. Sidewalks and Pedestrian Walkways
 - a. Chalking (chalk only) is permitted only on sidewalks and other pedestrian walkways. Chalking is not permitted on any building or any other surface.

Per state regulations, banners or other items may not be displayed from the Route 32 pedestrian overpass.

Location Specific Regulations

1. All Campus Mailbox and Residential House Stuffing
 - a. Student organizations must receive approval from the Assistant Dean or Associate Director for Student Engagement & New Student Programs to stuff all campus mailboxes.
 - b. Student organizations must receive approval from the Assistant Dean for Residential Education and Living to place items underneath the doors of students' rooms.
2. Crozier Williams
 - a. Only non-permanent types of tape (i.e. poster tape) should be used.
 - b. Reserving the Banner Space: space may be reserved via ConnQuest by student organizations registered with the Office of Student Engagement & New Student Programs.
 - Banner space may be reserved for isolated dates or for week-long blocks.
 - Banner space locations 3 & 4 cover a portion of the marble wall space and may be reserved for a month.
 - Banners may not cover fire equipment
 - c. If an individual student or unregistered student organization wishes to reserve a space, special permission must be given by the Associate Director of Student Engagement & New Student Programs or the Events and Catering Office. The wall space may be reserved for no longer than one month.

Advertising Events with Alcohol

The College permits advertising events with alcohol, but only when the following criteria are met. These criteria are in place for all forms of advertising including print and electronic invitations, posters, announcements, and all other forms of advertising:

1. All advertising must clearly reference the provision of non-alcoholic beverages and food.
2. All advertising must include the following statement: **Only individuals 21 years of age and older (with a valid government issued identification) will be served alcohol.**
3. Advertising **may not** include:
 - a. Any reference to underage consumption, binge drinking or any other abuse of alcohol,
 - b. Any graphics or pictures/photos that depict and/or promote alcohol or forms of alcohol consumption,
 - c. Any reference to the quantity of alcohol being served at the event
4. All student-sponsored events (both private and public) require approval by the Office of Student Engagement and New Student Programs prior to being advertised in any forum. Private events with alcohol may only be advertised via private invitation.

The College policies identified above are not exclusive to such circumstances and all College policies may apply in any incident.

Non-College individuals and organizations are not permitted to host events on campus unless sponsored by a recognized student organization, currently enrolled student, academic or administrative department, current faculty member or staff member or registered with the Events Office.

Department Regulations

Members of the community are expected to follow the established and publicized regulations. They are intended to cover the operating regulations of academic or nonacademic offices, laboratories, and campus departments.

ACCOMMODATIONS (Student Accessibility Services)
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A. Registering and Requesting Academic Accommodations

How to Register and Request Accommodations

In order to register with Student Accessibility Services (SAS), the student must complete an application online and upload the necessary documentation through the AIM Portal (see <https://www.conncoll.edu/campus-life/accessibility-services/new-students/#process>).

Documenting a disability

Documentation to support a disability should include information regarding the nature of your impairment or condition and your functional limitations, as well as any accommodations considered appropriate. See the Student Accessibility Services website for complete details regarding required documentation specifics at <https://www.conncoll.edu/campus-life/accessibility-services/new-students/#how>

General documentation guidelines:

1. Documentation must be typewritten on business letterhead from a licensed professional -- not related to the student -- who is qualified to give a psychological and/or medical diagnosis. The name, credentials and signature of the licensed professional must appear on the documentation.
2. The documentation must include all pertinent diagnoses, clearly stated and explained.
3. Information outlining testing/assessment tools must be included. Learning disability and ADHD testing must include the actual standard test scores; **student must be tested using measures normed on adult populations.**

4. Documentation must include information on how the disability currently impacts the individual and document “how a major life activity is limited by providing a clear sense of severity, frequency and pervasiveness of the condition(s).”
5. All pertinent positive and negative effects of mitigating measures must be addressed. This could include a description of treatment, medications (and potential side effects) and assistive devices with estimated effectiveness of their impact on the disability.
6. Documentation should provide recommendations for accommodations for the individual and include the rationale for the recommended accommodations.

Depending on the disability, the documentation may be in the form of a current neuro-psychological or educational evaluation report or for medical and/or psychiatric conditions, use the [Medical or Psychiatric Disability Verification form](#). Students whose medical condition is Asthma or Allergies should instead use the [Asthma and Allergy Verification form](#).

Process

Your request for registration and accommodations, as well as your documentation, will be reviewed by Student Accessibility Services. You will be required to meet or speak with someone from SAS. The Accommodations Review Committee will review your information and you will be informed by SAS of the determinations and whether anything else is required of you at that time.

Connecticut College does not grant accommodations solely based on the recommendations of evaluators or care providers. The determination is made based on all information relevant to the documented functional limitations caused by the disability in relation to our program.

Notifying Faculty of Approved Accommodations

Students will request Faculty Notification Letters via AIM, the SAS online services portal, at the start of each semester. Student Accessibility Services will email the Faculty Notification Letter to each professor. Students are required to meet with the faculty member so the specifics of how the accommodations will be delivered can be discussed.

Deadlines

Students must initiate the request for a Faculty Notification Letter through AIM in a timely manner to ensure they meet the required notice period for faculty (see the next paragraph). Students who do not submit their requests in a timely manner, allotting time for SAS to process the request, may not have their approved accommodations provided.

Faculty members must receive the Letter with at least 7 business-days’ notice prior to the need for the accommodation. Faculty members may not be able to provide the approved accommodations without this advanced notice. For more information about receiving accommodations, please visit the Student Accessibility website at <https://www.conncoll.edu/campus-life/accessibility-services/>

B. Understanding Housing Accommodations at a Residential College

Connecticut College requires students to live on campus in a community environment. Students with disabilities must follow the College’s housing policies and guidelines. Housing

accommodations are available to ensure access to the residence and residential programming. Please consider the following when making accommodation requests:

- A housing accommodation meets a specific need due to a disability. **Requests are not granted for a specific housing assignment dorm/location on campus.**
- An alternate housing accommodation may be issued if the accommodation will meet the student's need and is deemed reasonable.
- Connecticut College does not grant accommodations solely based on the recommendations of care providers. The determination is made based on all information relevant to the documented functional limitations caused by the disability in relation to our residential program.
- First year students are required to live with a roommate(s).
- Single rooms are generally not issued as an accommodation (there are rare exceptions, which are considered on a case-by-case basis).
- Single rooms for the purpose of being able to complete school work and study (based upon a learning or attention-related disability) will not be issued as an accommodation. Dorms are not considered places of study; students are expected to study in the library.
- Students requesting an accommodation for specialty housing such as quiet, wellness (substance fee), and single-sex floors must also request this through the REAL [Specialty Housing Process](#).
- Kitchen access as an accommodation is rare and will only be considered after the student has worked directly with Dining Services to make arrangements for their dietary needs.
- Apartments are part of the Common Interest and Independent Living program available through REAL and are not issued as accommodations. See the REAL [Common Interest Housing](#) page for more information.

Request for Housing Accommodation

- Complete the AIM online application and upload supporting documentation
- Students requesting housing accommodations must still follow all housing lottery processes and comply with all housing lottery deadlines.

Deadlines for Requesting Housing Accommodations

Returning Students: Housing accommodation requests must be submitted (along with complete documentation) by **February 6** in order to receive Housing accommodations for the fall semester.

New Student and Transfer Student Fall Semester Arrival: Housing accommodation requests and supporting documentation must be submitted through the AIM Portal by **May 15** in order to receive Housing accommodations for the fall semester.

New Student and Transfer Student Spring Semester Arrival: Housing accommodation requests and supporting documentation must be submitted through the AIM Portal by **January 2** in order to receive Housing accommodations for the spring semester.

Late Requests: Requests made after the deadline will be considered, however rooms may be limited and accommodations cannot be guaranteed. Accommodations requested

past the deadline for the relevant semester, if approved, will be implemented for the start of the following semester.

C. Dietary Needs

Connecticut College Dining Services works directly with students to try to meet their dietary needs based on medical need and/or food allergies. Please contact [Dining Staff's Chris Manfredi](#) to discuss your needs. In most cases, you will be able to receive what you need based on this discussion. If necessary, Dining Services may refer you to SAS if documentation and formal approval of an accommodation is necessary.

D. Temporary Impairments

Adjustments necessary for impairments that are temporary in nature – such as a broken leg or concussion – are arranged by Health Services. Please contact the [Health Center](#) at 860-439-2275.

ANIMALS

Service Animals

A service animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Miniature horses may be considered service animals in some cases. Other species of animals, whether wild or domestic, trained or untrained, are not service animals. The work or tasks performed by a service animal must be directly related to the handler's disability.

The student with a disability who requires a service animal in the residence halls or other campus buildings is responsible for formally registering the Service Animal with the Office of Student Accessibility Services prior to bringing the animal to campus. The student should complete a Service Animal Registration form which will be kept on file in the Office of Student Accessibility Services.

Please note that registrations for Service Animals do not require documentation of disability. However, there are questions on the Service Animal Registration form which need to be completed.

Upon receipt of the registration form, the student will be contacted to meet with the Office of Student Accessibility Services and Residential Education and Living to review the owner's responsibilities and guidelines for having a Service Animal in the residence halls and on campus. After this meeting has taken place, Residential Education and Living Staff will be notified as appropriate. The student's roommate(s) will be notified (if applicable). Residential Education and Living staff will notify residents of the house where the approved animal will be residing. Campus Safety will also be notified. Students are responsible for informing their faculty that they will be bringing a Service Animal to class prior to the first day of this taking place.

Service animals are generally allowed on campus anywhere it is safe for them to be. After consultation with the student, the College may determine if there are any parameters necessary regarding where a service animal is allowed on campus. Consideration will be given to other persons with disabilities, safety, and other factors.

Students with medical conditions that are affected by animals are asked to contact the Office of Student Accessibility Services if they have a health or safety concern about exposure to an animal. The College will make arrangements to accommodate individuals with such medical conditions.

Emotional Support Animals

An Emotional Support Animal (ESA) is defined as an animal that is necessary for the individual to have an equal opportunity to use a dwelling. There must be a relationship, or nexus, between the individual's mental health disability and the assistance the animal provides.

Emotional Support Animals are prescribed to an individual with a mental health disability by a mental health professional. Emotional Support Animals are an integral part of a person's ongoing treatment *plan* implemented and supervised by a mental health professional to assist in alleviating the symptoms of an individual's disability, allowing the individual to participate in College housing. An emotional support animal is not simply a pet that will help a student reduce anxiety.

Emotional Support Animals are not Service Animals and do not accompany an individual at all times. Therefore, ESAs are only permitted in the individual's assigned residential room and outdoor spaces, if appropriate, under the proper handling. These animals are not permitted in residence hall common areas or other campus buildings. When the animal is transported outside the private residence area, it must be in an animal carrier, on a leash or harness, and controlled at all times. The animal must be crated when the student is not in their residence hall room (*i.e. attending classes and social activities*). The animal must accompany its owner on any overnight trip. The animal may not be left in the care of another student or a college employee.

To place a request for an Emotional Support Animal a student must do the following:

1. Register with the Office of Student Accessibility Services by submitting an online application through AIM as well as submitting and providing documentation of the disability (Medical or Psychiatric Disability Provider Verification Form). Meeting with the Director of Student Accessibility Services is required as part of the registration process, at which point the student can discuss the need for an Emotional Support Animal.
2. Upon determination that the College cannot otherwise provide access to housing, the student must submit an "Additional Accommodation" request through AIM as well as the Emotional Support Animal Supplemental Provider Form, which will be provided to the student by the Director of Student Accessibility Services at their meeting.

Documentation guidelines for registering with Student Accessibility Services are listed on the Student Accessibility Services website. Documentation for an individual who is requesting an Emotional Support Animal should be dated within the last six months and include:

- Verification of a mental health disability from a mental health professional.
- Information on how the animal serves as an accommodation and how it relates to the ability of the student to use College housing.
- Statement connecting the need for an Emotional Support Animal to a diagnosis and how it is part of the therapist's treatment plan for the student.
- Verification that the animal can live in a dorm room and not be disruptive to fellow residents.

Note: Animals that are deemed to be a threat to the health and safety of others, have a likelihood of being disruptive, or have a potential for escape will not be approved.

The request for a housing accommodation will be reviewed, and the student will be notified of the results. Should approval be granted, the student will meet with the offices of Residential Education and Living and Student Accessibility Services to review the owner's responsibilities and guidelines for having an Emotional Support Animal on campus. The student will also need to complete an Emotional Support Animal Registration and Agreement Form which will be kept on file in the Office of Student Accessibility Services, the Office of Residential Education and Living, and Campus Safety.

An Emotional Support Animal should not be brought to campus until approval has been granted and the meeting with the offices of Residential Education and Living, and Student Accessibility Services has taken place. An animal brought to campus prior to approval is an Honor Code violation. The animal will be removed from campus and the student will no longer eligible for an Emotional Support Animal.

Please note that the student must submit a housing accommodation request for an Emotional Support Animal each academic year by the appropriate deadline. Housing accommodation requests for the upcoming academic year are due by February 6 for the following year.

Emotional Support Animals will only be permitted to come to campus at the start of a semester; no animals may be brought mid-semester. If a student has missed the relevant deadline, and the Emotional Support Animal is later approved, that approval will be for the beginning of the following semester provided there are at least 60 days notice prior to the start of that semester.

Upon approval of an Emotional Support Animal, Residential Education and Living Staff will be notified as appropriate. The student's roommate(s) will be notified (if applicable). Residential Education and Living staff will notify residents of the house where the approved animal will be residing.

Students with medical conditions that are affected by animals are asked to contact the Office of Student Accessibility Services if they have a health or safety concern about exposure to an animal. The College will make arrangements to accommodate individuals with such medical conditions.

Removal of an approved animal

The College has the right to remove an animal if:

- It poses a direct threat to the health or safety of others.
- The owner does not comply with the owner's responsibilities outlined in the guidelines for having a Service Animal or Emotional Support Animal on campus.
- The animal causes uncontrollable disturbances.

*****Students must read the [Emotional Support Animal Policy found in Camel Web](#) prior to making a request.*****

CAMEL CARD OFFICE

The Camel Card Office is responsible for issuing and maintaining all Camel Cards and their associated functions, issuing keys, and issuing parking registration decals. The office is located on the first floor of the Crozier Williams Student Center and can be contacted at (860) 439-2250 or at camelcard@conncoll.edu.

Camel Cards

The Camel Card is the College's official form of identification and is issued to all full time students upon their arrival to the College. These cards are necessary for entrance to residence halls, campus dining halls for meals, registration, use of recreation equipment, library use and final exams.

All students are subject to the Camel Card Holder Agreement and use of the Camel Card constitutes acceptance of its terms and conditions.

Camel Card Holder Agreement

Connecticut College Camel Card ID Card Policy and Card Holder Responsibilities

The purpose of this policy is to outline the responsibilities and requirements of eligible Camel Card holders. This policy applies to any individual who is issued an official College identification card, known as the Camel Card. The College reserves the right to change the terms and conditions without notice.

Official Identification

The Camel Card is the official identification card at Connecticut College. The issuance of the active Camel Card will be based upon the individual's primary affiliation with the College. At any given time, an individual can only have one active Camel Card. Students shall show their identification card when requested to do so by College officials performing their duties, and who identify themselves and state the reason for their request. The Camel Card remains the property of Connecticut College at all times. Card holders are subject to card terms and conditions. The card should be protected and treated as one would a driver's license or credit card. The card is not transferable. Only the person pictured on the front of the Camel Card will be allowed to use the card. Unauthorized use, sharing, alteration or duplication for any purpose will result in

immediate confiscation of the card and may result in disciplinary or legal action.

Card Holder Responsibilities

- The card holder is responsible for use of the card in accordance with the instructions at all locations where the card is accepted.
- The card holder is responsible for maintaining a valid Camel Card that is in proper working condition.
- The Camel Card is the only means of accessing a participant's Camel Cash account and must be presented at the time of purchase. The card holder may be required to sign a receipt for goods and/or services received. If the point of sale terminal is equipped to provide a receipt, the card holder will either receive a receipt as a matter of course or upon request. It is the card holder's responsibility to ensure the receipt is correct.
- The Camel Card acts as a stored value account, not as a credit card. No negative balances, cash withdrawals or cash advances are permitted. Account balances do not accrue interest or other earnings. For continuing card holders, Camel Cash remaining at the end of a semester will automatically be rolled over to the next semester. Card holders may request a printout of their account history by visiting the Camel Card Office in the College Center at Crozier-Williams.
- At Dining Services locations, meal plans and Dining Dollars are automatically deducted first. If sufficient funds are not available in a contracted meal or Dining Dollars account to satisfy a transaction, the system will automatically charge the Camel Cash account. Following automatic charging, if an account still does not have sufficient funds to complete the transaction, the remaining balance will need to be paid with cash.

Photographs

Cards will be issued only to students and staff who present a valid photo ID at the time of issuance. An acceptable source of identification includes a valid passport, military ID, a driver's license or a valid state identification card. As this is an identification card, full facial photographs are required. Applicants are not permitted to wear any article of clothing or eyewear that obscures their physical features.

Proper Card Care and Card Replacement

- It is the card holder's responsibility to take good care of their Camel Card. Storing the card in a protective card case will lessen the risk of damage to the magnetic strip on the back of the card.
- A \$25 replacement fee will be assessed for a non-functioning Camel Card that is determined to be caused by improper care and handling. The fee will automatically be assessed to a card holder presenting a non-functioning card that has been tampered with.
- If a Camel Card is non-functioning as a result of normal use caused by swiping the card through authorized equipment, the Camel Card Office will replace it at no charge. The non-functioning card must be surrendered at the time of replacement. Upon issuance of a replacement card, remaining balances will be transferred to the new Camel Card.

Lost or Stolen Cards

The College is not liable for lost or stolen cards. The card holder is responsible for unauthorized transactions resulting from the loss or theft of their card. Lost or stolen cards should be

immediately deactivated on Camelweb and reported to the Camel Card Office. Contact the Camel Card Office during business hours at (860) 439-2250. There is a \$25 replacement fee for lost or stolen cards.

Closing an Account

The Camel Card becomes invalid upon termination of affiliation with the College and must be surrendered if requested. All associated accounts will be closed automatically. Upon withdrawal, graduation or termination of employment from the College, balances remaining on the Camel Cash account will be applied to the participant's Student Account/Accounts Receivable Account to settle any outstanding amounts owed to the College. If a credit balance remains on the Student Account/Accounts Receivable Account after settlement of any outstanding balances, refunds will be issued in accordance with College policy.

Receiving a Refund

Upon withdrawal, graduation or termination of employment, a refund must be requested by completing a Refund Request Form. The form is available at the Camel Card Office or online. A refund is issued in the form of a check, and will be mailed to the permanent address on record with the College. Please allow 1-2 weeks to process the request from the date of receipt.

Privacy Policy

Personal information is kept secure and confidential at the Camel Card Office. Outside parties do not have access to personal or account information unless express consent is granted or the College is required to comply with legal or government agencies.

COMPUTING RESOURCES

Student responsibility extends to the proper use of Connecticut College's computing resources, as defined and discussed in the College's Appropriate Use Policy – <http://www.conncoll.edu/information-services/technology-services/it-service-desk/policies/general/appropriate-use-policy/>. Students access to and use of the College's computing resources is conditioned upon the Appropriate Use Policy. Connecticut College's computing resources may not be used for purposes which may be considered civil or criminal offenses or which violate the College's official standards governing behavior in general. Misuse of computer technology including, but not restricted to the following examples, will result in disciplinary measures and may lead to prosecution under civil and/or criminal law.

falsifying identity when sending a communication

- Falsifying identity when sending a communication
- tampering with or falsifying official records relating to grades, finances, or confidential information
- appropriation or use of computer access codes
- attempting to prevent other user's access to the College's computer systems
- the introduction of programs aimed at disrupting the system ("viruses")
- copying or destroying files or programs without specific authorization

- downloading copyrighted music, movie, or software files from the internet without the permission of the copyright owner; please refer to the following link for more detailed information: <http://www.conncoll.edu/information-services/technology-services/it-service-desk/policies/copyright/student-infringement-of-media-copyright/>

DINING SERVICES

All residential students are required to have a full meal contract; however, students living in Abbey House, Lazrus, Earth House, 360, the Park apartment, River Ridge, Winchester houses, the houses on Mohegan Ave, may have a reduced meal plan. Non-resident students may arrange on a semester basis for a 100 swipe, 150 swipe, or 200 swipe meal contract. Meals may be provided during official College break periods (excluding summer) to pre-approved break residents at the discretion of the College. Dining Services can accommodate most medically required special diets such as food allergies. Please contact the Dining Services Administrative Office (860-439-2750) or the Office of Residential Education and Living (860-439-2834) to make arrangements for special dietary needs.

There will be no changes between meal plans after the fourth week of each semester (based on the date of the first day of classes for each semester).

A. Dining Hall Access

Every student with dining hall privileges will be issued a College ID. Lost or stolen ID cards will be replaced for a fee.

It is imperative that your ID card be carried and presented at every meal; failure to do so will result in a \$4 fine. This fine will not be waived by presenting your ID card at a later time. You may not enter the dining hall unless you do one of the following: swipe your card, charge the meal to your student account, pay with camel cash, or pay cash. A lost or stolen card must be immediately reported to the Camel Card office (Crozier Williams) so that the card can be inactivated in the central processing unit. You are responsible for the unauthorized use of the lost or stolen card until such a report is made.

B. Guests

Students are welcome to have guests in the dining halls. Each full meal plan is given 4 free guest passes per semester. Reduced meal plan participants receive 2 free guest passes per semester. Students must tell the staff member at the door that they wish to use a free guest pass at the time of entry. Payment at a guest rate may be made in cash, paid with camel cash, or charged to the student's account. Guest meal rates are posted at the entrance to the dining halls. Hosts may not feed guests from their own plates.

C. Food and Serviceware

Meal contracts and guest payments entitle a diner to the food being served for consumption at that time in the dining hall. Food and/or serviceware may not be taken from the dining hall.

D. Publicity and Solicitation

Dining Services maintains a commitment to the Office of Sustainability by not allowing table tents. Dining Services does not allow advertising of any type within the dining halls without prior permission. In addition, table-to-table solicitation is not permitted. The Director of Dining Services reserves the right to approve exceptions to this policy.

E. Conduct in the Dining Halls

The dining halls serve as important social centers at Connecticut College and students are expected to behave in a manner consistent with the Honor Code. Being disruptive and/or throwing food is a violation of College policy. No alcohol may be brought into the dining halls.

The Director of Dining Services, or any employee of Dining Services, may refer possible violations of college or dining policy to the student conduct process.

FIRE SAFETY

In compliance with the Connecticut State Fire Code, Connecticut College has adopted the following policies and procedures to reduce the risk of fire.

Prohibited Items

The following items are prohibited in all residential buildings (houses, rooms or apartments):

- Open-coiled electrical heating appliances (including toasters, toaster ovens, hot plates etc.)*
- Candles and incense
- Space heaters
- Any lamp that uses flammable liquids or gases
- Halogen lamps/bulbs
- Flammable liquids or gases such as, but not limited to gasoline, butane lighters, lamp oil, kerosene, propane and lighter fluid
- Fireworks, sparklers, etc.
- Battery powered “Hoverboards”/Electronic Scooters
- Combustible decorations (See “Interior Decorations” below)

Students may not possess the above items in any residential buildings. Items found in these locations may be confiscated and stored or disposed of at the student’s expense. Possession of prohibited items may also result in a referral to the student conduct system.

*Small kitchen countertop appliances (UL approved and low wattage) that have an automatic shut off feature engaged at all times may be stored and used in designated kitchen spaces (apartments, Lazrus, Earth, and Abbey). These appliances may not be stored or used in bedrooms. Refrigerators must not exceed 5 cubic feet.

Smoking

In accordance with Connecticut State law, smoking is prohibited inside all Connecticut College buildings, including private residential rooms, hallways, or living rooms. This includes the use of electronic delivery systems (commonly referred to as e-cigarettes), vaporizers, hookahs, or similar devices. Smoking is not permitted within 20 feet outside of residential houses.

Building Egress

In an emergency, it is extremely important that routes of escape from the building be kept absolutely clear of obstacles that could hinder or trip as occupants try to evacuate. Storage of furniture, equipment bags, bicycles or other bulky objects in hallways and stairwells is prohibited.

Fire Protection

A minimum clearance of 18” is required around sprinkler heads. DO NOT position wardrobes or other furniture, or store items in such a way that it blocks the sprinkler head. Do not prop open any door that lead to hallways, especially doors leading into stairwells. Propping open doors allows the rapid spread of toxic smoke and flame throughout the building. Fire doors may remain open only if the door is equipped with an alarm activated, magnetic holdback system.

Electrical Fire Hazards

Overloaded or damaged electrical cords are a common cause of fires:

- Never use electrical equipment with worn or damaged cords or plugs.
- Never run electrical cords under a rug or under a door.
- Extension cords must be in the form of surge-protected power strips.
- Each two-plug wall outlet should have no more than one power strip plugged in. Never “piggyback” power strips (one power strip plugged into another).

Interior Decorations

- Tapestries, parachutes or other large pieces of fabric should never be hung from the ceiling. Doing so will obstruct the smoke detector and sprinkler heads.
- Light Strings (such as holiday lights) must not be strung across the ceilings, doorways, pipes or sprinkler heads.
- Combustible decorations are prohibited. (e.g., straw, hay, dried cut vegetation, etc.)
- Wall coverings or decorations constructed from combustible materials (paper, cloth, etc.) are prohibited in hallways (“Means of Egress”), with the exception of bulletin board postings (see posting policy p. 114).
- Trees or vegetation (including holiday trees) must be potted or have a root ball. They must be kept alive with regular watering to prevent fire hazards. Artificial holiday trees are preferred.
- No single wall may be covered more than 50% with decorations

Fire Safety Equipment

Tampering with emergency equipment a serious violation of the Honor Code, and in some cases, may result in prosecution by the city of New London.

- DO NOT remove the battery, disconnect, cover, or otherwise render inoperable, any smoke or heat detector.

- DO NOT damage or obscure Emergency Exit signs, alarm strobes or emergency lights.
- DO NOT paint, cover or hang anything from sprinkler pipes or sprinkler heads.
- DO NOT discharge, or move fire extinguishers from their designated location (unless being used to fight a fire). DO NOT use the fire extinguisher as a doorstop.

If you become aware of any inoperable or damaged emergency equipment, please call Facilities Management at 860-439-2253 or Campus Safety at 860-439-2222 immediately.

Barbecue Grills

Barbecue grills are allowed with the following rules:

- Propane fueled grills are prohibited; only charcoal (briquette) style grills are allowed.
- To avoid storing leftover lighter fluid, only Match Light® style charcoal is allowed.
- All charcoal must be used. Storage of leftover briquettes and grills inside the residence hall is prohibited.
- Grills must be used at least 20 feet away from any structure. Grills (with no coals) must be stored 10 feet away from any structure. Connecticut State Fire Prevention Code prohibits the use and storage of any type of grill or cooking device on decks, beneath overhangs or within 10 feet of the building.
- A person who is responsible for the barbecue must be designated. Their responsibilities include:
 - Providing advance notice to the REAL Office and Campus Safety, with the date and location of the barbecue.
 - Ensuring the barbecue is conducted safely.
 - Cleanup and proper disposal of coals. (Coals are wetted and verifiably cold to the touch before disposing into a covered metal container, outside, at least 10 feet the building.)

Fireplaces

Fireplaces are to be used for fires only and not for cooking. Students may not use fireplaces until receiving official notification the fireplaces are ready for use. Only residential houses that have approved sprinkler systems may have a fire in the fireplace.

- Check to make sure the damper is open before lighting the fire. Do not close the damper until you are sure the fire is completely out (ashes cold are to the touch.)
- When starting a fire, only use a match or commercial firelighter. Never use flammable liquids to start a fire.
- Be sure to keep the area around the hearth clear of anything that is potentially flammable (i.e., furniture, drapes, newspapers, books, etc.).
- Do not overload the fireplace. Though a roaring fire looks attractive, it's not as safe as a slower, steadier burn. A fire that is too hot can crack the chimney or firebox. Burn a couple of logs at a time.
- Make sure the firewood is loaded in a safe and stable manner. Position logs near the back of the fireplace to prevent burning wood and embers from falling out.
- Always use a metal mesh spark screen to help keep burning embers in the fireplace.
- Only burn dry and well-aged wood. Wet or green wood burns unevenly, causes more smoke, and can increase creosote buildup, which can lead to chimney fires.

- Never burn painted, treated or preserved wood, which can release toxic chemicals into the air.
- Never burn plastic because it can release toxic chemicals and cause damage to the chimney and fireplace.
- Never burn cardboard boxes, wrapping paper or trash in the fireplace.
- Never leave a fire in a fireplace unattended. Before leaving the house or going to bed, make certain the fire is fully extinguished.
- Allow ashes to cool completely before disposing of them – ashes can take a day or more to cool completely. Never empty ashes directly into a trashcan. Instead, place the cold ashes in a covered metal container located outside, at least 10 feet away from the building.
- Be sure combustible decorations are kept at least 15 feet away from the fireplace.

Building Evacuation Procedures

- Upon the hearing the alarm, immediately exit the building and report to the Designated Assembly Area for your building.
- DO NOT use the elevator, as it may shut down, trapping occupants inside.
- Assist individuals with disabilities from the building. If the disabled individual is on an upper floor and is unable to evacuate (or be evacuated), assist them to an "area of refuge" in a student room (or in a stairwell that can be isolated by tightly closed fire doors), and await assistance from the Fire Department.
- If you are unable to evacuate, stuff clothing under the door to keep smoke out. Call 911 to inform the dispatcher of your location.
- Report to the House Fellow who will be taking roll call.
- Report to the House fellow the whereabouts of residents who have not answered the roll call, and are known (or presumed) to be elsewhere (class, off campus, etc.). The House Fellow will provide the results of the roll call to a Campus Safety Officer.
- Report any pertinent information (smoke, flames, smells, etc.) to a Campus Safety Officer.
- Stay calm, and do not interfere with emergency responders.
- Follow all instructions from Campus Safety, or off-campus (fire or police) authorities.
- DO NOT attempt to re-enter the building for any reason, until the "All Clear" is given.

ONLY INDIVIDUALS TRAINED IN USE OF FIRE EXTINGUISHERS SHOULD ATTEMPT TO FIGHT A FIRE. If you have not been trained to use a fire extinguisher, evacuate the building, pulling the building fire alarm as you leave. For further information, contact the Director of Environmental Health & Safety at 860-439-2252.

<h2>MOTOR VEHICLES</h2>

The Connecticut College Motor Vehicle Regulations are formulated for the safety and convenience of the College community and their guests. Everyone who operates or parks a motor vehicle on the Connecticut College campus is subject to these regulations. Please read these

regulations thoroughly and be familiar with all motor vehicle requirements outlined in this document.

I. Registration

All vehicles operated on campus by members of the College community must register their vehicle online using the T2 parking management software portal on CamelWeb and properly display the valid issued pass.

A. Student Registration

Students—with the exception of first year students—may register one vehicle permanently for the academic year which must be owned by them, a parent, a legal guardian or a spouse. Students can register for a parking decal online using the T2 parking management software portal on CamelWeb starting on the day they are scheduled to move into their residence hall room. Online registration requests will require a digital copy of a current driver's license and a current state vehicle registration be uploaded for verification. There is a \$75 fee per academic year to register and this fee will be charged to the student's account. First year students are not permitted to register vehicles. Decals must be adhered to the inside of the driver's side rear most window. A processing fee for replacement of decals is \$15.00.

1. Parking Lot Assignment

Students are assigned a parking lot location by residence hall. Parking assignment locations are: **NORTH LOT, WEST LOT (previously gravel lot), SOUTH LOT, ALL LOWER CAMPUS (Any River Ridge, Winchester, or AC Lot parking space), or AC LOT ONLY.** *Parking lot assignment is dependent on space availability. If the closest parking lot to a student's residence hall has reached capacity, the next closest lot with available space will be assigned.*

Parking Lot Assignment

NORTH LOT

WEST LOT

SOUTH LOT

ALL LOWER CAMPUS

Residence Halls

Plex Residence Halls, Katherine Blunt, Larrabee, Earth House/360 Blackstone, Branford, Burdick, Knowlton, Lazrus, Plant, Windham, Smith

Harkness, Addams, Freeman River Ridge, Winchester

Decals only permit parking in their assigned area and do not authorize parking in any other parking locations at any time and decals are not transferable.

2. Residence Hall Changes

If the Office of Residential Education and Living approves a student to change room assignment and it results in the new residence hall being in a different lot assignment location from the previous residence hall, the student is allowed to obtain a revised

parking decal. The student must show proof of approval from the REAL Office and return their current parking decal to the Camel Card Office for a new decal. *Parking lot assignment is dependent on space availability. If the closest parking lot to a student's residence hall has reached capacity, the next closest lot with available space will be assigned.* **AN UPDATED PARKING DECAL WILL NOT BE ISSUED WITHOUT THE RETURN OF THE CURRENT PARKING DECAL.**

B. Faculty and Staff Registration

Faculty and staff are entitled to register no more than two vehicles for the duration of their employment at the College. Faculty and staff can register for a parking decal online using the T2 parking management software portal on CamelWeb starting on their first day of employment. Applications for a new or additional faculty and staff parking decal must be accompanied by a scanned copy of their driver's license and the current state vehicle registration of the vehicle being registered. If online submission isn't possible, parking registrations can also be processed in person at the Camel Card Office. Decals must be adhered to the inside of the driver's side rear most window. Faculty and staff may only park in parking spaces designated for faculty and staff parking.

In addition, by accepting a parking permit from Connecticut College, all faculty and staff hereby agree to the following statement:

I accept the responsibility of a Connecticut College parking permit and all incidents and fines incurred by the vehicle in which the permit is displayed. Free parking privileges are extended to all Connecticut College employees who abide by campus motor vehicle regulations and pay outstanding violations promptly.

I understand and agree that unpaid motor vehicle violation fines outstanding for more than 60 days will cause this privilege to be revoked and a \$200 annual parking privilege fee to be deducted from my pay, and that if full payment is not made by the time my employment ends, I understand and agree the College may withhold any accrued, unused vacation pay I may have (or any other monies owed to me) to the extent needed to repay the balance of the \$200 annual parking privilege fee, and I specifically agree to such payroll withholding by my acceptance of a Connecticut College parking permit.

C. Special Permits

Students with permanent disabilities that require accessible parking on campus, must obtain a Handicapped Parking Permit in their name that is issued by their state of permanent residence. Students with a state-issued Handicapped license plate, placard, or hang-tag will be permitted to park in handicapped parking spaces on campus. Any student without such a permit will be subject to the College's motor vehicle regulations regarding who is eligible to park on campus and how to properly register for a parking decal through the T2 parking management software portal on CamelWeb.

Transportation to classes and on-campus activities through Campus Safety is an available accommodation for students with disability-related mobility issues. Please contact Campus Safety at 860-439-2222 for further instructions.

D. Temporary Passes

Student vehicles that are unregistered with the College and will be on campus for a week or less must obtain a temporary pass from the Camel Card Office. Temporary passes will be issued if parking is needed for more than one day. The pass cannot exceed seven days. Only two temporary passes will be issued per person per academic year. Parking day passes must be obtained through Campus Safety at the Campus Safety Gatehouse located at the College's main entrance.

E. Changes

It is the responsibility of the registrant to report any changes in vehicle status such as a change in state registration or change in ownership to the Camel Card Office.

F. Correspondence

All correspondence related to motor vehicles regulations violations will be sent to the individual identified as the owner of the automobile as well as the individual identified as the operator of the vehicle.

G. Parking Assignment Appeals

All students who wish to request a change to their parking location assignment must submit an appeal to the Parking Appeals Committee using the form located on the Camel Card Office website. Appeals will be decided within fourteen days from the date of submission. To submit your appeal, please deliver your completed form to the Camel Card Office or email camelcard@conncoll.edu. Committee decisions are final.

II. Motor Vehicle Operation

Motor vehicle operators must obey the basic rules of safe driving common to state motor vehicle codes. Particularly on the Connecticut College campus:

- Pedestrians have the right of way
- Speed limit is 15 mph
- All vehicle operators must cooperate with vehicle identification check, when in effect at the Gatehouse.

III. Parking

A. Parking spaces

Parking is permitted only at posted parking spaces. Parking is prohibited elsewhere, even in the absence of *No Parking* signs.

There is no parking in faculty/staff spaces by students with the exception of the following times.

- Monday-Friday from 5pm until 2:30 a.m.
- Saturday & Sunday all day (Student vehicles must be removed from Faculty/Staff spots no later than 2:30 a.m. Monday morning).

NOTE: STUDENTS ARE NOT PERMITTED TO PARK IN THE ADMISSIONS LOT AT ANY TIME AND IS SUBJECT TO TOWING. FACULTY AND STAFF CANNOT PARK IN ANY SPACES DESIGNATED FOR VISITORS. A PARKING CITATION WILL BE ISSUED TO ANY PERSON WHO VIOLATES THIS POLICY REGARDLESS OF VEHICLE REGISTRATION WITH THE COLLEGE.

B. Parking Restrictions

Parking is forbidden where it creates a hazard, is a threat to safety, is a nuisance, or when it damages College property. The following are explicitly forbidden:

- Blocking a fire hydrant or fire lane
- Blocking a building exit/loading zone
- Blocking a crosswalk, walkway or driveway
- Parking in a posted tow zone
- Parking on a sidewalk or unpaved area
- Parking so as to create a traffic hazard
- Parking in a designated handicapped area without permit
- Parking which blocks a lane of traffic
- Parking in non-designated parking spaces

C. Student Lot Parking

Vehicles are restricted to parking spaces in the area designated on the decal. A special thirty (30) minute pass may be obtained at the Campus Safety Gatehouse for parking in any student/faculty/staff spaces in other lots on campus for the purpose of loading or unloading a vehicle.

D. Parking during vacation periods

Student vehicles left on campus during winter or spring break must be parked in the North Lot. Any vehicle that is left on campus during winter or spring break may be towed to the North lot at the owner's expense. Student vehicles shall not be left on campus during summer recess and are subject to being towed off campus.

IV. Visitors' Vehicles

All visitors should obtain a one-day temporary pass from the Campus Safety Gatehouse.

V. Motorcycles and Mopeds

Motorcycles and mopeds are considered motor vehicles and are subject to these regulations, with the exception that mopeds may be parked at outside bike racks. Under no circumstances may such vehicles be parked indoors.

VI. Towing

A. Causes for Towing

The College reserves the right to have vehicles towed from campus at the owner's expense under the following circumstances:

- (a) If parked in violation of Section III or Section V.
- (b) Upon receipt of any motor vehicle citation in excess of six (6) during the academic year.

- (c) If banned from campus.
- (d) At the discretion of Campus Safety when justified by existing conditions.

B. Responsibility

The College does not assume responsibility for damage or costs that may result from having a vehicle towed.

C. Citation

A parking citation will be issued for any violation of these regulations that is reason for towing. Settlement with the tow truck operator and voluntary removal of the offending vehicle will not void or reduce this fine.

VII. Penalties

A. Moving Violations

Any moving violations such as speeding, disobeying a stop sign, driving so as to endanger others, carrying passengers on the outside of a vehicle, etc., or for failure to cooperate with vehicle identification check at the Gatehouse, will receive a moving citation with a fee assessed. For driving or parking on any greens and/or grass area, a moving or parking citation will be issued with a fee assessed. In addition, restitution of damage incurred will be the responsibility of the vehicle's registered operator.

In addition, the first such offense could result in the loss of vehicle operation and parking privileges for 30 days (excluding vacations), and the second offense could result in the loss of the same privileges for the academic year. A vehicle registered in the name of the offender is subject to loss of driving and parking privileges on-campus.

B. Non-moving Violations

Vehicles not registered with the College will receive a parking citation, with a fee assessed, and are subject to being booted or towed until properly registered. Vehicles parked so as to create a hazard (see III A) may be towed from campus at the owner's expense (see VI Towing). Students parked in non-student designated spaces/lots will receive a parking citation. Fines may also be imposed.

C. Responsibility

The person in whose name the vehicle is registered is responsible for all penalties incurred by the vehicle. Ignorance of the College's Motor Vehicle Regulations does not excuse or release the registered operator from responsibility.

D. Student Conduct Process

Students who have accrued six (6) or more tickets for ANY motor vehicle violation will be referred to the conduct process, administered by the Office of Student Life, for non-compliance with College regulations. Fraudulent registration or improper transfer, receipt, or theft of a decal will subject the offender to the conduct process and will result in permanent loss of vehicle privileges.

Any motor vehicle citation for reckless driving is subject to immediate referral to the conduct process.

VIII. Appeals

The Campus Parking Appeals Committee, which includes students, staff and faculty representatives, is responsible for the decision of appeals of all motor vehicle violation citations. Appeals must be filed with the Office of Campus Safety within fifteen (15) days of the violation. Any appeal received after fifteen (15) days will not be considered. Appeals need to be placed online using the T2 parking management software portal on CamelWeb. Committee decisions are final.

IX. Vehicle Breakdowns

If your vehicle breaks down in an unauthorized parking area, you must obtain a Breakdown Pass from the Gatehouse.

X. Booting

The College reserves the right to have vehicles booted at the owner's expense under the following circumstances:

- (a) If the owner of the vehicle is unknown and/or the vehicle is not properly registered with the College.
- (b) If the vehicle has been banned from campus
- (c) At the discretion of the Campus Safety Director when justified by existing circumstances.

The College does not assume responsibility for damage if attempt is made to move vehicles while booted. Any violation of the Motor Vehicle Regulations that is a reason for booting will result in a parking citation with a fee assessed.

RESIDENTIAL EDUCATION AND LIVING

The mission of the Office of Residential Education and Living (REAL) at Connecticut College is *to foster responsible citizenship by cultivating safe, inclusive communities that advance learning in and outside of the classroom*. A wide variety of programs are offered which complement the needs of the students and their community. These programs and activities, as well as our staffs' daily interactions with students, are intended to provide growth and development opportunities, and encourage a safe, more secure and inclusive environment for all.

The Residential Education and Living staff consists of the Assistant Dean for Residential Education, an Associate Director, two Assistant Directors, 17 paraprofessional Housefellows (HFs), 42 paraprofessional Floor Governors (FGs), and 6 paraprofessional Independent Living Coordinators (ILCs). Housefellows, Floor Governors and Independent Living Coordinators are student leaders who live in the residential houses and apartments to provide programming and support in order to develop vibrant communities.

Students are required to comply with all College and residential regulations. These policies are binding to all individuals on campus property, regardless of whether they are residents or non-residents. Only students matriculated and attending classes full-time at Connecticut College may reside in an assigned residential room. Violations of housing policies/regulations may result in a housing reassignment, referral to the student conduct process, and/or removal from campus housing.

I. Residential Restrictions

Please note that the following list is not all-inclusive and all residents must follow all College policies and communications:

Alcohol

In accordance with state and federal law and the College's alcohol policy, students under the age of 21 may not possess or consume alcohol. Students over the age of 21 are allowed to consume alcohol in a private room where the room occupant is over the age of 21. For those students who are 21, their alcohol needs to be stored in their assigned residence hall room. Alcohol may not be stored in any common area (including communal refrigerators/pantries) and is not allowed in any public area (hallways, common rooms, kitchens, bathrooms, outside, etc.). Regardless of age, alcohol is not permitted in any residential facility during the break periods (including summer).

Animals

Fish in ten- gallon tanks (or less) are permitted. Only animals that can survive submerged under water are permitted. Snakes, turtles, frogs, hamsters, mice, etc. are not permitted in college-owned housing). When an animal is found, the student must remove the animal from college-owned housing within 24 hours. There is a \$125 fine for each violation.

For information regarding service animals or emotional support animals, please visit the Office of Student Accessibility Services website or contact a professional staff member in the Office of Residential Education and Living. *Any student who has an animal on campus without prior approval will need to remove the animal and will forfeit their opportunity to be approved for such an animal.*

Bars

Bars (for either serving or decorative purposes) are prohibited.

Fireplaces – see p. 84

Prohibited Items (please see complete listing of Fire Safety regulations (pp.82-85)

The following items are among those prohibited in the residential areas (houses, rooms, apartments):

- Antennas, satellite dishes, or other external devices including personal routers
- Mercury containing devices, such as mercury thermometers (Please see additional information under Management/Disposal of Hazardous Materials)

- Fire Safety Hazards
 - Sources of open flame or extreme heat, such as, but not limited to candles and incense
 - Extension cords must be in the form of surge-protected power strips.
 - Halogen lamps
 - Open-coiled electrical heating appliances (including toasters, toaster ovens, hot plates etc)*
 - Grills (see p.84)
 - Space heaters
 - Flammable liquids or gases such as, but not limited to gasoline, butane lighters, lamp oil, kerosene, propane and lighter fluid
 - Fireworks, sparklers, etc.
 - Firearms or weapons of any type

Students may not possess the above items in any residential building. Prohibited items found will be confiscated and stored or disposed at the student's expense. In addition, possession of prohibited items may result in a referral to the student conduct system.

*Small kitchen countertop appliances (ex. crockpots, toasters, rice cookers, Insta-pots, etc.) that have an automatic shut-off feature engaged at all times may be stored and used in designated kitchen spaces (apartments, Lazrus, Earth, and Abbey). These appliances may not be stored or used in bedrooms. Appliances must be UL (Underwriters Lab, Inc.) approved and have a low wattage.

Personal refrigerators must not exceed 5 cubic feet. Stand-alone microwave ovens are restricted in that the College reserves the right to have the oven removed if it causes an electrical problem.

Grills (please see usage guide in Fire Safety section, p. 84)

Guests

Students are expected to respect the rights of all residents to security, privacy, space, quiet hours for study and sleep, and generally to an environment conducive to learning.

Each resident has two basic rights: access to their room and the right to sleep at any time without visitors present. If a student is considering having an overnight guest, permission must be granted by the roommate(s). Students may have a temporary guest for up to three consecutive or individual days within any single week. Only assigned roommates may live together full-time. Regardless of being a student or a visitor from off-campus, guests must be visiting a specific person who is with them at all times. A student is responsible for the actions of their guests at all times (see the policy on hosts) and will be held accountable and subject to the disciplinary action for the misconduct of their guests.

Meal Plan

All students living on-campus must have a meal plan. Only those students living in buildings with access to a kitchen will have the choice to be on a limited meal plan. All other residential locations require a full meal plan.

Noise

Complaints should be addressed with the individual and/or brought to the attention of the Housefellow, Floor Governors, or Independent Living Coordinator. Campus Safety should be consulted after an individual has confronted their fellow community member(s) about the noise level. If, after reasonable warning, a student persists, the College has the authority to confiscate any item(s) causing noise and return it to the student at the conclusion of the academic year. The student(s) may also be referred to the student conduct process.

Connecticut College does offer designated quiet housing each year. Regular noise violations in these living environments may result in a room change at the discretion of the Associate Director of Residential Education and Living or designee. This action may be taken in conjunction with or in addition to any student conduct sanctions that may be assigned.

Outdoor/Hallway Decorations (please see complete guidelines in Fire Safety section, p.82)

Banners, flags, neon signs, decorative lights etc. may not be displayed in windows or on the outside of residential houses. Students may decorate their own residence hall room and door but they may not decorate the hallways or other doors within the residence hall. Decorations may not be hung from sprinkler pipes or heads.

Personal items may not be stored in the hallways. All materials found in hallways will be removed.

Posting in Residential Spaces

Each residential house has either one large or two small bulletin boards per floor. Residents may post on designated portions of the bulletin boards. The other portion of the board is for the Residential Education and Living house staff. Postings must adhere to the posting policy (see p. 114).

Room Decorations (please see complete guidelines in Fire Safety section, pp.82-85)

Personalizing your living space is an important part of making your room your home, however you may not make any permanent alterations to the room (i.e. painting, removing furniture, etc). Items may be hung on room walls, however students are responsible for any damage incurred. The following items or practices are prohibited:

- Students may decorate their own residence hall room and door but they may not decorate the hallways or other doors within the residence hall.
- Decorations may not be hung from smoke detectors, pipes, sprinkler heads or light fixtures.
- Large articles made of fabric (i.e. curtains, flags, parachutes or tapestries) may not be hung from or strung across the ceiling, doorway, pipes, sprinkler heads or light fixtures.
- Personal items may not be stored in the hallways. All materials found in hallways will be removed.
- All plants must be potted and kept alive with appropriate watering. Dead foliage is a fire hazard.
- No single wall may be covered more than 50% with decorations

- Window air conditioners (with the exception of those approved through an accommodative process and/or facilities permissions)
- Halogen lamps
- Extension cords without surge protectors

Solicitation

The College does not permit any solicitation in the residential areas, and all outside vendors in residential areas must be approved by the Office of Residential Education and Living. Violation of this rule may cause the vendor and their delivery agents to be excluded from the College grounds and buildings and may render the students liable to disciplinary action. For security purposes, it is important that students contact Campus Safety if approached by a solicitor in any residence hall or apartment area.

Student clubs and organizations are also not allowed to go door to door to solicit students for funds or recruitment. Programs should be held in lounges.

Substance Free

Connecticut College does offer designated substance free housing each year. In these areas, students (and their guests) may not possess or consume alcohol, tobacco, or other illegal substances regardless of age. Violations in these living environments may result in a room change at the discretion of the Assistant Director and/or Associate Director of Residential Education and Living. This action may be taken in conjunction with or in addition to any student conduct sanctions that may be assigned. For more information regarding this type of housing, please see the Office of Residential Education's website.

Trash/recycling removal

Students are expected to regularly remove trash and recyclables from their room or apartment. Trash is to be placed in the receptacles provided by the College. Throwing items including trash or recyclables out of a window or off of a balcony is prohibited.

Unauthorized Entry

Students may not enter into another student's room, vacant rooms in residential houses/apartments, or residential house or apartment without proper authorization.

Vehicles/Bicycles

No vehicles, bicycles, mopeds or motorcycles may be stored, chained or repaired in hallways, corridors, rooms, or stairways of any residential house. Mopeds and motorcycles or any other gasoline, propane, diesel or alcohol engine or equipment cannot be stored anywhere inside a residential house. Vehicles improperly stored may be removed without notice. Bicycles may only be stored in designated bike rooms or outside on bike racks.

II. Occupancy/Break Housing

Student rooms are open for occupancy by new students on move-in day for Orientation, and open for returning students two days prior to the start of classes. Residential houses remain open until the end of the examination period in December. Houses reopen the day before the start of classes in January and remain open until the end of the examination period in May with the exception of

the spring break, when most residence halls are closed. Students may not occupy the houses or apartments during break periods unless (1) they are assigned residents of the designated academic year round housing (contact the Office of Residential Education and Living for the current houses with this designation) **AND** (2) they have been approved through the REAL office to stay in the assigned space. Unauthorized entry into closed buildings may result in disciplinary action.

Students who withdraw from the College or leave residential housing for any reason are expected to vacate their room within 5 days and need to communicate departure plans to the REAL office. Students who occupy rooms during the fall semester and who will not be occupying the room during the following spring semester must move all of their possessions out of their rooms by the last day of the fall semester to insure readiness of rooms for new occupants at the end of winter break. Students who will not be enrolled in the College during the spring semester may not remain on-campus over the Winter Break.

Students are required to vacate their rooms promptly at the close of the final examination period of each semester. Seniors and approved Senior Week participants may occupy their rooms until 10 p.m. of Commencement day in the spring semester.

If a student fails to depart campus on-time, they will be referred to the student conduct process. Please refer to the Residential Education and Living website for a detailed list of opening and closing dates and our policies on early arrivals and late departures.

Students are allowed to remain on-campus for a portion of the Winter Break and Spring Break if they are approved to do so. Approved reasons include, athletes who are in-season, student teachers, international students, seniors working on thesis projects, etc. Students must be in good disciplinary standing in order to reside on campus during the break periods including senior week for non-graduates. Those students approved to be on-campus over break periods will need to follow instructions put forth by the Office of Residential Education and Living.

Regardless of age, alcohol is not permitted in any residential facility during the break periods (including summer).

III. Room Capacity

Due to issues of fire safety, no more than 10 students are permitted in a room at any given time. River Ridge apartments and Winchester houses may have up to 25 people in the entire apartment. Any gathering with more than 19 people and involving alcohol must be pre-approved in accordance with the Social Functions policy.

IV. Keys

Room keys are issued to resident students at the beginning of each semester. No key will be issued to anyone other than the particular student assigned to that room, and that student bears sole responsibility for the return of each key entrusted to them. Students who lose their key will be assessed a \$75 charge.

In the event of a lockout, Campus Safety or a REAL staff member can assist a student in accessing their room. The first lockout is free, the second is \$10, and every lockout thereafter is increased by \$5. A single lockout charge will not exceed \$25. Fees will be charged to the student's account. Students may use their ID to access their house and the other residence houses during visiting hours (6AM to 2AM). Please refer to the Residential Education and Living website to find up to date information on the lock-out policy. Information will also be posted on each REAL student staff member's door.

When students vacate campus housing, keys need to be given to a member of the Residential Education and Living staff so that they are properly recorded as returned. Campus community members who fail to turn in keys when required are subject to a \$75.00 charge.

V. Furniture

The College supplies a bed frame, mattress, dresser, desk, and chair for each resident student. Students occasionally are required to share wardrobes or closets. The furniture is the student's responsibility. Furniture cannot be removed from a student's room without permission from the Office of Residential Education and Living. Permission is generally granted on a need basis with consultation with the Office of Student Accessibility Services and/or Student Health Services. If approval is given for furniture removal, REAL will make arrangements to have the furniture removed and stored by Facilities Maintenance. Students should not attempt to remove the furniture on their own and should wait for College personnel to complete the removal.

When a student moves out of the room, if there is any college furniture missing, the student will be billed upon departure. Students are not permitted to leave their personal furniture in their rooms for the College staff to discard. Residents may bring personal furniture that they do not wish to keep to a designated area authorized by College personnel. Failure to do so will result in an additional fee.

Students are not permitted to have waterbeds.

VI. Storage

Connecticut College cannot provide storage for students beyond the confines of their individual rooms. Students are expected to remove all of their belongings when they move out of their residential houses at the end of the academic year and/or when they withdraw from the College. Personal items may not be stored in residential houses or apartments. Items left in an individual's room or elsewhere on campus will be discarded. The College assumes no responsibility for items left by students. For information on storage facilities in the area, please visit the Office of Residential Education and Living's website.

VII. Room Entry

The College retains the right to enter student rooms under specified conditions. This right reflects the responsibility of the institution to safeguard student health, the community, and foster good stewardship of spaces. Circumstances warranting such entry include: routine maintenance, health and safety inspections, routine fire drills and alarms, safeguarding the community from a potential emergency and/or where there is reasonable concern for an individual or the

community, or violation of College policies and/or Connecticut state law. Room entry, where practical, will occur with the awareness and cooperation of the student (s) involved.

Room entry occurs most often in the following circumstances including, but not limited to:

- Building and room inspections at the close of each semester and for each break period conducted by the Residential Education and Living staff.
- Work orders or scheduled maintenance conducted by the Facilities staff. Authorized representatives of a public utility or contractor may also enter student rooms only if accompanied by an appropriate College employee or by prior arrangement with the student(s). Notice of room entry will be supplied (when possible), in advance through e-mail.
- Emergencies, fire alarm activations, evidence of violations of College policies and/or state law (i.e. smell of a burning substance from a room).
 - If room entry needs to occur in the absence or without the cooperation of a student, typically the Director of Campus Safety or the Dean of Students (or designee), will authorize room entry.

All rooms are locked after any room entry.

VIII. Care of Rooms & Buildings

Students are responsible for the care of their rooms and common areas and are expected to keep them reasonably clean and orderly. Residents are responsible for reporting maintenance issues (i.e. heating concerns, water intrusion, furniture damage, wall punctures, electrical issues, etc.) in a timely fashion to Facilities Management via the work request form on Camelweb.

For the comfort and convenience of fellow students, and in the interest of maintaining cleanliness and sanitation, all personal belongings should be removed from bathrooms after each use.

Attaching any object to the walls or woodwork of a room within a residential house room (including common rooms) by means of nails, screws, pins, tacks, paste or any potentially damaging adhesive material is prohibited. No wires or other objects such as TV antennae or satellites may be attached to the residential houses.

Strings of lights (such as holiday lights) must not be strung across the ceilings, doorways, pipes or sprinkler heads.

Rooms and common areas (including hallways) must be kept clean and uncluttered to maintain a clear pathway for egress in the event of an emergency. Living conditions that could adversely affect resident health and safety are prohibited and may be referred to the student conduct process.

According to the Center for Disease Control, mold can be found in virtually every environment, both indoors and outdoors. The key to managing mold growth is moisture control. If you

discover mold, mildew, or excessive moisture, you should contact Facilities Management at 860-439-2253 and submit a work request in Camel Web. Facilities Management staff will promptly inspect the room conditions upon receipt of the Camel Web work request and take any corrective actions that are necessary and appropriate.

To prevent the growth and spreading of mold, students should keep their room and its contents dry, clean and free of dirt and debris that can harbor mold growth. That includes promptly cleaning and drying visible moisture on windows, walls and other surfaces, including personal property. Students should also: allow for adequate air circulation; remove food and perishable items, as appropriate; ensure clothing, towels and other personal items are dry; and keep windows closed during air conditioning use, rain events, or other inclement weather. Opening windows during warm, dry days – when air conditioning is not in use – is encouraged to promote additional air circulation.

Room condition reports will be completed by the house staff each time a student moves in or moves out of a space (start of academic year, room changes, closing of year, etc.) Damage fees will be assigned to students based on the difference of condition between check-in and check-out of the room.

Alterations

No alterations to rooms (partitions, painting, electrical, deadbolts etc.) may be made unless permission has been secured in advance from the Office of Residential Education and Living. The College reserves the right to inspect all constructed lofts for safety and fire code compliance. At that time, the College may ask the student to alter and/or remove the loft. Lofts in double, triple, or quad rooms should not infringe on the space of other room occupants. The Office of Residential Education and Living has the authority to ask students to dismantle their lofts if deemed necessary. Permission cannot be granted to remove furniture or equipment that is attached to the building.

Painting of rooms is not permitted. Students will be billed for repainting the room at the end of the year. A typical fine is minimally \$500.

Cleaning

Students residing in apartment style areas are responsible for cleaning the bathrooms, kitchen, and common space as well as reporting any problems of maintenance or the need for any repairs. Students are responsible for maintaining the cleanliness of the kitchen and dining areas in Abbey and Lazrus.

At the end of the academic year, all students must leave their living spaces in clean and orderly condition. If a student leaves a room in such a condition (beyond reasonable wear and tear) that it must be cleaned by College staff, the student will be billed. For multiple occupancy rooms, the charges will be divided among the residents of the room or apartment.

IX. Damage to Rooms and Other College Property

As members of a community, residents share individual and collective responsibility. Residents

are expected to notify the house staff if they encounter individuals damaging, stealing, and/or vandalizing residence facilities and properties. Students may be held accountable for damages that occur as a result of accidents or intentionality. Residents may be held accountable for damages, thefts, or vandalism for which they are responsible, may be referred to the student conduct process, and may be billed accordingly. Students found responsible for damage will be billed the cost of repair plus a fine. A chart of common charges is below, the chart is not all inclusive - costs and fines are determined by the Facilities Management office. Students may request an appeal of a charge within 90 days of billing. After 90 days, the charge may not be contested.

DESCRIPTION	CHARGE	FINE	TOTAL	REMARKS
Paint single room	\$300	\$200	\$500	
Paint double room	\$400	\$200	\$600	
Paint triple room	\$600	\$200	\$800	
Paint one wall	\$100	\$200	\$300	
Replace damaged ceiling tiles	\$50	\$200	\$250	Minimum
Replace window screen -Plex, Harkness, Freeman, Lazrus, Larrabee	\$100	\$200	\$300	
Repair broken window pane	\$100	\$200	\$300	
Replace broken window	\$200	\$200	\$400	Minimum
Replace directional sign	\$50	\$200	\$250	
Replace paper towel holder	\$100	\$200	\$300	
Replace soap dispenser	\$50	\$200	\$250	
Replace toilet paper holder	\$50	\$200	\$250	
Replace towel bar	\$50	\$200	\$250	
Damage to walls (holes and painting)	\$100	\$200	\$300	Minimum
Damage to lighting fixtures	\$100	\$200	\$300	
Replace damaged door	\$400	\$200	\$600	
Replace damaged lockset	\$400	\$200	\$600	
Damaged wall (holes)	\$100	\$200	\$300	Minimum
Blinds	\$50	\$200	\$250	
Shades	\$100	\$200	\$300	
Excessive cleaning -common areas	\$100	\$250	\$350	Minimum
Improper move-out (exc. cleaning; personal items or trash left)	\$50	\$250	\$300	
Desk	\$325	\$150	\$475	
Desk chair	\$125	\$150	\$275	
Dresser	\$225	\$150	\$375	
Hutch	\$135	\$150	\$285	

Mattress	\$140	\$150	\$290	
Bed frame and spring	\$225	\$150	\$375	
Dining room chair	\$125	\$150	\$275	
Sofa	\$500	\$150	\$650	Minimum
Chair, upholstered	\$300	\$150	\$450	Minimum
Coffee table	\$200	\$150	\$350	
Side table	\$100	\$150	\$250	
Replace furniture arms	\$275	\$150	\$425	
Dining room table	\$150	\$150	\$300	
Repair furniture (any item)	\$100	\$150	\$250	
Repair/Replace exit sign	\$200	\$250	\$450	
Recharge, replace fire extinguisher	\$200	\$250	\$450	
Damage to fire pull station	\$200	\$250	\$450	
Cleaning vomit, bodily fluids	\$100	\$250	\$350	
Fire door	\$1,500	\$250	\$1,750	Minimum
After hours call back (in addition to damage charge)	\$400	\$200	\$600	

X. Personal Safety

Students are responsible for their own safety. The College particularly requests the cooperation of students in maintaining security of the residential houses. Students should keep their doors locked, windows secured, and ensure all fire doors remain closed at all times. Students should not loan keys or access cards to anyone. They should report to Campus Safety any activity or the presence of any person they think may constitute a threat to security. Campus Safety should be notified immediately in the event of a theft or any other crime.

The College assumes no legal responsibility for the safety of personal property of students on its premises or within its buildings. The College encourages students to provide their own renters insurance for personal belongings in case of theft or building damage. The College will not reimburse any student for damages to personal items.

XI. Housing Assignments

All students, with the exception of first year students, transfer students, and those studying away in the fall semester, have the opportunity to participate in the spring housing lottery process. Information about this housing lottery process will be made available at the end of the fall semester.

Room changes

There is a housing freeze for the first two weeks of each semester. After this time, students are eligible to submit room change paperwork. Room changes will be granted if space is available. All first-year students will need to consult with their Assistant Director of Residential Education and Living before a room change will be granted. Typically, room changes are not granted after mid-October or after spring break. Students may not change room assignments without the explicit permission of the Office of Residential Education and Living. Unauthorized room changes may result in a fine and/or a referral to the student conduct process.

XII. Housing Agreements

All students agree to the housing terms when they select a room during lottery and/or are issued a room key. This is considered a final commitment for the full academic year. This agreement is binding and cannot be cancelled to live off campus. The agreement may be cancelled if a student withdraws, either between semesters or at any point after the semester begins. For a schedule of refunds based on the academic year, please refer to the Records and Registration Office 860-439-2068.

XIII. Living Off Campus

Connecticut College, as a residential college, strongly believes in the value of living on campus as part of the liberal arts education. All students are required to live in College-owned housing unless they are living with their parents, guardians, spouse or dependents within 50 miles of the campus. Campus housing is guaranteed.

Students may not sign a lease to live off campus unless and until they have been approved to be released from the housing agreement. If approved, the student is responsible for securing accommodations and communicating that information to the Office of Residential Education and Living. Students who live off-campus without approval will be billed for room and board and may be referred to the student conduct process.

XIV. Laundry Facilities

Laundry machines are located in most of the residential houses and are operated by a private company. Tampering with laundry machines is considered vandalism, and an individual will be charged accordingly. Tampering with a machine results in a \$150 charge.

SOCIAL FUNCTIONS AND PRIVATE PARTY REGISTRATION

Connecticut College recognizes the importance of social activities in students' lives and encourages students to participate in the planning and implementation of a wide variety of social functions. The College provides opportunities for both recognized student groups and individual students to sponsor social activities on campus. Hosting an event at which alcohol is served is a privilege which carries with it a significant amount of responsibility and liability. College policies are provided to allow students to host such events in a safe, legal and responsible manner. In all cases, host(s) are expected to comply with campus policies as well as local and state laws.

There are two kinds of registered social functions with alcohol:

1. **Private Parties for 20-100 People:** These events are hosted by individual students or recognized student organizations (i.e. SGA, SAC, club sport teams) in approved locations.
 - Private parties are invite-only events that are not publically advertised.
 - Student organization events are for members of that group only. Student organizations must obtain a temporary liquor permit as required by the State of Connecticut.
 - All individuals present must be eighteen years or older.
 - Private events are not permitted during large campus events [Camelympics, Fall Weekend, Festivus, Changing of the Guard, Floralia et al], before the start of classes or after the final day of classes each semester.
 - For Tailgating (or events in conjunction with athletic competition), please refer to the College's alcohol policy in Appendix B.
 - See requirements below

Social Hosts Requirements: All individuals must complete Social Host training to be eligible to register and host a private event.

- All hosts must be age 21 or older
- Be in good conduct standing (not on disciplinary probation level 2 or loss of housing)
- Events sponsored by Clubs and/or Organizations must be hosted by 21+ individuals and one organizational leader all of whom are present at the event. Hosts of these events must obtain a temporary liquor permit (required by the state of Connecticut) for an event with more than 25 people.

How to Register a Private Party

1. Log in to ConnQuest.
2. Click on "Campus Links" tab on ConnQuest home page.
3. Click on the "Social Host Registration" form.
4. Complete form and submit by deadline.
5. Student Life staff will review the request.
6. A party is registered upon receipt of approval via email.

Deadline to register:

- Private parties hosted by individuals must be registered no later than Friday at 3:00 p.m. (for that weekend).
- Student organization events must be registered three weeks in advance.

2. **Public Student Group Event:** These events are hosted by recognized student organizations such as SGA, SAC, club sport teams, and class executive boards. The procedure for requesting event approval and securing a temporary liquor permit is outlined in the *Student Organization Handbook*. See outline of requirements below.

Individual Hosts and Student Organization Requirements for Private

Events with Alcohol for 20-25 People	
Hosts	<ul style="list-style-type: none"> • Must have 2 trained social hosts • Be present and sober
Locations	<p>River Ridge Apartments and Winchester Houses, 2/4 Winchester</p> <p>Common Rooms: Abbey, Freeman, Harkness, Jane Addams, Katherine Blunt, Lambdin, Larrabee, Lazrus, Windham,</p> <p>Cro (Alice Johnson Room, 1941 Room, Cro’s Nest), Coffee Grounds, Harris 1973 room</p>
Days/ Times	<p>Friday: 6pm-2am Saturday: 2pm-6pm or 8pm-2am Sunday: 2pm-6pm</p> <p>Events may not exceed 4 hours. Alcohol service must end no later than 1 a.m.</p>
Alcohol Type	Beer, wine, champagne. No hard alcohol. Malt beverages with an alcohol content of 5% or less per serving are permitted.
Alcohol Quantity	<p>The College permits sponsors to purchase and serve no more than 1 standard serving of alcohol per of-age guest per hour of the event.</p> <p>BYOB Events: 21+ students may bring 3 standard drinks per person for a 3 hour party.</p> <p>A standard serving is defined as 5oz of champagne or wine; and 12 oz of beer.</p>
Alcohol Service	<ul style="list-style-type: none"> • Must be from a temporary designated bar area. • Served for a maximum of 3 hours and end no later than 1:00a.m • Hosts are responsible for ID check and direct alcohol service. • Student organizations must obtain a temporary liquor permit (required by state of CT).
Campus Safety Staff	1 officer and/or a member of the REAL on duty staff will check in with the host at the beginning of the party.
ID Process	1 government-issued ID required. Hosts check ID.
Food and Alternate Beverages	An adequate quantity of food and non-alcoholic beverages must be available for the duration of the event.

	Individual Hosts and Student Organization Requirements for Private Events with Alcohol for 26-50 People
Hosts	<ul style="list-style-type: none"> • Must have 2 trained social hosts • Be present and sober
Locations	<p>Common Rooms: Abbey, Freeman, Harkness, Jane Addams, Katherine Blunt, Lambdin, Larrabee, Lazrus, Windham</p> <p>Cro (1941 Room, Cro's Nest), Coffee Grounds, Harris 1973 room</p>
Days/ Times	<p>Friday: 6pm-2am Saturday: 2pm-6pm or 8pm-2am Sunday: 2pm-6pm</p> <p>Events may not exceed 4 hours. Alcohol service must end no later than 1a.m.</p>
Alcohol Type	<p>Beer, wine, champagne. No hard alcohol. Malt beverages with an alcohol content of 5% or less per serving are permitted.</p> <p>Kegs may be permitted for more than 25 people. Kegs must be provided and served through Events and Catering or through a licensed, insured vendor (i.e. Gordon's Yellow Front Package Store)</p>
Alcohol Quantity	<p>The College permits sponsors to purchase and serve no more than 1 standard serving of alcohol per of-age guest per hour of the event.</p> <p>A standard serving is defined as 5oz of champagne or wine; and 12 oz of beer.</p>
Alcohol Service	<ul style="list-style-type: none"> • Must be from a temporary designated bar area. • Served for a maximum of 3 hours and end no later than 1:00a.m • Hosts are responsible for ID check and direct alcohol service. • Student organizations must obtain a temporary liquor permit (required by state of CT).
Campus Safety Staff	<p>1 officer and a member of the REAL on duty staff will check in on party twice to ensure proper alcohol service.</p>
ID Process	<p>1 government-issued ID required. Hosts check ID.</p>
Food and Alternate Beverages	<p>An adequate quantity of food and non-alcoholic beverages must be available for the duration of the event.</p>

	<u>Individual Hosts and Student Organization Requirements for Private Events with Alcohol for 50-100 People</u>
Hosts	<ul style="list-style-type: none"> • Must have 3 trained social hosts • All hosts must be present and sober
Venues & Capacity	<p>CRO (1962 Room, 1941 Room, Cro’s Nest), Hood, Cummings Lobby, Harris 1973 room. Other locations dependent on venue capacity and prior approval from the Office of Student Engagement (for student organizations) or the Assistant Director of REAL (for individuals).</p> <p>Capacity dependent on venue.</p>
Days/ Times	<p>Friday 6p-2am. Saturday: 2pm-6pm or 8pm-2am Sunday: 2pm-6pm</p> <p>Events may not exceed 4 hours. Alcohol service must end no later than 1a.m. or 30 minutes before the scheduled end-time.</p>
Alcohol Type	Beer, wine, champagne. No hard alcohol. BYOB is not permitted.
Alcohol Quantity	<p>The College permits sponsors to purchase and serve no more than 1 serving of alcohol per of-age guest per hour of the event.</p> <p>A single serving is defined as 5oz of champagne or wine; and 12 oz of beer. A single keg (1/2 barrel) is equivalent to 15.5 gallons and produces 150 12-ounce servings or 200 10-ounce servings. A single half-keg (1/4 barrel) is equivalent to 7.75 gallons and produces 75 12-ounce servings or 100 10-ounce servings.</p>
Alcohol Service	<ul style="list-style-type: none"> • Alcohol must be provided and served through Events and Catering or through a licensed, insured vendor (i.e. Gordon’s Yellow Front Package Store). • Must be from a temporary designated bar area. • Served for a maximum of 3 hours and end no later than 1:00a.m • 3 servers are required. Servers are responsible for ID check and direct service. • Cash bars are allowed when contracted through Events and Catering. Food must also be included in the catering order. • Student groups must obtain a temporary liquor permit (required by state of CT).
Campus Safety Staff	A Campus Safety Officer will check in on the party at least twice during the event.
ID Process	1 government-issued ID required. Servers check ID. Wristbands are issued to all 21+ guests. Wristbands are available in the Office of Student Engagement & New Student Programs.
Food and Alternate Beverages	Beverages: 1 serving/ per hour. An adequate quantity of food must be available. Specific details for food/alternative beverage plans determined with the Office of Student Engagement (for student

	organizations) or the Assistant Director of REAL (for individuals) as part of event approval process.
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	Student Organization Requirements for Public Events with Alcohol
Hosts	2 group members for events with a capacity of under 50 guests. For each additional 50 guests one additional host is required. Hosts must be present and sober for the duration of the event. Hosts may be scheduled in shifts.
Venues & Capacity	CRO (1962 Room, 1941 Room, Alice Johnson Room, Cro's Nest), Hood, Cummings Lobby Capacity dependent on venue.
Days/ Times	Friday 6p-2am. Saturday: 2pm-6pm or 8pm-2am Sunday: 2pm-6pm Events may not exceed 4 hours (with the exception of Floralia which has event specific regulations)
Alcohol Type	Beer, wine, champagne. No hard alcohol. .
Alcohol Quantity	The College permits sponsors to purchase and serve no more than 1 serving of alcohol per of-age guest per hour of the event. A single serving is defined as 5oz of champagne or wine; and 12 oz of beer. A single keg (1/2 barrel) is equivalent to 15.5 gallons and produces 150 12-ounce servings or 200 10-ounce servings. A single half-keg (1/4 barrel) is equivalent to 7.75 gallons and produces 75 12-ounce servings or 100 10-ounce servings.
Alcohol Service	<ul style="list-style-type: none"> • Alcohol must be provided and served through Events and Catering or through a licensed, insured vendor (i.e. Gordon's Yellow Front Package Store). • Must be from a designated bar area with trained servers. • Number of servers based on headcount of of-age guests: 3 for 51-200, 4 for 201-350, 5 for 350-500, 6 for more than 500. • Servers are responsible for ID check and direct service. • Served for a maximum of 3 hours and end no later than 1:00a.m • Cash bars are allowed when contracted through Campus Catering and Events. Food must also be included in the catering order. • Obtain a temporary liquor permit (required by state of CT). • Bring your own beverage is only permitted for Floralia and must adhere to Floralia specific rules.
Campus Safety	Minimum staff requirements: 1962 Room (4 officers), 1941 Room/Cro

Staff	Pit (3), Cro's Nest (2), Hood(1). The Office of Student Engagement & New Student Programs will determine number of officers needed for other locations.
ID Process	1 government-issued ID required. Servers check ID and issue wristband to all of-age guests. Wristbands are available in the Office of Student Engagement & New Student Programs.
Food and Alternate Beverages	Beverages: 1 serving/ per hour. An adequate quantity of food must be available. Specific details for food/alternative beverage plans determined with Student Engagement staff as part of event approval process.

General Guidelines for All Events:

- Hosts are responsible for monitoring the event capacity and ensuring the event does not exceed the guidelines.
- Hosts are responsible for cleaning the venue after an event and may be responsible for any damages incurred as a result of the event.
- No money may be collected at any time (including selling tickets, cups, tip jars, etc) to fund the alcohol with the exception of cash bars contracted through campus catering.
- The number of parties (indoor & outdoor) registered on the same day/night for River Ridge Apartments is limited to 4 parties; the number of parties registered on the same day/night for Winchester Houses is 4 parties.
- Students are encouraged to call Campus Safety for assistance if problems arise.
- Campus Safety may give the hosts an opportunity to address minor problems and permit the party/event to continue.
- Drinking games or evidence of such games will result in a party being immediately ended.
- When staff members walk through a party, notable amounts of unattended alcohol containers (cans, cups, bottles, etc.) can be an indicator of underage alcohol consumption and may result in a party being immediately ended.

Potential Consequences

Failure to abide by any of the responsibilities identified above may result in one or more consequences including:

- An event being shut down early,
- An event sponsor (individual or student organization) losing the privilege of hosting future events for 3 months,
- An event sponsor (individual or student organization) referred to the student conduct process,
- A fine for hosting an unregistered party and/or housing reassignment.

Social Host Grants

Grant money may be available through the Office of Student Life to support registered private events for non-alcohol beverages and/or substantial food. Each semester, approximately 15 events will be funded and each event is eligible for a maximum grant of \$50. Students may apply for the grant when registering their private event.

SECTION V

General Policies and Procedures

ALL CAMPUS VOICEMAILS

All-campus voice mail messages are permitted in situations when other means of publication, are not available or if there is a last minute change of venue or time. To obtain approval, contact the Office Student Engagement and New Student Programs at 860-439-2825.

CAMPUS SAFETY COMMUNICATIONS

I. EMERGENCY COMMUNICATIONS

Connecticut College has an Emergency Response Plan and Team that can be activated for a campus emergency. When there is *confirmation* of a significant emergency or dangerous situation on campus that is an immediate threat to the health and safety of students or employees, the College will notify the campus community. Significant emergencies may include events such as a hurricane, outbreak of a serious illness, or a gas leak. The decision to issue an alert will be made by the Vice President of Finance & Administration in consultation with the appropriate members of the Emergency Response Team. Depending on the type and severity of the situation, forms of communication to alert students, faculty and staff include:

- Emergency communications system (email, text, voicemail)
- Messaging on the College's home page and every page on the site
 - Red banner indicates emergencies
 - Yellow banner indicates caution (i.e. snow closings)
- A dedicated web page that is continuously updated, linked to from the web banner
- The College's Twitter and Facebook

II. SAFETY ALERT COMMUNICATIONS

Per the Jeanne Clery Act, Connecticut College will provide timely warning information to the campus community about Clery Act crimes that have been reported to Campus Security Authorities (see Appendix A), or state or local police, that represent a serious or continuing threat to the College community. These timely warnings, which the Department of Campus Safety issues as "Campus Safety Alerts," shall be issued in accordance with the procedures described below.

Criteria for a Campus Safety Alert

The Director of Campus Safety or the Director's designee will develop Campus Safety Alerts for the college community to notify members of the community about Clery Act crimes that have been reported to Campus Safety and that have occurred on campus or on non-campus property or public property, where it is determined that the incident may pose a serious or ongoing threat to members of the College community. Campus Safety Alerts are issued for the following crimes: arson, criminal homicide, motor vehicle theft and robbery. Alerts for the crimes of aggravated assault, burglary, domestic violence, dating violence, stalking, and sex offenses are considered on a case by case basis and depend upon a number of factors. These include the nature of the crime, the timeliness of the report, the continuing danger to the campus community -- such as

whether the perpetrator was apprehended -- and the possible risk of compromising law enforcement efforts. Typically, alerts or warnings are not issued for incidents reported that are older than two weeks or 14 days from the date of occurrence as such a delay in reporting has not afforded the College an opportunity to react or respond in a timely manner. Campus Safety Alerts may be distributed for other serious crimes if deemed warranted by the Director or the Director's designee in the Director's absence. Campus officials not subject to the timely warning reporting requirement are those with significant counseling responsibilities who were providing confidential assistance to a crime victim, such as pastoral counselors and professional counselors.

Preparation of a Campus Safety Alert

Shift supervisors are responsible for notifying the Director or Director's designee of any reported incident that may necessitate the issuance of a Campus Safety Alert. Campus Safety Alerts are generally written and distributed to the campus community by the Director of Campus Safety or a designee and they are routinely reviewed by the Dean of Students and/or Vice President for Finance and Administration or designee. The Director of Campus Safety has the authority to issue a Campus Safety Alert without such consultation if consultation time is not available. The Campus Safety Alert must include information with sufficient specificity to allow recipients to take an appropriate response and to aid in the prevention of similar crimes. This may include:

- Title of the crime reported;
- Date and time the Campus Safety Alert was released;
- Accurate date, time and location of the incident;
- A succinct description of the incident;
- Physical description of the suspect, if known;
- Information about possible connection to previous incidents;
- Tips for maintaining personal safety; and
- A request for information and where to direct information.

Dissemination of the Campus Safety Alert

The Director of Campus Safety or designee has primary responsibility for the distribution of Campus Safety Alerts. All campus-wide Campus Safety Alerts will be sent by the Director of Campus Safety or designee through the campus email system. Additional supplemental methods for disseminating Campus Safety Alerts may include, but are not limited to, the following means: posting of flyers, text messaging, and related news media announcements. The method or methods used will depend on the severity, location, and type of incident and the ongoing nature of the threat. However, the campus email is the primary and preferred method of distribution. Campus Safety Alerts may be issued for other crime classifications as deemed necessary. When deemed necessary, Campus Safety Alerts are distributed to the campus community within 24-hours of receipt of a Clery Act crime reported in good faith to Campus Safety.

Non-Emergency Campus Safety Bulletin

The Director of Campus Safety or designee may send a Campus Safety Bulletin to the campus community for general crime prevention purposes, to inform the community of crimes and/or incidents that are not generally time sensitive but important to be aware of, and/or to inform the campus of incidents occurring on, around, or even off campus that do not rise to the level warranting a Campus Safety Alert, as outlined above. A Campus Safety Bulletin will typically

be sent via campus email to all students and employees on campus. A Campus Safety Bulletin is generally written and distributed to the campus community by the Director of Campus Safety or a designee and they are reviewed and approved by the Dean of Students and/or Vice President of Finance and Administration or a designee.

Record Keeping

Copies of distributed Campus Safety Alerts shall be maintained in Campus Safety Clery Act compliance folders. Clery Act Compliance folders will be established within Campus Safety and be part of the Campus Safety administrative files and overall record keeping. All required Clery correspondence will be included in these compliance folders. Clery files and records will be maintained for a period of seven full calendar years (the most recent seven years). Records and information older than the most recent seven full calendar years shall be destroyed.

FACILITIES

I. RESERVING Space and Facilities

Campus facilities are reserved through the Office of Events & Catering located in room 220 of the College Center, 860-439-2837. Student events must first be approved and authorized by the Associate Director of Student Engagement & New Student Programs. Complete and submit an Event Request form via ConnQuest to obtain approval for your event. The request form must be submitted a minimum of two weeks prior to the proposed event date. Event Requests for events at which alcohol will be served, and some other large-scale events, must be submitted a minimum of three weeks in advance of the proposed event date. The Associate Director will review all requests and submit the approved requests to the Events Office. Students should consult with Student Engagement staff to make sure they meet appropriate deadlines.

The Office of Events staff is able to assist you in a variety of ways, including answering questions about the options for room set-ups, equipment and support services from Facilities Management, Audio-Visual, Campus Safety and Dining Services.

II. USAGE

A. Connecticut College Arboretum

Connecticut College exists in a singular environment known as the Connecticut College Arboretum, which offers a quality of life and a conservation classroom unique among liberal arts institutions. The Arboretum's diverse 750 acres include the landscaped grounds of the College campus as well as the surrounding plant collections, natural areas and managed landscapes. These resources all support the College's mission of preparing the next generation of citizen-leaders, whose diverse responsibilities will include crafting a sustainable relationship with the natural world. Our institution distinguishes itself by a long-standing commitment to conservation and supporting research and teaching in ecological and environmental studies. The symbiosis of the Botany Department, Environmental Studies Program, the Goodwin-Niering Center for the Environment and the Arboretum provides an outstanding model of an ethically and environmentally sound community.

Guidelines for Use

- Jogging is permitted ONLY on the designated jogging trails east of Route 32 and west of the railroad tracks, starting at the Athletic Center. Jogging is permitted on the paved roads of campus.
- NO biking, camping, rock climbing, hunting, creating fires or driving vehicles within the Arboretum, as these activities are damaging to the ecology of the landscape. Organized sports are permitted only on designated playing fields on Campus and at the Athletic Center.
- Don't disturb or remove plant labels, they are used to educate the public and are essential for tracking specific trees throughout their lives.
- Don't remove plant material without permission from the Arboretum office.
- The Native Plant Collection and Bolleswood Natural Area are open sunrise to sunset. The entrance gates on Williams Street are locked by Campus Safety.

B. Bicycles

Bicycles should not be brought into any academic building, unless there is a designated bicycle storage room/area in the building. They should otherwise be locked to bicycle racks outside the buildings, if available. Bicycles should not be locked to building doors or block fire escapes.

C. Roller blades and Skateboards

Roller blades and skateboards may not be worn inside any buildings as they cause damage to the floor.

D. Student Club and Organization Managed Spaces

Some student clubs and organizations as function of their mission have access to and manage campus spaces, office space, performance space, or retail space. Students are required to comply with all College building and residential house regulations. These policies are binding to all individuals on campus property, regardless of whether they are residents or non-residents. Any violation of campus policy or the student handbook in regards to student club and organization spaces could result in loss of space privileges and possible student conduct implications for individuals or the student organization involved.

Space Inspection

The College retains the right to enter all student managed spaces. Circumstances warranting such entry include: routine maintenance, safety inspections, routine fire drills and alarms, safeguarding the community from a potential emergency. The Office of Student Engagement staff will conduct space inspections periodically during the semester.

Care of Managed Spaces

Club and organizations are responsible for the care of their student managed space and are expected to keep them reasonably clean and orderly. If damage or cleaning fees are necessary, the fees will be assigned to the student club organizations responsible for the space. Maintenance issues should be reported to Office of Facilities Management as soon as they arise. The Facilities Management form may be found on Camelweb.

Damage of Managed Spaces

Student clubs, organizations, or individual students may be held accountable for damages that occur as a result of accidents or intentionality. Student clubs, organizations, or individual students may be held accountable for damages, thefts, or vandalism for which they are responsible, may be referred to the student conduct process, and may be billed accordingly. The cost of repair is determined by College personnel.

Equipment/Furniture

All equipment and furniture in student managed spaces is property of the college and cannot be sold, donated, or discarded without the permission of the Office of Student Engagement and New Student Engagement.

Alterations

No alterations to student managed spaces (partitions, painting, electrical, deadbolts etc.) may be made unless permission has been secured in advance from the Office of Student Engagement.

Space Capacity

Due to issues of fire safety, all posted occupancy guidelines or occupancy standards set by the College or the New London Fire Marshall must be followed.

Events

All hosted events in student managed spaces must be registered on ConnQuest and approved by the Office of Student Engagement.

Alcohol

All alcohol is prohibited in student managed spaces unless permission is granted through the Social Host Program and the Office of Student Engagement.

III. KEYS

Keys issued to students for academic buildings should be obtained and returned to the Camel Card Office. Failure to return keys by the date indicated on the key request card will result in a fine. The fine will be charged to the student's account with the Accounting Office.

Keys issued to students in connection with a student club or organization should be obtained and returned to Camel Card Office. Failure to return keys by the required date will result in a fine. Student clubs and organizations will be responsible for all charges associated with missing keys and/or lock changes. Students may only use these keys to access offices/centers when classes are in session.

IV. POSTING AND ADVERTISING ON CAMPUS

Students on campus and student groups and organizations may post items on campus that adhere to the guidelines listed below. Posted items or chalking that does not adhere to the guidelines may be removed.

When items are posted in public locations (including residence halls), the freedom of expression will be balanced with the right of employees to have a non-hostile workplace in which to work and with the knowledge that children and other guests of the College are invited into these spaces.

1. Postings (including large banners) must contain contact information (a valid Connecticut College email address, a registered club/organization name, or sponsoring department/office name). Contact information needs to be located in the lower right hand corner of the item.
2. Content cannot be defamatory to an individual (words or images that injure someone's reputation), threatening, or violate other Honor Code/Student Code of Conduct policies.
3. Postings in approved locations may not be vandalized or altered.

Posting Removal

1. Postings that do not include contact information or otherwise do not adhere to this policy will be removed immediately
2. Postings must be removed by the sponsoring individual/group within 24 hours after the event ends or at the end of the reservation period. All other postings for non-events (i.e. information only) must be removed two weeks.*
 - a. *Postings for resources on campus (i.e. Academic Resource Center hours, health-related services, AA meetings) may remain posted after two weeks if they are located in non-reserved locations (i.e. the bulletin boards in Cro Connection).
3. Items posted on doors, windows, glass walls, vending machines, mirrors, painted surfaces or other non-approved/unreserved locations will be removed.
4. On occasion for major campus events and at the end of the semester, the College may remove postings that otherwise adhere to the policy.

Locations

Items may only be posted in the approved locations below.

1. Bathrooms – SGA On the Can may be posted inside bathrooms/stall doors
2. Bulletin Boards and display cases in all campus buildings (i.e. Fanning stairwell bulletin boards)
3. Crozier Williams Banner Space, Bulletin Boards, & Marble Wall
 - a. Six public bulletin boards located in the Connection adjacent to the bookstore
 - b. Four “reserved” event bulletin boards located in the first floor lobby
 - c. Marble Wall adjacent to the main stairs
 - d. Seven designated reservable banner spaces
 - e. All other bulletin boards in the College Center are designated for specific purposes and are not to be used for general public posting.
4. Dining Halls
 - a. Students must receive prior permission from Dining Services to post anything inside the dining halls.
5. Harris Dining Hall Elevator Rotunda
6. Residential Spaces

- a. Each residential house has either one large or two small bulletin boards per floor. Residents may post on the designated portions of the bulletin boards. The other portion of the board is for use by the Residential Education and Living house staff.
 - b. Banners, flags, neon signs, decorative lights, etc. may not be displayed in windows or on the outside of residential houses.
7. Sidewalks and Pedestrian Walkways
- a. Chalking (chalk only) is permitted only on sidewalks and other pedestrian walkways. Chalking is not permitted on any building or any other surface.

Per state regulations, banners or other items may not be displayed from the Route 32 pedestrian overpass.

Location Specific Regulations

- 1. All Campus Mailbox and Residential House Stuffing
 - a. Student organizations must receive approval from the Assistant Dean or Associate Director for Student Engagement & New Student Programs to stuff all campus mailboxes.
 - b. Student organizations must receive approval from the Assistant Dean for Residential Education & Living to place items underneath the doors of students' rooms.
- 2. Crozier Williams
 - a. Only non-permanent types of tape (i.e. poster tape) should be used
 - b. Banner space may be reserved via ConnQuest by student organizations registered with the Office of Student Engagement & New Student Programs
 - Banner space may be reserved for isolated dates or for week-long blocks.
 - Banner space locations 3 & 4 cover a portion of the marble wall space and may be reserved for a month.
 - Banners may not cover fire equipment.
 - c. If an individual student or unregistered student organization wishes to reserve a space, special permission must be given by the Associate Director of Student Engagement & New Student Programs or the Events and Catering Office. The wall space may be reserved for no longer than one month.

Advertising Events with Alcohol

The College permits advertising events with alcohol, but only when the following criteria are met. These criteria are in place for all forms of advertising including print and electronic invitations, posters, announcements, and all other forms of advertising:

- 1. All advertising must clearly reference the provision of non-alcoholic beverages and food.
- 2. All advertising must include the following statement: **Only individuals 21 years of age and older (with a valid government issued identification) will be served alcohol.**
- 3. Advertising **may not** include:
 - a. Any reference to underage consumption, binge drinking or any other abuse of alcohol
 - b. Any graphics or pictures/photos that depict and/or promote alcohol or forms of alcohol consumption

- c. Any reference to the quantity of alcohol being served at the event
4. All student-sponsored events (both private and public) require approval by the Office of Student Engagement and New Student Programs prior to being advertised in any forum. Private events with alcohol may only be advertised via private invitation.

FINANCIAL POLICIES

Fees are payable on the dates indicated in the College Catalog. Students must pay their fees for the current semester or make specific arrangements with the controller for each payment before they are permitted to occupy a room or attend College classes. Interest will be assessed on past due balances at the rate of 1 percent per month. Any special arrangements must be definitely agreed upon in writing between the College controller and the particular student at least one week before payment is due.

HAZARDOUS WASTE MANAGEMENT

When improperly disposed of, household hazardous waste can create a potential risk to people and the environment. Like any household, residents of our residential halls are likely to generate waste materials that should not end up in the landfill.

This section provides guidance on how to properly dispose of these wastes.

Mercury Containing Devices

IMPORTANT: Because even tiny amounts of spilled mercury can create serious environmental and safety issues, mercury containing devices are not permitted in residential buildings. If you need an oral thermometer for health reasons, please purchase a digital/electronic thermometer or one that contains alcohol (red liquid) instead of silvery colored mercury. If you possess a mercury thermometer or other device, contact the Director of Environmental Health & Safety at 860-439-2252 for disposal.

Portable Electronics

Inoperable or unwanted portable electronic devices (“E-Waste”) contain toxic heavy metals and must be recycled. Place your unwanted cell phones, MP3 players, iPods and all other related items intact, into one of the "**E-Cycle**" bins listed below.

Large Electronics

Contact the Director of Environmental Health & Safety at 860-439-2252 for assistance in disposing large (i.e., televisions, desktop computers, etc.) electronics.

Aerosol Cans

Aerosol cans are pressurized canisters that contain everything from cleaning supplies and air fresheners to hygiene products to paints. Many aerosols contains flammable, corrosive or toxic materials, and even if the contents are non-hazardous, residual pressure in the can itself, dictates that it needs to be disposed of as a household hazardous waste.

All aerosol cans should be placed in the designated container located in the Post Office. On a

monthly basis, the cans will be transported to the Service Building for depressurizing and draining, and the empty can be recycled.

Fluorescent Bulbs & Lamps

All fluorescent lamps, including Compact Fluorescent Lamps (CFL) contain varying amounts of mercury, and should not be disposed of in the regular trash.

Place CFL's (or short fluorescent tubes) in a plastic bag to protect from breakage, and deposit in one of the "**E-Cycle**" bins listed below. **Note:** Call Facilities Management at 439-2252 to replace 4 or 8 foot overhead fluorescent lamps.

Batteries

There are many different types of batteries, and the environmental concerns vary from extremely hazardous to non-hazardous.

Automotive Style (Lead-Acid) Batteries

These batteries contain lead and a corrosive and toxic electrolyte (Sulfuric acid), both of which are extremely harmful to humans and the environment. Connecticut law requires consumers to return their lead-acid auto batteries for recycling, and requires retailers of these batteries to accept a used battery for each battery they sell, and up to three batteries from a customer that is not purchasing a new battery. If you have a lead acid battery and cannot take it a retail store, contact the Office of Environmental Health & Safety at 439-2252 for assistance.

Rechargeable Batteries

Rechargeable batteries are commonly found in cordless phones, power tools, portable electronics and cell phones. They include nickel cadmium (NiCd), nickel metal hydride (NiMh), small sealed lead acid and lithium ion (Li) batteries. All rechargeable batteries must be recycled. Place each battery in a Ziploc bag or tape the terminals with non-conductive tape, and deposit in one of the "**E-Cycle**" bins listed below.

Watch or Button Batteries (Silver Oxide Batteries)

Silver oxide batteries are hazardous when put in the regular trash. Many jewelry and watch stores will recycle the silver oxide battery when you bring your watch in to have the battery replaced. If not, place each battery in a Ziploc bag or tape the terminals with non-conductive tape, and deposit in one of the "**E-Cycle**" bins listed below.

Camera and Portable Electronic Device Batteries (Lithium Batteries)

There are lithium batteries that are about the size dimes or quarters, as well as those that look like regular household batteries. The latter type will say "lithium" on the battery. Button lithium batteries are commonly found in cameras and other portable electronic devices, such as PDA's, watches, thermometers, calculators and in remote car locks. Any type of lithium battery must be recycled. Place each battery individually in a Ziploc bag or tape the terminals with non-conductive tape, and deposit in one of the "**E-Cycle**" bins listed below.

Zinc-Air Batteries

Non-hazardous. Commonly used in hearing aids. Identified by the 2 or 3 tiny holes in the top of

the battery. These batteries are not hazardous and can be disposed in the regular trash. If you choose to recycle Alkaline batteries, place each battery individually in a Ziploc bag or tape the terminals with non-conductive tape, and deposit in one of the "E-Cycle" bins listed below.

Non-Rechargeable Household Batteries (Alkaline and Zinc Carbon Batteries)

Non-hazardous. Non-rechargeable 9 volt, AAA, AA, C or D batteries are most likely alkaline and zinc carbon batteries. These batteries are not hazardous and can be disposed in the regular trash. However, be sure to read the battery label as there are "look-alike" rechargeable batteries containing hazardous material. If you choose to recycle Alkaline batteries, place each battery individually in a Ziploc bag or tape the terminals with non-conductive tape, and deposit in one of the "E-Cycle" bins listed below.

E-Cycle" Bin Locations:

- Harris Dining Hall, Front Vestibule
- Crozier-Williams Student Center, Post Office
- Shain Library, Front Vestibule
- Cummings Art Center, Main Level (2nd floor hallway near the elevator)

Questions should be directed to the Director of Environmental Health & Safety at 860-439-2252.

INSURANCE AND LIABILITY

I. Health Insurance

All students are required to be enrolled in a health insurance plan while attending Connecticut College. The College makes available a twelve-month health insurance policy. Premium information and informational brochure are emailed to each student and parent prior to the beginning of the first semester of each academic year. For students who do not wish to purchase the College's health insurance plan, the enrollment as well as the waiver form may be completed online. Additional information may be obtained from Student Health Services or the Office of the Dean of Students.

II. Accident and Intramural/Club Sport Insurance

All students are enrolled in an "excess" accidental injury insurance plan through the College. Those students enrolled in intramural/club sports are covered by an "excess" insurance policy provided by the College. Before playing club sports, students must be listed on the team roster that each team captain provides to the Office of Student Engagement & New Student Programs at the beginning of the season. Students who play a club sport who are not on the registration form may not be covered by the College's insurance policy. Policy provision detail may be obtained from the Student Health Services or Office of the Dean of Students.

III. Personal Property

The College does not carry fire, burglary, theft or other kinds of insurance to cover the personal possessions of students. It is suggested that such coverage be included in policies carried by parents/guardians or covered under a personal renter's insurance policy.

MEDICAL LEAVES OF ABSENCES and COLLEGE-INITIATED LEAVES OF ABSENCE

To best serve the physical and mental health needs of students, Connecticut College provides health and counseling services. Some students, however, may have medical or psychological conditions that significantly limit their ability to function successfully or safely in their role as students. In such cases, a student may request voluntary medical leave to allow them to receive treatment, or the College may place students on College-initiated leave if it determines that a student poses a significant risk of harm to themselves or to others and there are no reasonable accommodations by the College that will adequately mitigate the risk. This policy outlines the individualized process to be followed for both voluntary medical leave and College-initiated leave.

I. Voluntary Medical Leave

Requesting Leave: A student interested in voluntary medical leave must first meet with their Academic Dean to discuss and initiate the process. If the student is on campus, they should also meet with Student Health Services and/or Student Counseling Services (collectively the “appropriate Health Service”). If the student is not on campus, supporting documentation from a provider needs to be submitted to the appropriate Health Service. The appropriate Health Service will make a decision regarding the validity of the request for a medical leave and forward this to the Academic Dean, who is responsible for granting voluntary medical leaves of absence. The exit process will proceed as quickly as possible to allow the student to step away from College life and receive necessary support. Under certain circumstances, the student may be put on a temporary leave so that the student can leave the campus while the College collects all necessary documentation to support the student’s full medical leave. The student will receive a letter from the Academic Dean confirming the voluntary medical leave and documenting the return from leave requirements.

Students at Connecticut College may be assigned Temporary Withdrawal status if they are absent from the College pending the receipt of documentation for a Student-Initiated Medical Leave. In cases of temporary withdrawal, the College will notify students in writing that they have been placed on this interim status pending final leave/withdrawal/readmission. A student on temporary withdrawal is subject to the same rules regarding financial aid and financial obligations that apply to students taking voluntary withdrawal. Students on temporary withdrawal may not participate in College activities until they have been readmitted.

Effect of Leave. The following terms generally apply during a student’s voluntary medical leave, depending on the student’s individual circumstances:

- **Incomplete courses.** When a student is unable to complete the semester for medical reasons and obtains a voluntary medical leave, the transcript will show a "W" in lieu of a letter grade for each course begun that semester.
- **Financial Aid and Tuition Refund.** Students who receive financial aid need to contact the Office of Financial Aid to understand how the leave may impact their financial aid obligations. If a student is eligible for a tuition refund, it will be made in accordance with the College’s tuition refund policy and schedule.

- **Tuition insurance.** Tuition insurance, for students who have it, may apply to medical leave, as per decision of the Tuition Insurance Company.
- **Class Registration and Housing Lottery.** The student will be eligible to pre-register for classes from home at the same time as on-campus students are pre-registering. The student will also be able to participate in the housing lottery or to apply for housing along with other returning students. The pre-registration and housing lottery process ensures that students on medical leave will not be at a disadvantage when they return, but is separate from the reinstatement process.

The deadlines for these opportunities are as follows. Fall semester: If the student intends to return for the fall semester, they must notify their academic dean of their intent to return before the end of the spring semester pre-registration period. Spring semester: If the student intends to return for the spring semester, they must notify their academic dean of their intent to return by the end of the fall pre-registration period. If the student does not meet these deadlines, they must register for classes during the add/delete period after the semester begins.

- **Courses at other institutions.** Under ordinary circumstances and after consultation with the student's academic dean, they will be allowed to take courses elsewhere during voluntary medical leave. With the prior approval of the registrar and upon successful completion of those courses, they will be able to transfer the credits to Connecticut College.
- **Disciplinary Proceedings.** Placement on voluntary medical leave is not disciplinary in nature and not part of the student conduct process. However, there may be situations when a student requesting a voluntary medical leave may also have violated the Student Code of Conduct. In those instances, the College can initiate the student conduct process. Students may not go on leave or withdraw from the college before the resolution of a student conduct violation unless they are granted permission by the Dean of Students. In such circumstances, the student's return to the College may be contingent upon the completion of student conduct proceedings.
- **Campus Activities.** The student on leave may not participate in College activities until the first official day of the academic semester when the student is permitted to return, unless given express permission by the Dean of Students.

Return Following Leave. When the student is ready to return to college, the student should give the student's provider(s) the Treating Provider Instruction sheet (below) as a guide for the letter(s) that must be submitted on the student's behalf.

- Please note that an Exchange of Information form (see below to select the most appropriate form) will need to be filled out for (1) the provider(s), (2) the Dean of Students, and (3) the Academic Dean for communications to occur with the College's appropriate Health Service.
- The Exchange of Information form(s) must then be submitted to the appropriate department (Student Health Services or Student Counseling Services).

These documents need to be sent 21 days prior to the student's anticipated return to college. If paperwork is not received within this timeframe, the student may not be permitted to return at that time.

Forms for the student to sign and submit to allow for communication about readiness to return to college (whichever is most applicable):

- Signed Student Health Services Exchange of Information form or
- Signed Student Counseling Services Exchange of Information form

Forms for the student to provide to their treating provider(s) to guide the providers in preparing letter documenting student's readiness to return to college:

Treating Provider Instruction sheet (Student Health Services)

Treating Provider Instruction sheet (Student Counseling Services)

- Provider(s) name, credentials, address, fax, phone and email address (no relatives will be accepted as providers)
- Length and type of treatment
- Diagnosis
- Prognosis
- Current medications
- Recent history of success with employment and/or academics
- Assessment of ability to participate in college life, including academic, housing, social activities, etc.
- Recommended accommodations
- Recommendations regarding continued health treatment and medication

The letter from the home provider should be returned to the appropriate Health Service Director. Upon receipt of this written information, the appropriate Health Service Director (or designee) may contact the provider for follow-up. Information needed to determine whether to approve return from leave will then be forwarded to the appropriate Academic Dean and the Dean of Students. The Academic Dean will make the decision and send the student approval to return from leave, along with any other information needed for the student's return. An interview with the appropriate Health Service will be required on return to college.

II. College-initiated Leave

Under certain circumstances, the College may place students on College-initiated medical leave if it determines that a student poses a significant risk of harm to themselves or to others, and there are no reasonable accommodations by the College that will adequately mitigate the risk. The College will make that determination consistent with state and federal disability law.

When a student's conduct poses a threat of harm to themselves or others that cannot be adequately mitigated, they may be placed on interim leave while the College determines whether College-initiated leave is warranted.

When a college-initiated medical leave is under consideration, the student may request to take a voluntary medical leave in lieu of the college-initiated leave. In such circumstances, the Dean of Students must determine whether to grant permission for the voluntary medical leave, based on

the standards and procedures in this policy for Voluntary Medical Leave. A student may not take a voluntary leave or withdraw from the college before the resolution of student conduct violations unless the Dean of Students has granted permission. In such circumstances, the student's return to the College may be contingent upon the completion of student conduct proceedings and any discipline imposed.

The decision by the Dean of Students to place a student on College-initiated medical leave will be based on an individualized assessment of all of the pertinent factors, and may be made in consultation with the CARE Team and health professionals, as appropriate under the circumstances. This policy outlines an individualized process that the College will follow with regard to College-initiated medical leave.

Factors to Be Considered. The factors to be considered may vary, based on the individual circumstances of the student, but ordinarily will include: (1) the nature of the student's conduct and health condition; (2) the nature, duration and severity of the risks posed by the student's conduct and/or condition, including the risk of harm to the student or others; and (3) and whether reasonable modifications of College policies, practices or procedures will mitigate those risks. Reasonable modifications do not include changes that would fundamentally alter the academic program or unduly burden the College's resources or staffing capabilities or, with respect to the required level of care or monitoring, that would exceed the standard of care that the College's appropriate Health Service(s) or the staff of a residential college can reasonably be expected to provide.

Disciplinary Action. Placement on College-initiated medical leave is not disciplinary in nature and not part of the student conduct process. However, there may be situations in which the student conduct that gave rise to College-initiated medical leave also warrants conduct action for violations of the Student Code of Conduct. In those situations, the College may pursue conduct action, consistent with the College's student conduct policies, and the student's return to the College may be contingent upon the completion of the student conduct proceedings and any sanctions imposed in those proceedings. If, during a student conduct hearing, a student introduces evidence of a mental health or behavioral disorder that poses a significant risk to self or others, the Dean of Students may initiate procedures to determine whether a College-initiated medical leave is warranted. The College may impose an interim suspension if a student engages in conduct that violates the Student Code of Conduct and there is a reasonable belief that the student poses a legitimate safety concern or is a threat to the health and/or safety of any member of the community.

a. Procedures to initiate leave

The Dean of Students (or designee) may initiate these procedures to determine the need for a College-initiated leave, based on an individualized assessment of the student and the case. The CARE Team will ordinarily provide the Dean of Students with an assessment of the student's behaviors, conduct, and other information relevant to the risks to the student and others. The Dean of Students (or designee) will make the final determination. The student will be provided a copy of this policy at the time these procedures are initiated.

The Dean of Students may recommend, or require, that a student be evaluated by an independent licensed mental health professional chosen by the College, in order to assist the Dean in making an informed determination of whether a College-initiated leave is warranted. If the Dean requires such an evaluation, the Dean will inform the student in writing. The evaluation must be completed within the time frame set in the referral letter, unless the Dean of Students (or designee) grants an extension. A student who fails to complete the evaluation in accordance with these standards and procedures, and/or who fails to give permission for the evaluation results to be shared with appropriate administrators, may be subject to College-initiated leave until the Dean can obtain the proper evaluations of the student.

If leave is required, the Dean of Students will render a written decision within two business days, barring unusual circumstances, stating the rationale for their determination. The decision will be delivered to the student directly, electronically and/or by certified mail. If the determination is made that leave is warranted, the notification will include information regarding the minimum length of the leave, as well as any conditions of reinstatement. The student on leave may not participate in College activities until the first official day of the academic semester when the student is permitted to return unless given express permission by the Dean of Students, as appropriate and as outlined in the notice of College-initiated leave.

b. Appeals process

A student subject to College-initiated leave may petition to the Dean of the College to review that determination, in accordance with the following process:

1. The student must petition the Dean of the College within three (3) business days of receipt of the decision.
2. All petitions must be in writing and delivered to the Dean of the College (or designee). The following are the only grounds for review:
 - To consider new information that was unavailable at the time of the original evaluation and that could be outcome determinative;
 - To assess whether a material deviation from written procedures affected the fairness or outcome of the decision;
 - To decide if a College-initiated leave is inappropriate based on the evidence of the nature, duration, and/or severity of the risk or threat or evidence that reasonable accommodations might sufficiently mitigate the risk without a leave;
 - To assess whether bias on the part of a College member involved in the decision-making process deprived the process of impartiality.

Except as required to explain the basis of new information unavailable at the time, the review will be limited to the record and/or all supporting documents. The review and appeal decision of the Dean of the College (or designee) is final.

c. Effect of leave

The following terms generally apply during a college-initiated leave, depending on the student's individual circumstances:

- **Incomplete courses.** When a student is unable to complete the semester for medical reasons, the transcript will show a "W" in lieu of a letter grade for each course begun that semester.

- **Financial Aid and Tuition Refund.** Students who receive financial aid need to contact the Office of Financial Aid to understand how the leave may impact their financial aid obligations. If a student is eligible for a tuition refund, it will be made in accordance with the College's tuition refund policy and schedule.
- **Tuition insurance.** Tuition insurance, for students who have it, may apply to leave, as per decision of the Tuition Insurance Company.
- **Class Registration and Housing Lottery.** The student will be eligible to pre-register for classes from home at the same time as on-campus students are pre-registering. The student will also be able to participate in the housing lottery or to apply for housing along with other returning students. The pre-registration and housing lottery process ensure that students on medical leave will not be at a disadvantage when they return, but is separate from the reinstatement process.

The deadlines for these opportunities are as follows. Fall semester: If the student intends to return for the fall semester, they must notify their Academic Dean of their intent to return before the end of the spring semester pre-registration period. Spring semester: If the student intends to return for the spring semester, they must notify their Academic Dean of their intent to return by the end of the fall pre-registration period. If the student does not meet these deadlines, they will have to register for classes during the add/delete period after the semester begins.

- **Courses at other institutions.** Under ordinary circumstances and after consultation with the student's academic dean, the student will be allowed to take courses elsewhere during the leave. With the prior approval of the registrar and upon successful completion of those courses, they will be able to transfer the credits to Connecticut College.
- **Campus Activities.** The student on leave may not participate in College activities until the first official day of the academic semester when the student is permitted to return unless given express permission by the Dean of Students, and as outlined in the notice of medical leave.

d. Reinstatement following leave

A student seeking reinstatement following College-initiated medical leave must petition the Dean of Students and the appropriate Academic Dean and must demonstrate that the circumstances that led to the student's leave have been satisfactorily addressed and that the student is ready to resume studies at the College. In determining whether a student should be readmitted, the College will conduct an individualized assessment of each student's circumstances.

When the student is ready to return to college, the Treating Provider Instruction sheet (below) should be given to the student's provider(s) as a guide for the letter(s) that must be submitted on the student's behalf.

- Please note that an exchange of information form (see below to select the most appropriate form) will need to be filled out for (1) the provider(s), (2) the Dean of

Students, and (3) the Academic Dean for communications to occur with the College's appropriate Health Service.

- The exchange of information form(s) must then be submitted to the appropriate department (Student Health Services or Student Counseling Services).

These documents need to be sent 21 days prior to the student's anticipated return to college. If paperwork is not received within this timeframe, the student may not be permitted to return at that time.

For student to sign to allow for communication about readiness to return to college (whichever is most applicable):

- Signed Student Health Services Exchange of Information form or
- Signed Student Counseling Services Exchange of Information form

For student to provide to home health provider(s) to guide letter by provider documenting student's readiness to return to college:

Treating Provider Instruction sheet (Student Health Services)

Treating Provider Instruction sheet (Student Counseling Services)

- Provider(s) name, credentials, address, fax, phone and email address (no relatives will be accepted as providers)
- Length and type of treatment
- Diagnosis
- Prognosis
- Current medications
- Recent history of success with employment and/or academics
- Assessment of ability to participate in college life, including academic, housing, social activities, etc.
- Recommended accommodations
- Recommendations regarding continued health treatment and medication

The letter from the home provider should be returned to the appropriate Health Service Director. The student must provide permission for any medical or mental health professional that provided relevant care to the student during his or her leave to review the circumstances leading to the leave and to engage in discussion with the College and any providers assisting the Dean in determining whether reinstatement is appropriate. Upon receipt of this written information, the appropriate Health Service Director (or designee) may contact the provider for follow-up. Appropriate information regarding the student's return will then be forwarded to the Dean of Students (or designee). Based on the information provided, the Dean of Students will make the decision about student's ability to return to campus. The Dean of Students may consult with the CARE Team or other health professional(s). The Dean of Students may condition the student's return on an agreement to engage in a health/mental health assessment upon the student's return to the College. The Dean of Students may also decide that reinstatement is not yet warranted and advise the student to petition again at a later time.

While students who apply for reinstatement generally will be permitted to return, the decision is an individualized one and reinstatement is not guaranteed. The student will be required to have an interview with the Dean of Students or designee on return to the College.

MISSING PERSONS NOTIFICATION POLICY

The College has established a procedure to investigate when a student is reported missing. Each student has the option to designate a confidential contact by submitting a form to the Office of the Dean of the College. Individuals should immediately report a missing student to Campus Safety. The College will contact the designated person within 24 hours of the time that a student is considered missing. Law enforcement officials will also be notified of a student's absence no later than 24 hours after the student has been deemed missing and will follow their own investigation procedures. For students who are minors (under 18 and not emancipated), the College is obligated to notify parent(s) or guardian(s) within 24 hours of receiving a report that the student is missing. These requirements do not preclude implementing these procedures in less than 24 hours if circumstances warrant such action.

OFF-CAMPUS EVENT POLICY

College sponsored off-campus events are an extension of the College's programs, and therefore are subject to the following procedures.

Definition

An off-campus event is an activity that involves a group of students that takes place outside of College property and is organized by individual students or student organizations. Examples of off-campus events include: student club sports contests, a cappella group performances, club/organization community service requirements, alternative spring break trips, conferences or student trips sponsored with College funds. Off-campus events not subject to these guidelines are off-campus individual study, Office of Community Partnerships locally based placements, informal activities and meetings of College classes.

Individual students or student groups not affiliated with the Office of Student Engagement and New Student Programs need to contact the sponsoring department/office for further direction on how to adhere to the guidelines in this section.

Recognized Student Organization Off-Campus Events

A student organization off campus event must identify an event organizer who organizes and must attend the event.

Prior to each event, the event organizer plans the event, requests event approval via ConnQuest, meets with a Student Engagement staff member, conducts an orientation session for event participants, completes all required paperwork, and considers precautionary procedures where necessary. If an emergency occurs during the event, the event organizer contacts Campus Safety. In turn, Campus Safety notifies the On-call Administrator.

All trip information must be submitted to the Office of Student Engagement & New Student Programs before participants depart campus for the event. The Office of Student Engagement & New Student Programs is responsible for ensuring trip information is provided to the On-Call Administrator and Campus Safety.

Explain that student behavior during an off-campus event is subject to the College's Honor Code/Code of Student Conduct and will not be tolerated. In the event a participant's conduct becomes unlawful and/or disruptive, the student may be removed from the event if it is practical and safe to do so. Upon return to the campus, the student will be mandated to go through the student conduct process.

Procedures

The following prescribed courses of action apply to circumstances specific to College-sponsored, off-campus events. They are set forth here for the protection of all participants, as well as for the College itself, and to assure the integrity of College programs and activities. Students involved in College-sponsored off-campus events shall assume primary responsibility for the implementation of these procedures and for informing all participants of their content and intent. Student clubs and organizations that fail to register an off campus event may not be reimbursed for travel expenses (including gas, food, lodging).

The Event Organizer must also:

1. Establish the purpose/goal of the trip.
2. Select the area where the off-campus event is to be held. It is important that the event organizer(s) have some knowledge of, or sufficient experience with the geographical area when planning an off-campus event. The event organizer should demonstrate sufficient knowledge of the area to the satisfaction of their respective advisor;
3. Select the dates and times that the off-campus event is to be offered;
4. Determine the cost of the off-campus event and communicate the information to the respective department or office and to students;
5. Register the off-campus event with the Office of Student Engagement & New Student Programs via ConnQuest;
6. If reimbursement for certain costs is anticipated, contact Student Engagement (for student organizations) for information about appropriate procedures;
7. Reserve campsites, lodgings, buses, vans, cars, boats, etc., as necessary;
8. Distribute and subsequently collect completed General Release and Waiver Liability Forms for all participants; submit the waivers to the Office of Student Engagement & New Student Programs prior to departing campus;
9. File the travel itinerary with the appropriate department or office sponsoring the off-campus event. The itinerary should include travel times and all destinations. If appropriate, identify alternate route, in case an emergency prevents entry into the original destination;
10. Depending on the type of off-campus event, the group may need to meet with an advisor (faculty or staff member) prior to receiving preliminary approval.

Orientation Meeting

For overnight travel, the event organizer should hold at least one orientation meeting prior to departure. In addition to information specific to the department or office sponsoring the event, the event organizer should cover the information outlined below.

A. Planning the Off Campus Event – Domestic

1. Written briefing of travel and packing tips, medical and health concerns, modes of transportation, hours of departure and return.
2. Written itinerary of destinations and dates/times.
3. Written agenda of activities. Written review of foreseeable hazards and safety procedures, emergency preparedness processes, crisis response plan, and emergency phone numbers and contacts.
4. Training for any equipment to be used on the trip.
5. Address expected conduct of faculty, staff and students regarding such issues as fraternizing, consuming alcohol, activities, and conduct during “free time.” Advise participants of the consequences of non-compliance.
6. Review and clearly explain alcohol, drug and firearm policy provisions.
 - i. Alcoholic Beverages, Drugs and Firearms are forbidden at any off-campus event. Please refer to The Honor Code and Student Rights and Responsibilities Handbook for more detailed information. If violations of these policies occur during an off-campus event, the event coordinator(s) should complete the incident report form on Camelweb or contact Campus Safety for instructions on the appropriate steps to take.
7. Background information pertaining to any upcoming cultural “shocks” students may experience.
8. Review and clearly explain the required forms (next section). Instruct participants to read and complete the required forms.
9. Inform participants there is limited accident insurance coverage provided by the college which is available for all students who are injured on campus-sponsored field trips within the United States. This coverage is considered primary, supplemented by any other medical insurance to which the student may have access. If the college -sponsored trip is outside of the US, the college’s accident insurance would reimburse paid expenses.

For international travel, these points should be included:

10. Arrangements for any out-of-country visas, immunizations, and any other necessary documentation.
11. Written briefing of travel and packing tips, medical and health concerns, modes of transportation, hours of departure and return.
12. Health and travel accident insurance policies available to students while abroad.

Required Forms for Recognized Student Organizations Traveling Off-Campus

1. File an **Off-Campus Event Request** with the Office of Student Engagement & New Student Programs via ConnQuest. The form should be filed a minimum of 2 weeks prior

to the scheduled off-campus event's departure date. If personal vehicles will be used, information must be submitted for each vehicle.

2. File a **General Release and Waiver of Liability Form** for each trip participant with the Office of Student Engagement & New Student Programs at least forty-eight (48) hours prior to the event's departure date. Club sport teams may collect and submit waivers for their team members once for the entire academic year. For day trips within the greater New London area (New London County) participants may sign waivers just before departing campus and the collected forms may be left with the Office of Student Engagement (Crozier Williams 221) prior to departure from campus.

Vehicle Use Policy

Students that travel off campus for college approved programs or events must adhere to all policies and procedures detailed in the College's Transportation policy found on Camelweb.

RELIGIOUS HOLIDAY POLICY

Connecticut College respects the right of all members of the community to observe religious days of obligation and/or holidays. It is expected that everyone will cooperate in respecting this right.

Students and faculty, in particular, should seek ways of achieving this goal, while at the same time minimizing interruption of the academic and business work of the College. Students who are absent for reasons of religious observance will not be penalized. Faculty, who are urged not to schedule examinations or major assignments on religious holidays must provide students with the opportunity to make up missed work and examinations. Faculty who elect not to teach on any holy day are free to plan their assignments and make up meetings with their classes as they wish, but they should notify their students of their plan at the beginning of the term.

SECTION VI

The Student Conduct Process

The student conduct process is part of the College's educational mission. The following procedures are designed to enforce the College's community standards, policies and values. It is not a criminal proceeding or other formal legal proceeding, and the rules of evidence or other procedures you might find in a court case do not apply. The College does not allow for an attorney to be present or participate in any College student conduct process including the student conduct review process except as permitted by Title IX regulations.

The disclosure of personally identifiable information from student education records is limited by FERPA, and the right to such information and the right of certain individuals to be present when such information is disclosed may be limited by FERPA.

The Connecticut College procedures for resolving complaints of student misconduct are designed to promote fairness and will be adhered to as faithfully as possible. If the College does not follow the procedures in any one given case due to demonstrated exceptional circumstances, the variation shall not invalidate a finding unless the failure prevented a student's right to a fair hearing.

The College's student conduct process follows procedures of "Fair Practice." Fair Practice is a flexible term generally indicating that a student accused of a violation of the Honor Code and/or the Student Code of Conduct will be provided with the following: notice of the alleged violation(s) and an opportunity to be heard. Both the Complainant (the person submitting the complaint) and the Respondent (the person responding to the complaint) may request a review of the student conduct decision following any student conduct process as specified in the student conduct review procedures.

Connecticut College expressly prohibits any form of retaliation either during the conduct process or after the resolution of the complaint. Retaliation is an adverse action taken by an accused individual or by a third party against any person because that person has filed a complaint, testified, assisted, or participated in any manner in an investigation or proceeding. This includes action taken against a bystander who intervened to stop or attempted to stop discrimination, bias, harassment, sexual misconduct or gender-based misconduct (Title IX). Retaliation includes intimidating, threatening, coercing, or in any way discriminating against an individual because of the individual's complaint or participation. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances. Any student, employee, or any other person in the College who is found to have engaged in retaliation is subject to discipline up to and including termination of employment or expulsion.

Definitions of commonly used terms

1. **Complainant** means any person who submits a charge alleging that a student violated College policy. The College may serve as the complainant.

2. **Respondent** means any student alleged of violating College policy.
3. **Confidential relationship** is limited to those asserting (legally recognized) privilege such as an attorney, priest, or therapist.

This section explains:

- A. The Complaint Process
 - Paths for Resolution
 - The Case Investigation Process
- B. Support in the Process
- C. Notification
- D. The Use of Audio Recordings
- E. Methods of Resolving Complaints
 - Administrative Dispositions
 - Honor Council
 - Dean's Grievance Board
 - Title IX Complaint Investigation Process and Sanctions Panel
- F. Process for Exigent Circumstances and Interim Sanctions

A. The Initial Complaint Process

A Case Review Team (CRT) consisting of the Senior Associate Dean of Student Life, the Chair of the Honor Council or designee, and the Director of Campus Safety will normally review an incident report/complaint, determine the alleged violations and refer the complaint to the appropriate student conduct process. In its absence, the Senior Associate Dean of Student Life in consultation with the Honor Council Chair or designee may make this determination.

Alleged violations of hazing, harassment, discrimination, harassment, sexual misconduct, stalking, or intimate partner violence may bypass the CRT process and be directly referred to the case investigation and Dean's Grievance process.

If a student's current disciplinary status indicates another violation may result in a sanction of loss of housing, suspension, or expulsion from the College, the case will be heard by Honor Council (or the Dean's Grievance Board if Honor Council is unavailable or the case involves allegations heard by the Dean's Grievance Board).

When the alleged violation(s) involves some form of retaliation from a previous case, those violations will be referred to the adjudicating body that decided the original case. For sexual misconduct cases, the incident will be referred to the original investigators.

Bodies for Resolving Complaints/Paths for Resolution:

All individuals responsible for resolving conduct complaints are trained annually.

- ***Administrative Dispositions*** are meetings with the Assistant Directors (REAL)s or the Senior Associate Dean of Student Life to resolve violations of the Student Code of Conduct.

- **Honor Council** is a trained council of elected student representatives that formally adjudicates alleged violations of the Honor Code (except for those referred to the Dean's Grievance or investigation process) and violations of the Student Code of Conduct.
- **The Dean's Conduct Committee** is a standing committee composed of ten members:
 - Three faculty members serving two year terms
 - Six staff members serving four year terms
 - Two students (the Honor Council Chair and a Student Government Association At-Large member).
- The Senior Associate Dean of Student Life selects the faculty and staff members in consultation with the FSCC and Staff Council, respectively. If a student member cannot serve due to a conflict of interest, a trained member of Honor Council may serve as needed. The trained faculty, staff, and students may serve on the Dean's Grievance Hearing Board. The trained staff will serve on the Gender Based Misconduct Sanctions Panel.
 - The Dean's Grievance Hearing Board resolves violations of hazing, discrimination, harassment, and stalking (except for gender or sex based discrimination/harassment). It may be convened for other purposes (i.e. in the absence of Honor Council) at the discretion of the Senior Associate Dean of Student Life.
 - The Gender Based Misconduct Complaint Investigation Process and Sanctions Panel resolves violations of gender or sex based discrimination, sexual misconduct, intimate partner violence, related retaliation, or any other violations involving Title IX.

The Case Investigation Process

Formal complaints of hazing, stalking, discrimination or harassment, or any other unusual circumstances, are typically investigated. *When these complaints involve gender or sex based acts, the complaint is referred to the Gender Based Misconduct Investigation Process (see p.142)*

When complaints are received, the Senior Associate Dean of Student Life will assign (typically within three business days) a trained investigator(s). The investigator (s) has the primary responsibility for the investigation of the complaint. The investigator may partner with another trained investigator to conduct the investigation. The Senior Associate Dean may decide not to pursue an investigation if there is insufficient evidence.

The role of the Investigator:

- Meet with the Complainant, Respondent, and witnesses
- Coordinate collection of any evidence
- Identify alleged policy violations
- Submit a written report to the Senior Associate Dean of Student Life, usually within fifteen business days of receiving the case referral.
- Participate in the hearing

The investigator is responsible for ensuring the investigation is adequate, impartial, prompt, and equitable. When investigating the complaint, the demonstration of pattern, or repeated behavior by the responding student, in the form of previous findings or in any legal or campus proceedings, will be relevant and included in the report. The investigator may require the cooperation of any member(s) of the Connecticut College community in providing information with the exception of those engaged in a confidential relationship with the Respondent or Complainant.

The hearing board will not be bound by any findings in the report. The report is the property of Connecticut College. Upon review of the report, the Senior Associate Dean of Student Life, or their designee, may decide not to refer the case to a hearing board if there is insufficient information. In these instances, the Senior Associate Dean of Student Life, at their discretion, may determine certain remedies are nonetheless necessary. Such measures include, but are not limited to, modification of living arrangements, restricting/prohibiting contact with person(s) on campus, restriction of access to campus facilities, etc.

B. Support in the Conduct Process

For conduct processes (excluding Gender Based Misconduct): when students (complainants and respondents) receive advance notice of an investigation or conduct meeting/hearing, they have the option of being accompanied by one support person. For follow up investigation meetings, the student may bring a support person to those follow up meetings.

Who?

- Complainants and respondents may choose any current Connecticut College faculty, staff, or student as the support person.*
- Witnesses or individuals with direct knowledge of the incident may not serve as support persons as they may be required to provide information in the process.

The following support persons have been trained in the student conduct process and are available as support persons.

- (a) “Conduct Process Advocates” (CPA) are trained students available to any student involved in the student conduct process (excluding the Gender Based Misconduct Investigation process). The names of CPAs are provided in the conduct notification letters sent to students. The CPA has no involvement in the determination of cases, serves as an impartial and private information source, and can answer questions about the student conduct process from the standpoint of the Complainant or the Respondent. The CPA is an annually appointed position.
- (b) The following staff members have been trained specifically in the case investigation & the dean’s grievance hearing process. Students are encouraged to seek support from these individuals:
 - Caitlin Kay, Assistant Director for REAL

- Anthony Turon, Assistant Director, Student Engagement
- Jeannette Williams, Associate Director of Student Engagement & New Student Programs

For the Gender Based Misconduct investigation process: the student (complainant or respondent) may be accompanied by one support person for all meetings, interviews, and resolution processes.

Who?

- The complainant and respondent typically choose a person from the College community; however, they may select a support person (advisor) from outside the campus community (including an attorney). *
- Witnesses or individuals with direct knowledge of the incident may not serve as support persons as they may be required to provide information in the process.

The following staff members have been trained in the Gender Based Misconduct Complaint Investigation Process. Students are encouraged to seek support from these individuals:

- Caitlin Kay, Assistant Director for REAL
- Anthony Turon, Assistant Director, Student Engagement
- Jeannette Williams, Associate Director of Student Engagement & New Student Programs

**Due to the roles of the Dean of Students and the Senior Associate Dean of Student Life in the student conduct process, they may not serve as support persons for an individual student in any conduct process.*

Guidelines for All Support Persons

All support persons are subject to the same campus rules whether they are attorneys or not. Conduct processes typically are not adjusted to accommodate a support person’s schedule.

The primary role of a support person is to provide support and guidance for the student as he/she participates in the student conduct process.

- The support person may confer quietly with the student and exchange notes.
- The support person may help the student prepare for any meetings
- A support person may not act or speak on behalf of the student.
- A support person will not be given the opportunity to share information or address the hearing board, investigators, or sanctions panel.
- A support person is expected to maintain the privacy of the process and the records shared. Records may not be shared with third parties, publicly disclosed, or used for any purpose not authorized by the College.

If a support person is disruptive to any process or fails to abide by these guidelines, they may be removed from the process. If a support person is removed from a meeting, hearing, or other conduct process, the process will continue without the support person present. The Senior Associate Dean of Student Life (or the Dean of Institutional Equity and Inclusion for Title IX

cases) will determine whether or not the support person may be reinstated, replaced by a new support person, or the right to a support person has been forfeited.

C. Notification

Upon receipt of a complaint or the case administrator report, a letter will be sent (typically via email) to the student alleged of being in violation of the Honor Code and/or the Student Code of Conduct. The letter serves as formal notification of the alleged violation(s), and the student conduct process.

For hearings involving more than one responding student, the standard procedure will be to hear the complaints jointly. In joint hearings, separate determinations of responsibility will be made for each responding student.

Hearing Board members associated with any complaint adjudication process are expected to keep all details of the case private. All participants are bound under FERPA not to release information learned in the hearing process.

D. The Use of Audio Recordings

Audio recordings will not be made during an investigation process absent exceptional circumstances. Audio recordings may be made of all hearings for review and appeal purposes. To protect student privacy and the integrity of its process, the college does not provide copies of audio recordings. However, to aid in the preparation of an individual's request for review, the student requesting a review may make arrangements to listen to the recording in the Office of Student Life. Copies of the recording may not be made. No other electronic devices (including, but not limited to, cellphones, computers, additional recorders) may be used during the hearing without the expressed permission of the Office of the Dean of Students and within 48 hours advance of the hearing.

E. Methods of Resolving Complaints

ADMINISTRATIVE DISPOSITION

At an Administrative Disposition, the student (s) (Respondent) meets with an Assistant Director (REAL) or the Senior Associate Dean of Student Life. The student is given the opportunity to explain all circumstances relevant to the alleged violation(s). The standard of "more likely than not" will be used to determine whether a violation occurred. Typically, the final written decision will be sent to the student within one week of the meeting. The guidelines for requesting a review of a sanction imposed at an Administrative Disposition are outlined in the Student Conduct Review section.

HONOR COUNCIL

The Honor Council is a trained council of elected student representatives that formally adjudicates alleged violations of the Honor Code (except for those referred to the Dean's Grievance or investigation process) and violations of the Student Code of Conduct. The Senior Associate Dean of Student Life advises the Honor Council.

PROCEDURES OF THE HONOR COUNCIL

1. All cases referred to the Honor Council will be handled as soon as is reasonably practical. Typically, after a complaint is filed, cases will be heard within a two-week period. The Council may make exceptions as deemed necessary. The only reason an individual may not attend a hearing is due to a scheduled class or intercollegiate athletic game. Generally, in cases of a particularly serious nature and/or having a serious outcome (such as suspension), an intercollegiate athletic game may not be considered an excuse.
2. Upon receiving a referral of a case for resolution, the Chair will notify all involved persons and members of the Council of the scheduled hearing. The student responding to the alleged violation(s) will be provided with a written report of the incident, and will be granted access to copies of all relevant materials. Once a student is notified of an alleged Honor Code violation, it is the student's responsibility to check their email for follow-up information.
3. A written statement by the Respondent may be provided to the Chair 24 hours in advance of the hearing. This statement may be shared with the Complainant as soon as it is reasonably practical.
4. Both the Complainant and the Respondent may request the assistance of a support person from within the Connecticut College community (see p.126-7). Neither the Complainant nor the Respondent may have an attorney present during the hearing. If the support person will be in attendance at the hearing, the person's name must be shared with the Chair at least twenty-four hours in advance of the hearing.
5. Names of witnesses being called by either party must be given to the Chair at least twenty-four hours in advance of the hearing. These names will be provided to the other party as soon as is practical thereafter. Neither the Complainant nor the Respondent has a right to compel witnesses to appear or speak but both may request the College to do so with sufficient notice. Witnesses shall only be allowed to share information that is relevant and directly pertinent to the specific incident being reviewed; character references will not be heard. Witnesses may only be present in the hearing when sharing information with the Council, unless approved at the discretion of the Chair.
6. The Honor Council may require the cooperation of any member(s) of the Connecticut College community in providing information during the hearing. However, no member of the College staff with whom the Complainant or Respondent has entered into a confidential relationship (i.e. counselor or priest) can be required to give information arising from that role without the permission of the Complainant or Respondent.
7. During the hearing, normally only the Complainant, the Respondent, Council members, witnesses, and support person may be present. At the request of a hearing participant, the Chair will take appropriate action to maintain a safe environment for all participants in the hearing. Such action may include offering a physical separation of the parties during

the hearing and/or adding the presence of a Campus Safety Officer at the hearing. Requests for such action need to be made to the Chair 48 hours before the hearing.

8. During a hearing, the Honor Council will allow the Complainant, the Respondent, and witnesses to share information. If present, the Complainant and Respondent may have the opportunity to ask questions of each other and of witnesses, either directly or through the Chair.
9. All information shared at the hearing will be audio taped by the Council for their review. The Council's deliberations will not be recorded. The recording is the property of the College.
10. If the Respondent chooses not to speak at or attend the hearing, the Honor Council procedures will still be followed and sanctions, if appropriate, will be imposed.
11. The Chair will promote a civil and respectful proceeding. Hence, the Chair reserves the right to remove any individual who impedes the student conduct process.
12. A case may be recessed or continued at the Council's discretion.
13. The Honor Council shall use the evidentiary standard Preponderance of Evidence, which means "more likely than not," when determining whether a violation has occurred.
14. Following completion of the hearing, the Council members will convene in private. The Council's deliberation to determine responsibility and sanction, if appropriate, are confidential, not recorded, and only the Council members and Honor Council Advisor, or designee, are entitled to be present. On occasion, for training purposes, additional people may be entitled to be present with permission from the Senior Associate Dean of Student Life.
15. The Council will decide by majority vote whether or not each Respondent is responsible for the violation(s) of the Honor Code and/or Student Code of Conduct.
16. If the majority decides the Respondent is responsible for a violation and a sanction is deemed appropriate, a separate majority vote will take place to determine the sanction that will be imposed. Pertinent records of previous disciplinary action may be used in determining an appropriate sanction.
17. At the conclusion of the student conduct proceeding, the final decision will be delivered (normally within 5 days) in writing to the Respondent from the Chair of the Honor Council or their designee, in the name of the College. If a student accepts responsibility or is found responsible for a violation by the Honor Council a \$5 fee will be charged to the respective student's account.

18. If the incident involved an issue of violence, the Senior Associate Dean of Student Life or his /her designee may notify the Complainant of the decision, in compliance with FERPA regulations.

For violations of academic dishonesty, the Council may discuss the case with the Honor Council faculty consultants before making a final determination. For violations of hazing, the Council may seek sanctioning guidance from the appropriate office of oversight (the Dean of Students, the Director of Athletics, or the Assistant Dean for Student Engagement & New Student Programs). While these discussions may inform the outcome, the Honor Council's decisions are independent of these offices.

DEAN'S GRIEVANCE BOARD

The Dean's Grievance Board decides formal complaints of hazing, discrimination, harassment, and/or stalking (excluding gender or sex based) for alleged violations by a student.

The Board may also be convened by the Senior Associate Dean of Student Life, or their designee, in cases including, but not limited to, circumstances in which the Honor Council is unavailable (typically semester and summer breaks); the allegation involves constituencies outside the campus community; the case is of a highly sensitive or personal nature; and/or the continued presence of a student on campus constitutes a present or potential risk to the community. These cases may not warrant an investigation prior to the hearing.

Members of the hearing board participate in annual training on College policies and specifically issues of discrimination, harassment, and stalking.

Timeline:

All cases referred to the Dean's Grievance process will be handled as soon as is reasonably practical. For complaints involving investigations, a hearing will typically be convened within a four week period (business days) with the following as a typical timeline:

- The complaint is assigned to a trained investigator within 3 days of receipt.
- The report is submitted to the Senior Associate Dean of Student Life within fifteen days of initiating the investigation.
- The hearing is scheduled within 7 business days after receipt of the investigation report.

When an investigation is not conducted, the hearing is typically scheduled within 7 business days after receipt of the complaint.

If the College is not in session during part of that period or in instances where additional time may be required because of the complexity of the case or unavailability of parties or witnesses, the Dean may extend the time. If the period is extended, the investigator, the Complainant and the Respondent will be informed. Given the particularly serious nature of these allegations, work, rehearsals, and intercollegiate athletic practices/games may not be considered an excuse for scheduling meetings with the investigator or the hearing.

College sanctions range from warning to permanent expulsion. Typical sanctions include disciplinary probation, suspension, campus service, and/or referral to an educational program. Depending upon the circumstances of an individual complaint, the College's Policy on Serious Crimes (p.16) may apply.

Hearing Board Composition:

The Senior Associate Dean of Student Life is a non-voting chair of the hearing board and facilitates the board's deliberation. Hearing board composition for specific violations is as follows:

- Discrimination, Harassment, and Stalking: 2 staff members, 2 faculty members, and 2 student members.
- All other cases: 2 staff members and 2 student members. If a student is unavailable, an additional staff member will serve.

The Role of the Chair:

- Coordinate annual training for the Board members
- Convene the Hearing Board
- Gather and disseminate information pertinent to the hearing
- Be responsible for all communication with the hearing board, the investigator, the Complainant, and the Respondent
- Facilitate and participate in the hearing

Members of the committee who may be involved in the allegations of the complaint or who otherwise have a conflict of interest must excuse themselves from the hearing process. If the Senior Associate Dean of Student Life has a direct conflict of interest and cannot chair the hearing, a trained staff member of the Dean's Conduct Committee will facilitate the hearing. The complainant and respondent will be notified of the staff members serving on the board prior to the scheduled hearing. If the complainant or respondent perceives there is a conflict of interest, he/she should notify the Senior Associate Dean of Student Life within 3 days of the scheduled hearing. The Senior Associate Dean of Student Life will decide whether to change the board composition.

All participants are bound under FERPA not to release information learned in the hearing process. The complainant may be informed of any outcome and sanction relating directly to the complainant when the violation(s) involves assault, hazing, threats, theft, stalking, vandalism and arson per FERPA guidelines.

Procedures of the Hearing Board:

1. Upon receipt of the complaint or investigator's report, the Senior Associate Dean of Student Life will convene a Dean's Grievance Hearing typically within 7 (business) days. The Chair will notify all involved persons and members of the Board of the scheduled hearing.

Prior the hearing, the following will occur:

- The complainant and the respondent will receive via email: a written notice of the date/time/location of the hearing, the alleged violations, the names of witnesses asked to participate, the names of the hearing board members, and a copy of the complaint/report including any other relevant material. Once a student is notified of an alleged policy violation, it is the student's responsibility to check their email for follow-up information.

Within 24 hours of receiving the hearing notice, the following will occur:

- The complainant or respondent may notify the Senior Associate Dean of Student Life of a perceived conflict of interest with a member of the hearing board.
- The complainant and respondent will provide the Senior Associate Dean of Student Life with the name of the support person if they choose to bring one to the hearing (see p.134-36 for support person guidelines). The names of the support persons may be shared with the investigator and the complainant/respondent.
- Any request for accommodations must be submitted to the Senior Associate Dean of Student Life. This includes requests to participate via videoconferencing, having a Campus Safety Officer present, or other requests to ensure a safe environment.

2. Typically, witnesses do not participate in the hearing unless the chair determines it's warranted. The Chair is responsible for asking witnesses to participate in the hearing. Witnesses shall only be allowed to share information that is relevant and directly pertinent to the specific incident being reviewed; character references will not be heard.

3. The Dean's Grievance Hearing Board may require the cooperation of any member(s) of the Connecticut College community in providing information during the hearing. However, no member of the College staff with whom the Complainant or Respondent has entered into a confidential relationship can be required to give information arising from that role without the permission of the Complainant or Respondent.

4. During the hearing, normally only the investigator, the Complainant, the Respondent, Board members, witnesses, and support person(s) may be present. The Complainant may or may not participate in the hearing. Witnesses shall be present only when sharing information with the Board, unless noted at the discretion of the Chair. The Respondent, Complainant and investigator may not ask repetitive questions of any witness.

5. During a hearing, the Complainant and the Respondent may make a statement at the beginning of the hearing and a statement at the end of the hearing. The Complainant and Respondent may have the opportunity to ask questions of each other and of witnesses through the Chair, or if mutually agreed upon, they may ask questions directly to each other. The Board may ask questions of the Respondent, the witnesses, the Complainant (if present), and the investigator. The Hearing Board may go into closed session, temporarily excusing all participants.

6. If the Respondent does not attend the hearing or chooses not to speak, the procedures will still be followed, a determination about responsibility will be made, and sanctions, if appropriate, will be imposed.

7. All information shared at the hearing will be audio recorded for the Board's review. The Board's deliberations will not be recorded. The audio recording is the property of the College. The Chair, or designee, will keep a written summary of the deliberations for the record.

8. The Chair will promote a civil and respectful proceeding. The Chair will decide on questions of evidence and the inclusion of pattern information. The Chair reserves the right to remove any individual who impedes the student conduct process. A case may be recessed or continued at the Chair's discretion.

Findings:

1. The Hearing Board shall use the standard "more likely than not" when determining whether a violation has occurred. Following the conclusion of the hearing, only hearing board members and the case administrator are entitled to be present for the deliberation. The Board members shall decide by majority vote whether or not each Respondent is responsible for the violation(s) of the Honor Code and/or Student Code of Conduct.

2. If the Board decides the Respondent is responsible for a violation, the Board will determine the sanction to be imposed. Pertinent records of previous disciplinary action may be used in determining an appropriate sanction.

3. At the conclusion of the deliberation, the decision of the Board will be delivered in writing to the Respondent and Complainant (when appropriate) from the Chair in the name of the College. If sanctions are issued, the sanctions are in effect immediately upon notification. As in all resolution processes, the Respondent and Complainant have the right to request a review. Should the Respondent and/or Complainant choose not to request a review of the student conduct decision, the Board's decision will be considered as a final decision.

GENDER BASED MISCONDUCT COMPLAINT INVESTIGATION PROCESS

This complaint investigation process addresses alleged violations of:

- gender or sex discrimination,
- sexual misconduct,
- intimate partner violence,
- related retaliation,
- or any other violations involving Title IX.

The Associate Dean for Equity and Compliance Programs serves as the College's Title IX Coordinator and is responsible for initiating the complaint investigation process. The Associate Dean for Equity and Compliance Programs may consult with a Deputy Title IX Coordinator in determining how to proceed.

The College may act on notice of a potential violation whether a formal allegation is made or not. When such complaints are received, the Associate Dean for Equity and Compliance Programs will assign (typically within three business days) a trained investigator(s). The Associate Dean for Equity and Compliance Programs has the sole discretion in determining the

number of investigators assigned to a complaint. The investigator(s) has the primary responsibility for conducting all aspects of the investigation.

The complainant and respondent may be accompanied by a support person of their choosing to guide and accompany them throughout the campus resolution process. Specific guidelines for support persons may be found on pp.134-36.

Cross-Complaints: Once a complaint has been initiated, the respondent will have the opportunity to respond to the complaint and/or file a non-retaliatory cross-complaint. The original reporting party will be notified in writing of the cross-complaint and will have the opportunity to respond in the same manner as respondents in any Gender Based Misconduct case.

In cases where complaints are filed by the parties against one another (e.g. two or more complaints are reported pertaining to the same or related sets of facts and circumstances), the Associate Dean for Equity and Compliance Programs may determine that the cases should be simultaneously investigated by the same investigator(s). In that circumstance, the Associate Dean for Equity and Compliance Programs will issue all appropriate notices for each complaint filed, update the parties on the status of each complaint as appropriate under this policy, and ensure that the parties are presented the opportunity to present witnesses and evidence pertaining to any complaint that proceeds past the preliminary inquiry.

When the investigators complete the investigation, they will prepare a final written report, which will include findings. When there is a finding of responsibility for a Gender Based Misconduct policy violation in cases involving students, the sanctions panel will have for its review the initial complaint, the respondent's response, and any cross-complaints. Similarly, in cases involving faculty or staff, the appropriate adjudication procedures will be followed and will include a review of initial complaints, responses, and cross-complaints.

Any complaint or cross-complaint that is deemed by the Associate Dean for Equity and Compliance Programs and/or the investigator(s) to have been filed in bad faith or frivolously will be considered retaliation against the Complainant who filed the original complaint, will become a separate violation of the Connecticut College policy, and will subject the respondent to potential sanctions. (Please see the Retaliation Policy on page 21).

Rights of the Complainant and Respondent

- Preservation of privacy, to the extent possible and allowed by law.
- A timely investigation and appropriate resolution as outlined in this process.
- Have the investigation conducted by individuals who have received annual training.
- Be provided information about this process and the nature and extent of all alleged violations within the complaint.
- Access to medical and emotional support from Student Counseling Services, Student Health services, and/or trained advocates or support persons.

- Opportunity to receive advice and support from a person of the student's choice throughout the investigation and resolution processes. The support person must be eligible, available, and serve in accordance with the guidelines in the Student Handbook.
- Opportunity to review and respond to the investigative report (and the alleged violations within the report) prior to a finding of not responsible/responsible.
- Be informed in writing of the determination, and when applicable, the sanction.
- The opportunity to request a review of the decision based on the grounds outlined in the Student Handbook.

Requests by the complainant and respondent for ADA accommodations in this process must be made to the Associate Dean for Equity and Compliance Programs at least 24 hours in advance of the first interview meeting. The Associate Dean for Equity and Compliance Programs may consult as needed with the Office of Student Accessibility Services.

The process outlined below will be followed in all matters when possible. The College reserves the right to adjust procedures, with advance notice given to both parties.

The Preliminary Inquiry

Once notice is received from any source (victim, 3rd party, faculty, staff, etc.), the investigator may proceed with a preliminary inquiry to gather information. Preliminary inquiries typically take 1-7 business days to complete.

The preliminary inquiry may lead to:

1. **No Investigation:** A determination that there is a lack of or insufficient evidence to pursue the investigation. If there is insufficient evidence through the inquiry to support reasonable cause to believe College policy has been violated, the allegations will be closed with no further action. The allegations may also be closed with no further action if the victim requests that there be no investigation and the Associate Dean for Equity and Compliance Programs in consultation with the investigator(s) determines that this request can be honored.

Or,

2. **Formal Investigation:** A formal complaint of a violation will be investigated and resolved by the College (see Investigation Procedures below)

As part of the preliminary inquiry, the investigator(s) will take the following steps, if not already completed by the Associate Dean for Equity and Compliance Programs:

1. Confirm whether the person bringing the complaint is the initiator of the complaint, the alleged complainant, or a College representative;
2. Initiate any necessary remedial actions on behalf of the complainant (if any), potentially including issuing no contact orders between the individuals involved;
3. Conduct an immediate preliminary inquiry:
 - a. Identify an initial list of policies that may have been violated;

- b. Review the history of the parties;
 - c. Identify the context of the incident(s) and/or any potential patterns; and
 - d. Review the nature of the complaint(s)
4. Determine the next steps:
- a. If the complainant is reluctant to pursue the complaint, determine whether the complaint should still be pursued and whether sufficient independent evidence could support the complaint without the participation of the complainant;
 - b. Notify the complainant of whether the College intends to pursue the complaint regardless of their involvement, and inform the complainant of their rights in the process and option to become involved if they choose.

If a complaint is not pursued beyond the preliminary inquiry, the Associate Dean for Equity and Compliance Programs may determine that certain remedies are nonetheless necessary. Such measures include, but are not limited to, modification of living arrangements, restricting/prohibiting contact with person(s) on campus, restriction of access to campus facilities, etc. Remedies may also include campus-wide actions, training, education, etc.

The Formal Investigation Overview

If indicated by the preliminary inquiry and authorized by the Associate Dean for Equity and Compliance Program, the investigator(s) will conduct a comprehensive investigation to determine:

- a. If there is reasonable cause to believe that the responding student violated College policy;
- b. What specific policy violations should serve as the basis for the complaint; and
- c. A finding of “responsible” or “not responsible” based on a more likely than not standard.

The investigator is responsible for ensuring the investigation is thorough, reliable, impartial, prompt, and equitable. When investigating the complaint, a demonstrated pattern of repeated and/or predatory behavior by the responding student will be relevant and included in the report. The investigator(s) may require the cooperation of any member(s) of the Connecticut College community in providing information. However, no member of the College staff with whom the complainant or respondent has entered into a confidential relationship can be required to give information arising from that role without the permission of the complainant or respondent.

It is possible that through the course of the investigation, the investigator(s) or the Associate Dean for Equity and Compliance Programs may identify additional remedies including interim suspension. To interim suspend a student, the Associate Dean for Equity and Compliance Programs will make a recommendation to the Senior Associate Dean of Student Life who will make the decision. A student may request the Dean of Students to review this decision.

Through the course of an investigation, the investigator(s) may identify additional violations of the Honor Code and/or Student Code of Conduct or other College policies. These potential violations will be resolved in this process. The decision to charge any student with violations lies solely with the Associate Dean for Equity and Compliance Program unless the investigator(s) only identify non-Title IX related violations. In this instance, the Associate Dean for Equity and Compliance Program will refer the information and violations to the Senior Associate Dean of

Student Life for resolution in the conduct process. Investigators may consult with the Associate Dean for Equity and Compliance Program and the Senior Associate Dean of Student Life in deciding whether to apply the College's amnesty policy.

Amnesty Policy: The health and safety of students is a primary concern at Connecticut College. Amnesty may be extended to students for minor violations when the student chooses to bring gender-based misconduct related violations to the dean's attention. Educational options may be recommended to the Senior Associate Dean of Student Life but no conduct proceedings will be initiated.

Investigation and Sanction Meeting Timeline:

Once the Associate Dean for Equity and Compliance Program initiates a formal investigation, typically complaints will be resolved within a 45 business day period. The following is a typical timeline:

- The investigation report is completed and findings are made within 30 business days of initiating the investigation.
 - The complainant and respondent will receive a formal letter notifying them of the investigation.
 - When the written investigation report is prepared, the complainant and respondent will receive a written letter identifying whether or not there are any alleged policy (or policies) violation(s).
 - A final investigation report will be issued after the complainant and respondent have the opportunity to submit a written response to the written report.
- If the investigation determines there are no alleged violations of policy or if the investigation determines the respondent is not responsible for the alleged violations of policy, the complainant may ask the Associate Dean for Equity and Compliance Programs to review the investigation.
- If the investigation determines a student is responsible for violating a policy, the Associate Dean for Equity and Compliance Programs will refer the matter to the Senior Associate Dean of Student Life to convene a Gender-Based Misconduct Sanctions Panel. The panel is typically scheduled 5 business days after the Senior Associate Dean receives the referral from the Associate Dean for Equity and Compliance Programs.
 - The complainant and respondent will receive written notice of the Sanctions Panel and any relevant materials 4 business days before the sanction meeting.
 - The complainant and respondent are notified of the outcome one business day after the sanction meeting and conclusion of deliberation.

If the College is not in session during part of that period or in instances where additional time may be required because of the complexity of the complaint or unavailability of parties or witnesses, the Associate Dean for Equity and Compliance Programs may extend the time. If the period is extended, the investigator(s), the complainant, and the respondent will be informed. Given the particularly serious nature of these allegations, work, rehearsals, and intercollegiate athletic practices/games may not excuse scheduled meetings with the investigator(s), Associate Dean for Equity and Compliance Programs, the Senior Associate Dean of Student Life, or the Sanctions Panel.

Formal Investigation Procedures

The investigator(s) may consult as needed with the Associate Dean for Equity and Compliance Programs throughout the process.

The Associate Dean for Equity and Compliance Programs will prepare a written notice of the investigation and the alleged complaint(s) on the basis of the reasonable cause determination, which may be delivered prior to, during or after the responding student is interviewed, at the discretion of the investigator(s).

The following are the responsibilities of the investigator(s):

1. Commence an investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the responding student, who will typically be given notice of the interview prior to the interview.
2. Interview all relevant witnesses, summarize the information they are able to share and have each witness sign the summary to verify its accuracy. Investigator(s) may require the cooperation of any member(s) of the Connecticut College community in providing information during the investigation. However, no member of the College staff with whom the complainant or respondent has entered into a confidential relationship can be required to give information arising from that role without the permission of the complainant or respondent.
3. Each party may be accompanied by one support person of their choosing who is both eligible and available. The investigator(s) may share the names of the support persons with the complainant, respondent, and the Associate Dean for Equity and Compliance Program.
4. Obtain all documentary evidence and information that is available and deemed relevant by the investigators.
5. Obtain all physical evidence that is available and deemed relevant by the investigators.
6. Complete the investigation promptly by analyzing all available evidence without unreasonable deviation from the intended timeline;
 - a. The past sexual history or sexual character of a party will not be considered in making a final determination unless such information is determined to be highly relevant by the investigator(s). All such information will be presumed irrelevant unless the investigator(s) consult with the Associate Dean for Equity and Compliance Programs and determine it is highly relevant.
 - b. Demonstration of pattern, repeated, and/or predatory behavior by the responding student, will be relevant to the finding.

7. The investigator(s) will compile a preliminary report for the complainant, respondent, and the Associate Dean for Equity and Compliance Programs to review.
 - a. The Associate Dean for Equity and Compliance Program may redact information that is irrelevant, an unwarranted invasion of privacy, or immaterial.
 - b. The preliminary investigation report will specify whether the information supports any alleged violations of policy. If there are alleged policy violations, the preliminary report will include a written notice listing the alleged policy violations.
 - c. The complainant and respondent will have the opportunity to review the preliminary investigation report including witness statements and other relevant material. When appropriate, the statements reviewed may be redacted prior to being viewed (see 7a above).
 - d. The parties may share the preliminary report with their support persons. Reports may not be shared with anyone else. Neither the parties nor their support persons are permitted under any circumstances to share reports or partial reports publicly.
 - e. The complainant and respondent have an opportunity to submit to the investigator(s) a written response to the report (including any additional questions) within 3 business days. The complainant and respondent may request to see the other party's written response. Typically, access and viewing of written responses will happen in a meeting with the investigator(s). In rare circumstances when this is not possible, the Associate Dean for Equity and Compliance Program may facilitate the sharing of information in a way that is equitable to both parties.
8. Typically, within 5 business days of the deadline for receiving the written responses, the investigator(s) will issue a final written report which addresses any issues or questions raised by the complainant and respondent in their written responses. For investigations in which alleged policy violations are identified, the report will include determinations of responsibility for each identified violation, based on a more likely than not standard (preponderance of the evidence standard), the investigator's rationale, all relevant investigation material, and the complainant's and respondent's written responses.
 - a. The investigator(s) will notify the Associate Dean for Equity and Compliance Program of the findings.
 - b. The investigator(s) and/or the Associate Dean for Equity and Compliance Program (or designee) will meet with the complainant and respondent separately to share the final investigation report and determination of responsibility.
 - c. After meeting with the complainant and the respondent, the investigator(s) will submit the final report to the Associate Dean for Equity and Compliance Program

Findings

The following options describe the remainder of the process, depending on whether the investigator(s) made a determination of a policy violation or no policy violation.

1. The investigator(s) determines there is insufficient information to allege a violation of policy

Where the investigator(s) allege no violations of policy, the investigation will be closed. In all cases, the Associate Dean for Equity and Compliance Programs will review the file when it is deemed closed, and may re-open the investigation. This decision will be made within 3 business days of the investigation being closed. The decision to re-open an investigation is solely at the discretion of the Associate Dean for Equity and Compliance Programs and only on the basis of extraordinary cause. The Associate Dean for Equity and Compliance Programs will focus on (a) whether College's procedures were followed; and (b) there is sufficient evidence in the record to support the investigator(s) determination. In such instances where the Associate Dean for Equity and Compliance Programs determines that an investigation should be re-opened, the rationale for this determination will be clearly articulated in writing and notice provided to the investigator, the complainant, and the respondent.

2. The responding student is found "Not Responsible"

Where the responding student is found not responsible for the alleged violation(s), the investigation will be closed. The complainant may request a conduct review by the Dean of Students (see Request for Review process on p.163 in the Student Handbook). The Dean of Students review of the matter will be limited as outlined in the Request for Review process.

3. The responding student is found "Responsible"

If the investigator(s) determines the responding student is responsible for a policy violation, the Associate Dean for Equity and Compliance Programs will refer the incident to the Senior Associate Dean of Student Life. The Senior Associate Dean of Student Life will convene the Gender Based Sanctions Panel to determine the appropriate sanction(s).

The Gender Based Misconduct Sanctions Panel Meeting

The purpose of the meeting with the Sanctions Panel is to determine sanctions appropriate to the findings of responsibility. It is not a second investigation nor intended to serve as a hearing regarding the findings of responsibility. Sanction Panel members may not entertain evidence intended to revisit the finding or determination of responsibility. In complaints involving discrimination, the sanctions will serve to end the discrimination, prevent its recurrence, and remedy its effects on the complainant and the College community.

College sanctions range from warning to permanent expulsion. Typical sanctions include disciplinary probation, suspension, and/or referral to an educational program. However, students found responsible for violations involving a pattern of behavior, violence, and/ or non-consensual sexual penetration are typically suspended or expelled from the College.

Sanctions Panel Composition

A sanctions panel meeting is a panel of three voting staff members with the Senior Associate Dean of Student Life serving as the designated chair.

- The staff members are selected from the trained staff members serving on the Dean's Conduct Committee.
- Members of the panel participate in annual training on topics related to Title IX, sexual misconduct, bias, harassment, stalking, and intimate partner violence.
- Members of the committee who may be involved in the allegations of the complaint or who otherwise have a conflict of interest must excuse themselves from the sanction panel process.
- If the Senior Associate Dean of Student Life has a conflict of interest, a trained member of the dean's conduct committee may serve as the chair.

Procedures:

1. Upon receipt of the investigator's final report and findings from the Associate Dean for Equity and Compliance Programs, the Senior Associate Dean of Student Life will convene a meeting of the Sanctions Panel typically 5 (business) days after receipt. The Senior Associate Dean of Student Life will notify all involved persons and members of the panel of the scheduled meeting. Those serving on the panel will receive a copy of the investigation report.

Four days before the meeting, the following will occur:

- The complainant and the respondent will receive via email: a written notice of the date/time/location of the meeting and the names of the panel members.

Three days before the meeting, the following will occur:

- The complainant or respondent may notify the Senior Associate Dean of Student Life of a perceived conflict of interest with any panel member.
- The complainant and respondent will provide the Senior Associate Dean of Student Life with the name of the support person if they choose to bring one to the meeting.
- Any request for accommodations must be submitted to the Senior Associate Dean of Student Life. This includes requests to accommodate a disability, participate via videoconferencing, having a Campus Safety Officer present, or other requests to ensure a safe environment.

Two days before the meeting, the following will occur:

- The Senior Associate Dean of Student Life will notify the complainant, respondent, and the Associate Dean for Equity and Compliance Programs of any changes to the panel composition.

2. The Chair will facilitate the meeting with the panel members. The complainant and the respondent will be given the opportunity to separately address the panel about the impact and findings, and may do so remotely if requested. The panel members may only ask sanction related questions of the complainant and respondent.

- b. Demonstration of pattern, repeated, and/or predatory behavior by the responding student will be relevant to the sanction. If the information is

included in the investigation report, it may be considered in the meeting. Prior campus disciplinary history may also be considered by the panel, even when unrelated to Title IX.

3. If any party does not attend or chooses not to speak, the procedures will still be followed and sanctions will be imposed.
4. All information shared at the meeting will be audio recorded in the event of a request for review. The panel's deliberations will not be recorded. The audio recording is the property of the College. The Chair, or designee, will keep a written summary of the deliberations for the record.
5. The Chair will promote a civil and respectful proceeding. The Chair reserves the right to remove any individual who impedes the process. The meeting may be recessed or continued at the Chair's discretion.
6. At the conclusion of the meeting, only the Chair and the panel may be present for the deliberation. Sanctions will be determined by a majority vote. Pertinent records of previous disciplinary action may be used in determining an appropriate sanction. The panel may consult as needed with the Associate Dean for Equity and Compliance Programs and/or investigator(s).
7. At the conclusion of the deliberation, the Senior Associate Dean of Student Life will deliver the decision of the Panel (typically within 1 business day) in writing to the parties.

The sanctions are in effect immediately upon notification.

As in all resolution processes, the respondent and complainant have the right to request a student conduct review (see Request for Review process on p.163 in the Student Handbook).

- If a student initiates a request for review, the parties and the Associate Dean for Equity and Compliance Programs will be notified by the Senior Associate Dean of Student Life of the request for review.
- Both parties and the Associate Dean for Equity and Compliance Programs will receive the final decision of the review in writing from the Dean of Students.

Should the respondent and/or complainant choose not to request a review, the investigator(s)'s findings and the panel's sanctions will be considered the final decisions of the College. The Associate Dean for Equity and Compliance Programs may review the case for any additional remedies that may be necessary beyond the conduct process to assure compliance with Title IX.

F. Process for Leave/Withdrawal and Interim Actions

A student may not voluntarily go on leave or withdraw from the College before the resolution of any violation unless he/she has been granted permission from the Dean of Students. The College reserves the right to administratively determine a student's leave/withdrawal status (see College-

initiated medical leave on p.120) or impose interim sanctions pending the outcome of a College student conduct process if there is a reasonable belief that:

- a student poses a legitimate safety concern or is a threat to the health and/or safety of any members of the College community;
- a student poses a threat of disruption or interference with the normal operations of the College.
- a student violates the college's policy on serious crimes (see p.16)

An interim student conduct sanction may include:

Interim Loss of Housing- – Dismissal from College owned housing for a specified period of time and without financial reimbursement. During this period, a student is not eligible for summer housing. After this period is concluded, the student may request the Dean of Students or their designee to re-evaluate the student's ability to return to the residence hall. Loss of housing may result in notification of the student's parent/guardian.

Interim Suspension from the College - While interim suspension status is in effect, a student is denied access to classes, activities, and facilities pending resolution of the student conduct case or completion of the adjudication process. When a student is interim suspended, they may be assigned Temporary Withdrawal status. In cases of temporary withdrawal, the College will notify students in writing that they have been placed on this interim status pending final leave/withdrawal/readmission. A student on temporary withdrawal is subject to the same rules regarding financial aid and financial obligations that apply to students taking voluntary withdrawal. Students on temporary withdrawal may not participate in College activities until they have been readmitted.

Interim Campus Restriction – While campus restriction is in effect, a student is allowed access to classes; however, access to any activities, campus facilities, and campus property is denied.

No-Contact Order – While a no-contact order is in effect, a student is instructed not to engage in either direct or indirect contact with the Complainant(s) and witnesses. Methods of contact include verbal exchange, telephone, email, letter, and communication via another party on the student's behalf.

Additionally, violations of the Honor Code and/or Student Code of Conduct when classes are not in session (i.e. winter/spring/summer break, final exam period, senior week) may result in an immediate loss of campus housing.

Process to request to review a decision for interim loss of housing or interim suspension:

1. Students may request a review of the determination within three business days of receipt of the decision.
2. The request must be submitted in writing to the Dean of Students. Reviews will only be considered for one or more of the following purposes:
 - To consider new information which was unavailable at the time of the original decision and could be outcome determinative;

- To assess whether a material deviation from the procedures impacted the fairness or outcome of the decision;
- To determine if the decision does not align with the information provided or whether reasonable accommodations would mitigate the situation.

The Dean of Students will make a decision within two business days of receiving the request for review. The interim status is in effect pending the outcome of the review process and the student is expected to be in compliance with the interim terms imposed.

Student Conduct Sanctions

The student conduct process at Connecticut College approaches violations from an educational perspective. The Honor Code encourages personal responsibility and accountability, always being mindful of an individual's or group's impact on the community. The sanctioning process provides an opportunity for students to reflect on their choices, the consequences of those actions, and make amends to the community.

The privilege of participating in this community may be jeopardized from repeated violations of the Honor Code, the Student Code of Conduct, and/or violations that exhibit violence towards a person, sexual misconduct, or hate, harassment, or violence towards a selected person or group because of race; color; sex; sexual orientation; gender identity, expression and characteristics; age; religion; national or ethnic origin; visible or invisible disability; or status as a disabled veteran or veteran of the Vietnam era.

Student conduct sanctions may be imposed on a student found responsible for violating the Honor Code and/or Student Code of Conduct. All sanctions become effective immediately upon notification and are in effect should a student request a review of the decision. Typically, sanctions cannot be fulfilled while a student is not an active student or on-leave from the College.

Most Serious Community Violations

The following violations represent the most serious forms of violations that compromise the safety and security of the Connecticut College community and, as a result, will not be tolerated under any circumstances. *These may typically lead to a student's suspension or expulsion from the College when a determination of responsibility has been made.*

1. Serious acts against persons including, but not limited to civil misconduct violations:
 - physical assault
 - Non-consensual sexual penetration
 - hate/bias crimes
 - stalking
 - intimate partner violence
2. Serious acts against property including, but not limited to:
 - arson
 - destruction of property, including electronic property
 - illegal occupation of a building
3. Possession or discharge of weapons

4. Illegal alcohol distribution or illicit drug distribution
5. Seriously jeopardizing the safety and lives of others including, but not limited to:
 - false reporting or creation of bombs
 - hazing
 - inciting a riot
 - resisting arrest
 - tampering with fire or safety equipment, including the instigation of a false fire alarm
 - driving under the influence of alcohol or drugs

The Sanctioning Process and Range of Sanction Options

Final determination of sanctions may depend on the following:

- Context/severity of incident
- Combination/number of violations in a given incident
- Student's previous student conduct history

Definitions of Sanctions

The following details the types of sanctions that may be applied during the student conduct process.

Alcohol Assessment – Two assessment sessions with Student Counseling Services for evaluation of substance use. Students will need to sign a release of information for Student Counseling Services to confirm with the Office of the Dean of Students that the assessment has been completed.

BASICS Motivational Interview – Individual sessions (minimum 2 sessions) with the Director of Wellness, Alcohol and Other Drugs to address a student's interaction with alcohol or drugs.

Campus Community Service – With the understanding that violations of the Honor Code and Student Code of Conduct negatively impact the campus community, campus service allows the student to restore their impact to the community. This includes, but is not limited to, hours served with a specific office on campus or planning and implementing an educational program.

Campus Restriction – A student is allowed access to classes; however, access to campus activities, campus facilities, and/or campus property may be limited or denied.

CHOICES Alcohol and Other Drug Workshop – A 2 session interactive workshop designed to encourage students to evaluate their use of alcohol and other drugs.

Disciplinary Warning – A letter indicating that a student has been found responsible for a violation of the Honor Code and/or the Student Code of Conduct. This sanction indicates that if

the student is again found in violation of the Honor Code and/or Student Code of Conduct, a sanction will likely be imposed that reflects a repeated violation.

Disciplinary Probation Level 1 – A status indicating that a student has been found responsible for a violation of the Honor Code and/or the Student Code of Conduct that reflects a more serious violation. This sanction will be in effect for a specified period of time and indicates that if the student is again found in violation of the Honor Code and/or Student Code of Conduct during the period of this status, a sanction of Disciplinary Probation Level 2 or greater will likely be necessitated. If a student is a member of the ALANA Peer Mentoring Program, Gender and Sexuality Program Student Ambassadors (LGBTQIA Center and Womxn’s Center), Honor Council, Intercollegiate Athletics, Race and Ethnicity Program Community Engagement Ambassadors, REAL staff (Housefellow/ Floor Governor/Independent Living Coordinator), Student Government Association, or the Student Activities Council, the pertinent professional staff supervisor/advisor/coach may be notified of the student’s status.

Disciplinary Probation Level 2– Formal notice that a student’s status at the College is in jeopardy as a result of one or more violations of the Honor Code and/or Student Code of Conduct. This sanction will be in effect for a specified period of time and indicates that if the student is found in violation of the Honor Code and/or Student Code of Conduct during the period of this status, the imposed sanction may include Loss of Housing, Suspension from the College, or Expulsion from the College. While on probation, a student will not be permitted to serve as a member of Student Government Association, an executive Board member of a student organization, or on any standing College committee. A student’s ability to participate in other college programs may also be limited by this status as determined by those offices (i.e. Study Away programs, CELS internships). When placed on this status, the Office of the Dean of the College and the student’s parent/guardian may be notified. If a student is a member of the ALANA Peer Mentoring Program, Gender and Sexuality Program Student Ambassadors (LGBTQIA Center and Womxn’s Center), Honor Council, Intercollegiate Athletics, Race and Ethnicity Program Community Engagement Ambassadors, REAL staff (Housefellow/ Floor Governor/Independent Living Coordinator), Student Government Association, or the Student Activities Council, the pertinent professional staff supervisor/advisor/coach may be notified of the student’s status.

***Eligible students on disciplinary probation level 2 may choose to participate in the RESTORE program which is designed for students to reflect on their choices, re-connect with the community, and recommit to the Honor Code and the shared values of the Connecticut College community. Successful completion of the program will result in the disciplinary probation level 2 status being reduced to disciplinary probation level 1. Please see the end of this section for program elements and completion requirements.*

Expulsion from the College – Permanent dismissal from the College without the right to return. An expelled student no longer has the privileges of matriculated students and may not engage in College activities, use any College facilities, or be on College property. Financial reimbursement is made according to the refund schedule listed in the College Catalog. When expelled from the College, the student’s parent/guardian may be notified as permitted by FERPA.

Fines - The following are standard fines for these violations:

- Unauthorized animals - \$125 first violation; disciplinary probation level 1 second violation
- Unregistered parties – See chart below
- Unapproved room changes - \$250
- Vandalism - \$100 (plus restitution)
- Alcohol and Other Drug - (see chart below)
- Failure to leave when residence halls close - \$150 fine (for individuals not participating in the next housing lottery) or 100 lottery point reduction
- Fire safety violations
 - a) Candles/Incense/Indoor Smoking/Halogen Lamps/Tapestries - \$75 first violation; subsequent violations \$150 fine.
 - b) All other fire safety violations - \$150 fine

Failure to pay the fines by the due date may result in the fine being doubled.

Housing Lottery Penalty –Lottery points may be added to a student’s assigned housing lottery number. The addition of the points will not result in a student being reclassified into another class for lottery purposes. The increase may be applied after any reductions are applied (e.g. basement room reduction), and before any averaging occurs (e.g. group formations). Students sanctioned a lottery point increase continue to be eligible for all housing processes such as specialty housing, independent housing and room changes. Should a student not be residential (e.g. Study Away) the following Fall, the sanction will carry to the Fall of their return. Students who receive this sanction and receive a housing accommodation through Student Accessibility Services should contact the Senior Associate Dean of Student Life for an alternative sanction.

Individualized Sanctions – Special sanctions directly related to individual cases may be imposed in place of, or in addition to, other imposed sanctions. Examples of possible sanctions include the following:

- denial of specified privileges for a designated period of time
- loss of privileges
- payment for property loss/damages
- required assignment or meeting with campus office
- restitution
- loss of self-scheduled and/or un-proctored exam privileges

Sanctions that may be recommended to, or imposed by, faculty in reference to academic honor violations include, but are not limited to, the following:

- grade reduction
- an “F” for the exam/assignment/course
- no credit for the exam/assignment

Sanctions that may be recommended to or imposed by, the Director of Athletics, the Assistant Dean for Student Engagement, or the Dean of Students, in reference to hazing honor code violations include, but are not limited to:

- Loss of institutional recognition for a specified period of time or permanently
- Loss of funding for a specified period of time
- Revocation of eligibility, participation, or representation at a college-affiliated activity for a specified period of time
- Permanent revocation of eligibility, participation, or representation

Loss of Housing - – Dismissal from College owned housing for a specified period of time. Financial reimbursement is made according to the refund schedule in the College Catalog. During this period, a student is not eligible for summer housing. After this period is concluded, the student may request the Dean of Students or their designee to re-evaluate the student’s ability to return to the residence hall. Loss of housing may result in notification of the student’s faculty and staff adviser, class dean, and parent/guardian.

No Contact Order – The student is instructed not to engage in either direct or indirect contact with the specified student(s). Methods of contact include verbal exchange, telephone, email, letter, and communication via another party on the student’s behalf.

Suspension from the College – Suspension from the College is a temporary dismissal from the College for a specified period of time. After this period is concluded, the student may resume his or her studies following an interview with the Dean of Students or their designee. A suspended student may not engage in College activities, use any College facilities, or be on College property without expressed permission from the Dean of Students or their designee. Financial reimbursement is made according to the refund schedule in the College Catalog. When suspended from the College, the student’s class dean, athletic coach, and parent/guardian may be notified. A suspended student does not have the opportunity to earn academic credit towards a Connecticut College degree unless granted permission by the Dean of Students.

Sanction Guidelines for Academic Dishonesty

Academic Dishonesty is considered one of the more serious violations and the sanctions identified below reflect the sanctions typically issued by the hearing board. The full range of sanctions are available in determining the most appropriate sanction.

Violation	Sanction
First Violation of Academic Dishonesty	Disciplinary Probation Level 2 Referral to Academic Resource Center Grade penalty for assignment and/or course <i>(cheating on a test/exam or plagiarism may result in a final course grade no higher than a D)</i>
Second Violation of Academic Dishonesty	Suspension or Expulsion Grade penalty for assignment and/or course

	<i>(cheating on a test/exam or plagiarism may result in a final course grade no higher than a D)</i>
First Violation of Failure to Abide by Exam Procedures	Disciplinary Probation Level 1 Revocation of self-scheduled or un-proctored exam privileges
Second Violation of Failure to Abide by Exam Procedures	Disciplinary Probation Level 2 Permanent revocation of self-scheduled exam or un-proctored exam privileges

Sanction Guidelines for Alcohol and Other Drug Violations

This chart details the possible sanction in relationship to the violation. Depending on the circumstances, a student may receive more than one sanction. These are suggestions and the council, board, or administrator has the full range of sanctions available to them in determining the most appropriate sanction.

Level 1 Violation	1st violation	2nd violation	3rd violation
Open Container (21+)	\$25 fine	\$50 Fine Disciplinary Probation I	Disciplinary probation 2 Parental notification 50 points added to housing lottery number
Room Host (permitting violations in your room 10 or fewer people)			
Level 2 Violation	1st violation	2nd violation	3rd violation
Drinking games/drinking paraphernalia	Choices (alcohol) Or Meeting with CC Curtiss	Disciplinary Probation I BASICS	Disciplinary Probation 2 AOD Assessment Parental notification 150 points added to housing lottery number
Possession of drug paraphernalia			
Marijuana possession or use (less than 1 ounce)			
Underage Alcohol possession or use			
Level 3	1st violation	2nd violation	3rd violation
Hosting an	\$50 fine per resident	\$50 fine per resident	Disciplinary

unauthorized event with alcohol present (i.e. unregistered party)	present Campus Service Hours or Choices/BASICS 50 points added to housing lottery number	present Disciplinary Probation I Possible housing relocation 150 points added to housing lottery number	Probation 2 Parental Notification Housing Relocation
Providing Alcohol to Minors	\$100 Fine	\$150 Fine	Disciplinary Probation 2
Illegal Keg	Campus Service Hours or Choices/BASICS 50 points added to housing lottery number	Disciplinary Probation I Possible housing relocation 100 points added to housing lottery number	Parental Notification 150 points added to housing lottery number
Level 4 Violation	1st violation	2nd violation	3rd violation
Possession and/or use of illicit drugs, or more than 1 ounce of marijuana	Disciplinary Probation 2, or Suspension, or Expulsion	Suspension or expulsion	
Distribution, cultivation of illicit drugs	Parental Notification		
Driving Under the Influence of Alcohol or Drugs	One semester suspension with mandatory substance use assessment while suspended.	Expulsion	

RESTORE Program for Disciplinary Probation Level 2

Eligible students on disciplinary probation level 2 may choose to participate in the RESTORE program which is designed for students to reflect on their choices, re-connect with the community, and recommit to the Honor Code and the shared values of the Connecticut College community. Successful completion of the program will result in the disciplinary probation level 2 conduct status being changed to disciplinary probation level 1.

Eligibility

1. Any student who is or has been on disciplinary probation level 2 is encouraged to participate.
 - a. Students on disciplinary probation level 2 for violations of discrimination, harassment, or Title IX related conduct are not eligible. Honor Council also reserves the option to revoke eligibility based on the circumstances of a specific incident.
 - b. Students may participate in the program even after the level 2 status has expired.
2. A student is only eligible to participate one time.
 - a. If a student fails to successfully complete the program by the deadline or is sanctioned to disciplinary probation level 2 again, the disciplinary probation level 2 status will not be changed.
3. The program must be completed the semester before a student graduates from the College (i.e. completed in May for December graduates or December for May graduates).
4. The program must be completed while currently enrolled, on campus, and during the academic year. All work must be completed by the last day of classes for the semester in which the project was initiated. The project may not span winter or summer break periods.
5. Students documented for an incident while engaged in the program will have their program ended and their eligibility revoked.

Successful completion includes adhering to all the program components and final approval from the RESTORE Committee. The RESTORE program packet may be obtained from the Office of Student Life (Cro 218).

Notification of Conduct Status

The Complainant may be informed of any sanction relating directly to the complainant when the violation(s) involves assault, sexual misconduct, hazing, threats, theft, stalking, intimate partner violence, vandalism and arson per FERPA guidelines.

All decisions regarding academic cases shall be communicated to the faculty member, the student involved, and the academic dean. When a student is found responsible for a violation of academic dishonesty, the hearing board may make a recommendation to the faculty member regarding a grade penalty for the assignment and/or course. The faculty member may accept or alter the recommendation(s) of the hearing board.

Parent(s)/Guardian(s) of students may be notified in the following circumstances:

- Disciplinary Probation Level 2
- Loss of Housing
- Suspension
- Expulsion
- A third offense of the alcohol and drug policy

Additionally, the College may consider notifying a parent(s)/guardian(s) when a student has more than one violation of the College's Alcohol and Drug Policy. For second offenses, the Office of the Dean of Students will decide on a case by case basis.

When a student is placed on the status of disciplinary probation Level 1 or Level 2, suspension, or expulsion and is a member of Student Government Association, Honor Council, Student Activities Council, Intercollegiate Athletics, ALANA Brothers/Sisters, a Housefellow/ a Floor Governor/Independent Living Coordinator, or a Diversity Peer Educator, the appropriate professional staff advisor/coach may be notified of the student's violation and status.

For information regarding disclosure of conduct information to campus programs (i.e. Study Abroad, Career and Professional Development) or to graduate schools, professional schools, or government agencies, please see the Student Record Retention Policy on p.165.

Student Conduct Review Process

Both a Complainant and/or a Respondent may request a review based on the grounds outlined below. All decisions made by the original hearing body are in effect during the student conduct review process. At the discretion of the Dean of Students, and in consultation with the Dean of Institutional Equity and Inclusion (for Title IX cases and when appropriate), implementation of sanctions may be stayed pending the appeal only in unusual circumstances.

All requests for review are considered by the Dean of Students. In circumstances in which the Dean of Students convenes the review committee, committee members are drawn from the faculty and staff who serve on the dean's grievance board or Title IX sanction panel.

Requests for review may be considered *on the following grounds only*:

1. A procedural error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc).
2. Pertinent new information, that was not available during the investigation or original hearing, is now available and could impact the finding. Information available to the student at the time of the original investigation and/or hearing and that the student chose not to present does not constitute new information. A summary of this new information and its potential impact must be included.
3. The imposed sanction is substantially outside the parameters or guidelines set by the College for this type of violation or the cumulative conduct record of the responding student.

A request for review is a statement written by the student. The statement needs to clearly include at least one of the three grounds above and provide the supporting rationale for the selected ground for review. The statement is submitted via email to the Senior Associate Dean of Student Life within three days of notice of the outcome of the hearing. Upon receipt of the request for review:

- The written request for review may be shared with the chair of the hearing body/sanction panel, or investigator(s), and the complainant/respondent when appropriate under law.
- The chair of the hearing body/sanction panel, or investigator(s), may submit a response to the Senior Associate Dean of Student Life.
- The Senior Associate Dean of Student Life will forward all relevant documents including the student's conduct file to the Dean of Students.

The Dean of Students shall have the sole discretion in accepting or rejecting a request for review based on the grounds listed above. When appropriate under law, the complainant/respondent may be given an opportunity to submit a written response and/or meet with the Dean of Students (or review committee) as part of the review process.

In cases involving loss of housing, suspension, expulsion or other unusual circumstances, the Dean of Students may convene a trained review committee of 2 members to consider the request for review. Those considering the review must not have been involved in the investigation, hearing or sanction meeting in any way. The Dean of Students and/or review committee may consult with Senior Associate Dean of Student Life. At the discretion of the Dean of Students or review committee, the request for review may be remanded to the original hearing body, investigators, or sanction panel.

Guidelines for Review

- a. When a request is under review, the original finding and sanction are presumed to have been decided reasonably and appropriately, thus the burden is on the student to show the validity of the ground for review.
- b. The review is limited to the grounds cited. A review is not a rehearing of the complaint.
- c. The Dean may consult with the hearing body, sanction panel, investigators, and/or the Dean of Institutional Equity and Inclusion on any procedural or substantive questions that arise. For cases of academic integrity violations, the Dean may consult with the Honor Council faculty consultants.
- d. The original sanctions may be affirmed, changed or remanded for reconsideration as a result of the review. Changes to the sanction may only be made when there is compelling justification to do so. Sanctions should be proportionate to the severity of the violation and the student's cumulative conduct record. Changes to a finding may only be made when there is a demonstrated clear error.
- e. A decision will typically be issued within fourteen business days of receiving the request for review. The decision issued through the review process is the final decision of the college.
- f. The complainant may be informed of any change to a sanction relating directly to the complainant when the violation(s) involves assault, sexual misconduct, hazing, threats, theft, stalking, intimate partner violence, vandalism and arson per FERPA guidelines.

The decision made by the Dean of Students or the decision made as the result of a remanded case are considered final decisions of the College and not eligible for any further review.

Student Conduct Record Retention

A file will be maintained in the Office of the Dean of Students on each case presented to the student conduct system. The file may include all related documents and correspondence.

All information contained in the student conduct files shall be confidential, but may be shared with employees of the College designated as “school officials” and having a “legitimate educational interest” in the student information, as defined by FERPA, and information constituting a student’s education record will be available to the student pursuant to FERPA.

Audio recordings may be made of all hearings for review purposes. No other electronic devices (including, but not limited to, cellphones, computers, additional recorders) may be used during the hearing without the expressed permission of the Senior Associate Dean of Student Life. Requests must be made 72 hours in advance of the hearing. To protect student confidentiality and the integrity of its process, the College does not provide copies of audio recordings. However, to aid in the preparation of an individual’s request for review, the respondent and/or complainant (when applicable) may make arrangements with the Senior Associate Dean of Student Life to listen to the recording in the dean’s office. Records not accessible in an audio recording (i.e. pictures or video) may be viewed in the dean’s office as well. Copies of the recording and other documents may not be made.

The College will maintain student conduct files for a period of seven years from the date on a sanction letter unless otherwise noted in the letter. Information in the conduct file may be shared in accordance with the College’s FERPA disclosure policy. Typically, disciplinary violations that result in disciplinary probation level 2, suspension, loss of housing, or expulsion will be disclosed within seven years from the date on the sanction letter unless otherwise noted. Please see disclosure chart below.

Individuals applying for campus programs/positions/employment, study away, or to professional/graduate schools, transfer institutions, government or military agencies, etc. often need to provide information regarding their conduct status as a student. These entities may seek information from the College as well. As part of the application process, formal permission is typically provided for the release of the conduct information. However, it will be assumed that a request for a dean to complete a form about conduct/disciplinary status or the request to submit a letter provides implied permission for the release of conduct record information.

Conduct Status	Disclosure
Disciplinary Warning	Campus programs/positions/employment*
Disciplinary Probation Level 1	Campus programs/positions/employment*
Disciplinary Probation Level 2, Loss of Housing, Suspension, Expulsion	Campus programs/positions/employment, Professional/graduate schools,

	Transfer institutions, Government or military agencies, or Other External Agencies
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*When requests about disciplinary action are received from non-Connecticut College programs (i.e. a transfer institution) and the student has a conduct status of disciplinary warning or disciplinary probation level 1, the College will respond as appropriate to the question asked.

Here are two possible examples:

1. If the question asks whether the student has EVER been subject to disciplinary action, the College may respond that *“school policy prevents me from responding”* or *“the College’s policy is to only share information when a student is on disciplinary probation level 2 or suspended and this student has not received those sanctions”*.
2. If the question asks whether a student has received disciplinary action resulting in probation, the College may respond “no”.

If you have questions about your disciplinary record and/or status and what information may be shared, please see the Senior Associate Dean of Student Life.

If a request for information is made while a student has a pending or unresolved conduct incident, the College will share that there is a pending/unresolved conduct matter. If a request for information is made while a student’s disciplinary action is in the midst of a student conduct review, the current incident/status will be reported with a notation of the student conduct review.

SECTION VII

Student Involvement

Whether you have just arrived on campus as a new student or are returning for another year it is never too early to be thinking about your co-curricular education. Involvement outside the classroom will expose you to new and unique experiences, supplement and strengthen your classroom learning, provide you with a base of valuable leadership skills, enable you to build lifelong friendships, and create memories that will last forever.

The College makes available a full spectrum of co-curricular opportunities, but the extent of your involvement will depend on your initiative and your ability to ask questions of the experts on being involved... other Connecticut College students!

If you have questions relating to student activities, please do not hesitate to email the Office of Student Engagement & New Student Programs or stop by the office located in room 215 on the second floor in the College Center.

Student Government Association (SGA)

Crozier Williams College Center – 860-439-2108

The Student Government Association (SGA) is your forum and representative to the College faculty, administrators, staff, and alumni. SGA enjoys a great deal of respect on campus and is an active and vital part of the College's success.

The purpose of your Student Government Association is:

"...to consider issues and to formulate policy in areas primarily or exclusively involving the student body. Such area shall include, but are not limited to, matters of social, academic and co-curricular policies. The Association also seeks to provide extended channels of communication, increased areas of cooperation and a greater acceptance of shared responsibility between faculty, administration and the student body in matters of general and academic interests." ("C" Book Article II).

The primary advisor to the Student Government Association is Geoff Norbert, Assistant Dean of Student Engagement and New Student Programs. Other staff members advise specific functional areas of the Student Government Association committees.

I. Branches of the Student Government Association

The SGA Assembly is made up of four branches: the Executive Board, Chair's Council, Class Presidents, and House Senators. Each group works in tandem to address campus issues and pass resolutions. The Assembly must approve changes in the Student Government Charter. Assembly meetings are every Thursday night and are open to everyone!

II. SGA Executive Board

The Executive Board is comprised of six positions. They are as follows:

- A. President, Maryum Qasim '20
The president represents student concerns to administrators and faculty by regularly serving on committees, planning the agenda, and is ultimately accountable for the SGA Assembly.
- B. Vice President, Hana Kristensen '20
Serves as the primary liaison between SGA and student organizations including working with the formation of student organizations and presides over weekly Chairs Council meetings. This position also serves as the Co-Chair the Student Engagement and Leadership Education Advisory Committee.
- C. Chief of Finance, Hope Murphy '20
Chairs the Student Finance Board, reviews all funding requests from student organizations and works with the Student Organizations Fund Office (SOFO) to monitor financial activity of all student groups (non-funded student clubs, SGA-approved student organizations, residential houses and class years).
- D. Chief of Communications, Kayla Johnson '20
The Election Board coordinates all SGA elections and special referendums. The Publicity Committee develops promotional efforts to keep the student body informed about various Student Government issues.
- E. Parliamentarian, Amiansu Khanal '20
This position is responsible for leading all SGA Assembly meetings and ensures that the meetings are efficiently managed by using Roberts Rules of Order.
- F. Presidential Associate, Ali Plucinski
Serves a major resource to the president; maintains all SGA correspondence and resolutions; and takes minutes and sends agendas to the Assembly.

III. Chair's Council

The Chair's Council is comprised of six positions that reflect specific areas that the College deems as essential to the growth and development of the institution.

- A. Chair of Academic Affairs
Chair, Ben Meyer '22

Coordinates academic department Advisory Boards which represent student views on curriculum, staff appointments, tenure, and other related issues to department faculty.

- B. Residential Education and Living Advisory
Chair, Daniel Angel Varela '22
Coordinates House Councils which focus on the quality of life in the residential houses and provides the entire residential community with social and educational programs throughout the year. Each House Council consists of a House Governor, a House Senator, a SAC Representative, and two Class Council representatives.
- C. Honor Council
Chair, Conor Xanders '20
Introduces new students to the Honor Code. Upholds the Honor Code of the College. Has jurisdiction over matters involving possible infractions of the College Honor Code and/or Student Code of Conduct.
- D. Sustainability
Chair, Liam Lofgren '20
Develops programs and recommends policy regarding environmental issues as well as monitors the College's process towards sustainability. Serves as a liaison on the College's Environmental Model Committee (EMC)
- E. Equity & Inclusion
Chair, Paloma Camarena '20
Chairs the committee on diversity. Serves as a liaison between the Unity Student Steering Committee (USSC) and the Student Government Association. The Committee shall be concerned mainly but not exclusively with issues of diversity and equity related to matters of race, ethnicity, class, gender, sexuality, nationality, religion, and (dis)abilities.

III. Class Executive Boards & Class Councils

Coordinate social functions for each class, provide class representation to the Assembly, Honor Council, and SAC, and represent each class to administrators and faculty. Elections for First Year Class Executive Board and Class Council positions are held each fall.

- President '20, Emma Bennington
- President '21, Madison Smith
- President '22, Emmanuella Aspras
- President '23, To be elected in fall 2019

IV. House Senators

Senators are elected members of the Assembly from each of the twenty-two residential houses at the College. Each Senator is responsible for addressing issues and initiating projects during the academic year.

V. SGA Committees

The primary work of the Student Government Association is conducted through the effort of committees. Committee membership varies, depending on the focus of the committee. Almost all committees include representatives of the SGA Assembly and students at-large. Any member of the student body is eligible to serve in a student-at-large position. The SGA Assembly votes to determine student-at-large positions. Elections for most committees are held at the beginning of the fall semester. Occasionally, a vacancy will occur mid-year. In these instances, an election will be held during the year. To be considered for an at-large position, contact the SGA Chief of Communications.

VI. College Committees

There are a variety of other committees that students may serve on, especially College committees. For more information regarding these committees contact a member of the SGA Executive Board or Assembly.

- Academic & Administrative Procedures
- Bookstore
- Calendar
- Campus Parking Appeals Committee
- College Campus Safety
- Dean's Grievance
- Dining Services
- Educational Planning (EPC)
- Environmental Model Committee (EMC)
- Information Services Subcommittee
- Facilities and Land Management
- Library
- Physical Plant
- Priorities, Planning and Budget (PPBC)
- Residential Education and Living
- Student Designed Majors/Minors
- Study Away Advisory

Student Clubs and Organizations
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For current information, contact the Associate Director or Assistant Director for Student Engagement & New Student Programs (860-439-2108).

Student Organization Recognition Process

Connecticut College students are encouraged to take an active role in campus life. This is reflected in the broad range of student-led groups which exist on campus. As stated in the

Student Bill of Rights "Students are free to organize and join associations to promote their common interests." .

Student Organization

All student organization are composed of and controlled by students with a common interest, who, through a clearly defined purpose, create a product that enhances the quality of life at the College. Student organizations, by definition, have an approved constitution on file with the Office of Student Engagement & New Student Programs.

Two types of Student Organizations exist on campus:

Affiliated Student Organization (ASO)

Affiliated Student Organizations (ASO) are sponsored by an administrative or academic department but are not recognized by the Student Government Association. Generally, these groups exist for a short period of time before 1) seeking Registered Student Organization status or 2) becoming defunct. An ASO may seek financial support from its sponsoring department but financial support is not guaranteed.

Registered Student Organization (RSO)

Registered Student Organizations (RSO) have an approved constitution on file with the Student Government Association and are, therefore, eligible to seek SGA funding.

Creating a Student Organization

If students feel none of the groups available on campus meet their specific area of interest they may pursue creating a new student organization by completing the process outlined below during the open enrollment period of each semester. The open enrollment period will be the first ten (10) business days of each semester.

Affiliated Student Organization Process

1. Complete the Student Organization Application for Recognition.
2. Create a draft constitution that must include the following:
 - a. Name of the group
 - b. Statement of purpose
 - c. Criteria for membership which must include a statement of non-discrimination
 - d. List of officers positions, including descriptions of each position's duties
 - e. Outline of election procedures
 - f. Process for making amendments to and ratifying the constitution.
3. Meet with the Associate Director to discuss the reason to create the new organization.
4. Organize and host a recruitment event.
5. Upon successful completion of the steps outlined above, the Associate Director will grant the group ASO status and write a letter of support, which will be sent to the SGA Vice-president.

Recognized Student Organization Process

1. Meet with the SGA Vice President to review the organization's constitution and arrange for a presentation before the SGA Assembly.
2. The Vice-president must accept or reject the constitution within one week of receiving it.
3. The Vice-president may reject a constitution (in consultation with the Associate Director) based on the following conditions only:
 - a. The statement of purpose includes activities which are illegal
 - b. The organization fails to include a statement of non-discrimination or indicates selective membership practices.
 - c. The organization's purpose duplicates that of a pre-existing RSO.
4. If the Vice-president rejects a constitution, he/she will advise the organization about the areas of concern.
5. The organization may prepare an updated draft to submit to the Vice-president, and the Associate Director of Student Engagement & New Student Programs for additional review.
6. If the constitution is approved by the Vice-president they will sponsor the constitution as a proposal before SGA Assembly.
7. Once the presentation is complete and all questions of the Assembly are answered, the Assembly shall deliberate for a period of one week and vote at the next Assembly meeting.
8. Friendly amendments can be made to the constitution. If such changes occur, the prospective organization has until the next Assembly meeting to accept and ratify the altered constitution. The Vice-president may extend this time period if extenuating circumstances exist.

Student Organizations Rights & Responsibilities

All ASOs and RSOs have access to College facilities, resources, and services, and they all receive the following benefits:

- Use of College facilities for meetings, programs and special events at no cost
- Event support services including Campus Safety, Media Services, Campus Catering, Printing & Mailing Services, Physical Plant and Custodial Services
- Permission to use College name and visual identity marks on apparel and other promotional items (per stated guidelines)
- Financial support services provided by Student Engagement
- Event planning assistance
- Organization advising

In addition, RSOs are eligible to request and receive SGA funding and other types of financial support.

To maintain these benefits, organizations must adhere to the following guidelines set forth by the College:

1. Register annually by stated deadlines via ConnQuest.
2. Update and maintain assigned web page on ConnQuest.conncoll.edu
3. Maintain a current constitution or letter of support with SGA and the Office of Student Engagement & New Student Programs.

4. Inform Student Engagement & New Student Programs of all changes in organization leadership.
 - a. Leaders must be currently enrolled students who are not studying abroad and are able to physically represent the organization on campus.
 - b. Organization leaders must maintain a minimum GPA of 2.5.
 - c. A student may participate in a maximum of two (2) executive boards
 - d. New leadership must be decided by first weekend of May
 - i. Elections must be completed using ConnQuest
5. Submit a roster of members to the Office of Student Engagement & New Student Programs by stated deadlines.
 - a. Roster should be current and include students that regularly participate in the student organization.
6. Submit a “Year-in-Review” report to the Office of Student Engagement & New Student Programs by stated deadlines.
7. Complete fifteen (15) hours of community service per semester
 - a. Per organization (not per person)
 - b. Failure to complete the 15 hours by reading of the semester may result in the following:
 - i. RSOs
 1. Fall semester: automatic 2% reduction of SGA budget
 2. Spring semester: automatic 4% reduction of SGA budget
 - ii. ASOs and Student Lead Businesses
 1. Fall semester: no option for specialty funding
 2. Spring semester: probation period for reserving space
8. Host two (2) events per semester, one of which must be held on campus. All events must be registered through ConnQuest.
9. Uphold all local, state and federal laws and comply with all campus policies.
10. Ensure the organization is not used as a “front” for an off-campus group.
11. Return all requests for information distributed by SGA and the Office of Student Engagement & New Student Programs by stated deadlines.
12. Follow all guidelines as stated in the "Treasurer’s Handbook."
13. Uphold College policy regarding social media and technology use

Finally, student groups may not:

14. Discriminate against members of any groups as listed in the College’s non-discrimination policy, unless approved by the Associate Director (i.e. classes, singing groups, etc.).

For detailed information and policies regarding student organizations, please consult the Student Organizations Handbook which is available on ConnQuest under ‘Campus Links’ or in the Office of Student Engagement & New Student Programs.

Appendix A

FERPA, Clery Act, and Campus Security Authorities

The following is intended to notify all students of their rights with regard to education records under the Family Educational Rights and Privacy Act (FERPA) of 1974 and the federal regulations and college policy adopted pursuant to the Act. A more detailed description of those rights, entitled "Connecticut College Policy Statement on Education Records of Students," which includes the location of most types of student education records, is available from the Office of the Registrar and on the College's web site.

FERPA provides students with a right to review education records and to prevent disclosure of personally identifiable information contained in their education records. "**Education records**" include records, files, documents, and other materials that contain information directly related to a student and are maintained by the College. Certain types of information are not considered "education records" under FERPA. These include: (i) Records made by College personnel, including professors, which are in the sole possession of the person who made the records and are not accessible or revealed to any other person. (ii) Records maintained by the Campus Safety for law enforcement purposes. (iii) Medical and counseling records that are used solely for treatment.

Students have the following rights:

1. The right to inspect and review the student's own education records within 45 days after the day Connecticut College receives a request for access. A student should submit to the appropriate official a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. The opportunity to inspect and review education records will be confined to normal business hours on days when the College is open. At the time of review, the official responsible for the records or a member of his or her staff will be available to respond to requests to explain the records. Students have the right to review only their own education records. When a record includes information about other students, that information will not be disclosed.

2. The right to seek amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. The process includes the right to a hearing if the outcome of the challenge is unsatisfactory and the right to submit an explanatory statement for inclusion in the education record if the outcome of the hearing is unsatisfactory. A student who wishes to challenge part of his or her education records should first discuss the matter with the College official who has control over the records in question. If the matter cannot be resolved within 7 days, the student may submit a written request to the Dean of Students, who will respond within 7 days. If the outcome is unsatisfactory to the student, the student may submit a written request for a hearing to the Dean of the College. A hearing will be conducted, within 45 days of the request, by the Dean of the College or by another College official who does not have a direct interest in the outcome of the hearing. In accordance with federal regulations, the student will be entitled to present evidence at the hearing and be assisted by individuals of his or her choice, including an attorney, at his or her own expense. A written decision, based on the hearing, will be issued within 30 days of the hearing, which will be the College's final decision. If the amendment requested is denied, the student may place a statement in his or her records commenting on the accuracy of the information in the record and/or explaining his or her disagreement with the College. This statement will become part of the education record and will be disclosed whenever the contested portion of the education record is disclosed.

3. The right to provide written consent before the College discloses personally identifiable information (PII) from the student's education record, except to the extent that FERPA authorizes disclosure without consent. The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to College officials with legitimate educational interests.

A. College officials with a legitimate educational interest.

The College may disclose personally identifiable information from a student's education records, without the student's consent, to other College officials, employees, or agents, including faculty members, who have a legitimate educational interest in the information. An official has a legitimate educational interest if the official needs the information to fulfill his or her professional responsibilities or duties. This may include action or interest related to the student's education, discipline, a service or benefit for the student, evaluation of a student's academic work, maintenance of campus safety and security, and any other action or interest relating to the administration of the College's academic, administrative or financial programs.

B. Directory information.

The types of information listed below are designated by the College as directory information and, as such may be disclosed for any purpose at the discretion of the College, without the student's consent:

1. The name of the student who is or has been in attendance
2. The dates of attendance and class year
3. The enrollment status of the student (on campus, study away, or on leave)
4. The local address and telephone number (not residence hall room number)
5. The permanent address and telephone number
6. The cellphone number
7. The date and place of birth
8. The major field of study
9. Participation in college-sponsored co-curricular activities and athletics
10. The height and weight of members of athletics teams
11. The degrees and awards received
12. The most recent previous educational institution attended
13. Student Photo ID images
14. Email address

Under FERPA, students have the right to refuse to permit the designation of any or all of this personally identifiable information as "directory information," and thereby have the information withheld from public disclosure, by filing a written request to the Office of the Registrar by the first day of classes. If a request is not received by the Office of the Registrar by that date, it will be assumed that the above information may be disclosed for the current academic year. If a student chooses to withhold information from public disclosure, the College will follow the student's directive unless or until the student notifies the Office of the Registrar that the information may be disclosed.

4. The right to file a complaint with the U.S. Department of Education. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office

THE CLERY ACT AND CAMPUS SECURITY AUTHORITIES

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the surrounding areas. The annual Campus Security Report is published annually by October 1st of each year. In compliance with the Clery Act, Connecticut College identifies the following individuals on campus as Campus Security Authorities. A Campus Security Authority is any individual who has responsibility for campus security but does not constitute a campus safety department. This includes officials of the College who have significant responsibility for student and campus activities. Campus Security Authorities are defined by function, not title.

1. Athletics Department
 - a. Directors
 - b. Head Coaches
 - c. Assistant Directors and Assistant Coaches
2. Dean of the Faculty
3. Dean of the College
 - a. Deans/Associate Deans
 - b. International Student Adviser
 - c. Director of the Writing Center
 - d. Director/Assistant/Associate Directors of Career & Professional Development
4. Dean of Institutional Equity and Inclusion
 - a. Director of Race and Ethnicity Programs
 - b. Director of Gender and Sexuality Programs
5. Dean of Students
 - a. Senior Associate Dean of Student Life
6. Faculty Department Chairs
7. Faculty Advisors to student organizations when acting in that capacity
8. Advisors to Academic Program Centers
9. Office of Student Accessibility Services
 - a. Director
10. Community Partnerships
 - a. Director/Assistant Director
 - b. VISTA Coordinators
11. Office of Student Engagement & New Student Programs
 - a. Assistant Dean
 - b. Associate Director
 - c. Assistant Director
12. Residential Education & Living Office
 - a. Assistant Dean
 - b. Associate Director

- c. Assistant Directors
 - d. Housefellows and Floor Governors
13. Sexual Violence Prevention and Advocacy
- a. Director
14. Wellbeing and Health Promotion
- a. Director
15. Student Health Services
- a. Director/Assistant Director

Who is not a Campus Security Authority?

Generally, staff and faculty who do not have “significant responsibility” for students and campus activities, individual faculty who do not serve as advisors to registered student organizations, and licensed mental health counselors or pastoral counselors when working within the scope of their license agreement or religious assignment.

Appendix B

Connecticut College Policy on Alcohol and Other Drugs

Connecticut College's policy on alcohol and other drugs balances institutional commitment to local, state and federal laws, the responsibility of individuals on our campus, and the health and safety of our community while upholding the educational mission of the College. The College is committed to providing campus education on the risks associated with alcohol and other drug use and misuse. Our policies and procedures strive to prevent the harm that may result from the misuse and abuse of these substances.

The College is committed to upholding local, state, and federal law; requiring proper management of events where alcohol is served; employing practices that minimize the misuse of alcohol and other drugs; and maintaining a drug-free workplace.

This policy and procedures apply to faculty, staff, students, and any individuals utilizing College owned or managed properties. It supplements the expectations outlined in the Employee Handbook and IFF, including but not limited to the Drug Free Workplace Act and Prohibited Alcohol Related Activity policy and the Personal Conduct Policy.

Policies

Alcohol

Individuals under the age of twenty-one may not possess or consume alcohol on campus. Individuals twenty-one or older may not (a) provide alcohol to individuals under the age of twenty-one, (b) possess open containers of alcohol outside of registered event spaces, or (c) play drinking games on campus. The alcohol policy also encompasses guidelines for service and use on campus.

Alcohol may not be served in an academic class regardless of the class location or in an individual office space. The College strongly discourages alcohol being served to any student in the private residences of faculty and staff (on or off campus) and serving alcohol to underage students is impermissible regardless of location. Alcohol consumption on College sponsored trips in foreign countries (i.e. SATA, TRIPs) follows the law of the country. Irrespective of location, faculty and staff who serve or support consumption of alcohol by students have a responsibility to try to ensure that the students drink responsibly.

College employees are responsible for adhering to College policies regarding personal alcohol consumption at College events. Typically, consumption of alcohol is limited to appropriate business settings as determined by the department head (academic chair, vice president/ dean, or president). According to the College's personal conduct policy for staff, staff may not use or be under the influence of alcohol or narcotics during work hours. This policy recognizes that work hours may be defined differently based upon an employee's role at the College. When alcohol is served at an official College function during business hours, a staff member may choose to consume alcohol responsibly as long as they are not returning to work following the function.

The policy for use of College's vehicles prohibits drivers and passengers from using any alcohol, or illegal drugs as well any substances that may reduce attentiveness or cause drowsiness. The driver must

not operate the vehicle for a minimum of 12 hours after their last ingestion of any substance (including consumption of alcohol) that could cause impaired driving. *Note: the vehicle use policy applies to all persons (faculty, staff, students and volunteers) who drive Connecticut College administered (owned or rented) or their personal vehicles for the benefit of Connecticut College (whether or not reimbursement for mileage is sought).*

Drugs

The use, possession, or sale of illicit drugs or drug-related paraphernalia as defined by Connecticut State Law and/or Connecticut College is strictly prohibited on Connecticut College campus property. Illicit drugs are controlled substances that cannot be obtained legally or that, although available legally, have been obtained illegally. Medical marijuana is prohibited on college campuses by the federal Drug Free Schools and Communities Act, regardless of whether it is permitted by state law. Distribution of illicit drugs includes the purchase, sale, or other transfer of any substance in any amount, and any attempt to distribute. The possession of drug-related paraphernalia (i.e. bong, water pipes, vaporizers, grinders) is also prohibited. Examples of illicit drugs include: marijuana, molly (MDMA), cocaine, synthetic drugs, salvia, prescription drugs that have not been lawfully prescribed for the individual, and the misuse of legally prescribed drugs by the individual to whom the drugs were prescribed.

The College reserves the right to notify the appropriate law enforcement agency regarding illegal alcohol and drug activity. An employee who is convicted of any criminal drug statute is required to notify the Office of Human Resources within five (5) days of such conviction. The College may take disciplinary action against any employee who is so convicted and/or require the employee to participate in a substance abuse assistance or rehabilitation program. Students violating the College’s alcohol or drug policy or local/state/federal laws will be subject to the student conduct process outlined in the Student Handbook.

Any employee or student who is misusing or abusing alcohol or other drugs is urged to stop such activity voluntarily and to participate in a counseling or rehabilitation programs. Student Counseling and Health Services offers assistance to students. Employees may seek assistance through the College’s Employee Assistance Program and the College’s health insurance plans. Information about the Employee Assistance Program can be found in the Employee Handbook and the employee benefits web page (www.conncoll.edu/employment/benefits/). Information about resources for students may be found in the Student Handbook.

Procedures for College Events with Alcohol

What Events are Covered

These regulations apply to all college events where alcoholic beverages will be served. College events include but are not limited to:

- Student sponsored (clubs/organizations/individuals)
- Faculty and administrative departments/offices
- Events held by individuals (faculty, staff, alumni, family) on behalf of the College for members of the College community
- Commencement related events, Reunion, Fall Weekend
- Events before/during/after athletic events

ON CAMPUS EVENTS	Any event on campus with alcohol must be registered with the Events and Catering Office.
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	<p>Alcohol served on campus must be provided and served through Events and Catering or through a licensed, insured vendor. The Catering liquor permit requires Catering to also serve food at the event.</p> <p>Any alcohol at an event that is not provided by the licensed caterer/vendor may be confiscated. Individuals may not provide or bring their own alcohol into a college event on campus. <i>**Exceptions to this are noted in the Student Handbook.</i></p> <p>Alternate beverage service and food must be available at the event.</p> <p>Students and their guests 21 years or older must wear wristbands. The event sponsor is responsible for wristband purchase and distribution to only 21+ year old individuals.</p> <p>Alcohol service must end no later than 1 a.m. and/or at least 30 minutes prior to the scheduled end-time.</p> <p>Events with alcohol and students may not be held before the start of fall semester academic classes or on reading/review days.</p>
<i>Events with only students</i>	Please refer to the Student Handbook (Social Host). Clubs/organizations should also consult the Student Organization Handbook.
<i>Events with less than 25 individuals and no students</i>	Faculty and staff may request Catering to waive on-site bartender if they submit a plan detailing their plan for ensuring access to alcohol will be monitored and controlled.
<i>Events with 26+ individuals</i>	<p>Must have an on-site bartender (one bartender is required per 50 individuals).</p> <p>In the event Catering cannot accommodate the request for alcohol service/bartender, alcohol and alcohol service must be provided and managed by a licensed, insured vendor.</p>
<i>Locations</i>	<p>Events and Catering has a complete list of locations on campus where alcohol may be served.</p> <ul style="list-style-type: none"> • Alcohol may not be served in Hillel House and the Chapel (except with approval for religious purposes) or at the site of NCAA/NESCAC competitions (Athletic Center, tennis courts, soccer/turf fields, track, boat docks, and adjacent parking lots). • Alcohol service outdoors must be in a pre-defined area that is clearly demarcated for the duration of the event. • Humphrey’s Pub is a licensed operation with the State of Connecticut and as such follows all the rules and regulations in accordance with State of Connecticut Liquor Commission. Use of Humphrey’s may depend upon Humphrey’s staff availability.
<i>Athletic Events (Tailgating)</i>	<p>In addition to the rules for on campus events above, the following applies specifically to events occurring in conjunction with an athletic competition.</p> <p>Events with alcohol occurring in conjunction with athletic events (i.e. tailgating) must be registered with Events and Catering and receive approval from the Director of Athletics.</p>

	<p>Alcohol is not permitted at the active NCAA and/or NESCAC competition location.</p> <p>A bartender is required at these events. Only single serving, factory sealed alcohol (beer, wine) containers are permitted. Kegs, beer balls, or other common consumption containers are not permitted. Hard alcohol is not permitted.</p> <p>Event capacity may not exceed 75.</p> <p>Tailgating must be contained within a pre-designated, clearly defined area approved by the Director of Athletics. Alcohol may not leave the designated space. Alcohol may not be served out of vehicles (including cars, RVs, buses, rental trucks).</p> <p>Tailgating may not begin earlier than 90 minutes before the start of the game and must end at the start of the official game time. Tailgating may not continue during the game or resume after the game ends.</p> <p>Rapid consumption devices such ice luges, funnels, beer hats, drinking tables/beer pong are prohibited.</p> <p>Campus Safety will periodically walk through the event.</p> <p>Failure to adhere to these policies or any underage consumption will result in the immediate end of the event.</p>
OFF CAMPUS EVENTS	<p>Alcohol may be permitted at off campus events with the stipulations outlined in this section.</p> <p>Alternate beverage service and food must be available at the event.</p> <p>Access to alcohol service must end no later than 1 a.m. and/or at least 30 minutes prior to the scheduled end-time.</p> <p>Events with alcohol and students may not be held before the start of fall semester academic classes or on reading/review days.</p> <p>Please refer to the Off Campus Travel policy for additional regulations regarding events off campus.</p>
<i>Events without students</i>	<p>These events are not required to be registered but the academic department chair or department/division administrative head must be notified in advance of the event.</p> <ul style="list-style-type: none"> • The event sponsor is responsible for ensuring there is controlled/monitored alcohol service.
<i>Private events with students</i>	<p>Private events are open only to Connecticut College affiliated individuals and are not otherwise open to the public. These events must be registered as an event with Events and Catering and with the department head.</p> <ul style="list-style-type: none"> • Students and their guests 21 years or older must wear wristbands.

	<ul style="list-style-type: none"> The event sponsor is responsible for wristband purchase and distribution to only 21+ year old individuals.
<i>Events with students open to the general public</i>	<p>These are events which are open to the general public and the College is not responsible for alcohol service. These events must be registered as an event with Events and Catering and with the department head.</p> <ul style="list-style-type: none"> These events do not require wristbands for students.
<i>Student Sponsored events</i>	<p>Student sponsored events in partnership with the Office of Student Engagement and New Student Programs must be approved by the Office of Student Engagement and New Student Programs and registered with Events and Catering.</p> <ul style="list-style-type: none"> The event sponsor is responsible for hiring an insured and licensed caterer to provide controlled alcohol service. Students and their guests 21 years or older must wear wristbands. The event sponsor is responsible for wristband purchase and distribution to only 21+ year old individuals. <p>Student Organizations are not permitted to have alcohol at off campus events.</p>
PERSON(S) RESPONSIBLE FOR THE EVENT	<p>Every event must have an “event sponsor” and a “responsible person”.</p> <ul style="list-style-type: none"> The “event sponsor” is the campus organization, department, office or individual that is sponsoring the event. The “responsible person” is the individual (or individuals) present for the duration of the event and oversees the event. <p>The highest ranking individual, dean, department head, academic chair is responsible for compliance with the policy, whether the event is registered or not.</p>
<i>Event Sponsor</i>	<p>The event sponsor must ensure a licensed, insured vendor provides alcohol service. Event sponsors must also establish measures to prevent alcohol from being sold, distributed to, or possessed by individuals under the legal age of 21 years or to individuals who appear intoxicated. Such measures must include:</p> <ul style="list-style-type: none"> requiring proof of age from a valid government identification of individuals who will be served alcohol, requiring 21+ students to wear wristbands to receive alcohol service, monitoring and controlling alcohol service for the duration of the event. <p>Alcohol may not be unattended at any point during an event.</p>
<i>Responsible Person(s)</i>	<p>The responsible person(s) must be 21 years of age or older and has the on-site authority and oversight of the event. This includes, but is not limited to:</p> <ul style="list-style-type: none"> being present and visible throughout the event adherence to controlled alcohol service (i.e. age verification) monitoring start and end times for alcohol service refraining from consuming alcohol at the event ensuring alcohol is not unattended and does not leave the event addressing any problems or issues that arise during the event.
<i>Role of Campus Safety</i>	<p>Campus Safety or other security personnel may be required for events on college property. Costs associated with this must be paid by the event sponsor. The event sponsor may request to have Campus Safety present or event registration</p>

	<p>details may prompt Events and Catering or the Office of Student Life to recommend or require security personnel to be present at the event. The decision will be based on several factors including:</p> <ul style="list-style-type: none"> • History of the event and event sponsor • Nature of the event • Anticipated attendance
GENERAL EVENT REGULATIONS	
<i>The Sale of Alcohol Beverages</i>	<p>An event where alcohol is sold (or there is an admission fee for an event with alcohol) requires a permit by the state of Connecticut. If the event sponsor is not using Events and Catering (which has a permit), the event sponsor is required to obtain the permit and provide a copy of the permit when registering the event with Events and Catering. Events with permits require a licensed, insured vendor.</p> <p>Events held in Humphrey’s campus bar do not require a separate permit as Humphrey’s has a permit to sell alcohol.</p>
<i>The Service of Donated Alcohol</i>	<p>There may be exceptional circumstances (i.e. Board of Trustees events) when alcohol is donated for a college event. Catering or a licensed vendor must be contracted to serve the alcohol. Donated alcohol for events with students must receive prior approval from the Office of Student Engagement and New Student Programs.</p>
<i>Advertising Events with Alcohol</i>	<p>The College permits advertising events with alcohol with following criteria. These criteria are in place for all forms of advertising including print and electronic invitations, posters, announcements, and all other forms of advertising:</p> <ul style="list-style-type: none"> • All advertising must clearly reference the provision of non-alcoholic beverages and food. • All advertising must include the following statement: Only individuals 21 years of age and older (with a valid government issued identification) will be served alcohol. • Advertising may not include any reference to underage consumption, binge drinking or any other • abuse of alcohol, any graphics or pictures/photos that depict and/or promote alcohol or forms of alcohol consumption, or any reference to the quantity of alcohol being served at the event • All student-sponsored events (both private and public) require approval by the Office of Student Engagement and New Student Programs prior to being advertised in any forum. Private events with alcohol may only be advertised via private invitation.

Procedures for Non-College Events with Alcohol

What Events are Covered

These regulations apply to all events occurring on college campus property but are not otherwise affiliated with the college (*see college events with alcohol above*) where alcoholic beverages will be served. These events include but are not limited to:

- College-affiliated individuals (faculty, staff, alumni, family) use of facilities and the event is not related to College activities or functions.
- Events held by individuals, businesses or organizations (not affiliated with the College) who have contracted to use the College facilities.

<p>EVENT REGULATIONS</p>	<p>Any event on campus with alcohol must be registered with the Events and Catering Office.</p> <p>Alcohol served on campus must be provided through Events and Catering or through a licensed, insured vendor. The Catering liquor permit requires Catering to also serve food at the event.</p> <ul style="list-style-type: none"> • If Events and Catering does not provide the alcohol, proof of insurance must be submitted to Events and Catering two weeks before the event is scheduled to occur. <p>Alcohol must be monitored at all times by either the bartender or the sober responsible person.</p> <p>Any alcohol at an event that is not provided by the licensed caterer/vendor may be confiscated. Individuals may not provide or bring their own alcohol into a college event on campus.</p> <p>Alcohol provided at the event may not leave the event. Any alcohol not consumed at the end of the event belongs to Catering (or the vendor).</p> <p>Alternate beverage service and food must be available at the event.</p>
<p><i>Events with less than 25 individuals and no students</i></p>	<p>Individuals may request Catering to waive on-site bartender if they submit a plan detailing their plan for ensuring access to alcohol will be monitored and controlled. The plan must include the names of the individual(s) serving the alcohol.</p> <p>The “responsible person” must sign a statement declaring that alcohol service will be monitored and controlled in accordance with the College’s policies.</p>
<p><i>Events with 26+ individuals</i></p>	<p>Must have an on-site bartender (one bartender is required per 50 individuals).</p> <p>In the event Catering cannot accommodate the request for alcohol service/bartender, alcohol and alcohol service must be provided and managed by a licensed, insured vendor.</p>
<p><i>Locations</i></p>	<p>Events and Catering has a complete list of locations on campus where alcohol may be served.</p> <ul style="list-style-type: none"> • Alcohol may not be served in Hillel House and the Chapel (except with approval for religious purposes). • Alcohol service outdoors must be in a pre-defined area that is clearly demarcated for the duration of the event. • Humphrey’s Pub is a licensed operation with the State of Connecticut and as such follows all the rules and regulations in accordance with State of Connecticut Liquor Commission. Use of Humphrey’s may depend upon Humphrey’s staff availability.

<i>The Sale of Alcohol Beverages</i>	<p>An event where alcohol is sold (or there is an admission fee for an event with alcohol) requires a permit by the state of Connecticut. If the event sponsor is not using Events and Catering (which has a permit), the event sponsor is required to obtain the permit and provide a copy of the permit when registering the event with Events and Catering. Events with permits require a licensed, insured vendor.</p> <p>Events held in Humphrey’s campus bar do not require a separate permit as Humphrey’s is licensed to sell alcohol.</p>
<i>The Service of Donated Alcohol</i>	There may be exceptional circumstances when Events and Catering permits alcohol to be donated for an event. Catering must be contracted to serve the alcohol and a corkage fee will be charged.
PERSON(S) RESPONSIBLE FOR THE EVENT	<p>Every event must have an “event sponsor” and a “responsible person”.</p> <ul style="list-style-type: none"> • The “event sponsor” is the organization, business, or individual sponsoring the event. • The “responsible person” is the individual (or individuals) present for the duration of the event and oversees the event. <p>In some instances, the event sponsor and responsible person may be the same individual.</p>
<i>Event Sponsor</i>	<p>The event sponsor must ensure a licensed, insured vendor provides alcohol service. Event sponsors must also establish measures to prevent alcohol from being sold, distributed to, or possessed by individuals under the legal age of 21 years or to individuals who appear intoxicated. Such measures must include:</p> <ul style="list-style-type: none"> • requiring proof of age from a valid government identification of individuals who will be served alcohol, • monitoring and controlling alcohol service for the duration of the event. Alcohol may not be unattended at any point during an event.
<i>Responsible Person(s)</i>	<p>The responsible person(s) must be 21 years of age or older and has the on-site authority and oversight of the event. This includes, but is not limited to:</p> <ul style="list-style-type: none"> • being present and visible throughout the event • adherence to controlled alcohol service • monitoring start and end times for alcohol service • refraining from consuming alcohol at the event • ensuring alcohol does not leave the event • addressing any problems or issues that arise during the event.

Health Risks Associated with Substance Use

There are a variety of health risks associated with use of alcohol and other drugs. Below is a brief summary. Students are encouraged to talk with their health care provider or a medical professional in Student Health Services for more information.

Misuse of Prescription Medication: Misuse of prescription drugs means taking medication in a way inconsistent with your healthcare provider's directions. This may include taking a higher dose, taking the medication more frequently, and/or taking other people's medication. Medications should be kept locked to discourage misuse. Misuse or abuse of prescription medications can have serious medical implications. Talk with your healthcare provider if you have questions or concerns about your medication and how it should be used.

Substance Use and Pregnancy: It is important to talk with your healthcare provider about your substance use if you are pregnant or planning on becoming pregnant. The World Health Organization states that the "use of alcohol, illicit drugs and other psychoactive substances during pregnancy can lead to multiple health and social problems for both mother and child, including miscarriage, stillbirth, low birthweight, prematurity, physical malformations and neurological damage."

Substance Use and Driving: The use of alcohol and other drugs, even in low doses, can significantly impair the judgment and coordination required to drive a motor vehicle safely. Individuals must be aware that substance use can increase the likelihood of the driver being involved in an accident.

Possible Effects, Potential Overdose Symptoms, and Withdrawal Symptoms

Benzodiazepines (Depressants)

- Possible effects may include: drowsiness, confusion, poor coordination, feelings of depression, tolerance, addiction/dependency.
- Symptoms of potential overdose may include: Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death; in combination with alcohol can be fatal
- Withdrawal symptoms may include: Anxiety, insomnia, irritability, hand tremors, panic attacks, headache, muscle pain, sweating and nausea, seizures; could become fatal
- Examples of drugs in this category include Xanax, Ativan, Valium, and Klonopin

Cannabinoids

- Possible effects may include: euphoria, slowed reaction time, distorted perception, impaired learning and memory, anxiety, respiratory infections, psychosis, mental health decline, tolerance, addiction/dependency
- Symptoms of potential overdose may include:
 - Marijuana: with high THC levels, anxiety and paranoia, delusions and hallucinations. There are no reported cases of overdose from marijuana alone, however, overdose is possible when marijuana is contaminated with other drugs.
 - Synthetic Marijuana: paranoia, hallucinations, vomiting, violence, suicidal ideation; overdose can be fatal.
- Withdrawal symptoms may include: sleep difficulties, irritability, headaches, depression/changes in mood
- Examples of drugs in this category include: Marijuana (with the psychoactive component of THC) is the most common. Synthetic cannabinoids include K2 and Spice.

Hallucinogens (Classic)

- Possible effects may include: altered states of perception and feeling, hallucinations, paranoia, nausea, flashbacks, tolerance, dependency
- Symptoms of potential overdose may include: risk of eating poisonous mushroom, high risk serious harm/injury due to the profound alteration of perception and mood.

- Withdrawal symptoms may include: Insomnia, hyperactivity, and decreased appetite occasionally reported.
- Examples of drugs in this category include LSD, and psilocybin (mushrooms); this is a diverse category of drugs with varying risk of overdose and health effects.

Nicotine (Vaping, Tobacco)

- Possible effects may include: increased concentration, dizziness, nausea, increased heart rate and blood pressure, tolerance, dependency, addiction
- Symptoms of potential overdose may include: overdose on nicotine is rare; nicotine poisoning, tremors, convulsions, heart attack
- Withdrawal symptoms may include: irritability, anxiety, mood changes, sleep disturbances, flu-like symptoms, nicotine cravings

Opioids

- Possible effects may include: Euphoria, drowsiness, respiratory depression, constricted pupils, nausea, tolerance, addiction/dependency.
- Symptoms of potential overdose may include: Slow and arrested breathing, clammy skin, convulsions, coma, possible death.
- Withdrawal symptoms may include: Anxiety, muscle pain, runny nose, loss of appetite, irritability, tremors, panic attacks, nausea, chills and sweating; not typically fatal
- Examples of drugs in this category include prescription pain medications (Codeine, Percocet, Oxycontin), heroin, fentanyl.

Stimulants

- Possible effects may include: increased heart rate and blood pressure, euphoria, energy, tremors, reduced appetite, irritability, anxiety, paranoia, psychosis, insomnia, tolerance, addiction/dependency
- Possible symptoms of potential overdose may include: restlessness, tremors, rapid breathing, confusion, aggression, hallucinations, panic states, muscle pains, irregular heart rate, seizure.
- Withdrawal symptoms may include: feelings of depression, low energy, and lethargy; not typically fatal
- Examples of drugs in this category include prescription medication (Adderall, Concerta), amphetamines, cocaine

Health risks associated with the use of illicit drugs can also be found at:

<https://www.drugabuse.gov/>

<https://www.cdc.gov/medicationsafety/index.html>

<https://www.cdc.gov/family/college/>

Health Risks of Alcohol

Possible effects may include:

- in low doses: relaxation, lowered inhibitions, impaired judgement.
- in higher doses: injury, drowsiness, slurred speech, nausea, emotional, loss of coordination, sexual dysfunction, aggression, visual distortions, loss of memory, alcohol poisoning, tolerance, addiction/dependence

Symptoms of potential overdose may include: alcohol poisoning, loss of consciousness, decreased breathing and heart rate, skin is cold or clammy to touch, depending on complexion tone, a person's face appears blue; overdose can be fatal

Withdrawal symptoms may include: headaches, nausea, anxiety, sleep difficulties, tremors; alcohol withdrawal can be life threatening.

Other considerations:

- Binge drinking: This high-risk behavior is defined as consuming high amounts of alcohol (4+ for women/ 5+ for men) in a short time frame (2 hours or less). Researchers have found that binge drinking behaviors are predictive of increased negative effects.
- Pregaming: This high-risk behavior is defined as consuming alcohol before going out and consuming more alcohol at another location/party; often done in conjunction with binge drinking. There is a strong correlation between pregameing behaviors and increases negative effects and outcomes.
- Tolerance: Over time, a person can form a tolerance to alcohol thus needing a higher dose of the drug to feel the effects. For instance, a person may have felt intoxicated after 3 drinks, over time develops a tolerance, needing to drink more alcohol to feel intoxicated. This increases the risk of negative consequences and alcohol poisoning. In most cases, tolerance is reversible, once drinking decreases, tolerance will decrease.
- Interaction with other drugs/medications:
 - In combination with marijuana: both drugs will depress the central nervous system, the effects of both drugs are felt more intensely and the person is likely to experience significant problems with memory; increased risk of alcohol poisoning.
 - In combination with central nervous system depressants (e.g. opioids, benzodiazepines, over the counter cold medications): alcohol and other drugs/medications that slow the central nervous system can lead to a shutdown of breathing and heart. Effects of alcohol will be more pronounced, higher probability of overdose.
 - In combination with stimulants (e.g. Adderall, cocaine): stimulants tend to mask the effects of alcohol, leading people to drink more thus increasing the risk of alcohol poisoning. Higher probability of overdose.

Local, State, and Federal Compliance with Alcohol and Controlled Substances Regulations

“As students and their parents consider the health and safety consequences of student drinking, they should also be aware of Connecticut laws concerning underage drinking and social hosting. Violations of the alcohol laws may lead to the fines and penalties noted below, as well as expose students to additional legal liability, particularly if they act as social hosts. Students who give parties, whether in off-campus houses or apartments or in their dormitory rooms, for example, are considered social hosts and they should take care to review and observe the relevant laws. A violation of these laws may have particularly serious consequences to the host if a guest is underage and becomes sick or is hurt.”

- *Connecticut Conference of Independent Colleges*

Below is a brief summary of relevant laws for Alcohol and Controlled Substances. Please consult the state statutes and federal laws for complete details.

Local and State Laws and Penalties Governing Alcohol Possession, Provision, and Consumption

A. City of New London

Alcohol Beverages Sec 3.2

Consumption and carrying in public places restricted.

- (d) Except as specifically exempted in subsection (b), no person shall consume or carry any opened beer, wine, or any other alcohol beverage, the sale or distribution of which is regulated by the liquor control act of the state, upon the public streets, highways, sidewalks, alleyways of the city, nor in any building or upon any land owned by the city, nor in any motor vehicle regardless whether such motor vehicle is parked or in motion.

Any person who shall violate any of the provisions of this section shall be fined not less than dollars (\$10.00) nor more than one hundred dollars (\$100.00).

New London Code of Ordinances (Ord. of 5-21-73, §§ 1—3; Ord. of 7-11-77, § 1; Ord. of 8-4-86, § 1)

B. State of Connecticut

The following is a brief summary of relevant Connecticut state laws and penalties regarding alcohol.

Possession of Alcohol by Minors	Statute	Penalty
Prohibits possession of alcohol by a minor on both public and private property.	Sec. 30-89(b)	First offense: an infraction and \$136 fine Subsequent offenses: fine between \$200 and \$500
If on a public street or highway	Sec. 14-111e(a) Sec.14-111e(b)	Subject to up to a 60 day license suspension If not licensed, must wait 150 days after eligible for license
If in any other public or private location	Sec. 14-111e(a) Sec.14-111e(b)	Subject to up to a 30 day license suspension If not licensed, must wait 150 days after eligible for license
Prohibits possession by a minor of liquor in a motor vehicle.	Sec. 14-111a	Subject to up to a 60 day license suspension
Sale or Provision of Alcohol to Minors	Statute	Penalty
Prohibits anyone from giving or delivering liquor to a minor	Sec. 30-86(b)(2)	Fine of up to \$1,500 or up to 18 months in jail or both
Prohibits anyone from allowing minors to possess alcohol or “host” underage drinking parties in any residence or other private property.	Sec. 30-89a	First offense: an infraction and \$146 fine. Subsequent offenses: fine of up to \$500 or up to one year in jail or both
Prohibits permittee or employees from allowing minors to loiter on premises where liquor is kept for sale or where liquor is served at a bar.	Sec. 30-90	Fine of up to \$1000 or up to one year in jail or both
Proof of Age and Fake/False Identification	Statute	Penalty
Prohibits the misrepresentation of age or	Sec.30-88a	Fine of \$200 to \$500 or up to 30 days in

the use of another's license for the purpose of procuring alcoholic liquor.	Sec.14-111(e)	jail or both Subject to up to a 150 day license suspension. If not licensed, must wait additional 150 days after eligible for license.
Prohibits the misrepresentation of age or committing any deception in the procurement of an identity card, or the use of another's identity card.	Sec.1-1h(e)	Fine up to \$50 or up to 30 days or both
Prohibits the purchase or attempt to purchase or the making of any false statement for the purpose of procuring liquor.	Sec.30-89(a)	Fine between \$200 and \$500
Youth DUI (Zero Tolerance)	Statute	Penalty
Prohibits minors from operating a motor vehicle if their blood alcohol content (BAC) is higher than .02	Sec. 14-227g	First offense: 1) Fine between \$500 and \$1000 2) (a) up to six months in jail of which 48 consecutive hours may not be suspended or reduced in any manner, or, (b) up to six months in jail, execution suspended, and probation with 100 hours of community service and 3) one year license suspension

Source: <http://www.ct.gov/opm/cwp/view.asp?a=2974&q=435196>

State and Federal Laws and Penalties Governing Controlled Substances

A.State of Connecticut

	Statute	Penalty
Possession of less .5 oz or possession of drug paraphernalia related to use of less than .5 oz of marijuana – age 17	Sec.21a-277-279	First offense: \$150 fine Subsequent offenses: \$200-\$500 fine; required 60 day suspension of driver's license or 150 day delay in receiving license
Possession of less .5 oz or possession of drug paraphernalia related to use of less than .5 oz of marijuana – age 18 or older	Sec.21a-277-279	First offense: \$150 fine Subsequent offenses: \$200-\$500 fine; required 60 day suspension of driver's license or 150 day delay in receiving license
Possession of .5oz to 4 oz. of marijuana	Sec.21a-277-279	First offense: \$1,000 fine or jail for no more than 1 year or both Subsequent offenses: \$3,000 fine or jail for no more than 5 years or both
Possession of dangerous hallucinogens	Sec. 21a-279(b)	First offense: \$2,000 fine or jail for no

or more than 4oz of marijuana		more than 5 years or both Subsequent offenses: \$5,000 fine or prison for no more than 10 years or both
Possession of Narcotics (i.e. cocaine, heroin, crack)	Sec. 21a-279(a)	First offense: up to 7-year jail term, up to a \$50,000 fine Second offense: up to 15-year jail term, up to a \$100,000 fine Subsequent offenses: up to 25-year jail term, up to a \$250,000 fine
Illegal manufacture, distribution, sale, prescription, or dispensing of controlled substances – hallucinogenic or narcotic substances other than marijuana.	Sec. 21a-277(a)	First offense: up to 15 years imprisonment, a \$50,000 fine, or both Second offense: up to 30 years imprisonment, a \$100,000 fine, or both Subsequent offenses: up to 30 years imprisonment, a \$250,000 fine, or both Alternative sentence: up to a 3 year indeterminate sentence with conditional release
Illegal manufacture, distribution, sale, prescription, or dispensing of any other illegal drug/controlled substances	Sec.21a-277(b)	First offense: up to 7 years imprisonment, a \$25,000 fine, or both Subsequent offenses: up to 15 years imprisonment, a \$100,000 fine, or both Alternative sentence: up to a 3 year indeterminate sentence with conditional release
Illegal manufacture, distribution, sale, prescription, dispensing, giving, or offering of controlled substances involving minors	Sec. 21a-278a	Mandatory 2 year prison term Mandatory 3 year prison term when occurs within one thousand feet of the property of public or private elementary school.
Sale of illegal drugs within 1,500 feet of an elementary or secondary school, a licensed day care center, or a public housing project	Sec. 21a-278a(b)	Mandatory 3-year jail term running consecutively to any jail term imposed for violating the underlying drug sale crime

B. Drug Paraphernalia Definition

“Sec. 21a-240. (20) (A) "Drug paraphernalia" refers to equipment, products and materials of any kind which are used, intended for use or designed for use in planting, propagating, cultivating, growing,

harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing or concealing, or ingesting, inhaling or otherwise introducing into the human body, any controlled substance contrary to the provisions of this chapter including, but not limited to: (i) Kits intended for use or designed for use in planting, propagating, cultivating, growing or harvesting of any species of plant which is a controlled substance or from which a controlled substance can be derived; (ii) kits used, intended for use or designed for use in manufacturing, compounding, converting, producing, processing or preparing controlled substances; (iii) isomerization devices used, intended for use in increasing the potency of any species of plant which is a controlled substance; (iv) testing equipment used, intended for use or designed for use in identifying or analyzing the strength, effectiveness or purity of controlled substances; (v) dilutents and adulterants, such as quinine hydrochloride, mannitol, mannite, dextrose and lactose used, intended for use or designed for use in cutting controlled substances; (vi) separation gins and sifters used, intended for use or designed for use in removing twigs and seeds from, or in otherwise cleaning or refining, marijuana; (vii) capsules and other containers used, intended for use or designed for use in packaging small quantities of controlled substances; (viii) containers and other objects used, intended for use or designed for use in storing or concealing controlled substances; (ix) objects used, intended for use or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, or hashish oil into the human body, such as: Metal, wooden, acrylic, glass, stone, plastic or ceramic pipes with screens, permanent screens, hashish heads or punctured metal bowls; water pipes; carburetion tubes and devices; smoking and carburetion masks; roach clips: Meaning objects used to hold burning material, such as a marijuana cigarette, that has become too small or too short to be held in the hand; miniature cocaine spoons, and cocaine vials; chamber pipes; carburetor pipes; electric pipes; air-driven pipes; chillums; bongs or ice pipes or chillers”

Excerpt from Connecticut General Assembly State Statutes -

<http://www.cga.ct.gov/asp/menu/Statutes.asp>

C. Federal Penalties and Sanctions for Illegal Possession of Controlled Substances:

- **21 U.S.C. § 844(a)**
1st Conviction: Up to 1 year imprisonment and fine of at least \$1,000 or both.
After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fine of at least \$2,500.
After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fine of at least \$5,000.
Special sentencing provisions for possession of crack cocaine: Mandatory minimum 5 years in prison, maximum 20 years and minimum fine of \$1,000, if:
 - 1st conviction and the amount of crack possessed exceeds 5 grams.
 - 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
 - 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.
- **21 U.S.C. § 853(a) (2) and 881(a) (7)**
Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack.)
- **21 U.S.C. § 881(a) (4)**
Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance.
- **21 U.S.C. § 844(a)**
Civil fine of up to \$10,000.
- **21 U.S.C. § 862**
Denial of Federal benefits, such as student loans, grants, contracts and professional and

commercial licenses, up to 1 year for first offense, up to 5 years for second and subsequent offenses.

- **18 U.S.C. § 922(g)**

Ineligible to receive or purchase a firearm.

- **Miscellaneous**

Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies.

Appendix C

Sexual Violence Risk Reduction Tips

Risk reduction tips can often appear victim-blaming, even unintentionally. Connecticut College believes that only those who commit sexual violence are responsible for those actions. The tips below are offered with no intention to victim-blame but with the recognition that these suggestions may nevertheless help a student reduce the risk of experiencing a non-consensual sexual act. Suggestions are also provided to avoid committing a non-consensual sexual act.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you reduce your risk for being accused of sexual misconduct:

- Clearly communicate your intentions to your sexual partner and give them a chance to clearly communicate their intentions to you.
- Understand and respect personal boundaries
- **DON'T MAKE ASSUMPTIONS ABOUT CONSENT**; about someone's availability; about whether the person is attracted to you; about how far you can go or whether a person is capable of consent.
- Mixed messages from your partner are a clear indication that you should stop and communicate better.
- Don't take advantage of a person's drunkenness or altered state even if they willingly consumed alcohol or substances.

Risk Reduction

- If you have limits, make them known as early possible.
- Say "No" clearly and firmly.
- Try to remove yourself from the physical presence of an individual making you comfortable.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol and/or drug use and acknowledge such use can lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask them to take care of you. Respect a friend when they challenge you about making a possible mistake.

Appendix D

Amendments to the Student Handbook

The Dean of Students has general oversight of the Honor Code, the Student Code of Conduct, and the student conduct procedures including its review and implementation. The Senior Associate Dean of Student Life reviews and edits the Student Handbook annually.

- Offices and departments may make minor changes to their department regulations and procedures.
- When a new policy, sanction, or procedure is under consideration or a specific policy, sanction, or procedure needs to be substantively revised, the Senior Associate Dean of Student Life will work with Honor Council and consult with SGA in the revision process.
- Periodically, the Dean of Students will charge the Senior Associate Dean of Student Life and the Chair of Honor Council to convene a Student Conduct Task Force to conduct a comprehensive review of the community standards and student conduct procedures.

Any recommended changes to the Student Handbook are made by the Senior Associate Dean of Student Life to the Dean of Students. The Dean of Students will review and decide on the recommendations. The College reserves the right to amend the policies and procedures at any time, giving the community reasonable notice of the changes.