MISSION STATEMENT

The University of Bridgeport offers career-oriented undergraduate, graduate and professional degrees and programs for people seeking personal and professional growth. The University promotes academic excellence, personal responsibility, and commitment to service. Distinctive curricula in an international, culturally diverse supportive learning environment prepare graduates for life and leadership in an increasingly interconnected world. The University is independent and non-sectarian.

Adopted by the Board of Trustees on April 23, 2004

Property of: ____________________________________________________________
Address: _______________________________________________________________
Phone #: _______________________________________________________________

In case of emergency, please notify:

Name: ___________________________ Phone #: _____________________________
Chapter One Student Resources and Services

- Bookstore
- Bus Service
- Bursar Services /Student Financial Services
- Office Hours
- Campus Security
- Center for Career Development
- Center for Religious and Spiritual Life
- Community Service
- Counseling
- Dining Services
- Email Accounts
- Emergency Notification Phone Line
- Emergency Notification Social Media
- Financial Aid/Student Financial Services
- Lost and Found
- Recreational Opportunities and Intramural Sports
- Registrar
- Student Accessibility Services
- Student Discount Guide
- Student Employment
- Student Health Services
- Vaccination and PPD Requirements
- Student Health Services
- Student Identification Cards
- Student Support Services Program
- Student Support Services at UB Offers the Following
- Tutoring and Learning Center (TLC)
- UB Print & Mail Center (UB PMC)
- Veterans’ Affairs
- Wahlstrom Library

Chapter Two Undergraduate Academic Standards and Guidelines

- Academic Advising Center
- Academic Advising System
- Academic Honors
- Academic Integrity Policy, Principles and Procedures
- Discipline for Academic Dishonesty
- Academic Dishonesty Discipline Procedure
- Academic Grievance Procedure
- Academic Status
- Attendance
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2020-2021 Key to UB

The Key to UB is the official University of Bridgeport Student Handbook and covers all services and regulations for resident and commuting students, both undergraduate and graduate as it relates to the day-to-day living and learning at the University of Bridgeport. All students are responsible for being familiar and in compliance with the current version of the Key to UB and any additional University Handbook(s) issued by the University component in which they are enrolled. Please be sure to refer to the on-line edition of the Key to UB at (http://www.bridgeport.edu/life/student-services/key-ub-student-handbook/) where the most current version is available. Your rights and responsibilities as a University of Bridgeport student are explained and the services provided by the University are described in this handbook. Several schools, programs, and institutes at the University have developed their own separate handbooks with additional policies and procedures that are designed to supplement the Key to UB. These handbooks are available directly from the respective school, college or institute administrative office.

The University of Bridgeport is committed to preventing or eliminating all forms of gender-based discrimination in its education programs or activities in accordance with its commitment to Title IX of the Education Amendments of 1972. The University prohibits discrimination in admissions, educational programs and services, and employment on the basis of race, color, religious creed, age, marital status, national origin, ancestry, gender, sexual orientation, gender identity or expression, disability, genetic information, veteran status and any other basis protected by law.

The Key to UB is revised and published by the Division of Student Affairs. For more information, please call (203) 576-4392 or email deanofstudents@bridgeport.edu

The policies and procedures defined in this handbook and the online version of the Key to UB are subject to change without prior notice. The provisions of the Key to UB do not and are not intended to create either an expressed or implied contract with any student. The University reserves the right in its exclusive direction to add, modify, delete, deviate or amend the provisions of the Key to UB, or grant exceptions from the applicability of its provisions.
Greeting from the Division of Student Affairs

We would like to extend a warm University of Bridgeport (UB) welcome to those of you who are the newest members of our community and a welcome back to our students returning for continued studies at UB.

The Key to UB is our student handbook. The handbook is intended to acquaint you with the University to better understand our philosophy, goals, policies and procedures. It is an important reference book for students, faculty, staff, and administrators.

We hope that this academic year will prove to be a productive learning experience for you conducive to intellectual discovery and personal growth and development. The University of Bridgeport is a very special place, and our diversity is a big part of what makes us special. Enjoy and respect it. Realize, too, that with our diversity comes the potential for misunderstanding, and that the way we interpret information, respond to situations, and view life’s challenges may be very different for each of us. Outside of the United Nations, there are few institutions that are fortunate to have this diversity. We are privileged!

If you have any questions regarding the University of Bridgeport, student life, its policies and/or procedures, please feel free to contact the Dean of Students Office in the Student Center, Room 116, at any time. We can also be reached at (203) 576-4392, or by email: deanofstudents@bridgeport.edu.

We wish you all the best for a successful and exciting year.

Best regards,

Craig Lennon
Dean of Students
The Division of Student Affairs
About the University of Bridgeport

Founded in 1927, the University of Bridgeport is home to a diverse student and faculty body from over 45 states and 80 countries who are united by a shared commitment to career readiness, innovation, and a supportive, challenging learning environment. The innovative thinking that led to the founding of UB almost a century ago continues to guide us today as we connect to a wider world.

University Seal

The four quadrants within UB’s seal represent the distinct character of the University of Bridgeport. Shown in the upper right quadrant of the symbol is the tree of life, symbolizing personal and institutional growth; in the lower right, the Perry Arch, representing tradition, solid foundations, and performance; in the lower left, the seascape, illustrating the University’s unique campus environment on Long Island Sound; and, in the prominent upper left quadrant, the traditional lamp of learning, which has been the main element of the official UB seal since 1931.
# FALL SEMESTER 2020

Every effort is made to ensure the accuracy of the information contained in the 2019-2020 Academic Calendar, but the University of Bridgeport reserves the right to make changes without prior notice. For any updates to the academic calendar, please check online at https://www.bridgeport.edu/academics/academic-calendar/

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Semester Seven Week Session 1 Begins</td>
<td>Monday, 8/24</td>
</tr>
<tr>
<td>Fall Semester for Undergraduate/Graduate Courses Begin</td>
<td>Thursday, 8/27</td>
</tr>
<tr>
<td>Change of Schedule Period (Add &amp; Drop without Penalty)</td>
<td>Thursday – Friday, 8/27 – 9/4</td>
</tr>
<tr>
<td>Last Day to Drop Seven Week Session 1 Course without Academic Penalty</td>
<td>Friday, 9/4</td>
</tr>
<tr>
<td>No Classes – Labor Day (Monday)</td>
<td>Monday, 9/7</td>
</tr>
<tr>
<td>Last Day to Elect Pass/Fail and Last Day to Add Courses</td>
<td>Friday, 9/11</td>
</tr>
<tr>
<td>Last Day to Drop Semester Courses Without Academic Penalty</td>
<td>Wednesday, 9/16</td>
</tr>
<tr>
<td>Last Day to Withdraw “W” Seven Week Session 1</td>
<td>Sunday, 9/27</td>
</tr>
<tr>
<td>Mid-Semester Exam Week</td>
<td>Monday – Friday, 10/5 – 10/9</td>
</tr>
<tr>
<td>Seven Week Session 1 Ends</td>
<td>Sunday, 10/11</td>
</tr>
<tr>
<td>Mid-Semester Grades Due</td>
<td>Tuesday, 10/13</td>
</tr>
<tr>
<td>Seven Week Session 2 Begins</td>
<td>Monday, 10/19</td>
</tr>
<tr>
<td>Last Day to Drop Seven Week Session 2 Course without Academic Penalty</td>
<td>Friday, 10/30</td>
</tr>
<tr>
<td>Last Day to Withdraw from Classes with “W” Grades Monday</td>
<td>Monday, 11/2</td>
</tr>
<tr>
<td>Spring 2021 Course Registration Opens</td>
<td>Monday, 11/2</td>
</tr>
<tr>
<td>Last Day to Complete Commencement Participation Form for December Graduation</td>
<td>Sunday, 11/15</td>
</tr>
<tr>
<td>Thanksgiving Recess</td>
<td>Wednesday – Sunday, 11/25 – 11/29</td>
</tr>
<tr>
<td>Last Day to Withdraw “W” Seven Week Session 2</td>
<td>Sunday, 11/29</td>
</tr>
<tr>
<td>Last Day of classes</td>
<td>Friday, 12/4</td>
</tr>
<tr>
<td>Seven Week Session 2 Ends</td>
<td>Sunday, 12/6</td>
</tr>
<tr>
<td>Final Examination Week</td>
<td>Monday – Friday, 12/7 – 12/11</td>
</tr>
<tr>
<td>Commencement</td>
<td>Saturday, 12/12</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
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<tr>
<td>----------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Martin Luther King Day-No classes/Offices closed</td>
<td>Monday, 1/18</td>
</tr>
<tr>
<td>Classes Begin Undergraduate/Graduate</td>
<td>Tuesday, 1/19</td>
</tr>
<tr>
<td>Change of Schedule Period</td>
<td>Tuesday – Friday, 1/19 – 1/22</td>
</tr>
<tr>
<td>Last Day to Drop Classes Without Academic Penalty</td>
<td>Friday, 2/5</td>
</tr>
<tr>
<td>Last Day to Complete Commencement Participation Form for May Graduation</td>
<td>Monday, 2/15</td>
</tr>
<tr>
<td>Mid-Semester Examination Week (7th week) Undergraduate/Graduate</td>
<td>Monday – Friday, 3/1 – 3/5</td>
</tr>
<tr>
<td>Spring Break – No Classes</td>
<td>Sunday – Sunday, 3/7 – 3/14</td>
</tr>
<tr>
<td>Seven Week Session 1 Ends</td>
<td>Sunday, 3/7</td>
</tr>
<tr>
<td>Mid-Semester Grades Due</td>
<td>Monday, 3/8</td>
</tr>
<tr>
<td>Last Day to Complete Commencement Participation Form for May Graduation</td>
<td>Monday, 3/15</td>
</tr>
<tr>
<td>Seven Week Session 2 Begins</td>
<td>Monday, 3/15</td>
</tr>
<tr>
<td>Last Day to Withdraw from Classes with “W” Grades</td>
<td>Friday, 4/2</td>
</tr>
<tr>
<td>Register for Fall Semester</td>
<td>Monday, 4/5</td>
</tr>
<tr>
<td>Last Day of Classes Undergraduate/Graduate</td>
<td>Friday, 4/30</td>
</tr>
<tr>
<td>Seven Week Session 2 Ends</td>
<td>Sunday, 5/2</td>
</tr>
<tr>
<td>Final Examination Week Undergraduate/Graduate</td>
<td>Monday – Friday, 5/3 – 5/7</td>
</tr>
<tr>
<td>Final Grades Due Undergraduate/Graduate</td>
<td>Monday, 5/10</td>
</tr>
<tr>
<td>Senior Week Undergraduate/Graduate</td>
<td>Monday – Friday, 5/10 – 5/14</td>
</tr>
<tr>
<td>Honors Ceremony Undergraduate/Graduate</td>
<td>Friday, 5/14</td>
</tr>
<tr>
<td>Commencement Undergraduate/Graduate</td>
<td>Saturday, 5/15</td>
</tr>
</tbody>
</table>
# HEALTH SCIENCES ACADEMIC CALENDAR

**FALL SEMESTER 2020**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Begin: Graduate Health Sciences</td>
<td>Monday, 8/17</td>
</tr>
<tr>
<td>Change of Schedule Period</td>
<td>Monday – Friday, 8/17 – 8/21</td>
</tr>
<tr>
<td>Last Day to Elect Pass/Fail and Last Day to Add Courses</td>
<td>Friday, 8/28</td>
</tr>
<tr>
<td>Classes Begin: Trimester Health Sciences</td>
<td>Monday, 8/31</td>
</tr>
<tr>
<td>Last Day to Drop Classes Without Academic Penalty</td>
<td>Friday, 9/4</td>
</tr>
<tr>
<td>Labor Day – No classes</td>
<td>Monday, 9/7</td>
</tr>
<tr>
<td>Mid-Semester Examination Week (9th week)</td>
<td>Monday – Friday, 10/12 – 10/16</td>
</tr>
<tr>
<td>Mid-Semester Grades Due</td>
<td>Monday, 10/19</td>
</tr>
<tr>
<td>Last Day to Withdraw from Classes with “W” Grades</td>
<td>Saturday, 10/24</td>
</tr>
<tr>
<td>Last Day to Complete Commencement Participation Form for December Graduation</td>
<td>Sunday, 11/15</td>
</tr>
<tr>
<td>Register for Spring Semester</td>
<td>Monday – Monday, 11/16 – 1/4/2021</td>
</tr>
<tr>
<td>Thanksgiving Recess – No Classes</td>
<td>Wednesday – Sunday, 11/25 – 11/29</td>
</tr>
<tr>
<td>Last Day of Classes (PAI)</td>
<td>Friday, 12/4</td>
</tr>
<tr>
<td>Final Examination Week (PAI)</td>
<td>Monday – Friday, 12/7 – 12/11</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Friday, 12/11</td>
</tr>
<tr>
<td>Commencement</td>
<td>Saturday, 12/12</td>
</tr>
<tr>
<td>Final Grades Due Trimester Health Science Programs</td>
<td>Monday, 12/14</td>
</tr>
<tr>
<td>Final Examination Week</td>
<td>Monday – Friday, 12/14 – 12/18</td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>Monday, 12/21</td>
</tr>
<tr>
<td>Event</td>
<td>Date</td>
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</tr>
<tr>
<td>Classes Begin for Trimester Health Science Programs</td>
<td>Monday, 1/4</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Monday, 1/11</td>
</tr>
<tr>
<td>Change of Schedule Period</td>
<td>Monday – Friday, 1/11 – 1/15</td>
</tr>
<tr>
<td>Martin Luther King Day–No classes/Offices closed</td>
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<td>Last Day to Elect Pass/Fail and Last Day to Add Courses</td>
<td>Friday, 1/22</td>
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<tr>
<td>Last Day to Drop Classes Without Academic Penalty</td>
<td>Friday, 1/29</td>
</tr>
<tr>
<td>Last Day to Complete Commencement Participation Form for May Graduation</td>
<td>Monday, 2/15</td>
</tr>
<tr>
<td>Spring Break – No Classes</td>
<td>Wednesday – Friday, 3/7 – 3/14</td>
</tr>
<tr>
<td>Mid–Semester Examination Week (9th week)</td>
<td>Monday – Friday, 3/8 – 3/12</td>
</tr>
<tr>
<td>Mid–Semester Grades Due</td>
<td>Monday, 3/15</td>
</tr>
<tr>
<td>Last Day to Withdraw from Classes with “W” Grades</td>
<td>Friday, 4/2</td>
</tr>
<tr>
<td>Last Day of Classes for Trimester Health Science Programs</td>
<td>Friday, 4/16</td>
</tr>
<tr>
<td>Register for Fall Semester</td>
<td>Monday – Friday, 4/19 – 4/23</td>
</tr>
<tr>
<td>Final Examination Week (PAI)</td>
<td>Monday – Friday, 4/19 – 4/23</td>
</tr>
<tr>
<td>Final Grades Due Trimester Health Science Programs</td>
<td>Monday, 4/26</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Friday, 5/14</td>
</tr>
<tr>
<td>Commencement Health Sciences</td>
<td>Sunday, 5/16</td>
</tr>
<tr>
<td>Final Examination Week</td>
<td>Monday – Friday, 5/17 – 5/21</td>
</tr>
<tr>
<td>Final Grades Due</td>
<td>Monday, 5/24</td>
</tr>
</tbody>
</table>
Chapter One
Student Resources and Services

The following list, in alphabetical order, describes the services available to all of our students.

**BOOKSTORE**
- The UB Bookstore is located in the garden level of the John J. Cox Student Center.
- We work with every student’s budget by offering: a financial aid program, deferred payment plans, rentals, eBooks and charge accounts.
- We offer online textbook reservation for faster store pickup.
- Extended bookstore hours during peak seasons.
- A year-round buyback program.
- The UB Bookstore carries residence hall supplies, clothing and gift items in addition to all the required textbooks, bringing a fresh look of UB branded apparel to show your UB pride!

For further information, please call (203) 576-4804 or email http://www.bridgeport.edu/life/student-services/bookstore/.

**BUS SERVICE**
UB, through a special arrangement with Greater Bridgeport Transit (GBT), provides all current students with a free bus pass that allows unlimited rides on the GBT system. Stickers can be picked up at Campus Security between 8:30 a.m.-12:30 p.m. and 1-4 p.m. Old and new bus stickers can both be used during the fall transition period from August 15 to September 15.

Passes give students free round-trip rides from campus to downtown Bridgeport or the Trumbull or Milford malls, the Dock Shopping Center, movie theaters, and anywhere the buses go. The student passes are good seven days a week and for an unlimited number of rides.

Bus schedules for all of GBT’s comprehensive routes are available at Campus Security or online at www.gogbt.com.

**BURSAR SERVICES / STUDENT FINANCIAL SERVICES**
Responsible for the University’s Accounts Receivables. This includes: issuing billing statements; providing student account information; processing payments for tuition; registration fees and miscellaneous campus charges; collection of delinquent accounts; delivering refunds and disbursing financial aid awards. The University of Bridgeport has an online payment option through the UB Portal. Students may pay their tuition bill using VISA, MasterCard, American Express or Discover Card.

**OFFICE HOURS**
Monday through Friday, 8:30 a.m. to 5 p.m.

The Bursar’s Office is located in the Garden Level of Wahlstrom Library. Please feel free to contact us at (203) 576-4568 or sfs@bridgeport.edu for more information.

**CAMPUS SECURITY**
University Campus Security Officers provide 24-hour patrol coverage. Although our Campus Security coordinates their activities with the City of Bridgeport Police Department, they are
completely autonomous and separate from the Bridgeport Police Department. The Campus Security Office maintains a preventative patrol with uniformed officers on foot and bicycles marked with the Campus Security logo. The UB Campus Security Office keeps statistics concerning the on-campus occurrence of certain criminal offenses reported to Campus Security authorities, in compliance with the Student Right-To-Know, and Campus Security Act of 1990 and the Higher Education Amendment Act of 1992. These statistics are published annually in October for the three prior calendar years and are available to anyone.

While crime prevention is the primary concern of Campus Security, the department also coordinates emergency medical transportation, via vouchers, for cab service to and from a local emergency room. Security supervisors are trained in CPR, First Aid and AED. Other services available to students include ID cards, monitoring LiveSafe, and walking escorts on campus.

**LiveSafe Emergency and Tip App**

LiveSafe is the personal UB security and information phone application for all students, faculty and staff. It is available for Android and iPhone devices. LiveSafe allows the user to send tips and messages to Campus Security, share locations with friends or family, locate buildings on campus and access emergency services and preparedness information.

The information is easy to obtain directly from your hand-held device by scrolling through the information tabs provided and opening the tab to reach Campus Security while on campus or 911/police when off-campus. Other information available is the SafeWalk feature where the user can allow a family member or friend to follow you on the application to ensure the safe arrival to the destination of your choice. If you are looking for a specific building on campus, the LiveSafe application can give walking or driving directions from wherever you are to the university destination address you choose.

**Emergency Broadcast System**

The University of Bridgeport has established an Emergency Broadcast System through LiveSafe. LiveSafe will allow the University of Bridgeport to transmit messages to users, informing them of an event that may have a direct impact on health or safety.

**Procedures to Report Criminal Activities on Campus**

The Campus Security Office urges the campus community to dial 203-576-4911 (4911 from any campus telephone) or to use the LiveSafe app to report anything that requires immediate department attention. In the event you witness a crime, or are a victim of criminal activity, report the incident as soon as possible to Campus Security. DIAL (203) 576-4911 from a cell phone or activate the LiveSafe app to report criminal activity, fires, injuries, accidents, and incidents of suspicious persons or activity. Residential students should also contact their Resident Assistant or Resident Director.

RED Emergency phones, located in buildings throughout campus, are connected directly to the Campus Security Office and require no dialing; just lift the phone from the cradle and wait for the dispatcher to answer. The following are the locations of the “red emergency phones”:

- Arnold Bernhard Center, basement, 2nd, 6th and 8th floors near elevator lobby
- School of Chiropractic, 1st floor, west end, outside room 106
- Charles Dana Hall of Science, 1st floor, outside room 159 and inside Chemistry Lab room 124
- Engineering and Technology, 1st floor, east hall
- Eleanor Dana Hall, main hall, outside room 102
- John Cox Student Center, main lobby
- Hubbell Gymnasium, main floor, south side
- Marina Dining Hall, west side by main entrance
- Wheeler Recreation Center, in pool area, outside of the director's office

There are also various emergency phone lines that go directly to Campus Security in the following areas:

- Arnold Bernhard Center- all elevator cars
- Barnum Hall-outside main entrance
- Bodine Hall-outside main entrance and elevator cars
- Carlson Hall- elevator car
- Chaffee Hall- outside main entrance
- Cooper Hall-outside main entrance
- Charles Dana Hall of Science-elevator car
- Seeley Hall-outside main entrance
- Wahlstrom Library-lobby & all four elevator cars
- Health Sciences Center-outside main entrance and elevator cars

CENTER FOR CAREER DEVELOPMENT

As a part of the Heckman Center, Career Development assists students with obtaining marketable skills and experience, to provide a competitive edge upon making the transition from campus to career. Individual appointments are scheduled daily, as well as weekly resume review hours. Assistance with career decision making, career assessment, major choice, resume preparation, job and internship search strategies, graduate school applications and interview techniques are among the many services provided. Virtual appointments are also available for our online students, or those studying at our Waterbury Campus. Students seeking work (both off-campus and on) are encouraged to utilize Handshake, the University of Bridgeport’s online Job Portal. The Center for Career Development also sponsors a variety of skill development sessions, career fairs, and campus recruiting events throughout the year! Visit our website Bridgeport.edu/career to learn more!

CENTER FOR RELIGIOUS AND SPIRITUAL LIFE

Overseen by the Division of Student Affairs, The Center for Religious and Spiritual Life serves the religious and spiritual needs of the UB community. Clergy and ministers from several major religious denominations have dedicated office hours at the Center and provide opportunities for worship, spiritual guidance and counseling, as well as a variety of social and educational programs which enable students, faculty and staff to enhance and nurture their religious and spiritual lives. The staff is available to all students, regardless of religious or spiritual identity, and will make appropriate referrals to resources in the greater community as requested. An on-campus mosque is located in North Hall. Please contact the Office of Student Affairs for more information at deanofstudents@bridgeport.edu.

COMMUNITY SERVICE

It’s easy to make a difference for a cause that you believe in. Volunteer for one of the many outreach opportunities in the UB community. To explore some of these opportunities, visit the Office of Civic Engagement in the Heckman Center for the Bridgeport Plan, second floor, Wahlstrom Library.
There are many opportunities available, so commitments will vary. Remember that getting involved will MAKE A WORLD OF DIFFERENCE!

COUNSELING

Counseling Services
Counseling Services offers a supportive, confidential setting for students to talk about their personal concerns regarding college life or life in general. All services are designed to enhance our students’ ability to fully benefit from the University environment and academic experience. Services for enrolled undergraduate and graduate students include short-term individual counseling, group counseling, mental health screenings, crisis intervention and outreach workshops. There is a limit of 12 individual sessions per student per academic year. Counseling Services does NOT provide assessment for psychiatric medication or medication management services. Referrals to treatment providers in the community are made as needed however, please be aware that psychiatry services can be difficult to obtain in a timely manner in any community. For students who receive psychiatric medications, it is often beneficial to maintain your relationships with your current provider when you join the University of Bridgeport community. Counseling Services may be reached at (203) 576-4454 to make an appointment.

We understand the protective value of mental health treatment in assisting students with the successful completion of any academic program. Counseling Services remains committed to providing high quality, accessible, culturally-sensitive mental health treatment. Counseling Services is responsive and sensitive to the needs of a highly diverse student population. Counseling Services reserves the right to refer out any student for treatment who requires more resources than can be provided by the University. Counseling Services does not provide court ordered treatment.

Counseling Related Emergencies
During Counseling Services office hours, emergencies are handled immediately. Please call Counseling Services at (203) 576-4454. If appropriate, an ambulance may be called to transport a student to a local emergency room. If a student resides off campus, call 911.

Students are required to promptly follow up with Counseling Services at (203) 576-4454 no later than 48 hours after treatment at an emergency room or release from a hospital following a mental health evaluation or hospitalization. Following these events, students will be scheduled to meet with staff from Counseling Services and from the Dean of Students Office to review the supportive follow up Plan of Care.

Any student who fails to follow a University administrator or health professional’s referral for evaluation/treatment or who neglects to contact Counseling Services as required above may be placed on involuntary medical leave and/or suspended from campus housing or the University.

Location/Hours
Counseling Services is located on the 2nd floor of Carstensen Hall, 174 University Avenue, and is open Monday through Friday; 8:30 a.m. to 5 p.m. throughout the academic year. Visit our webpage, www.bridgeport.edu/life/student-services/counselingservices/ for extensive information about Counseling Services.

Substance Abuse Referral
Counseling Services can assist students in need of help for substance abuse. If an individual needs help and wants to access treatment independently, he or she can refer to the list of Off-Campus providers on the Counseling Services website.
On-Campus Resources:
- University of Bridgeport Counseling Services, Carstensen Hall, (203) 576-4454.
- University of Bridgeport Student Health Services, Health Sciences Center, (203) 576-4712.

Off-Campus Providers:
- 2-1-1 Info-line: dial 211 or visit www.211infoline.org.
- Southwest Community Health Center (Greater Bridgeport Community Mental Health)
- (203) 330-6000 or visit www.swchc.org.

DINING SERVICES
Sodexo Dining Services and the University of Bridgeport offer flexible meal plan choices for resident students as part of the Easy Living Plan. Meal plans range from 13 meals per week to 19 meals per week and all plans include Dining Dollars. Dining Dollars can be used at UB’s various dining locations or at Marina Dining Hall to buy an extra meal. Marina Dining Hall is the main dining location on campus serving a variety of hot entrée including vegan and vegetarian options, a salad bar, deli bar, self-serve stir fry station and an ice cream bar as well as many options for international food. Café Scribe is an upscale coffee shop located on the 1st floor of the library and serves Starbucks Coffee and specialty drinks as well as soup, salads and sandwiches. Fresh Tossed offers freshly blended smoothies, tossed salads to order and fresh wraps, sandwiches, paninis and rice bowls. Fresh Tossed is located in the Student Center lower level lounge area with tables, comfortable seating and docking stations to charge electronic devices as well as an area for live entertainment.

Our commuter meal plans, “UB on the Go,” are also available for nonresident students and for graduate students. For more details on meal plans and other useful information please visit us at http://Bridgeport.sodexomyway.com or call (203) 576-4086.

EMAIL ACCOUNTS
All students are required to have a Bridgeport.edu email account. UB email accounts are free and are the official means of communication for the University community. To sign-up for your account, go to www.bridgeport.edu/ubnet, click on “new account,” and follow the simple directions. Your account will be activated within 24 hours of your registration.

EMERGENCY NOTIFICATION PHONE LINE
In the event of a weather-related delay and/or closing of the University, the Office of the Provost advises that information will be available on the following:

1. NBC CT School Closings: Register for alerts by visiting http://www.nbcconnecticut.com/weather/school-closings Click on the link to sign up for school closing alerts and follow the prompts for registering.

2. UB Emergency Notification Phone Line: Dial (203) 576-4159 for a recorded announcement.

3. Website: Go to www.bridgeport.edu to see weather-related messages in the orange banner across the homepage.

EMERGENCY NOTIFICATION SOCIAL MEDIA
When an emergency occurs on campus, monitor closely the UB website, portal, UB hotline line (ext. 4159) and UB Twitter account (@UBridgeport). To ensure that the proper information is disseminated to the University community, it is important that faculty/staff/students refrain from posting emergency information on social media that do not mirror the information provided through the official University outlets, including but not limited to, weather events, campus emergencies, closures, and delays.

FINANCIAL AID/STUDENT FINANCIAL SERVICES
Located in the Library on the Garden Level, Financial Aid Officers answer questions regarding types and availability of scholarships, loans and other funding resources. Financial assistance is available to University students including scholarships, grants, loans and employment opportunities. These are awarded individually or in combination to those students who show evidence of financial need and education promise. Additional information may be obtained from the Financial Aid staff or by referring to the UB Catalog under the section “Financial Aid and Financial Services.”

To be considered for federal financial aid, each undergraduate domestic student must complete the Free Application for Federal Student Aid (FAFSA). It should be filed at www.FAFSA.ed.gov and submitted prior to March 1 for the forthcoming academic year. All students must file for financial aid each year and must maintain satisfactory academic progress toward their academic degree(s). For more information, please contact the Financial Aid Office, located in the Garden Level of the Wahlstrom Library, (203) 576-4568 or sfs@bridgeport.edu

INTERNATIONAL CENTER FOR STUDENTS AND SCHOLARS (IC)
The goal of the International Center for Students and Scholars (IC) is to ensure institutional compliance with federal regulations and to assist international students and scholars, their dependents, and prospective students with immigration matters and adjustment to life in the United States. We strive to facilitate an environment where students can develop a clear understanding of their immigration status requirements that will support the pursuance of their degree programs. We provide information on a wide range of topics including maintaining status, travel, employment eligibility, social and cultural differences, and personal concerns.

We endeavor to facilitate the acclimation of our international students and exchange visitors by offering monthly event Coffee Hours and organizing International Festival in collaboration with other offices. Seminars and workshops related to immigration and employment issues are offered on a regular basis. Free VITA tax advising for international students and scholars is offered each spring semester.

Upon arrival on campus, all new international students and scholars report to IC for passport check-in. Mandatory personal safety and online immigration information sessions are also required for all international students.

Please visit the IC website at ic.bridgeport.edu for more detailed information, applications and general assistance. Individual appointments with an International Student Advisor can be made by calling the office at (203) 576-4395. We may also be reached by fax at (203) 576-4461 and e-mail at internationaloffice@bridgeport.edu. IC is located in the Wahlstrom Library, Garden Level, Room 133.
LOST AND FOUND
The lost and found is located at the main office of Campus Security. If you come into possession of a lost item, immediately bring it to Campus Security for safekeeping and documentation. Lost items are held by Campus Security for 30 days before they are donated or discarded.

RECREATIONAL OPPORTUNITIES AND INTRAMURAL SPORTS
The Wheeler Recreation Center provides students, faculty, staff, and the greater Bridgeport community with recreational and fitness opportunities that are geared to increase an individual’s overall health and well-being. Separate locker rooms are provided for men and women. The Recreation Center offers a variety of recreational programming consisting of four intramural sports and wellness programs. Learn-to-swim, age group swimming, and lifeguard training are available for the entire University of Bridgeport community.

Facilities include:
- six-lane 25-meter swimming pool
- three multipurpose courts for activities such as volleyball, tennis, co-ed soccer, cricket, and basketball
- weight room
- martial arts studio
- racquetball court
- cardio room

REGISTRAR
The Office of the Registrar handles requests for course registrations, transcripts, processing of FERPA release forms, changes in enrollment, student enrollment verifications, change of name and address, diplomas, and maintenance of undergraduate student academic files. The office works with faculty and academic advisors to support students in their pursuit of their higher education objectives. All Registrar Office forms are accessible from the UB Portal forms library or the website. The office can be reached at (203) 576-4634 or by e-mail registrar@bridgeport.edu. The Office of the Registrar is located in the Wahlstrom Library, Garden Level, Room G118B.

STUDENT ACCESSIBILITY SERVICES
The Office of Student Accessibility Services (SAS) offers a private and confidential atmosphere for students to talk about their disabilities and accommodation requests. We are committed to providing services to qualified students with disabilities so that they receive an equal educational opportunity. In compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and Connecticut state laws, we provide reasonable accommodations to reduce the impact of disabilities on academic functioning or upon other life activities in the University setting. The University respects the student’s right to disclose or not to disclose a disability. However, the University is not responsible for providing services or accommodations for students who do not disclose a disability to the (SAS) in a timely fashion.

Each student is responsible for voluntarily contacting the (SAS) which includes providing appropriate documentation validating the nature of the stated disability. All accommodations are determined on an individual basis. If a student with a disability would like to register for accommodations, he/she is encouraged to initiate the request upon enrollment and at the beginning of each semester for which they are requesting services. It is strongly recommended that students complete the registration process before the second week of classes to facilitate the timely
implementation of reasonable accommodations. Failure to do so may result in a delay or denial in providing the requested accommodation(s).

Requests for reasonable accommodations must be supported by appropriate documentation validating the need for these services based on the individual’s current level of functioning in the University setting. Therefore, it is in the student’s best interest to provide recent and appropriate documentation relevant to the student’s needs and programs. Students in need of certain academic accommodations must provide proper documentation of Psychological and/or Educational Testing and Assessment. This testing needs to be up-to-date (within the past 3 years in most cases). Because the University reserves the right to determine the nature and extent of appropriate accommodations after consultation with the student, (SAS) may request additional professional documentation as determined to be necessary or desirable. Accommodations are not available until after documentation of disability is reviewed.

A Summary of Performance (SOP), Individualized Education Program (IEP), and/or a 504 Plan alone are not considered adequate documentation. Documentation of disability should ordinarily include:

1. A clear statement of disability and/or diagnosis by a qualified professional with supportive testing or qualitative information.
2. Program or activity area(s) of impact and/or limitations.
3. Additional observations or recommendations which may assist in identifying reasonable accommodations.
4. Name, title, address and phone number of certifying professional, as well as the date of diagnosis and/or evaluation.
5. Authorization to certifying professional(s) to discuss and disclose records and opinions to University employees or appropriate agents.

The office of (SAS) strives to provide services and support that ensures an equal educational opportunity for all students. Our services aim to include not only the appropriate accommodations, but also the use of assistive technology, auxiliary aides, academic adjustments and supportive outreach that are essential for students’ educational success. After (SAS) and the student have agreed upon reasonable accommodation(s), the student will be given an Accommodation Validation Form to present to his/her instructor(s).

In the event of a dispute, the University and student will attempt to engage in a process of discussion and negotiation in an effort to achieve mutual satisfaction with the reasonable accommodations. If a resolution cannot be reached, the student will be referred to the grievance procedures as described in Chapter Six.

Students with a disability, with or without mitigating measures or reasonable accommodations, must conform to University behavioral and academic core standards. The existence of a disability will not prevent the University from attempting to protect the health, safety and well-being of the student or of other community members.

The Office of (SAS) and Residential Life work collaboratively in order to provide appropriate housing accommodations for students with documented disabilities. (SAS) engages in an interactive process with each student and reviews requests for accommodations on an individualized, case-by-case basis. Once the student registers with (SAS), appropriate accommodations are determined. (SAS) communicates the approved accommodations to Residential Life and Residential Life makes an assignment based on room availability.
Students are encouraged to visit Residential Life’s website at https://www.bridgeport.edu/student-life/residential-life/ferpa-policies for additional information regarding housing and specific resident guides.

For more information about auxiliary aides, services, academic adjustments and registration for accommodations, please visit the Office of (SAS) online at https://www.bridgeport.edu/life/student-accessibility or contact the Office of Student Accessibility Services at (203) 576-4454, email: accessibilityservices@bridgeport.edu. For more information on our Policy on Service and Assistance Animals, please see Chapter 6 of the Key to UB.

STUDENT DISCOUNT GUIDE
The University of Bridgeport has connected with many local merchants and national vendors to offer student discounts. Please check out the complete listing at https://myub.bridgeport.edu/studentlife/studentdiscounts/Documents/Student%20Discount%20Guide.pdf#search=Student%20discount%20Guide.

STUDENT EMPLOYMENT
The Office of Student Employment houses opportunities for students at the University to learn about the work environment while obtaining a degree. A pre-authorization form must be completed and certain requirements must be met each semester before being eligible to work on campus. The requirements and other information can be found in the myUB portal under Student Services, Student Employment. For further information on these services, please visit the office on the Garden Level of Wahlstrom Library G119, or contact (203) 576-4841, (203) 576-4469 or email studentemployment@bridgeport.edu.

STUDENT HEALTH SERVICES
Student Health Services provides student health care for common medical illnesses and injuries, follow-up care, and referrals for ongoing health problems. Student Health Services is located in Room 119, 60 Lafayette Street, and is open Monday through Friday from 8:30 a.m. to 5 p.m. The phone number is (203) 576-4712.

Each student accepted to the University of Bridgeport, with the exception of Distance Learning Students, must file the appropriate health form located on www.bridgeport.edu/healthforms. Health Forms must be completed in full and signed by a physician. Particular attention should be paid to the section pertaining to one’s immunization history. The content of the student’s health record is confidential and is not incorporated into the college record. Contact Student Health Services to make an appointment at (203) 576-4712.

Medical or Psychological Emergencies
In the event of a medical or psychological emergency after hours, students should call their Resident Hall Staff and/or Campus Security at (203) 576-4911. If appropriate, an ambulance will be called to transport the student to a local emergency room. If a student independently goes to the emergency room, the student should notify Campus Security as soon as possible. Campus Security will notify Student Health Services or Student Counseling Services, as appropriate. Students are required to promptly follow up with Student Health Services (203) 576-4712 or Student Counseling Services (203) 576-4454 no later than 48 hours after treatment at an emergency room or release from a hospital.

Any student who fails to follow a University administrator or health professional’s referral for evaluation/treatment or who neglects to contact Student Health or Counseling Services as required
above may be placed on involuntary medical leave and/or suspended from campus housing or the University.

**Hepatitis B Notification and Advisement**

Hepatitis B is a serious and potentially life-threatening illness that is spread by direct contact and is caused by a highly contagious virus that infects the liver. It affects all age groups and can lead to liver disease, liver cancer, and death in many of those afflicted. Hepatitis B is a preventable illness. The American College Health Association, Connecticut State and Local Health Departments, and the Centers for Disease Control highly advise that all college students be vaccinated against the Hepatitis B virus to protect themselves. The Hepatitis B vaccine is one of the safest available and has been used since 1981. It is your best and most effective protection.

Students are strongly advised to obtain the Hepatitis B vaccination; the process involves three shots over a period of months and it is recommended the series commence before arriving on campus. UB is required by Public Health Statute Public Act 04-221, Sec. 20, to provide: (1) information about Hepatitis B and the risks of contracting Hepatitis B by college-age individuals to all matriculated students, and (2) notice of the availability and benefits of a Hepatitis B vaccine. For more information concerning Hepatitis B vaccine, please contact the Director of Student Health Services at healthservices@bridgeport.edu. More information on Hepatitis B can be found on the Centers for Disease Control and Prevention website: https://www.cdc.gov/hepatitis/hbv/bfaq.htm.

**Student Health Insurance**

Full-time undergraduate students, Physician Assistant students and all students living in campus housing are required to participate and are automatically enrolled in the Injury and Sickness Plan at registration and charges are added to their account, unless proof of comparable coverage is provided by completing an online waiver. **The deadline to waive and/or enroll in the Plan for the Annual Term is September 15 and February 15 for new students entering Spring semester.** Students in the School for Professional Studies, domestic part-time students (enrolled in 7-11 credits) and domestic graduate students (enrolled in 6 or more credits but not living in campus housing) are not automatically enrolled, but may participate in the Injury and Sickness Plan on a voluntary basis. Distance Learning students are not eligible to participate in the Plan. Please go to this link for more information under Student Health Insurance: http://www.bridgeport.edu/life/student-services/health-services/student-health-insurance. Students who are not required to carry the mandatory insurance may be eligible to enroll on a voluntary basis. For questions about health coverage, please contact UB Student Health Services at (203) 576-4712, or University Health Plans at 1-800-437-6448. Additional information can be found at www.universityhealthplans.com/UB or by emailing info@univhealthplans.com. Additional health requirements for Clinical Health Sciences Students are also listed on this form.

**Student Health Services Communicable Disease Protocol**

The University has protocols in place in the event of a communicable disease occurring within the campus community. These protocols meet the mandates of the Centers for Disease Control (CDC) and the State and, local Health Departments. The Director of Student Health Services shall be notified about all known acute and suspected cases of communicable diseases involving any member of the University of Bridgeport community (students, faculty, staff, guests, and contractors).
Vaccination and PPD Requirements

The Health Examination Forms and Immunization requirements can be found on www.bridgeport.edu/healthforms.

MMR

Connecticut law requires that all college students born on or after January 1, 1957, submit documentation of two separate measles, mumps, and rubella vaccines.

MMR (Measles Mumps Rubella)
- First dose given on or after 12 months of age and given on or after 1969.
- Second dose given on or after January 1, 1980. History of having had Measles is not acceptable documentation of immunity.
- Laboratory evidence (Blood Test) of immunity is acceptable in lieu of administered vaccine, but you must provide proof of immunity with a laboratory slip.

VARICELLA (CHICKENPOX) Vaccine
- Two vaccines (12 weeks apart if vaccinated between 1 and 12 years of age and at least 4 weeks apart if vaccinated at age 13 years or older)
- Laboratory evidence (Blood Test) proving immunity is acceptable in lieu of administered vaccine, but you must provide proof of immunity with the laboratory slip.
- A documented history of having had the disease by a medical doctor or public health department is acceptable documentation.
- Students born in the United States before 1980 are exempt.

TUBERCULOSIS TESTING or IGRA

It is mandatory that all students have a PPD (Mantoux) or IGRA within six months of admission to the University.
- If the test is positive, a chest x-ray is required; history of having the BCG vaccine is not considered a contraindication. In addition, a letter from an MD regarding prophylaxis for TB should be submitted.
- Any student who spends three or more months in a country outside the United States should be tested for Tuberculosis.
- A TB Risk Assessment indicating no risk can be submitted in lieu of the PPD or IGRA. This assessment is located on www.bridgeport.edu/healthforms.

MENINGITIS VACCINATION (A, C, Y, W-135)
- Connecticut law mandates all students who reside in on-campus housing provide certified proof of having received a Meningitis Vaccine (A, C Y, W-135). The University requires a Meningitis vaccine within the past 5 years for incoming students who will be residing in campus housing.
- If it is medically contraindicated for the student to receive the Meningitis Vaccination, the student must present a signed certificate from a physician stating that, in the opinion of the physician, vaccination with meningococcal vaccine is contraindicated because of the physical condition of the student.

Students registering at the University of Bridgeport are required to provide proof of immunization and tuberculosis testing prior to registration. A fee will be charged to administer the vaccines and tests are available in Student Health Services.
Communicable Disease Policy

Communicable diseases can potentially threaten the health of the campus community as an epidemic:

The Director of Student Health Services shall be notified about all known acute and suspected cases of communicable diseases involving any member of the University of Bridgeport community including students, faculty, or staff, guests, and contractors.

The University has protocols in place in the event of a communicable disease occurring within the campus community. These protocols meet the mandates of the Center for Disease Control (CDC) and the State and local Health Departments.

Procedure:

Student Health Services:

1) After receiving this information, Director of the Student Health Services will convey only the information as necessary to:
   - Dean of Students, or designee
   - Provost or designee (if any faculty member could be affected by this disease)
   - V.P. for Business and Finance, or designee (Human Resources)
   - Director of Security
   - Director of Human Resources
   - V.P. for Marketing & Communications
   - Director of Residential Life
   - V.P. for Enrollment Management and Athletics (if student athlete is involved)

2) The Director of Student Health Services will work with the local and State Health Departments to obtain the latest recommendations regarding the management and prevention of the spread of the specific infectious disease, requesting appropriate vaccines and/or medications, as well as requesting additional professional and clerical assistance, if deemed necessary. The Public Health Departments will be asked to assist Student Health Services staff with surveillance and outbreak containment measures, including administration of appropriate vaccines and medications.

   All available health professionals will monitor the index cases, look for linked cases, and provide appropriate diagnostic, prophylactic, and therapeutic measures to the affected individual(s). Although the route of transmission and degree of infection varies depending on the specific infectious disease, individuals with the following relationships to the index case will be educated if necessary about the disease in question to the extent possible respecting confidentiality. This may include but is not limited to roommates, classmates, co-workers.

   Students, faculty, and staff will be told to report any signs and symptoms of illness to their private physician or to professionals at Student Health Services, where they can be seen to receive a confidential medical consultation, appropriate prophylaxis, treatment, and/or referral to community health organizations, as medically indicated.

3) Facilities:

Facilities will be contacted to sanitize and disinfect areas as appropriate in order to help prevent the spread of illness as recommended by CDC or other Public Health Guidelines.
4) Media Relations:
The Director of Student Health Services will work with the Office of Marketing & Communications to provide medical information concerning the communicable disease to the media, students, staff, and family members. When appropriate, the Director will prepare a letter to the University community and parents of students to inform them of the following: signs and symptoms, clues to early recognition, who is at risk, prophylactic measures including vaccination when appropriate, treatment procedures, and local sources for referral (Student Health Services, public health clinics, hospital emergency rooms, private offices, etc.).

5) Human Resources:
The staff of the Office of Human Resources will coordinate efforts with the Department supervisors and the Student Health Services staff to identify employees who have reported signs and symptoms of the disease or may have been exposed to the infectious agent. Working with the staff of the Student Health Services, the Office of Human Resources will assist these employees on how they may obtain treatment or prevention (if appropriate).

6) Residential Life:
The Director of Housing and Residential Life will immediately notify the Director of Student Health Services or his/her designee, if any student living in University Housing has signs or symptoms suggestive of one of the above communicable diseases. These students will be seen at Student Health Services. In case of emergency, University Security is to be called.

The staff of Residential Life will work with the staff of Student Health Services to identify and educate all students at risk for contracting the communicable disease. They will also assist the staff of Student Health Services by working with all affected resident students in their compliance with the treatment and prophylactic directives, including isolation housing arrangements, if medically indicated.

7) Division of Academic Affairs:
The Office of the Provost, or the appropriate Dean, will notify the Director of Student Health Services, or his/her designee of any known cases of faculty member(s) who have contracted a communicable disease or have potentially been exposed to the infectious agent(s). They will work with Student Health Services and the Office of Human Resources to ensure that faculty will receive appropriate treatment and/or prophylaxis, as well as follow up care prior to returning to the workplace.

8) Campus Security:
Campus Security is to be contacted for all emergency cases involving students, faculty, staff, and/or visitors.

9) Department of Athletics:
The Director of Athletics or his/her designee, will notify Student Health Services if any student athlete has, or is suspected of having, any of the above communicable diseases. The Department will assist Student Health Services medical staff by working with the affected student athletes in their compliance with all treatment and prophylaxis directives.

10) Person with diagnosis of one of the communicable diseases:
Before returning to work or school, members of the University of Bridgeport community who have been diagnosed as having a communicable disease or are waiting to rule out a potentially infectious listed above MUST receive a letter from his/her physician or primary care provider documenting
that he/she is medically cleared (i.e., is no longer infectious to others) and is therefore able to return to school or work as of a specified date. Depending on the illness, students or staff may be isolated or asked to remain off campus until medical clearance is obtained. This information should be presented to Student Health Services (for students) and the Office of Human Resources (for employees) where such records will be filed and kept confidential.

**STUDENT IDENTIFICATION CARDS**

Your UB ID can be obtained at Campus Security Monday through Friday between the hours of 8:30am – 12:30pm and 1:00pm - 4:00pm. If you cannot come to the office during that time, please call to set up an appointment to obtain your ID. Your ID has multiple purposes. It is used as a proximity card to access to academic buildings and the residence hall in which you reside, your library card, and your meal plan (if you purchase one). Your ID card helps to establish your presence on UB property. Accordingly, students are required to keep their ID card with them whenever they are on campus and outside of their residence hall rooms. If you lose your ID card, you must contact Campus Security immediately so that activation of access and your meal plan (which must be deactivated by Marina Dining Hall) can be deactivated. This will prevent anyone from using your card. A new card will be issued at a non-refundable cost.

**STUDENT SUPPORT SERVICES PROGRAM**

The Student Support Services Program (SSS), funded by the Federal TRIO Programs, is designed to identify and provide services to a selective group of college students who meet eligibility criteria. All of our services are available at no cost with the intent of assisting students in accomplishing their goal of graduating from UB.

**Student Support Services at UB offers the following:**

- **Academic Assistance** to help students develop a plan to achieve their individual academic needs and goals.
- **Personal Advising** to identify the options and resources available to help students resolve issues and reduce stress.
- **Access to the Learning Center** located on the 5th floor of Wahlstrom Library in the Student Support Services office. The Learning Center provides a quiet place to study, as well as computers specifically for SSS student use. All tutoring for SSS students also takes place in the Learning Center.
- **Career Planning** to work with students to investigate career options and to design a strategy for realizing their career goals.
- **One-on-One and Small Group Tutoring** for writing, mathematics, chemistry, biology, and other subjects.
- **Group Study Sessions** (Supplemental Instruction) for courses that are challenging for many students.
- **ExCEL Peer Mentor Program** pairs first year and new transfer students with upperclassmen who provide support and guidance that promotes social and academic success.
- **Workshops and Seminars** on topics such as note taking, time management, developing good study habits, overcoming test anxiety, stress management, learning styles, financial literacy, career planning, and applying to graduate schools are provided throughout the semester.
- **Financial Aid Guidance** to educate students about their financial aid options, the process of applying for financial aid, and their responsibilities.
Cultural Enrichment engages our students in activities and trips, both on and off campus, that broaden students’ perspectives on culture, art, education, and more.

SSS Computer Lab provides SSS participants with a quiet space to do research and type assignments.

Contact us at sss@bridgeport.edu to set up an advising session or to learn more about our program.

Office Location
Academic Advising Center
519 Wahlstrom Library
Bridgeport, CT 06604
Phone – (203) 576-4186
Email – advising@bridgeport.edu

Hours
Office hours – Monday through Friday 8:30 a.m. – 5 p.m. During the school year 1st and 3rd Thursday open from 8:30 a.m. - 7 p.m.

TUTORING AND LEARNING CENTER (TLC)
The TLC is located in Wahlstrom Library on the 5th floor, Suite 506. Regular hours are 9 a.m. to 6 p.m. Monday through Thursday, and 9 a.m. to 1 p.m. on Fridays. Saturday hours vary depending on tutor availability. Updated hours and subjects will be listed on the TLC portal page. The Center provides writing assistance and tutoring in a variety of subjects free of charge for both graduate and undergraduate students. Students are accepted by appointment or on a walk-in basis. To ensure there will be a tutor available, appointments are encouraged, especially during certain peak periods. Appointments can be made by telephone, in person, or on the portal using the Accutrack scheduling system. Appointments are not made through email.

Online tutoring is also available for students. Available subjects are listed at the beginning of each semester. Writing assistance for graduate students up to the master’s level is available. Graduate subjects will be announced as tutors become available. Students are automatically pre-registered for online tutoring at the beginning of the academic year. Online tutoring can be accessed at www.etutoringonline.org.

The start dates for both online and onsite tutoring will be posted on campus and on the TLC page on the UB Portal. If you have questions or problems, contact the Tutoring and Learning Center at (203) 576-4290.

UB PRINT & MAIL CENTER (UB PMC)
225 Myrtle Ave • Bridgeport, CT 06604 • (203) 576.4012 • Mandeville Annex
Monday – Friday 9 a.m. – 5 p.m. (closed weekends & holidays)

Welcome! Below are frequently asked questions about incoming and outgoing mail and packages. Our facility receives/processes all incoming mail and packages for the University of Bridgeport and provides mail/shipping guidance as well as shipping materials for students, faculty and staff.

1. How do students get packages and mail?
   - An email notification is sent to students as soon as packages are assigned to them. This occurs within 1-2 hours from when a package has been delivered to us.
Key to UB 2020-2021

- To retrieve packages, students must come to UB PMC, present their UB ID card and indicate which residence hall or off-campus location s/he resides in.
- The UB ID card is the only accepted form of identification to retrieve packages. Students must sign for their package and list their UB ID number on the signature pad.
- To protect students’ privacy, information about packages will only be released to the package addressee.
- Packages not picked up within 7 days, are returned to sender. Any expenses incurred through the return are the students’ responsibility.
- To request domestic forwarding of packages: send an email to UBPMC@bridgeport.edu with the following information: full name, UB ID number, email address, phone number, package tracking number, and mailing address to which the package is to be forwarded to. If the package was not originally shipped using US Post Office (USPS) then a prepaid shipping label must be included.
- All incoming letter mail for students residing in residential halls is processed by the Office of Housing and Residential Life at Seeley Hall (rear entrance) and then delivered to the respective residence halls’ mailboxes. For students living off-campus, we do not accept untrackable letter mail. Any such mail that arrives at our location is returned to sender without notice.

2. What address to use when purchasing something to be delivered (i.e. a package?)

When ordering items, address information must follow postal standards (see sample below). The students’ full name must be listed on the package. Any packages with incomplete names or information will be returned to sender and any expenses incurred through the return are the students’ responsibility. Carriers deliver to our facility daily. After a safety check, packages are processed and then stored at our location for pick up.

UNIVERSITY of BRIDGEPORT
Sample Student Name
Residence Hall, Room #
Residence Hall Address
Bridgeport, CT 06604

For students living off campus, packages are best shipped to your own address. However, you may alternatively have them shipped to our location by using our address. Your full name must be listed on each package. We can only accept packages for current UB students, faculty or staff.

3. How do students mail or ship something?

Packages and letter mail may be dropped off at our location as long as each item is fully labeled and postage is affixed. A shipping station is available at our location that provides online access to UPS, USPS and other carriers. From this station, shipments can be prepared, paid for, and labels printed. Free generic and some carrier shipping materials are also available. We hold no responsibility for packages dropped off at our location. All questions about shipped packages must be directed to the carriers. Expected carrier pick-up schedule is listed below. These times are not guaranteed as they are regulated by the carrier(s). Packages received after these times will go out the following business day.

- USPS 10 a.m. and 3:30 p.m.
- UPS 10 a.m. and 3:30 p.m.
- FedEx 9:15 a.m. (but dependent on delivery volume)
- DHL 10 a.m.
4. Where to purchase stamps and mailing supplies?

Stamps and mailing supplies may be purchased at the bookstore located in the John J. Cox Student Center.

VETERANS’ AFFAIRS

The University provides financial counseling for all veterans. Veterans must see the Veterans’ Officer in the Financial Aid Office, Wahlstrom Library, Garden Level, each semester to confirm eligibility. Objectives or courses pursued by a veteran may not be changed unless official approval has been granted by the Veteran’s Administration. A veteran planning to change his or her objective must report to the University Veteran’s Office before taking action. Further information about educational benefits and financial information may be obtained by contacting the Veteran’s Office/Financial Aid Office at (203) 576-4568, or sfs@bridgeport.edu.

WAHLSTROM LIBRARY

The 1st, 3rd and 4th floors of the Wahlstrom Library building make up the Wahlstrom Library. Team collaboration rooms, located on the 1st and 4th floors, can be reserved from the library website or at the Information Desk. Photocopying, printing and scanning are available and printing can be done from any of our 80 computers available on the 1st and 3rd floors or a personal device. Citation software such as EndNote can be found on 1st floor computers. Graphic software, such as the Adobe suite of products, can be found on the 3rd floor computers.

Although the print book collection is no longer kept up to date, 150,000 books are still available on the 3rd floor and more than 250,000 ebooks are available online. Although the print journal collection is no longer kept up to date, a few print journal titles are still available on the 4th floor and several million articles are available in the Digital Library, OneSearch at https://library.bridgeport.edu. Degreed Librarians are available for one on one consultations on the 3rd floor, via phone, email or online at https://library.bridgeport.edu in the bottom right corner Chat software. Call (203) 576-4747, email reference@bridgeport.edu or use the chat feature to learn how the librarians can help you with research or using the Digital Library advanced features. If you also just want an introduction to UB’s resources, just let us know.

The University of Bridgeport is committed to providing a place for quiet study, discussion and academic collaboration. Repeat warnings by Library staff for inappropriate behavior will lead to the suspension of Library privileges and possible further action under the Student Code of Community Standards if the offending individual is a student of the university. If the offending individual is not a student of the University, repeated offenses may result in the denial of access to Wahlstrom Library or the grounds of the University as a whole.
Chapter Two
Undergraduate Academic Standards and Guidelines

This section provides a general guide for academic standards, guidelines, and resources. For program information, degree requirements, and policies in specific degree programs, the University of Bridgeport Catalog must be consulted (particularly for students in graduate programs; certain programs such as the Chiropractic and Naturopathic Colleges have other student handbooks which contain additional requirements). For other policies and procedures and for additional information, please consult your College Dean or the Provost’s office.

ACADEMIC ADVISING CENTER

The Academic Advising Center (AAC) is home to undergraduate students who are undecided on a major, transitioning between majors, or in a pre-major at the University of Bridgeport. Students in pre-majors will be assigned to a faculty advisor in their program of study. The professional academic advisors in the AAC will serve as a liaison between the student and faculty advisor or faculty in their program. The AAC will also provide supplemental advising to any undergraduate student at UB.

The AAC helps you:

- Select courses to fill major requirements
- Determine which majors could help meet your personal and professional goals
- Develop strategies for academic success
- Connect with campus resources
- Foster involvement in extracurricular experiences

The office also provides important programming designed to help students be successful during their college career at UB. These key programs include:

- Student Success
- Academic Recovery
- Peer Mentors
- Best Practices in Academic Advising for Faculty Advisors

The AAC includes four professional academic advisors as well as a writing coordinator who are available to support students. Contact us at advising@bridgeport.edu to set up an advising session or to learn more about our ongoing projects.

Office Location

Academic Advising Center
506 Wahlstrom Library
Bridgeport, CT 06604
Phone – (203) 576-6632
Email – advising@bridgeport.edu
Hours
Office hours – Monday through Friday 8:30 a.m. – 4:30 p.m.

The Academic Advising Center is open year round to work with students. However, our hours of operation vary throughout the year due to required obligations.

Student Advising Times
Fall/Spring/Summer
   Monday through Friday – 9 a.m. – 4 p.m., with the first appointment at 9 a.m. and the last at 4 p.m.

ACADEMIC ADVISING SYSTEM
Students are assigned an academic advisor upon acceptance to the University. Please refer to the University of Bridgeport Catalog under “Academic Regulations and Procedures” for additional information.

ACADEMIC HONORS
Students demonstrating integrity and scholastic excellence may be elected to one of the honor societies at the University of Bridgeport. Please refer to the University of Bridgeport Catalog under “Academic Regulations and Procedures” for more specific information on academic honors and graduation honors.

ACADEMIC INTEGRITY POLICY, PRINCIPLES AND PROCEDURES
The University of Bridgeport is committed to fostering an environment of academic integrity, mutual respect and individual responsibility. We are a community that values the voice of students in their pursuit of academic excellence and personal growth. By choosing to be a member of this community, each student demonstrates respect for the core values of trust, honesty and ethical behavior and commits to upholding these standards. These principles guide conduct both in and out of the classroom and on and off campus. This applies to interactions with all members of the community as well as the use of university resources and facilities.

A high standard of ethical conduct is expected of students in their academic activities. The University does not tolerate cheating in any form. This term, as defined below, is used to include dishonest use of another individual’s aid in preparation of written, oral, and artistic assignments, as well as during a classroom testing period. All students must be familiar with those regulations. Disciplinary action will be imposed for any form of detected cheating or plagiarism, regardless of the student’s motive or intention.

Definition of Cheating
The term “cheating” includes, but is not limited to: 1) use of any unauthorized assistance in taking quizzes, tests, examinations, assignments, papers, or reports; 2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; 3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; 4) the acquisition, with or without permission, of tests or other academic material belonging to other student who is taking or has completed the course in question; 5) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion; 6) collaborating with other student(s) when not expressly permitted by a professor (if the professor does not expressly indicate that collaboration is allowed, then none is permitted); 7) copying or transmitting answers, questions, or parts of tests to
other students by use of electronic or other means (calculator, mobile phone, tablet, camera, etc.); or 8) engaging in plagiarism, as defined below.

**Definition of Plagiarism**

INTENTIONAL AS WELL AS UNINTENTIONAL FAILURE TO ACKNOWLEDGE SOURCES AS WELL AS THE USE OF COMMERCIALY AVAILABLE SO-CALLED “RESEARCH PAPERS” WITHOUT FULL RECOGNITION OF THE SOURCE. Students are responsible for distinguishing clearly between their own facts, ideas, and conclusions and those of other sources. To use someone else’s words, opinions, or conclusions without giving them credit is plagiarism. Students must be able to distinguish their own ideas, conclusions, discoveries, etc., from those read or heard. Plagiarism also includes “self-plagiarism” wherein a student submits the same work to multiple classes without instructor approval. Examples include, without limitation: using information or ideas from a source without properly crediting it; copying any portion of another’s work (student, faculty, book, article, journal, internet, etc.) without crediting the author; or submitting an assignment that you wrote during another class, previous or current. Check with your professor(s) for the appropriate guidelines that should be followed.

**DISCIPLINE FOR ACADEMIC DISHONESTY**

Discipline for acts of academic dishonesty (i.e., cheating or plagiarism) will be imposed in accordance with the procedures set forth below. The following sanctions will be imposed:

For all Undergraduate Programs:

- **First Violation:** An “F” in an examination or assignment on which the student committed the act of dishonesty.
- **Second Violation:** An “F” in the course in which the student committed the act of dishonesty.
- **Third Violation:** An “F” in the course in which the student committed the act of dishonesty and dismissal from the University for no less than one year.

For all Graduate Programs:

- **First Violation:** An “F” in an examination or assignment in which the student committed the act of dishonesty.
- **Second Violation:** An “F” in an examination or course in which the student committed the act of dishonesty and dismissal from the University for no less than one year.

**Consent to Plagiarism Screening**

Students are expected to be familiar with and to comply with the University’s policies prohibiting plagiarism as set forth above. Some courses utilize electronic screening to detect plagiarism. These plagiarism screening programs analyze the extent to which students’ submitted assignments constitute original content and compare students’ submissions to an extensive network of web pages, articles, and other student work in their databases. Using these resources, these programs produce originality reports which categorize submission content, determining what percentage of each assignment matches text found in their databases.

By enrolling in course(s), students consent to the above-described plagiarism screening programs and may also be required to approve specific terms and conditions of use when submitting an assignment. Students also consent to retention of their submission to plagiarism screening platforms, but retain full copyright of their submission.
Committee on Academic Integrity (CAI)
The Committee on Academic Integrity hears and decides matters of academic dishonesty. The CAI consists of four faculty members and two administrators, each of whom serve two year terms. The Provost, in conjunction with the Faculty Council, appoints/re-appoints CAI members upon the expiration of member terms. The Dean of Students serves as Committee Chair.

For each hearing, the Committee Chair shall convene a panel of three CAI members, consisting of at least one faculty member and one administrator. Faculty members and/or administrators affiliated with the hearing parties – including without limitation to the student, faculty member, or department in which the alleged academic dishonesty occurred -- cannot serve on that particular panel.

ACADEMIC DISHONESTY DISCIPLINE PROCEDURE

The Faculty Member’s Decision: When a faculty member believes that a student has committed an act of academic dishonesty (i.e. cheating or plagiarism) as defined above (the “Violation”), the faculty member shall notify the student of the alleged Violation. The student will not be permitted to withdraw from the course until there is a final decision regarding the alleged Violation. The faculty member shall meet with the student to discuss the alleged Violation. If it’s not practicable to meet in person, the faculty member may conduct the meeting via telephone. After considering any matters the student wishes to present and reviewing all pertinent facts, the faculty member will determine whether or not the student is responsible for the alleged Violation and shall notify the student in writing of his/her decision. This notification will also be sent to the Dean or Director of the school or program as well as to the Associate Provost. Upon receipt of this notification, the Associate Provost will notify all parties regarding the appropriate sanction, depending on whether first or repeated Violation (see Discipline for Academic Dishonesty, above). At this point, the student has the opportunity to appeal the decision within 10 days to the Dean or Director of the school or program which offers the course where the alleged violation occurred.

Appeal to the Dean or Director: To appeal a sanction of academic dishonesty, the student must submit a request in writing to the Dean or Director. This appeal must include a narrative of relevant facts and any other pertinent information. Upon receipt of the appeal, the Dean, Director or his/her designee will meet with the student and the faculty member and investigate or review all pertinent facts. The Dean, Director or his/her designee shall then prepare a decision summarizing his or her factual conclusions within 21 days of receiving notice of the student’s appeal and stating whether or not the student is responsible for the alleged Violation, which shall be promptly sent to the student, faculty member, and Associate Provost. If the student is determined to be responsible for the alleged Violation, then the student shall also be notified of his or her right to appeal within 10 days to the CAI on the following grounds: i) the decision is contrary to or unsupported by the facts; ii) new relevant information has been discovered which was not previously considered; or iii) the University’s Academic Integrity policy and procedures were not followed.

Appeal to the CAI: If the student notifies the Dean, Director or his/her designee within 10 days that s/he desires to appeal to the CAI, the Dean, Director or his/her designee shall forward the appeal to the Dean of Students, as Committee Chair of the CAI. The student’s written appeal to the CAI must specifically state the grounds for appeal, as set forth above. The Dean of Students shall promptly convene three CAI members (the “CAI Panel”) to hear the appeal. At the hearing, the student, faculty member, and Dean, Director or his/her designee shall be afforded an opportunity to present testimony or documents. The hearing is not subject to rules governing a legal proceeding and neither the student or others attending shall be entitled to legal representation at the hearing. Within 15 days of the hearing, the CAI Panel shall issue a written decision (the “CAI Decision”) to the Committee Chair, who will promptly provide a copy to the student, faculty member, and Associate Provost. The CAI decision on the appeal shall be final.
ACADEMIC GRIEVANCE PROCEDURE

Any student who wishes to file a formal grievance seeking review of an academic decision or matter, e.g. grade, instructional practice, may utilize the procedure below. This grievance procedure does not apply to non-academic or disciplinary matters, academic dishonesty, athletics, disability accommodations, or issues arising under Title IX, which are subject to review under other University procedures. Any student who has been disciplined under the Academic Dishonesty Disciplinary Procedure (see above) for a related issue cannot invoke this grievance procedure.

Students are encouraged to address any concern which may arise informally with appropriate professors, directors or deans, or advisors and to attempt to resolve the matter prior to submitting a formal grievance.

First Step: The student may submit a written grievance no later than 30 days after the date that the academic decision or action complained of occurred. The written grievance, which should be submitted to the dean or director of the appropriate school, should describe the relevant background, the decision or action which the student seeks to have reviewed, the student’s previous attempts to resolve the matter, and the relief the student is seeking. If the dean or director was the decision maker with regard to the matter which the student seeks to have reviewed, then the grievance may be submitted directly to the Office of the Provost.

In considering the grievance, the dean or director may request additional information from the complaining student, as well as from a faculty member or other person who may have relevant information. The dean, director, or his/her designee will notify the student in writing of his/her decision (the “Decision”) within 15 days following receipt of the grievance or conclusion of investigation (whichever is later).

Second Step: In the event that the student is not satisfied with the Decision at Step 1, then the student may submit a written appeal within 15 days of receipt of the Decision to the Office of the Provost. The appeal must contain: a copy of the original grievance and any documents filed in support thereof, the Decision, and a statement outlining the reasons for the appeal and relief sought. The Provost may review and decide the appeal, or designate an associate or assistant Provost to review and decide the appeal. Upon considering the appeal, the Provost or his/her designee will notify the student in writing of his/her decision and the grounds therefor within 15 days following receipt of the appeal. The Office of the Provost’s decision is final.

ACADEMIC STATUS

It is the responsibility of all students to be aware of their academic standing, and to comply with all requirements set by their college or school. For concerns and academic questions, consult your academic advisor. Please refer to the University of Bridgeport Catalog under “Academic Regulations and Procedures” for additional information on academic standing, policies, and procedures.

ATTENDANCE

Students are expected to attend classes regularly. The instructor may specify in his or her class outline at the beginning of the semester to what extent attendance will be taken into account when grades are calculated. Please refer to the University of Bridgeport Catalog under “Academic Regulations and Procedures” for additional information.

CARE TEAM

The University of Bridgeport CARE Team is a group of campus professionals appointed by the President. The CARE Team is chaired by the Dean of Students with representatives from athletics,
counseling services, health services, Title IX, campus security, residential life, university counsel and academic affairs. The purpose of the CARE Team is to assess and address student behavior that is of concern to the community and to coordinate support and resources necessary to intervene. Behaviors of concern may include mental health and/or safety issues. The CARE Team meets regularly to support students via an established protocol and will serve as a proactive, centralized, caring and coordinated intervention for students in need prior to a crisis. Any member of the UB community may make a referral to the CARE Team via email to deanofstudents@bridgeport.edu or by submitting an electronic student of concern form available at Bridgeport.edu/life/welcome-dean/.

COMPUTER FACILITIES/TECHNOLOGY

Media Services

Media Services provides audiovisual support to student activities and the classrooms. All requests must be made 2 weeks in advance of any event. For more information, please contact Media Services at (203) 576-4587 or email avevents@bridgeport.edu

IT support

The Helpdesk is a technical assistant provider where students work for the University of Bridgeport’s Academic and Campus Technology Support or (A.C.T.S.) department. We’re here to provide technical support to Students, Staff, and Faculty. Our Helpdesk is run by U.B. students who are trained in University supported operating systems, browsers, and software as well as problems with your UBNet account, Canvas, wireless, and other technology on campus. We will walk you through IT-related questions and troubleshoot hardware issues on University-owned computers and classroom technology. Please visit Bridgeport.edu/helpdesk for our helpdesk location, walk up hours, email address and phone number. You will also find Online Services and Self-Help Guides. Have your school ID number ready or the case number if you have a previously opened support case. The Helpdesk is located on the first floor of the Wahlstrom library, in the back behind the Discovery Pavilion.

General computer areas are located on the 1st and 3rd floors of Wahlstrom library, and Knights End on the lower level of the John J Cox Student Center. Hours for each area vary so please check with staff for the most current operating hours. Wireless areas are available in Wahlstrom Library, in the Student Center Knight’s End Café and in each study lounge area of each residence hall, as well as numerous other areas on campus.

Problems with your UBNet account, wireless, or other technology on campus?

Please check the Portal (myub.bridgeport.edu) on the Help Desk page for location, walk up hours, email address or a phone number to get assistance from our Help Desk. Have your school ID number ready or the case number if you have a previously opened support case. You’ll also find Online Services and Self-Help Guides as well.

COOPERATIVE EDUCATION AND INTERNSHIPS

Cooperative Education and internships integrate classroom studies with supervised, paid, and unpaid work experience in a professional environment. Each program has different requirements. Interested students should consult with their academic advisor, director or dean for more information.
COURSE REGISTRATION
A full-time undergraduate course load is between 12 and 18 credit hours per semester. Undergraduate registering for more than 18 credit hours per semester require the approval of their academic dean and will incur additional tuition charges. Students must consult their academic advisor about course selection and registration forms must be signed by both the student and the academic advisor prior to processing by the Registrar. On-line registration is available for continuing students, if approval is granted by their academic advisor. Students should refer to the online academic calendar for time limitations for registering or withdrawing from courses.

CREDIT FOR PRIOR LEARNING (CPL)
The University of Bridgeport recognizes that undergraduate students may have acquired college level learning through a variety of non-credit sources and that credit toward a degree may legitimately be granted if the learning is verifiable. The process whereby a student may acquire academic credit for experiential learning is the Credit for Prior Learning program. Please refer to the University of Bridgeport Catalog for additional information under “Academic Regulations and Procedures.”

GRADUATION REGULATIONS AND PROCEDURES
The Application for Graduation must be submitted by the application deadline, refer to the Registrar website for further information. Students should consult with their academic advisor one semester prior to their graduation date so that a Graduation Checklist can be completed. Such consultation enables the advisor to check the student's records for discrepancies and allows some time during the final semester to resolve any problems that might appear. The fulfillment of graduation requirements is the student's responsibility. Participation in the Commencement ceremony does not necessarily imply a student has met the requirements for graduation from their academic program. Please refer to the University of Bridgeport Catalog under "Academic Regulations and Procedures" for additional information.

Deadlines for graduation are:
- For December graduation, on or before NOVEMBER 15. *
- For May graduation, on or before FEBRUARY 15.
- For August graduation, on or before JULY 15. *

(*) Students within 18 credits of graduating are welcome to participate in the May Commencement Ceremony. However they are required to submit their graduation application on/or before April 15.

The University of Bridgeport conducts one main graduation ceremony in May of each year, and the Division of Health Sciences conducts two ceremonies per year, Spring and Fall. A graduation fee is due at the time the graduation application is submitted. This fee must be paid whether or not you participate in the ceremony. Students participating in the Division of commencement Ceremonies must conform to all regulations. Transcripts and diplomas will not be released until all balances due to the University are satisfied.

OFF-CAMPUS STUDY
Matriculated students are expected to take the courses for their degrees at The University of Bridgeport. Permission to take courses at other institutions for transfer credit will be given only for valid reasons and must be approved in advance by the student’s Program Director or Dean of his or her School or College. Permission forms may be obtained from the Office of the Registrar.
Matriculated students may not take courses at junior or community colleges for transfer credit at the junior or senior level toward their degrees. **Students must complete, at minimum, the last 30 semester hours of work toward their degree under the direct auspices of the University of Bridgeport.** Under exceptional circumstances, the dean of the student’s program may modify this requirement. Please refer to the University of Bridgeport Catalog under “Academic Regulations and Procedures” for additional information.
Chapter Three
Student Involvement, Governance and Athletics

ATHLETICS AND CAMPUS RECREATION PROGRAMS

Students have an opportunity to be involved in a variety of recreation and sporting activities at every level of competition from intramural to intercollegiate.

To Become Eligible for Participation in Intercollegiate Athletics:

Please contact the Director for Compliance, (203) 576-4733, for eligibility requirements. Sports Schedules and further information may be obtained from the Athletics Sports Information Office, (203)576-4726 or www.ubknights.com.

Intercollegiate Athletics

The University Athletics program offers the following intercollegiate Athletic Teams:

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<thead>
<tr>
<th>Fall</th>
<th>Winter</th>
<th>Spring</th>
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</thead>
<tbody>
<tr>
<td>Men’s Soccer</td>
<td>Women’s Gymnastics</td>
<td>Men’s Baseball</td>
</tr>
<tr>
<td>Men’s Cross Country</td>
<td>Men’s Basketball</td>
<td>Women’s Lacrosse</td>
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<tr>
<td>Women’s Soccer</td>
<td>Women’s Basketball</td>
<td>Women’s Softball</td>
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<tr>
<td>Women’s Volleyball</td>
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<tr>
<td>Women’s Cross Country</td>
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The University’s intercollegiate athletic program participates actively in the East Coast Conference (ECC), Eastern College Athletic Conference (ECAC), and the National Collegiate Athletic Association (NCAA).

The Harvey Hubbell Gymnasium is the center for intercollegiate athletic programs. The multipurpose field, Knights Field, located behind Hubbell Gymnasium, is home to the UB men’s and women’s soccer teams and the women’s lacrosse team. The Wheeler Recreation Center is home to the men’s and women’s swimming and women’s gymnastics programs. Seaside Park Diamond #1 located near campus is home to the University’s baseball program and the softball team plays at its new home field in Seaside Park as well.

Intramurals

The Intramural program is administered through the Wheeler Recreation Center (WRC). Students are to check with the intramural coordinator’s office concerning eligibility or rules regarding the program. All full-time University of Bridgeport students are eligible to participate in intramurals. Intramural offerings include volleyball, badminton, racquetball, cricket, soccer, basketball, floor hockey, and flag football.

CENTER FOR STUDENT INVOLVEMENT

At the University of Bridgeport, opportunities are available for personal growth, relaxation, leadership development, and recreation. Student involvement opportunities vary from cultural, artistic, civic, political, and athletic activities to recreational opportunities. All activities and programs are an important element of college life and the education process. The planning of student activities is done with the purpose of complementing and enhancing the academic mission.
of the University; improving campus community spirit; providing constructive social interaction; and contributing to students’ physical, emotional and intellectual development. All policies and procedures specifically for clubs and organizations are outlined in the Club Manual.

**STUDENT ORGANIZATIONS**

All clubs and organizations must register with the Center for Student Involvement and the Student Government Association. If you are interested in obtaining more information about any group or if you have other questions relating to clubs or organizations, confer with the staff of the Center for Student Involvement, Student Center Room 231. **Students are not authorized to enter into contracts with any vendors; all commitments must be made through the Director of Student Involvement.**

2020/2021 List of Registered Clubs and Organizations (subject to change), please visit http://www.bridgeport.edu/life/campus-activities/clubs-organizations/”.

**Forming a New Student Organization**

The requirements for the formation of a new student organization are as follows:

- A charter membership of no fewer than, but not limited to, ten full-time students who are in good academic standing (minimum of 2.00 GPA) after at least one semester at the University of Bridgeport.

- A group constitution presented to, and approved by, the Student Government Association Speaker of the House and the Center for Student Involvement, containing a statement that the group will not discriminate against any person or persons because of race, color, national origin, religion, age, sex, gender, sexual orientation, disability, marital status, genetic information or veteran status.

- The signature of one faculty/administrator who has accepted the group’s invitation to advise the group and its activities and be present at the group’s social events.

- For student organizations (new or existing) to be recognized by the University, they must have a Constitution on file with Student Government Association and must register with the Center for Student Involvement annually.

- In the case of a new national fraternity or sorority, admission to the Greek Council is also required. The fraternity or sorority must supply the national bi-laws and criteria of the national organization.

An inactive student organization may become reactivated by:

- Informing the Student Government Association of the group’s intention to reactivate the Constitution.

- Submitting to the Center for Student Involvement, the names of the new officers and the name of the faculty/administrator who accepted the group’s invitation to be its advisor.

- Reviewing, updating (if necessary), and submitting the organization’s Constitution.

- Conferring with the Center for Student Involvement.

**STUDENT ORGANIZATIONS/CLUBS**

**Fraternities and Sororities**

The University of Bridgeport only recognizes nationally affiliated fraternities and sororities. All chapters’ charters must be consistent with the University’s objectives and their constitutions nondiscriminatory and non-restrictive. The University expects the Greek community to effectively serve itself and the University. Any/all interested parties wanting to expand onto the University
campus must meet first with the Dean of Students or designee. Interest groups must have the desire to affiliate with an inter/nationally recognized fraternity/sorority.

**Funding of Student Clubs and Organizations**

University recognized undergraduate student organizations may apply for an allocation of funds from the Student Government Association, the Student Programming Board (SPB) or other funded organizations for operating expenses during any year that the club is active. A campus group desiring an allocation of funds must:

- Register its organization with the Center for Student Involvement.
- Have an approved constitution on file with the Center for Student Involvement at the time of the request.
- Follow the procedures for requesting funds from the Student Government Association CFO or the SPB CFO.

**Office Space**

All clubs desiring office space in the Student Center should make the request to the Center for Student Involvement. Office space is very limited and not all requests will be granted. There is an application process for any clubs requesting office space. Office space is only for one academic year. The Center for Student Involvement may ask the club to vacate the office space if all requirements are not meant. See the Center for Student Involvement in the Student Center, room 231, for information.

**Student Government Association**

The Student Government Association (SGA) is the representative form of student government for the student body. The Constitution is available in the SGA office, room 117, Student Center or [https://www.bridgeport.edu/life/campus-activities/student-government/](https://www.bridgeport.edu/life/campus-activities/student-government/). In striving to promote good citizenship and democratic fellowship, the University of Bridgeport representative student government gives individual students the experience of active participation in governmental procedure and further develops in each student a sense of personal responsibility for the welfare of the University Community.
Welcome to Residential Life at the University of Bridgeport!

OUR MISSION STATEMENT
The Office of Housing and Residential Life promotes residents’ learning, growth, and success. College students typically spend 90% of their time outside the classroom, and living on campus is an important and transformative part of students’ development at the University of Bridgeport. Our knowledgeable staff is committed to promoting residents’ academic excellence and personal growth. Residents are:

- **ENGAGED** as active, contributing community members;
- **ENCOURAGED** to develop their leadership, communication, and human relations skills; and
- **EMPOWERED** with the critical thinking abilities that will help them serve as responsible, productive members of their local and global communities.

OUR STAFF
The Office of Housing and Residential Life employs over 125 student and professional staff with one goal in mind – providing residents with secure, stimulating, attractive living environments that promote building connections with other students and employees within the university community. The Director of Housing and Residential Life (DRL) are responsible for overseeing the entire residential living community structure, coordinating a diverse staff which consists of Professional Staff (ProStaff), Graduate Interns, Resident Assistants (RAs), Office Assistants (OAs), and front desk staff to ensure that residents are receiving the high-quality programs and services they need and deserve. Our professional staff includes:

**Director of Housing and Residential Life (DRL)**— The DRL assists in the overall supervision and direction for the department, directly supervises and mentors professional staff, coordinates staff trainings, and leads department-wide residence education and programming efforts.

**ProStaff**—a residence hall community is managed by a full-time, live-in professional staff member which consists of masters level Graduate Hall Directors, who assists residents with personal and academic concerns, supervises the hall’s student staff, promotes intentionally designed programs, responds to policy matters, and provides skilled response to a variety of student issues.

**Graduate Interns (GI)** – GIs are graduate level staff members traditionally enrolled in the College Student Personnel program who assist with the overall operations and programming efforts of the department.

STUDENT EMPLOYMENT POSITIONS IN RESIDENTIAL LIFE
There are dozens of student leaders working within our residence halls with one goal in mind - to provide our students with a secure, stimulating, and enjoyable living environment during their time at the university. Through these leadership positions within the department, students gain valuable professional experience, learn and grow within a diverse community, and make personal and professional connections that will last a lifetime. Each position offers a unique perspective, focusing on a different aspect of the overall on-campus living experience:
Resident Assistant (RA) - RAs are undergraduate and graduate paraprofessional staff members who work to build a residential community conducive to student success by encouraging students to become engaged in campus programs, referring students to needed campus services, and helping students with whatever concerns they may have in the residence halls.

Office Assistant (OA) - The OAs are undergraduate/graduate paraprofessional staff that assist in the daily operations of either the main Residential Life Office or the office within each residence hall.

Front Desk Staff - These undergraduate and graduate paraprofessional staff members serve as greeters for families/guests in the residence halls, promote visitation policy compliance, and respond to guest and student concerns, and enforces policy.

Residence Hall Association (RHA) - RHA consists of an executive board which advocates for the needs of our residential students, and creates traditional late night and weekend programming and events on campus. Every resident who lives on campus is a member of RHA and welcome at each meeting. Get involved and become a RHA delegate representing your building and your residents.

Hall Council - The Hall Council for each residence hall is the representative body for that building. Elected officers chosen each year represent their peers and create educational and social events in the residence hall under the guidance of RHA and their ProStaff. Hall Council members may also represent their building in the Residence Hall Association.

OUR RESIDENCE HALLS

Barnum Hall 150 Marina Park Circle, Bridgeport, CT 06604
Barnum Hall, located near Marina Dining Hall, is a traditional coeducational building that can house nearly 200 students in traditional two-person rooms, as well as a select number of single occupancy rooms. The main floor offers residents a newly-renovated recreation room, laundry room, community kitchen, and television lounge.

Chaffee Hall 411 University Ave, Bridgeport, CT 06604
Chaffee Hall offers a traditional coeducational living style to 140 students in traditional two-person rooms, as well as a select number of single occupancy rooms. Located adjacent to Marina Dining Hall, Chaffee Hall provides an ideal environment for students finishing their undergraduate careers. Chaffee Hall provides residents with the comfort of air conditioning within all residential rooms.

Cooper Hall 400 Linden Ave, Bridgeport, CT 06604
Cooper Hall is a traditional coeducational residence hall housing 100 students on three floors. Located adjacent to Marina Dining Hall, Cooper Hall offers standard two-person rooms, as well as a select number of single occupancy rooms. Each floor provides students with a community lounge area, kitchenette space, and a communal laundry center. Cooper Hall provides residents with the comfort of air conditioning within all residential rooms.

Seeley Hall 490 Waldemere Ave, Bridgeport, CT 06604
Seeley Hall is a traditional coeducational residence hall housing up to 180 students. Seeley Hall is also home to our first year students, which provides a common experience to our students with staff purposely focused to assist in the transition to college life. Seeley Hall is conveniently located near the Marina Dining Hall; it also houses the Office of Housing and Residential Life. The main floor of Seeley offers students a newly-renovated television lounge and recreation room area, as well as a laundry room and community kitchen.
University Hall opened in 2016 and is our newest residence hall. This modern, sustainably designed, 60,000 sq. ft., four story facility houses over 200 students in two residence configurations including apartments with single bedrooms and traditional residence hall double bedrooms along with many lounges and meeting rooms.

OUR GRADUATE HOUSING

Health Sciences Living Community - Located at the corner of Waldemere Avenue and Myrtle Avenue

The Health Sciences Living Community (HSLC) provides twenty students enrolled in the graduate Health Sciences programs the comforts of a home with all the benefits of living on campus. Located across the street from Hubbell Gymnasium, the HSLC is only a few minutes from academic buildings and includes an amazing view of Seaside Park and the Long Island Sound. Students enrolled full-time in the Physician Assistant program, Chiropractic Program, Fones Program, Acupuncture Program or Naturopathic Medicine Program are eligible to live in the house.

University Place Apartments - Located at the corner of Atlantic Street and Rennell Street

University Place Apartments is an apartment-style living option for graduate and professional students only. Located behind the Wheeler Recreation Center, it has 32 full size apartments which consist of a limited number of furnished one-bedroom apartments and many two-bedroom apartments. Students are responsible for installation and monthly payments of electricity and other services if desired such as cable, internet and telephone service.

Homes Located Throughout Campus

The University also owns and maintains several neighborhood homes as student housing for continuing students and graduate students. These homes may also be used for Special Interest Living Communities.

65 Myrtle Avenue - houses up to six students between two floors, all female housing.

141 Linden Street - houses up to seven students between two floors, co-ed mixed housing.

279-281 Atlantic Street - houses up to six students between two floors, three males (1st floor) and three females (2nd floor).

Stratford Hall - houses up to seven students between 2 floors, all male housing.

LIVING LEARNING COMMUNITIES

Living Learning Communities are voluntary. (However, during times of overcrowding, students may be assigned to these areas.) Once established, the students in these areas meet to develop group activities and guidelines consistent with the theme of the house/floor/area. Current Living Learning Communities include:

First Year Buildings

UB Rec and Health: Experience the outdoor and indoor excitement that the UB area has to offer. As an LLC member, you will participate in a variety of programs that focus health and wellness, intramurals and recreation, such as hiking, indoor climbing, flag football, Co-ed Volleyball, nutrition/cooking workshops, mindfulness and self-care. The goal is to build skills in stress management, sportsmanship, responsibility and managing interpersonal relationships and to
provide an environment for students to make healthy lifestyle choices, develop residents as ethical leaders and agents of positive change while supporting their well-being and academic goals.

**UB First:** The UB first community provides an inclusive environment for Purple Knights who identify as first-generation college student defined as neither parent/guardian has earned a bachelor’s degree. This community will give residents a space to cultivate diverse and supportive relationships with peers, faculty, staff and many other resources. The goal is to assist in navigating university life, increase faculty and staff interaction, and utilize campus resources.

**Upper-Class Buildings: Chaffee, Cooper and University Hall**

**UB Global:** Residents in this community have a genuine interest in an intercultural living environment. Live with other like-minded residents, participate in programs exploring global issues, and promote a supportive and friendly environment for language immersion. Having a language and cultural community would develop conversation coffee hours, game nights, culturally inspired meals, field trips and/or discussions with faculty and staff. The goal is to gain an international perspective, cross-cultural communication skills, appreciation of diverse cultures, explore study aboard options, and/or learn a new language.

**UB Connects:** Residents will be able to foster and create healthier relationships with friends, supervisors, and partners. The participants in this community will learn, identify, and navigate keys dynamics in relationships such as communication and civic responsibility. The goal of this community is to focus on embracing differences, bringing awareness to social issues, aspiring others to become positive influencers and building a supportive community by working with other on campus and in local organizations, off-campus trips and through fun enlightening programs.

**UB Creates:** Designed for residents who have an interest in the world of artistic manifestation. Residents will have the opportunity to participate and discover multiple aspects of the arts and share views with one another. Experienced artists, hobbyists, or curious learners get to visit art galleries, theater productions, dance performances, local musicians, and/or participate in various DIY projects. The goal is to generate a space for students to express and explore the liberal arts, creativity, and artistic interest.

**UB Stem:** The STEM Living-Learning Community (LLC) is a collaborative community. It offers opportunities for students majoring in Science, Technology, Engineering, Mathematic disciplines to connect socially and academically with other STEM students at UB, through in hall tutoring and social gatherings. By being a part of the STEM LLC, students can expect to develop intentional connections and relationships among students majoring in STEM. Connect with STEM and UB faculty and administrators and network with leaders from academe, industry, and government. Explore and experience cultural learning opportunities while participating in community service events and receive peer mentoring from upper class STEM students.

**UB Health Science:** The Health Sciences Living Learning Community (LLC), in partnership with the School of Health Sciences, brings together students who are interested in a variety of health sciences. From pre-medicine to pre-pharmacy and rehabilitation sciences, the Health Sciences LLC enables you to live, study, and socialize with students in health-related fields. In addition to forming close bonds with other students on your floor, you’ll also have the chance to build a relationship with your upper-class Resident Assistant who are also pursuing the health sciences. Participation in this community will leave a lasting imprint on your collegiate experience and help you learn more about igniting your passion for the health sciences.
RESIDENCE HALL LIVING FROM A TO Z – POLICIES AND PROCEDURES

YOUR RIGHTS AND RESPONSIBILITIES

Your rights as a member of the residence hall community are dependent on how you and other students fulfill the responsibilities associated with being members of this community.

- You have the RIGHT to a living environment that is safe and secure. You have the RESPONSIBILITY to protect yourself, your belongings, and other residents by always locking your door, abiding by residence hall policies designed to protect all residents, keeping your community secure by never letting unknown individuals into the hall, and following instructions provided by Campus Security and Residential Life staff.

- You have the RIGHT to sleep, study and socialize in a space conducive to your personal and academic success. You have the RESPONSIBILITY to observe the Quiet and Courtesy Hours Policy, to act in a manner which is respectful of others, and to be aware of how your actions impact your roommate and other hall residents.

- You have the RIGHT to privacy within your room, to freely use the designated space provided to you in your room, and to be free from unwanted guests within your room. You have the RESPONSIBILITY to speak with your roommate about your personal preferences regarding sleeping, studying, and guests in the room and to work respectfully with your roommate to establish mutually agreeable guidelines for your room.

- You have the RIGHT to enjoy a variety of programs and events designed to promote your personal growth and to live in a supportive living environment. You have the RESPONSIBILITY to be an active, contributing member of your residence hall and to promote a positive campus community.

- You have the RIGHT to speak with other students about how their behavior may be impacting you within the residence hall. You have the RESPONSIBILITY to communicate in a respectful manner and to be aware of how your actions and behaviors may be impacting others.

- You have the RIGHT to know what items and behaviors are allowed and not allowed in the residence halls and as a student of the University of Bridgeport. You have the RESPONSIBILITY to read and know all information provided by the University in the Key to UB: Student Handbook, in the Housing/Meal License, and any other official documents related to your time as a UB student.

- You have the RIGHT to seek assistance from members of the University Staff and Administration, including staff members of the Office of Housing and Residential Life, to answer questions and resolve concerns. You have the RESPONSIBILITY to appropriately notify staff of your concerns, to cooperate with them as they respond to your issue, and to have realistic expectations regarding what can be done to resolve your concerns.

- You have the RIGHT to be treated fairly and respectfully by university staff. You have the RESPONSIBILITY to comply with reasonable instructions given by University and Residential Life staff, including providing access to your room if it is necessary for them to perform their duties.

The Office of Housing and Residential Life seeks to provide each student with a living experience that supports their engagement and academic success. In order to maintain a strong community, there are guidelines for appropriate behavior. All students are responsible for abiding by all University policies and procedures, including those stated throughout this handbook and in the Housing Agreement.
ACCOMMODATIONS AND ROOM ASSIGNMENTS
While the Office of Housing and Residential Life makes every effort to assign students into requested residence halls, we cannot guarantee that all requests will be possible. Since the University celebrates diversity, the Office of Housing and Residential Life does not make or change any room assignment based on race, creed, religion, national origin, sexual orientation or gender expression, language, or any other difference.

ALCOHOL
Alcohol consumption is strictly prohibited in all common areas of residence halls. Students may not possess alcohol or alcohol containers, or drink from open containers of alcohol, in common areas of the residence halls. Students under the age of 21 may not possess alcohol or alcohol containers or consume alcohol anywhere on the University of Bridgeport campus. Students 21 and over may not consume or possess alcohol in the presence of anyone under the age of 21. UNDER CONNECTICUT LAW, THE USE BY A MINOR OF ALCOHOL ON PRIVATE PROPERTY IS ILLEGAL AND THE OWNER AND/OR OPERATOR OF THE LOCATION MAY BE HELD CRIMINALLY RESPONSIBLE FOR THE CONSEQUENCES.

APPLIANCES
The only UL-approved appliances that are permitted in the residence halls are razors, fans, Keurigs, auto shutoff coffee makers, auto shutoff irons, radios, stereos, computers, TVs and lamps (Halogen and torchiere-type floor lamps are strictly prohibited). Because they are safety hazards, students are not permitted the use of broilers, toasters, George foreman grills, waffle makers, rice cookers, hot plates, candles, halogen lamps, torchiere floor lamps, deep fryers or other items specified by residence life staff (exception: cooking appliances are permitted in areas with full kitchens, such as the University Hall Apartments, University Place Apartments, Health Science Living Community, and community kitchens in all other residence halls). Storage for cooking appliances in the residence halls consists of the appliance being placed in its original box or a storage bin. Unauthorized use of such items is subject to fine and removal. Personal air conditioners and space heaters are also prohibited due to their power loads and our concern for fire safety. Since Microfridge units are provided in each room, additional units are prohibited. For additional items not allowed within the residence halls, please see Prohibited Items in this chapter.

BREAK HOUSING
Housing is available during the fall breaks, winter term, spring break and summer periods for students living in the residence halls. There is an additional charge for winter and summer housing. Monthly and weekly rates vary, however the daily rate is a minimum of $26.00 per day and can be higher depending on accommodation type. For more information about Break Housing contact Housing and Residential Life or go to our webpage.

BICYCLES/MOTORCYCLES/MOPEDS/HOVERBOARDS
Bicycles/Motorcycles/Mopeds are not permitted within any residence hall and must be stored outside of the building. You are responsible for suppling your own lock when using the bicycle rack. Hoverboards are expressly prohibited on campus and at any University property.
CABLE SERVICE
There is no cable TV in the Residence Halls. Graduate houses are provided with cable. Any graduate student living in University Place Apartments is responsible for providing their own cable services.

CHECK-IN/CHECK-OUT PROCEDURES
Returning residents must be registered for classes for the current semester, be up to date on all financial obligations and medical/immunization records, and provide picture proof of identity before moving into the residence hall. New residents must be fully registered within one week of the beginning of classes. All residents must maintain full-time status, a cumulative GPA of 2.0 or higher, and meet all health requirements to be admitted to and remain in a residence hall. Permission must be granted from the DRL or designee to waive any of these requirements.

Checking In:
- Students may check-in for the semester shortly before classes begin (dates will be stated in published literature and on our webpage).
- No one is admitted prior to that time without permission from the DRL or designee. For information on requesting an early arrival, and the associated charges, please contact Housing and Residential Life.
- Forfeiture of a student's assigned room is effective if the occupant(s) fail(s) to check-in by the end of the first week of classes. Another room will be assigned if one is available after that time. The occupant is still financially responsible until such time as s/he is determined to be a "NO SHOW" by Residential Life staff.
- Graduate Housing Community residents will need to make arrangements with the Office of Housing and Residential Life for an appointment.

Checking Out:
Whenever a resident leaves an assigned room to move to another room, when the semester ends or when the student withdraws from university housing and/or the University, Residential Life staff must inspect the room for cleanliness, damage, and missing furniture. At this time, a checkout form will be completed by Residential Life staff and compared to the check-in form.

Any damages, excessive cleaning or missing furniture will be billed to the responsible student including lock changes and other charges associated with lost keys. Any questions concerning damage charges should be directed to Residential Life staff immediately. Both occupants will share charges if there is a dispute over who actually caused the damage(s). Personal property left behind will be disposed of or donated to charity. For additional information please see policy on Personal Property, Abandoned Property and Storage in this chapter. If a student fails to check out properly, a $200.00 fee will be assessed to the student's account and the student cannot contest any applied charges.

COMMUNITY SPACES - DUE TO COVID-19 THESE AMENITIES ARE LIMITED.
Each residence hall includes community spaces which residents are encouraged to utilize including:
- Community Kitchens - Stovetops located conveniently in each hall allow students to do light cooking.
- Community Lounges - With their large flat-screen TVs, the community lounges are popular spaces for students to come together and enjoy themselves in the hall.
• Recreation Rooms - Offering pool, ping pong or Foosball tables, these are great places for students to hang out; Residential Life also offers the free use of an XBOX One, PlayStation 4, or Nintendo Wii.
• Laundry Facilities - Each hall has multiple washer/dryer units for students to use at no charge.

COMMUNITY STANDARDS
Residence Halls are vibrant communities filled with students from throughout the nation and the world. As such, residents will meet people who come from different cultures, backgrounds, and belief systems. We expect that all students will act in a respectful manner to each other and toward everyone they meet during their time at the university. We also expect that all students will abide by University and Residential Life policies to help ensure that our UB community remains a safe, secure and enjoyable environment for all those who live on campus.

CUSTODIAL STAFF
Custodial staff clean the common areas of the residence hall daily—bathrooms, kitchens and lounges. Students are expected to remove all garbage to the garbage room and take care of keeping the common areas clean out of respect for their hall mates. Residents are responsible for the cleanliness and upkeep of their room including taking out all garbage and keeping the room in a clean, presentable condition. A room cleaning schedule can be a helpful tool to prevent issues from occurring throughout the semester.

DAMAGE POLICY
As indicated in terms and agreements of your Housing License, residential students will be held responsible for room and public area damages. Public area damage will be assessed for each student in a particular hall or floor/wing on a prorated basis. Charges for anonymous damage to community spaces that cannot be attributed to a responsible person will be divided among occupants and affected floor and/or hall residents respectively. Common area damages as flooding caused by intentionally vandalized plumbing, intentional elevator vandalism, and the pulling of false fire alarms, for example, will be billed equally to all residents of that hall/floor unless the responsible parties can be determined or take responsibility for their actions.

DINING AND MEAL PLAN OPTIONS
Residence hall students, (excluding graduate housing locations and University Hall apartment residents) may select one of four meal plans which is automatically included in the price of on campus housing. Students in University Hall apartments or graduate housing locations may request a meal plan through the Dining Office located in Marina Hall at an additional charge or they may elect to put Dining Dollars on their UB ID card for use in the dining venues on campus. Each meal plan includes a set number of meals per week that the student can use at Marina Dining Hall. Additionally, each meal plan includes an amount of Dining Dollars which can be used in place of cash at a variety of dining locations on campus. Students may request to change their meal plan, online through the MyUB Portal, during the first three weeks of the semester ONLY.
• MP19 – includes 19 meals per week at Marina Dining Hall and $100 in Dining Dollars per semester
• MP17 – includes 17 meals per week at Marina Dining Hall and $200 in Dining Dollars per semester
• MP15 – includes 15 meals per week at Marina Dining Hall and $300 in Dining Dollars per semester
• MP13 – includes 13 meals per week at Marina Dining Hall and $400 in Dining Dollars per semester

• Donut Crazy – Located on the 1st floor of Wahlstrom Library, Donut Crazy offers a variety of prepared sandwiches, coffee/tea, soft drinks, juices and light food choices. Students can purchase items at Donut Crazy with cash or credit cards. Dining dollars are not accepted at this location.

• Marina Dining Hall – As the main dining facility on campus, Marina Dining Hall is open daily and serves three meals per day Monday-Friday and two meals on Saturday/Sunday. Meals at Marina Dining Hall are included as part of your meal plan. Students may “pay” for guests by using their Dining Dollars.

• The HUB – Located in Marina features the following:
  o UB Grill – The refreshed grill at The HUB @ Marina will offer classics, old favorites, and new innovative menu items that the entire community is sure to enjoy. Full wireless and comfortable seating in the HUB create a fun environment to meet friends or study outside the classroom. The HUB will most likely be take out only due to COVID-19.

EMERGENCY BROADCAST SYSTEM - LIVE SAFE APP
The University of Bridgeport has established an Emergency Broadcast System through LiveSafe. LiveSafe will allow the University of Bridgeport to transmit messages to users, informing them of an event that may have a direct impact on health or safety.

LiveSafe is the personal UB Security and information phone application for all student, faculty and staff. It is available for Android and iPhone device. LiveSafe allow the user to send tip and message to Campus Security, share location with friend or family, and locate building on campus and access emergency services and preparedness information. The information is easy to obtain directly from your hand-held device by scrolling through the information tab provided and opening the tab to reach Campus Security while on campus or 911/police when off-campus. Other information available is the SafeWalk feature where the user can allow a family member or friend to follow them on the application to ensure the safe arrival to the destination of choice. If looking for a specific building on campus, the LiveSafe application can give walking or driving directions from the user’s current location to the university destination address of choice.

ELEVATORS – DUE TO COVID-19 THE GUIDELINES FOR USAGE HAVE CHANGED.
University Hall is equipped with passenger elevators for regular use by residents. Barnum, Chaffee, Cooper and Seeley are equipped with small freight elevators. At this time the University Hall elevator will only allow two people per trip, with designated stickers of where to stand to practice six foot social distancing. The freight elevators will only allow one passenger per trip, at this time. Access to these is limited to hall openings and closings. Students who have a short-term or long term medical necessity are required to submit a request to the Student Accessibility Office. Housing relocation can be an option for a student during any time of the year or may be a requirement to relocate. A student observed operating the freight elevator in improper manner and it becomes defective, can be billed the cost of repairs up to $1,500.
ELIGIBILITY REQUIREMENTS TO LIVE WITHIN THE RESIDENCE HALLS

Students living in the residence halls must meet the following requirements:

1. Must be a full-time, matriculated undergraduate or graduate student of the University of Bridgeport. Full-time status is defined as being registered for 12 or more credits as an undergraduate and nine or more credits as a graduate student. Current residence hall students must be registered for the spring semester prior to the end of the fall semester or they: (a) must remove all belongings from the residence hall at the end of the term, (b) will be removed from on-campus housing for the spring term and (c) will have to pay the $200 housing deposit and reapply for on-campus housing for the spring term once registered for classes.

2. Residents must pay all charges owed to the University by their respective due dates. Outstanding tuition bills and/or Residence Hall Deposits, housing charges, and damage bills not paid on time may result in a student being denied an assignment within the residence halls.

3. Must be 100% compliant with Health Services regarding all immunizations required to attend the University and live within the residence halls. Pursuant to Connecticut State General Statute 10a-155b, all students residing in a college residence hall MUST be vaccinated for meningitis. Please contact Health Services regarding all other vaccinations required to attend the university.

4. The University reserves the right to remove students from the residence halls and/or university community if s/he demonstrates an inability to abide by the rules of the university, the Code of Community Standards and/or the rules of the Office of Housing and Residential Life.

Should a student withdraw from the University, as a whole, or if s/he obtains permission to move off campus, the student must remove all belongings from, and officially vacate, the residence hall within 24 hours after withdrawal. Failure to do so will result in fines and/or the disposal of all items left within the residence hall at the expense of the student.

FIRE SAFETY

A. Fire Alarms

When a fire alarm sounds in a residence hall, all residents must evacuate the building(s) immediately and completely. Evacuation is expected each and every time the fire alarm sounds. Failure to evacuate the building promptly during a fire alarm will result in a $50.00 fine and disciplinary action. Please wait for Security to give the OK before reentering the building. In cases where it is determined that a false fire alarm has been triggered, each resident of that hall will be billed $25.00 each time the intentional false fire alarm is caused unless Residential Life or Security staff is able to identify the individual perpetrator(s).

B. Fire Alarm Evacuation Procedures

Your cooperation in the following procedures may be important in saving your life and the lives of other residents of the community if a fire or similar disaster should occur. It is the responsibility of every resident to be familiar with these procedures and standards and to observe them fully.

1. When the alarm sounds, leave immediately.
2. If you are in a burning building:
a. Call x4911 to report an emergency from a campus phone, or call (203) 576-4911 on your cell phone to report your location and the nature of the emergency.
b. Stay calm and report the emergency accurately.
c. If there is smoke in the room, keep low to the floor.
d. If possible, put a wet towel over your mouth and nose.
e. Before passing through any doors, feel the metal doorknob. If it is hot, do not open the door. Attempt exit through a window if it is low enough to the ground.
f. If you cannot exit out the window, wave something out of the window, such as a pillowcase or shirt, to attract the attention of the Fire Department.
g. Open the window from the top, if possible, (to let out the smoke and the heat) and from the bottom (to let in fresh air).
h. If you CAN open the door, brace yourself against the door and open it slowly in order to make sure there is no heat or heavy smoke on the other side. If there is, then close the door again.
i. If you are able to leave the room through the door, close it as you exit.
j. Go to the nearest exit or stairs. DO NOT USE THE ELEVATORS.
k. If it has not already been activated, activate the fire alarm system by pulling on the bar marked "PULL" or following the directions as stated on the alarm station.
l. If the nearest exit is blocked by fire, heat, or smoke, go to an alternate exit.
m. If all exits on the floor are blocked, go back to your room, close the door, open the window as described, wave something out the window, and shout for help.
n. After evacuating the building, stand clear of it by crossing the street or evacuating to a SAFE ZONE. Allow the fire-fighters and fire-fighting equipment to maneuver around the building as necessary.

C. Safety Standards

1. Always close and lock the door to your room when you go to bed.
2. Make a habit of keeping a towel and slip-on shoes near the door.
3. Only UL approved power strips with surge protectors (internal breaker or GFI) are permitted for use within the residence halls. All other types of extension cords are prohibited. Do not string wires or extension cords under rugs, over hooks, or in any place where these may be subject to wear or mechanical damage. All electrical cords should be checked periodically for wear or damage. Use only authorized appliances and only those that are Underwriter Laboratories (UL) listed.
4. Due to fire safety concerns, candles and incense are not allowed within the residence halls.
5. To ensure that students and guests have clear access throughout the residence halls in an emergency, no items may be stored in the hallway including, but not limited to, clothing, boxes, books, shoes, etc.
6. Fire doors in halls and stairwells must be kept closed at all times; do not prop open doors.
7. Know the location of all fire exits, fire alarms, and fire extinguishers before you need to use them. Make it a practice to know the emergency exit or pathway from any room you are in and count how many steps it would take to get from your room to a hall door if you were blinded by smoke.
8. If you wake up at night and smell smoke, do not open your door until you feel it with your hand. If it is hot, leave it closed. Use your cell phone to call for help or go to the window and
call for help unless you can get through other rooms that do not lead into the corridor. DO NOT JUMP!

9. Do not take any chances with fire. Even a small one can get out of control within seconds. In case of a fire, the alarm should be activated, the building evacuated, and Campus Security called.

10. If you are in a room where a fire starts, leave quickly. Close the door to confine the blaze to that one room as long as possible and do not lock the door.

D. Misuse of Fire Safety Equipment

If a fire alarm system is intentionally activated as a false alarm or if a fire is set in a residence hall, violators will be subject to severe disciplinary action including arrest, suspension, expulsion, and damage billing. A person identified as responsible for the removal or misuse of fire extinguishers, standpipe hoses, valves, horns, emergency exit signs, glass coverings, etc. will be subject to severe disciplinary action including arrest, expulsion, and damage billing. Persons having information relating to the setting of fires or false alarms are expected in all cases to notify a university staff member. Any person who knowingly withholds information from university staff that relates to setting fires or false alarms will be subject to disciplinary action and fines.

E. University Reward for the Identification of a Person making a False Fire Alarm

The University will credit $1,000.00 to the account of any student who gives information regarding anyone creating a false fire alarm, providing that information leads to the identification, arrest and conviction of the person(s) responsible. This may require testifying in a court of law.

F. University Reward for the Identification of a Person making a Bomb Threat

The University will award a full semester's tuition for information leading to the identification, arrest, and conviction of any student or students making bomb threats.

FLOOR/HALL MEETINGS – DUE TO COVID 19 THESE WILL OCCUR OUTSIDE OR VIA ZOOM.

Throughout the semester, Residential Life staff will hold floor/hall meetings. These meetings are mandatory for all residential students to attend as they include a variety of important topics related to living in the residence halls. Students are held accountable for the information discussed; therefore, they must communicate attendance to RA. Failure to attend without advance communication may result in RA and/or ProStaff follow-up. Refer to your floor RA for specific information on your meeting.

FOOD STORAGE

To maintain a healthful environment within the residence halls, students are strongly encouraged to make good decisions regarding the storage of food in their rooms. Food and beverages should be stored in Microfridges and/or in sealable containers within the room.

GUEST POLICY

Definitions:

- **A visitor** is a University of Bridgeport student who lives in a UB residence hall other than the one being visited.
- **A guest** is a student of the University of Bridgeport who lives off campus OR a person who is not a current student of the University of Bridgeport.
• **An overnight guest** is any off-campus guest (either a UB student who lives off-campus or a person who is not a UB student) who will be remaining in the hall after midnight. There will be NO overnight guests due to COVID-19.

**General Policies**

1. **Upon entering the hall, a visitor/guest must leave a valid picture ID.** Any visitor/guest without valid photo ID will not be allowed to enter the residence hall. The only forms of valid ID accepted from a visitor/guest for visiting residence halls are:
   - A current state issued driver’s license or identification card including a photo,
   - A current passport,
   - A current military ID, or
   - A current, valid University of Bridgeport ID.
2. Residential visitors must always present a valid UB ID.
3. **Each resident host is permitted to sign-in no more than two (2) guests/visitors at any one time.**
4. **Each resident host may have only one (1) overnight guest at a time.**
5. **A resident host is responsible for the escort and conduct** of a visitor/guest during the entire visit and any situations or damages they may cause.
6. **Before inviting any visitor/guest to your room,** be considerate of your roommate and discuss it with them. For overnight guests, if any roommate does not consent, you cannot have a guest stay in your room.

**Visitor Policies - DUE TO COVID-19 VISITATION HOURS WILL BE LIMITED. NO OVERNIGHTS.**

1. The resident host, in person, must sign a visitor in and out of the residence hall at the front desk every time they enter and leave the residence hall.
2. The status of all visitors living on campus will be verified prior to being admitted into the residence hall as a visitor. They are not required to officially sign in as an overnight guest; however, they are not allowed to stay overnight as a visitor more than two (2) days in a week. A week is defined as Sunday – Saturday.
3. In addition to any authorized overnight guest, a resident host can also have one (1) on-campus visitor visit at any time. If the resident host does not have any authorized guests, the resident host can then have two (2) visitors that reside on campus visit at any time.
4. All double occupancy rooms will be required to complete a roommate agreement form at the start of the semester in accordance with the new COVID-19 guidelines and procedures that the university will be following.

**Guest Policies – DUE TO COVID-19 NO GUESTS WILL BE ALLOWED.**

1. A guest must be signed into the residence hall, using one of the valid forms of ID listed above, at the front desk every time they enter and leave the building.
2. A resident host who wishes to have a guest (either a UB student who lives off campus or individuals who are not UB students) stay past midnight (12:00am) needs to submit an Overnight Guest Request Form online through the MyUB portal using their personal UB credentials prior to the arrival of the guest.
3. Guests who leave before midnight (12:00am) do not need to be registered using the online system.
4. If a guest unexpectedly will not be leaving before midnight, the resident host must register
them using the online system before midnight AND check in with the in-hall duty staff to
explain the change in plans.
5. Violating these policies will subject the host to loss of guest privileges and possible Student
Conduct action.

**Overnight guest restrictions: DUE TO COVID-19 NO OVERNIGHT GUESTS
WILL BE ALLOWED.**

1. A resident may have no more than one (1) overnight guest at a time.
2. A guest may only stay up to two (2) times per week in the residence halls. The week is
defined as Sunday-Saturday. Specifically, this means that within any seven-day period, a
guest may only stay for two nights within the residence hall system as anyone’s overnight
guest.
3. If the guest (either an off-campus student or non-student) is staying more than one night in
the week, the resident must include the request for each night of the stay on the online form.
4. If a student is expecting a guest for more than a two day period, they must obtain special
permission in advance from their roommate and the building's RLC, the DRL, or the EDRL.
The host and guest must get special permission from the RLC of that building and the DRL
or EDRL before spending another night in any residence hall on campus.
5. If a guest stays more than two nights in a seven day period (Sunday – Saturday) without
permission, the resident host will be billed $26.00 per night and may face Student Conduct
action. Repeat offense(s) may result in arrest for trespassing and the student's guest
privileges will be revoked for the remainder of the school year.
6. The University, at its discretion, reserves the right to limit the number of overnight guests in
any residence hall or on campus. Residential Life professional staff and Campus Security
supervisors reserve the right to deny any individual access to the residence hall including
revoking previously approved overnight guests and regular guests/visitors.
7. During 24-hr Quiet Hours periods at the end of each semester, overnight guest privileges are
suspended in order to promote an environment focused on maximizing residents’ academic
success.
8. Other limitations on overnight guest policies may be put in place at specific times such as
break periods, grad week, commencement, and emergencies; or to respond to issues within
the section, hall, or campus. The University will make every attempt to notify residents of
such policy adjustments in a timely manner.

**HEALTH AND SAFETY INSPECTIONS**

Residential Life staff conducts regular Health and Safety Inspections of all residence hall rooms.
These inspections will occur ONCE a month and will be announced the week of. These inspections
permit Residential Life staff to verify the status of maintenance requests, inspect rooms for
health/safety concerns, and interact with residence hall students that are present at the time – though
it is not required that students be present during them. If the resident is present at the time of
inspection, they will be asked by the staff to step into the hallway while the inspection takes place,
to ensure that it is completed without any distractions. Residents are expected to work to keep the
residence hall environment clean and safe of hazards. Excessive garbage, prohibited items, unclean
rooms and any behaviors which contribute to an unhealthy living environment are not allowed.
Failed Health and Safety Inspections require staff to re-inspect within 24 hours of notice. More than
two failures can result in a fine and further disciplinary action. This applies to graduate housing as
well.
HOUSING FEES
As an incoming new student, a one-time Housing Deposit is required to reserve a room in the residence halls. Returning students, do not have to pay a housing deposit. After participating in the room selection, also have until June 1 to cancel housing, in writing, before the deposit becomes non-refundable if they are withdrawing from the institution.

Students residing in graduate housing must pay a $250 Room Reservation Fee to reserve a space for the next academic year and a one-time, non-refundable $125 Maintenance Fee at the time of assignment. The Room Reservation Fee is credited to the student’s next semester housing balance.

Students residing in University Place Apartments must pay one month’s rent as a housing deposit. The month’s rent is given back to the student within 30 days of the expiration of the housing license; the student should receive a housing deposit refund minus any deduction for damages to the apartment.

IDENTIFICATION CARDS (UB ID CARD)
All students, faculty and staff of the University of Bridgeport are issued official UB ID Cards and are expected to carry this card at all times while on university grounds and provide it to university staff/campus security upon request. Furthermore, the UB ID Card provides access to campus buildings and must be presented, by all students, when entering a residence hall, even if s/he lives there. No person may falsify, alter or duplicate his/her ID card, nor may someone use another individual’s ID card to gain access to the residence hall, university buildings/offices or to utilize dining options on campus. These actions may result in disciplinary action and/or a fine.

INDOOR SPORTS
Due to concerns regarding potential injuries and damages, indoor sports are not allowed. “Indoor Sports” are defined as, but are not limited to, using balls, bats, Frisbees, skateboards, rackets, or other objects in the halls. Additionally, racing, wrestling, play-fighting or other sport-like behaviors are not allowed in the residence halls.

INAPPROPRIATE/DISRUPTIVE BEHAVIOR
As the residence hall is a community with several hundred people living together in one space, it is important that all residents are aware of their personal behavior; how it affects others and that they conduct themselves in a respectful and appropriate manner. Any inappropriate and/or disruptive behavior, which is deemed to negatively affect the hall or campus community, will be addressed through the Student Conduct Process and may result in sanctions up to and including removal from the residence halls or university.

INTERNET CONNECTIONS AND NETWORK USAGE
All residence hall rooms are equipped with the ability to connect to the internet through a standard Ethernet cord which students must provide. Wireless access is also provided within the residence halls. All residents and guests who access the campus computer network must abide by the Computer Network: Acceptable Use Guidelines stated in Chapter 6: Policies of the University of Bridgeport in the Key to UB: Student Handbook. University Place Apartments are responsible for obtaining their own internet service provider.

KEY CONTROL AND LOCKOUTS
Students are issued a UB identification card that also acts as a meal and access card for those living on campus. Residents who lose their proximity/UB ID card may be issued another for a charge and must contact Campus Security IMMEDIATELY to get a new card. Occasionally, a student may
need to be let into their room. If so, the student should contact Reslife Office, their RA, or the Front Desk of the residence hall to gain assistance. Residential Life staff can open residents' room doors, but only for an occupant of that room with proof of identity. After three lockouts students will be billed $5.00 for each additional time they need to be let into their room.

The Office of Housing and Residential Life wants to make sure that you always have access to your room. If your key gets lost, stolen, broke, or you need locked out for your room, we have worked to make it quick and easy for you to regain room access. The following are the procedures to get help:

FOR LOCK OUTS:

- During the hours of **8:00am-7:00pm** you will contact the Office of Housing and Residential Life at (203) 576-4228. The Office Assistant will log your information and then assist you.
- During the hours of **7:00pm-8:00am**, you will contact the RA of your Hall. Phone number is located at your RA office and Front desk.
- RAs are on duty in your hall every night from 7:00pm-8:00am, with the duty phone.

BROKEN, LOST OR STOLEN KEY

- Visit the Office of Housing and Residential Life, located on the rear of Seeley Hall. During office hours Monday-Friday 8:00am-5:00pm, to receive a key.
- Resident will have to sign documentation and charges will apply for key replacement.
- If you left your key at home or just need an replacement key for couple of days, in the Reslife Office you can fill a Borrow Key Form. Form allows you to “borrow” a key for a maximum of 5 days. If by the 5th day by 5:00pm the borrowed key hasn’t been returned, a Replacement Key charge will be add to the students account.

KITCHENS – DUE TO COVID-19 COMMUNITY KITCHENS WILL BE CLOSED.

Each residence hall has a full kitchen or kitchenette style area for use by residents. Residents are responsible for cleaning up after using the kitchen including wiping down counters, washing and removing utensils, dishes and pots/pans. All items left in the kitchens overnight or for extended periods of time will be disposed of by University staff.

LAUNDRY SERVICES – DUE TO COVID-19 GUIDELINES FOR USAGE HAVE CHANGED.

A MASK IS REQUIRED AT ALL TIMES IN THE LAUNDRY ROOM. Please refer to signage in the halls on the updated policy of the laundry room as well. Each residence hall offers laundry machines for use by students free of charge. Washers and dryers are located either on every floor or in one laundry room on the main floor of the residence hall, and are accessible 24/7 by students. While there is no charge for use of the machines, we ask students to use them responsibly and not waste water/electricity by washing laundry excessively. It is also vital that no dishes, pots and pans are placed in a washer or dryer. Sneakers must be in a delicate mesh laundry bag. Students can access, in real time, an online system showing washer/dryer usage in the residence halls. Visit www.laundryview.com/bridgeport from any internet connected device. In addition, students can download the laundry machine app called CSC ServiceWorks Service App. This enables students to quickly scan the barcode on the laundry machine, enter description of issue and within 24 hours
a representative responds to the work order. Failure to follow the guidelines will result in a conduct meeting.

MAINTENANCE AND HOUSEKEEPING
Please notify your ResLife staff of any problems. The housekeeping staff assigned to each building is responsible for cleaning bathrooms and public areas only. The following is a sample list of maintenance and repairs that should be reported to your ResLife staff immediately:

- Plumbing repairs: Clogged drains, toilets, repairs to toilet stalls, repairs to toilet seats.
- Electrical repairs: Changing lights (incandescent bulbs and fluorescent types), replacement of switch and outlet plates, changing of plastic fixtures and globes, etc.
- Carpentry repairs: Cabinets, desks, drawers, access panels, curtain and drapery rods, Venetian blinds or shades, hung and fixed ceiling tiles, windows, glass and screens, etc.

Residents may submit non-emergency maintenance requests at any time by completing an online work order through your housing portal.

MEDICALLY RELATED HOUSING REQUESTS/REQUESTS FOR SPECIAL HOUSING ARRANGEMENTS
Students with a documented short- or long-term medical condition may request special housing arrangements. These requests may relate to having special room assignments (example: 1st floor) or a single room. Students must submit important documents and information by contacting the Office of Student Accessibility Services via email at accessibilityservices@bridgeport.edu. Upon receipt of required materials Student Accessibility Services will review the request to determine its urgency and medical necessity.

OFF-CAMPUS HOUSING
Student eligible to live off campus and graduate students may reside off campus. The University does not arrange for off-campus housing.

OFFICE OF HOUSING AND RESIDENTIAL LIFE
The Office of Housing and Residential Life is open from 8:00am-5:00pm, Monday-Friday and is located at the rear of Seeley Hall. Contact Information:

- Mailing Address: Seeley Hall, Rear Entrance, 490 Waldemere Avenue, Bridgeport, CT 06604
- Telephone: 203.576.4228; Fax: 203.576.4536; email: reslife@bridgeport.edu

PARKING ON CAMPUS
Students may choose to bring their vehicle to campus and park for no additional charge. Any student with a vehicle on campus, must officially register it with Campus Security so they may contact the student if needed (e.g. student left car lights on). To register any vehicle on campus, the student must show a valid vehicle registration, valid insurance card and a UB ID. Since the University of Bridgeport campus includes streets controlled by the City of Bridgeport, students with vehicles understand that they may need to move their vehicles at certain times as required by the City of Bridgeport due to inclement weather or other needs.

PERSONAL PROPERTY, ABANDONED PROPERTY AND STORAGE
The University does not assume responsibility for personal property loss due to theft, damages, floods or any other cause. Any loss should be reported immediately to Campus Security at
203.576.4913. All residents are encouraged to obtain home owners or renter’s insurance before residing on campus. If a student leaves items behind, after officially checking out of the residence hall or if s/he does not properly check out of the residence hall and leaves behind items, the items will be considered abandoned and disposed of by University staff. Students will be subject to an improper check out fee of $200 and any additional costs associated with the disposal of items. Residential Life does not store items for students at any point in time.

PEST CONTROL
A licensed pest control company provides preventive treatments and extermination services on campus. Should students have a pest control related concern, they should contact their residence hall staff and submit a work order. Residents requesting services will be responsible for preparing the room properly based on the pest control company’s recommendations. Rooms not properly prepared may not be treated. Residents are required to comply with all steps of the Pest Control process. Students cannot refuse inspections or treatments of any reports even if unknown to them.

PETS
The only pets allowed in the residence halls are fish maintained in aquariums no larger than 10 gallons in size. This policy does not apply to students with a Service Animal under the Americans with Disabilities Act or an approved Assistance Animal. Please see Service Animal and Assistance Animal policies in Chapter 6 for more information. Residents bringing other animals into the residence halls will be subject to adjudication under the Student Conduct Process.

Some important information to also consider in regards to pets:

- Damage caused by the pet must be treated like any other student damage. You will be charged if damages occur.
- Generally, animals that are commonly kept in households are approved. Typically not approved (or approved with a high burden of proof for why they are necessary to address disability)- reptiles (other than turtles), barnyard animals, monkeys, kangaroos, and any other non-domesticated animals.
- A good faith dialogue/ interactive conversation will be required between yourself and your roommate about caring for the pet.

PRINT & MAIL CENTER (PMC) – See Chapter 1 for a listing of available services and hours of operation.

PROGRAMS AND EVENTS BY STAFF - DUE TO COVID-19 RESTRICTIONS WILL BE IN PLACE.
RSVPs are required to attend reslife programs, masks are required to be worn and following social distancing guidelines are requirements for all Reslife programs. Housing and Residential Life Staff regularly provide educationally and culturally focused programs and social events to promote community and connections within the residence halls. It is highly recommended to students that they participate in these events to meet their peers, network and grow on the personal level as a member of the campus community. Students are encouraged to inform their residence hall staff of ideas for programs and events so staff efforts can be best utilized in the residence halls. Throughout the year, Housing and Residential Life Staff provide a series of large-scale programs including a variety of programming series, focusing on important topics. Promoting hall pride and student health, the Dean’s Cup competition gives each residence hall the ability to take part in a friendly competition consisting of several athletic events.
PROHIBITED ITEMS
The following are considered safety violations and are not allowed within all on-campus housing. This list should not be considered all-inclusive and the Office of Housing and Residential Life reserves the right to alter/change the status of any item as prohibited/allowed. An immediate $50.00 fine will be imposed on room occupants for these violations. Residential life staff may also immediately confiscate the objects listed below:

1. Lit and unlit candles and incense are not allowed in all on-campus housing, at all times.
2. Cooking units or hot plates with exposed heating elements.
3. Pressure cookers and deep fryers.
4. Immersion coils of any type.
5. Electrical appliances with frayed or damaged cords.
6. Octopus-like electrical cord arrangements.
7. Cloth, paper, or wood draped under or covering the ceilings, ceiling lights, radiators, or electrical outlets.
8. Cloth and/or paper that covers or surrounds outlets or electrical appliances.
10. Christmas or string lights not "Underwriters' Laboratories" listed.
11. Christmas trees or cut plants larger than three feet in height.
12. Flammable decorations. Hanging wall and ceiling products, such as tapestries, posters, and flags, may not cover more than 50% of any one wall space to prevent any item from igniting and spreading a fire faster.
13. Halogen/floor torchiere lights.
15. Extra refrigerators.
16. Air conditioners.
17. Wireless routers.
19. Extension cords (without integrated UL approved surge protectors)
20. Cinder blocks.
21. Animals, other than fish, service animals and approved assistance animals.
22. Furniture that is not approved.
23. Electric blankets.
24. Hoverboards.

Repeated failure to comply will result in disciplinary action in addition to fines. Unapproved or unacceptable materials may be confiscated and stored until arrangements are made for proper handling. Small electrical appliances that generate heat such as hair dryers, curling irons, clothes irons, and the like are permitted if equipped with auto shutoff. Students shall properly maintain and use equipment and may not leave items unattended while powered on. Students need to examine their own appliances periodically for faulty wiring. If you are unsure if a specific appliance is permitted, ask your Reslife staff before bringing it into your room. Not knowing an item is prohibited will not be accepted as an excuse for having a prohibited item in your room.
QUIET HOURS AND COURTESY HOURS POLICY
24 hour courtesy hours are in effect all the time, seven days a week. Courtesy hours require that noise and activity be maintained at a level that does not disturb other residents. As a rule, if a resident's door and window are closed, other residents should not be able to hear the noise, music, etc., from outside that room.

Quiet hours are not negotiable- this includes our graduate housing locations as well, UPA and the houses. Quiet hours are 10p.m. to 8a.m. Sunday through Thursday and 11p.m. to 10a.m. on Fridays and Saturdays. Noise that can be heard outside of a room at a level that disturbs residents is not permissible. Students are strongly encouraged to speak with offenders. Residential Life staff may enter a room that is the source of a present noise disturbance if the occupant of that room fails to open the door. The sole purpose of this entry is to stop the noise, but any other violations witnessed in plain sight during this entry will be addressed as appropriate. Residents may have to remove sound systems or television sets if they continue to be the source of disruptive noise.

During such periods as mid-terms and final exams, 24-hour quiet hours will be enforced from the end of classes until the end of finals. A zero-tolerance policy will be enforced throughout the residence halls. Students violating this policy will be immediately fined $25.00 and face disciplinary sanctions. Repeat offenders may be progressively fined larger amounts or be separated from housing until after the semester concludes.

RECYCLING AND SUSTAINABILITY
Containers are located throughout each of the residence halls and allow for “single-stream processing” which means you can dispose of glass, plastic, cardboard and mixed paper all in one location! Help UB help the planet and recycle! Plus, don’t forget to turn off the lights and electrical devices when you head out of your room.

- Due to COVID-19, students should be disposing their trash directly in the dumpsters located outside of each residence hall.

RESIDENCE HALL PUBLIC AREA USAGE – DUE TO COVID-19 RESTRICTIONS WILL BE IN PLACE.
Please obtain the guidelines for using a Residence Hall Public Area from a professional Residential Life staff member before planning an event.

No signage may be hung within the residence halls without express approval from Housing and Residential Life. All signage, for approved events, must be delivered to the Office of Housing and Residential Life for processing. It will then be hung by the Residential Life staff.

- In order to utilize a Residence Hall Public space, you will need to request use of the room 48 hours prior to the event that you are planning. Requests can be sent to reslife@bridgeport.edu in order to request the space. These locations which are available for use include: Activity Room (University Hall), Conference Room (University Hall), Study Room (University Hall), Compass Room (Barnum Hall), Game Room (Barnum/Seeley Hall).

RESIDENCE HALL REFUND POLICY
No reduction in charges is made for temporary absence from the residence halls nor is any refund made if a student is suspended, dismissed, or leaves the residence hall for any reason during the academic year, September to May, or the summer session, May to August. Students living in the residence halls who withdraw from the University will be refunded housing fees based on the
following schedule. Residential Life staff will use the official withdrawal and/or check-out date to
determine the refund the student is entitled to receive:

- Prior to the 1st day of classes: 100% refund
- Prior to the end of the 1st week: 80% refund
- Prior to the end of the 2nd week: 60% refund
- Prior to the end of the 3rd week: 40% refund
- Prior to the end of the 4th week: 20% refund
- After the start of the 5th week: No Refund

For Graduate Housing the charges are prorated day to day. $125 of the housing deposit is non-
refundable.

RESIDENCE HALL SECURITY

All exterior doors are locked 24/7. Students have access to their residence hall with their UB ID
card and show them upon entering the residence hall for verification to the front desk staff. Each
front desk is staffed with specially trained staff members who coordinate the guest visitation process
and respond to student concerns. Residents must escort their guests at all times within the residence
hall and properly sign them in/out through the guest visitation process. At no time should
students/guests open an exterior emergency exit to let someone into the residence hall.

Each of the residence halls are monitored 24/7 through closed circuit cameras in public areas of the
residence halls and the surrounding grounds. Additionally, knowing that fire safety is an important
concern, all residence halls are equipped with smoke detectors with voice evacuation systems.

Of course, no matter how secure we strive to make the residence halls, the best thing you, as a
resident, can do to help is be aware, proactive, and responsible regarding your own safety and the
safety of all those in your residence hall. NEVER let anyone borrow your ID card or room key.
NEVER let someone you do not know into the residence hall. NEVER sign in someone you do not
know. ALWAYS let a staff member know when something is wrong or concerning. ALWAYS say
something if you see something wrong.

RESIDENCY REQUIREMENT AND REQUEST TO MOVE OFF CAMPUS

All full-time undergraduate students are required to live on campus unless they meet one of the
following qualifications:

1. They are living at a residence within a 30-mile driving distance from the University with a
   mother, father, grandmother, grandfather, aunt, uncle, U.S. court-appointed legal guardian,
   sister, and/or brother over the age of 21,
2. They have completed more than 90 credits of academic work,
3. They are married and provide a copy of his/her marriage license, or
4. They are over the age of 21 as of the first day of classes. Students turning 21 after the first
day of classes and who wish to move out may do so at the end of that semester only.

Plans for off-campus release by any student in any of the above categories must be approved by the
Director of Housing and Residential Life prior to the first day of classes. Residents moving off
campus permanently, if not transferring, graduating, or asked to leave, must contact the Office of
Housing and Residential Life for authorization and completion of appropriate forms. Students
requesting to live off campus with a qualifying relative, under option #1, must provide proof of
relationship (copies of birth certificates) and a notarized letter explaining, in detail, their request,
with whom they will live, where they will live and the relationship between all parties. Permission
from the Office of Housing and Residential Life must be granted before moving off campus. Failure to do so will result in charges for the full housing cost contracted. Housing contracts are for at least one semester. Please refer to the Residence Hall Refund Policy as stated in the Key to UB. Part-time students may live in a residence hall during the summer if they meet summer housing requirements. Failure to obtain approval may result in loss of deposit, a semester's or summer's charge, and/or the ability to matriculate. For fall and/or spring semesters, a student dropping to part-time status, going on co-op, or falling below a 2.0 cumulative GPA must notify the Office of Housing and Residential Life to enter or remain in the Residence Halls. Violation of this contract may result in financial penalties.

ROOM AMENITIES AND FURNISHINGS
Each student is provided with a twin XL bed, desk, desk chair, closet/wardrobe, an overhead light, and a bureau/dresser. Each room has a Micro-Fridge, a one-unit combination refrigerator, a microwave oven, and a freezer. No items/furniture are allowed to be removed from the room by students. All rooms have an outlet for an internet connection. Students must provide their own Ethernet cords. Common area or hall televisions are available in the social and main lounges of each residence.

ROOM CHANGE PROCEDURES – DUE TO COVID-19 ROOM CHANGES WILL BE MADE ONLY ON AN EMERGENCY BASIS.
Because adjusting to a new person in your life takes time, communication, and compromise, students desiring a roommate change must wait until the beginning of the second week of classes. This is also the grace period students have to arrive on campus to retain their room assignment. After this time, if a student feels his or her roommate situation is not conducive to his or her academic or personal success, they should do the following:

1. See the RA on your floor or on duty to discuss your concerns regarding your roommate.
2. If not already done, residents will be asked to complete a "Roommate Agreement" to work toward resolving their differences.
3. After meeting with the RA, if a room change is still desirable, students can seek out the Prostaff for an in-hall room change or a between-hall change. Students may not change rooms except when approved by the Prostaff and only after all the proper requests have been completed. Keep in mind that housing charges are prorated to the new housing cost once keys are issued to your new room, depending on the style of accommodation.

ONCE APPROVED BY THE PROSTAFF TO CHANGE ROOMS:

Steps on How to Change Rooms - A student must meet and speak with a professional staff member to discuss the reason(s) for a room change. Once approved, follow the steps below.

1. Student will pick up their new keys from the RA on duty between the hours of 7:30 pm to 10:30 pm. All items must be completely moved into new location by 10:30 pm.
2. After the student has moved all of their belongings into the new room, must contact the RA on duty to complete the old room check-out form and return the old room key within 48 hours. Residents may not have keys to two rooms for more than 48 hours. Students who do not return keys or have a check-out form completed will be fined for improper check-out, may be forced to move back to their former room, and may be referred to their Residential Life staff for disciplinary action.
3. Any damages or repairs noted on the room check-out form will be reported on a maintenance form and the student responsible will be billed.
This process generally will take place during the 2nd and 3rd weeks of the semester. Students who convert their room to a double-as-a-single understand that they are responsible for the additional charges that are placed on their account with the university. Students who decide to keep their room as a double-as-a-double with no roommate at that point in time understand that they may be requested to consolidate and move into a new housing assignment or be assigned a roommate at any point during the remainder of the semester; therefore, the resident must keep half of the room clear and ready for a potential roommate. Failing to do so will result in a fine if the room is not in proper condition. Refer to VACANCY CHECK section for further details.

ROOM ENTRY AND SEARCH

The right to inspect rooms is retained by the University. All rooms on campus in undergraduate and graduate housing may be searched without notice to the student if the University reasonably believes that there is the presence of property or activity in the room that violates any University policy or criminal law or constitutes an immediate hazard to the safety, health or welfare of any occupant of the residence hall. Upon reasonable notice, or without notice at the University's sole discretion, rooms may be entered by University personnel for extermination, maintenance, and repair and/or to turn off loud music.

Residential Life staff members are obligated to report evidence of policy violations based on a “plain view” doctrine. This means that if hall staff discovers any violations of University/Hall policies, State law, and/or Federal law during the course of executing official routine business, ResLife ProStaff must be contacted immediately and a report filed. This includes the confiscation of illegal property (weapons, candles, drug paraphernalia, etc.) that may be used as evidence. For confiscation, hall staff must comply with this policy. Evidence will be turned over to Campus Security for documentation until disposition of the incident. In some cases, the police will be called.

In cases when there is probable cause, except for maintenance and noise elimination situations, the Dean of Students, DRL, or designee must grant verbal and/or written approval prior to inspecting a student's room. Resident will be asked to step into the hallway during the room search and a ResLife ProStaff member will remain present. In addition, to preserve a safe and pleasant living community and to ensure that rooms are being taken care of, residence life staff will conduct periodic room inspections to check the overall condition of the room.

ROOM, WALL, AND DOOR DECORATING

Decorations that stick to doors or walls permanently, or require metal fasteners or anything that might leave permanent markings are not permitted. No holes may be drilled in any wall within the residence hall. Students may not paint residence hall rooms or any public space in the building. Students will be billed for any damages or repairs needed as a result of room and door decorations. Flammable decorations are not permitted. Posters must have at least four inches of space around their perimeters to prevent the spread of fire. All decorations must be completely removed when a student checks out or charges will be placed on the student's account. Doors may not be painted. Door numbers must be visible at all times. One RA door dec per resident must remain on the door at all times. This is to prevent the door from becoming engulfed in flames, which would prevent easy egress from the room. The interiors of residential rooms must conform with all university policies including, but not limited to, the policies against sexual and other harassment, hazing, discrimination, and hate crimes.
ROOMMATE TIPS – DUE TO COVID-19 ALL STUDENTS WILL SIGN A ROOMMATE AGREEMENT.

Living with a new roommate is exciting and can help make your college experience amazing! One key to building a successful roommate relationship is communication. You may feel a little awkward talking with your new roommate for the first time—don’t worry, that’s natural. Stay positive and respectful of your roommate’s right to their opinions, expect some differences, and talk honestly so you can create an open line of communication between you. Now that you’ve started talking, it’s important to come to some agreements about life in the room. To guide you through this, get a roommate agreement form from your RA to complete with your roommate. Using this form is required for first-year students and highly encouraged for other residents. Thoughtful participation in this process will help both of you respect each other’s rights relative to topics like:

- When do you like to sleep? When do you like to study?
- How clean does the room need to be? How do we coordinate the cleaning?
- What concerns you about having a roommate? How can we work on that?
- What are your feelings about alcohol, tobacco or other drugs that are prohibited in the residence halls?
- What can we borrow from each other and what would you prefer be left alone?
- How will I know if I’ve done something to upset you?
- When can my friends call me?
- When can we have guests in our room?

Of course, there might be times when you will disagree with each other. It’s important that you speak HONESTLY and RESPECTFULLY to each other as you discuss these things. Remember, you are your roommate’s roommate too! Treat them as you would like to be treated and remember, your RA and other Residential Life staff are here to help as needed.

ROOM SELECTION PROCESS

Each spring semester, current undergraduate students living in all residence halls are able to participate in the Room Selection Process for the upcoming academic year. This takes place completely online through StarRez. Room Selection gives students the ability to select their room and roommate(s) for the upcoming year based on space availability and any requirements of specific residence halls/living communities.

Graduate students will complete a renewal process via StarRez to reserve their room space.

SAFETY POLICIES AND PROCEDURES IN RESIDENCE HALLS

Important residence hall policies and procedures are listed below. The University reserves the right to change these policies and procedures as conditions warrant.

Hazardous Property

The following hazardous items are prohibited inside all residence halls. Possession or use of such hazardous substances may result in disciplinary actions, fines, immediate confiscation, suspension, dismissal and/or expulsion.

1. Explosives of any kind: Gasoline, kerosene, lighter fluid, or other flammable liquids
2. Motorcycles, motor scooters, or other gas-powered motors
3. Guns, firearms, or replicas thereof, fireworks, explosives, ammunition and weapons of all types, including, but not limited to: pellet guns, BB guns, paint ball guns, cross bows, bows
and arrows, spear guns, hunting knives, fighting knives, butterfly knives, throwing knives, knives longer than four inches, slingshots, clubs, brass knuckles, ice picks, and straight razors, stun guns, tasers, etc.

4. Incense
5. Fireworks
6. Illegal drugs or drug paraphernalia- also includes weed pens and weed vapes.
7. Potentially hazardous quantities of biological or chemical agents
8. Stolen property of any kind

**Solicitation Policy – DUE TO COVID-19 PERSONAL/NON-PERSONAL GAIN SERVICES CANNOT BE CONDUCTED IN ON-CAMPUS HOUSING LOCATIONS.**

Merchandise may be displayed in lobbies or presented to groups in lounges with permission from the Office of Housing and Residential Life. Door-to-door sales and/or canvassing are not permitted by a student, club, or organization. Student or club sales and advertising must be cleared through the Office of Housing and Residential Life. Non-students wishing to sell or advertise must be cleared through the Office of Housing and Residential Life. Residents may not use the residence halls, graduate housing locations, or any part thereof, to operate private enterprises. Anyone found violating these policies may be escorted out of the building by residential life staff and/or Security. Outside violators may be banned from entering residence halls and University-owned facilities in the future, and/or arrested.

**NO POSTING IS ALLOWED FOR PERSONAL SERVICES.**

**Surveys, Polls, etc.**

All surveys, polls, etc., by any University staff, faculty, group or person must be approved by the Office of Housing and Residential Life before being used or distributed to residents. Surveys, polls, etc., will be evaluated for value, content, appropriateness, etc.

**Safety and Security Policies in the Residence Halls and Other Residences Owned or Operated by UB**

The following actions are violations of the Code of Community Standards and are cause for disciplinary action and/or fines:

1. Water fights inside the residence halls.
2. Frisbee or ball playing in the halls.
3. Not following security policies as stated in this Key to UB.
4. Propping doors.
5. Not being on any platforms or roofs and not throwing items off of these locations or out of windows. Residents are also prohibited from removing the window screens.
6. Not maintaining healthy living conditions.
7. Withholding information related to incidents that place residents' safety at risk.
8. Falsely reporting an emergency or policy violation.
9. Moving off campus improperly (one semester's housing cost).
10. Switching rooms without authorization.
11. Failure to check out properly or return keys.
12. Living in the residence hall illegally over vacation periods: whole rate of stay will be charged.
13. Inappropriate housing of guests.
14. No room may be occupied by eight or more people at any one time.
15. Furniture may NOT be removed from any residence hall room except by residence hall staff. Removal of furniture from the building will be considered theft of University property.
16. Furniture may not be removed from common areas and brought to student rooms.
17. Misuse of University property.
18. Not keeping kitchenettes, stoves, ovens, and/or microwaves clean. All kitchenettes and University-owned cooking appliances must be maintained and monitored by residents. Failure to maintain these may result in the area being shut down and the appliances being removed indefinitely.
19. Affixing anything to a University housing structure with the intent of making it permanent without the express written consent of the Director of Housing and Residential Life or designee.
20. Unauthorized painting or decorations.
21. Littering inside, outside, or by throwing garbage out of windows and prohibited locations.
22. Fish are the only pets allowed in the residence halls. Only fish tanks with a capacity of up ten gallons of water are permitted. Fish tanks must be shut off during vacation periods unless the resident has paid to live in residence: $100.00 fine for possessing other animals that are not service animals or approved assistance animals. See PETS.
23. Ignoring Quiet Hours: Students are obliged to maintain an academically conducive atmosphere in the residence halls.
25. Continued violation of any residence hall or University policy.
26. Violation of any other act as found elsewhere in this handbook.
27. Failure to present University ID. Students are required to carry their UB ID at all times and to provide it to University staff/campus security upon request.
28. Interference with Residential Life and/or Campus Security staff in carrying out their responsibilities.
29. The use of skateboards, bicycles, hands-free scooters (Segway style devices), roller skates, inline skates, hover boards, etc. is strictly prohibited within the residence halls.

TOBACCO AND SMOKING POLICY
Smoking in all residence halls and cafeterias is against Connecticut State law. Smoking is also prohibited within 25 feet of the entrance to any campus building. Use of chewing tobacco is also prohibited on campus. Students in violation of this policy and State law will be fined and face disciplinary action.

VACANCY CHECKS
The University reserves the right to assign additional roommates or change room assignments if necessary. Students in less-than-fully-occupied double or triple rooms must keep the empty bed(s), desk(s), drawer(s), closet(s), etc., free and available at all times throughout the year so that a new student may move in at any point during the year or semester break. This helps us to make all students feel welcome by keeping your room's unoccupied space(s) available. Residential Life staff will make every attempt to communicate with students when a new roommate is assigned; however,
this may not always be possible. Students who improperly take over the unoccupied portion of their room will face fines, housing relocation, and Student Conduct action.

If during vacancy checks, we find only one student in the space, a double as single conversion process will take place. This policy includes:

**Double as Single Conversion Process**

If you do not wish to convert your room into a double-as-a-single you must contact your ResLife at reslife@bridgeport.edu. By not converting, you understand the following applies to you and your room:

1. You must only use your ½ of the room and keep it in a state allowing for easy access by potential new roommate.
2. Be aware that you will receive a roommate or you will be relocated to a room with a roommate.
3. If you are found to have the other side in use- you will be subject to a fine of $200 per day that the room is kept in an unacceptable condition.

When you choose to only use half of your room and to not relocate to a room with a roommate, the following applies:

- Your room will be randomly checked by the RA staff to confirm that you are in fact only using half of the room.
- If you are found in violation and are utilizing both sides of the room, the first time you will be fined $200 and you will be left a notice that you have 24 hours to resolve the issue.
- If you are found in violation a second time, you will be fined $200 and you will be left a notice that you have 24 hours to resolve the issue.
- If you are found in violation a third time, you will be left a notice that ResLife will automatically be converting your room to a Double as a Single and your account will be adjusted with the new amount of $10,635.00 for the remainder of the semester.
Chapter Five
Student Conduct

PREAMBLE/PHILOSOPHY
Consistent with its mission, the University of Bridgeport Student Conduct code provides for the health, welfare, safety, and educational opportunities of all members of the UB community and seeks to prepare students for their post-collegiate life in an increasingly globalized society. The University’s student conduct system emphasizes the development of each individual’s acceptance of their own personal and social responsibilities through the following core beliefs:

- Understanding of the varying backgrounds of all those that make up our community and appreciation for the differences that bring a richness to the fabric and culture of this university;
- Respect for oneself and others, recognizing the intrinsic value of each UB community member as individuals and as contributing members of our educational environment;
- Responsibility for our personal choices so that we do not cause harm, whether in words or actions or intentionally or unintentionally, to those around us.

The University seeks to provide an education-based approach to discipline. The student conduct system and appeals processes are designed to maintain an atmosphere within the University community that is conducive to academic pursuits. Severe disciplinary action, e.g. separation, is only invoked for serious or repeated offenses which adversely impact member(s) of the University community, jeopardize the University’s mission, or demonstrate that a student is unable or unwilling to understand and conduct themselves in accordance with our community expectations.

DEFINITIONS
Accused Student (or Respondent) - Any person accused of violating this Code of Community Standards.

Appellate Board - Any person or persons authorized by the University Student Conduct Officer to consider an appeal of a Community Standards Hearing Board’s determination as to whether a student has violated the Code of Community Standards or of the sanctions imposed by the Student Conduct Administrator.

Code of Community Standards – This applies to students, wherever located, including those enrolled on satellite campuses, enrolled in online courses, and studying abroad. All students at the University of Bridgeport are subject to the provisions of the Code of Community Standards and the laws of the United States, the State of Connecticut, and their local ordinances.

Community Standards Hearing Board (“CSHB” or “Hearing Board”) - Any person or persons authorized by the University Student Conduct Officer to determine whether a student has violated the Code of Community Standards and to recommend sanctions that may be imposed when a rules violation has been committed.

Complainant - Any person who submits a charge alleging that a student violated this Code of Community Standards. When a student believes that they were a victim of another student’s misconduct, that victim/survivor will have the same rights under this Code of Community Standards as are provided to the Complainant, even if another member of the University community submitted the charge itself.
Faculty Member: Any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its professoriate.

May - is used in the permissive sense.

Member of the university community: Any person who is a student, faculty member, University official, or any other person employed by the University. A person’s status in a particular situation shall be determined by the University’s Student Conduct Officer (USCO).

Organization - Any number of persons who have complied with the formal requirements for University recognition.

Policy - The written regulations of the University as found in, but not limited to, the Code of Community Standards, Housing/Meal License, any of the University’s catalogs, Key to UB, any of the University’s college handbooks, the University’s web page(s), and the computer use policies.

Shall - is used in the imperative sense.

Student - All persons who meet one or more of the conditions listed below:
- are taking courses at the University of Bridgeport, either full-time or part-time,
- are pursuing undergraduate, graduate, or professional studies,
- withdraw or graduate after allegedly violating the Code of Community Standards,
- who have a continuing relationship with the University, even if they are not officially enrolled for a particular term,
- have been notified of their acceptance for admission
- are living in University residence halls, although not enrolled at the University;
- have not yet received their degree.

Student Conduct Administrator (SCA) - A University official authorized on a case-by-case basis by the University Student Conduct Officer to determine if a violation of the Code of Community Standards has occurred and to impose appropriate sanctions.

University official - Any person employed or contracted by the University to perform assigned administrative or professional responsibilities.

University premises - All land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by, the University or on adjacent public or private property.

University Student Conduct Officer (USCO) - That person designated by the University to be responsible for the administration of the Code of Community Standards. The Assistant Director of Residence Life or designee shall serve as the University Student Conduct Officer.

INTERPRETATION AND REVISION
Questions regarding interpretation or application of the Code of Community Standards shall be referred to the University Student Conduct Officer or their designee for determination. The Code of Community Standards shall be reviewed every year under the direction of the University Student Conduct Officer but may be updated at any time by the University. The University Student Conduct Officer shall develop rules and policies for the student conduct system and Community Standards Hearing Board procedures consistent with the provisions of the Code of Community Standards.

JURISDICTION
University Policies apply to conduct occurring on University premises, at University-sponsored activities, and to off-campus conduct that adversely affects the University community and/or its...
objectives. The Policies apply to all conduct by a student, even that occurring during an academic term when the student is not enrolled at the University. Moreover, the University retains jurisdiction to administer discipline with respect to any student conduct (occurring while the individual was a student) even if:

1. The student subsequently graduates, withdraws, takes leave, or is otherwise absent from the University, and
2. The University does not learn of the conduct until after the student leaves the University, as described above.

The Code of Community Standards shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending. The University may take any action it deems necessary to maintain a safe environment, and to protect its community and community members under all circumstances. The University may withhold the award of a degree and/or the privilege of participating in graduation(s) while a disciplinary action is pending.

Cases of alleged violations of the Code of Community Standards will be reported to the University Student Conduct Officer. Matters of academic dishonesty will be addressed by the Academic Grievance Procedure (See Chapter Two).

The University Student Conduct Officer shall decide, on a case by case basis, whether the University shall apply the Policies to student conduct occurring off campus. This determination is made at their sole discretion and/or in consultation with the Title IX Compliance Officer or Deputy Title IX Compliance Officer, where appropriate.

Students who violate civil and/or criminal law also violate the University Policies, thereby subjecting them to University disciplinary action and, in some cases, arrest and/or legal proceedings through the legal system. The University may impose sanctions irrespective of civil and/or criminal determinations arising from the same incident. The University generally applies a different standard than the legal system as it seeks to maintain a safe, supportive and educationally conducive environment for all University community members regardless of the legal system’s findings.

University proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. The University will not amend determinations or sanctions imposed under the Code when charges arising out of the same facts are dismissed, reduced, or resolved in favor of or against the defendant. When a student is charged with a violation of federal, state, or local law, the University will not offer or support special consideration based on student status. If the alleged offense is also being processed under the Code of Community Standards, the University may advise off-campus authorities of the relevant University Policies and related information. The University seeks to cooperate with law enforcement and other agencies where appropriate (e.g., violations of law occurring on campus and rehabilitation conditions imposed on student-defendants following a court determination, so long as those conditions do not conflict with University rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

**DISCRIMINATION, HARASSMENT, SEXUAL MISCONDUCT, AND RETALIATION**

The University strictly prohibits discrimination, harassment, sexual misconduct and retaliation including, but not limited to, sexual assault, sexual exploitation, dating, intimate partner and domestic violence, sexual harassment, and stalking, as well as complicity in the commission of any prohibited act and retaliation against a person for the good faith reporting of prohibited conduct, by
any member of the University community against any person. While the foregoing prohibited conduct violates the University’s community standards, such violations will be reported, investigated and resolved, including the imposition of appropriate discipline, under the University’s Policy on Discrimination, Harassment, Sexual Misconduct, and Retaliation (Chapter Six).

UNIVERSITY STUDENT CONDUCT PROCESS

Filing a report/complaint
Any member of the University community, Campus Security, Federal, State, or local authorities may file a complaint against a student for alleged violations of the Code. A written complaint describing the Policy violation shall be submitted to the University Student Conduct Officer or Campus Security (as a formal complaint). A complaint should be submitted immediately after the alleged incident. Please refer to the University’s Policy on Discrimination, Harassment, Sexual Misconduct, and Retaliation (Chapter Six) for options for reporting sexual assault and other prohibited conduct in violation of said Policy. Other information, including but not limited to local and national media reports and social media, may serve as a basis for generating reports and student conduct complaints/cases.

Investigatory Process
Upon review of the initial report/complaint, the University Student Conduct Officer shall (a) decide to serve as the Student Conduct Administrator, or (b) assign a different administrator to serve as Student Conduct Administrator to investigate and adjudicate the case. Alone or in collaboration with other University authorities, the Student Conduct Administrator may conduct an investigation to determine if the charges have merit. Upon determining the charges have merit, the Student Conduct Administrator shall begin the formal conduct process as outlined below.

Adjudication of Cases
Level I Cases: Level I Cases address minor violations of University Policies or violations of the Rules and Regulations. A Student Conduct Administrator will be named by the Student Conduct Officer or their designee and they shall notify the student(s), in writing, of the date/time/location of an Administrative Hearing where all charges will be heard. At the Administrative Hearing, if the student takes responsibility for the alleged charge(s), the Student Conduct Administrator will issue sanction(s) to the student. Sanctions issued through an Administrative Hearing are final and may not be appealed. If the student does not accept responsibility for the alleged charge(s) or fails to attend the required meeting, the Student Conduct Administrator shall adjudicate the case through an Administrative Hearing and issue a sanction to the student(s). Sanctions issued through an Administrative Hearing are final and may not be appealed. If the student does not accept responsibility for the alleged charge(s), a Community Standards Hearing Board (the “Hearing Board”) shall be convened to hear the case as described below.

Level II Cases: Level II Cases address more severe violations of the Code of Community Standards. For Level II Cases, the Student Conduct Officer or their designee shall be the Student Conduct Administrator. In Level II Cases, the Student Conduct Administrator shall issue a Notification of Charges Letter to the alleged perpetrator, informing them of the charge(s) and the date/time of the required meeting to discuss the incident. Should the student take responsibility for the alleged charge(s) or not attend the required meeting; the Student Conduct Administrator shall adjudicate the case through an Administrative Hearing and issue a sanction to the student(s). Sanctions issued through an Administrative Hearing are final and may not be appealed. If the student does not accept responsibility for the alleged charge(s), a Community Standards Hearing Board (the “Hearing Board”) shall be convened to hear the case as described below.
Information Regarding Community Standards Hearing Board Hearings

Notification of Charges and Scheduling of Community Standards Hearing: All charges shall be presented to the Respondent in written form. The Hearing Board shall schedule a hearing between five (5) days and 15 days after the student receives notice of the charges, unless waived by the student. These deadlines may be extended at the discretion of the Student Conduct Administrator. Parent(s) and/or legal guardians of dependent students under the age of 21 (at the time of the alleged offense) may also be notified of pending charges at the discretion of the SCA in accordance with the Family Educational Rights and Privacy Act (FERPA).

Notice of a hearing will be sent via email to residential and off-campus students via the University-provided email account. A letter sent to an address (home, permanent, or otherwise) provided by the student, which is received by the student’s parents or their legal guardian(s) shall also constitute proper service. It is the student’s responsibility to ensure that their mailing address is current and accurate in the University’s student data system.

Community Standards Process - Upon request, both the Respondent and Complainant may be assigned a Community Standards Process Assistant. This assistant, as designated by the University Student Conduct Officer, shall offer the student the ability to attend an optional informational session during which the student can view all documentation related to the complaint, receive instruction regarding the student’s rights and obligations under the disciplinary process, and confirm the forum in which the case will be heard.

Community Standards Hearing Board Members - The Hearing Board is composed of faculty/administration members from across the University community. Members of the Standards Hearing Board receive substantial training, on an annual basis, regarding their duties as a board member.

Community Standards Hearing Guidelines - Hearings shall be conducted by a Hearing Board according to the following guidelines except when otherwise stated:

1. Community Standards Hearings shall be conducted in private.

2. The Complainant(s) and the Respondent(s) may be assisted by an advisor of their choice, at their own expense. The advisor cannot act as an attorney. The Complainant and/or the Respondent are responsible for presenting their own information, and therefore, advisors are not permitted to speak or to participate directly in a hearing. A student should select an advisor who is available at the scheduled date and time of the hearing, because delays will not be permitted due to scheduling conflicts of an advisor.

3. The Respondent and their advisor, if any, shall be allowed to attend the Community Standards Hearing (with the exception of deliberations). Admission of any other person to the hearing shall be at the discretion of the Hearing Board and/or its Student Conduct Administrator.

4. In a hearing involving more than one Respondent, the Student Conduct Administrator, at their discretion, may permit the hearing concerning each student to be conducted either separately or jointly.

5. The Respondent, the Complainant and the Student Conduct Administrator may offer witnesses to support their respective positions. The parties must identify all witnesses at least two weekdays before the hearing. The University will seek to arrange named witnesses (who are members of the University community) to attend, if reasonably possible. Witnesses will answer questions from, and provide information to, the Hearing Board. The Hearing Board shall have sole discretion to determine what information it considers.
6. Pertinent records, exhibits, and written statements may be considered by the Hearing Board at the discretion of the Student Conduct Administrator. The Respondent shall be permitted to respond to the charges in a written or oral statement of reasonable length.

7. All procedural questions are subject to the final decision of the Student Conduct Administrator.

8. After the Hearing Board hears all information deemed pertinent, the Hearing Board shall determine (by majority vote if the Hearing Board consists of more than one person) whether the Respondent has violated University Policy as charged.

9. The Hearing Board’s determination shall apply a “preponderance of the evidence” standard, determining whether it is “more likely than not” that the Respondent violated the Code of Community Standards.

10. All hearings will be prompt, fair, and impartial.

11. A student may submit a challenge regarding the impartiality of any member of the Hearing Board before the hearing commences. The Student Conduct Administrator will decide the merit of the challenge, thereby determining whether the member at issue should be removed.

12. If the Hearing Board cannot be convened, the University Student Conduct Officer or their designee may choose an appropriate alternative to the Hearing Board.

13. The foregoing policies and procedures pertaining to the Hearing Board may be modified at the sole discretion of the Student Conduct Administrator and/or Hearing Board Chairperson. University Policy is interpreted and enforced in an academic community which is often very different than a court of law (e.g. high likelihood of pre-existing relationships, proceedings are not criminal in nature, and the University process seeks to be educational (where appropriate).

14. If a Respondent does not appear for the hearing, information shall be presented and considered in their absence, and sanction(s) issued where appropriate.

Recording of Hearing - There shall be a single verbatim record of hearings before the Hearing Board; however, the Hearing Board deliberations shall not be recorded. The record shall be the property of the University. Unauthorized recordings by participants of the Hearing Board proceedings and/or meetings with a Student Conduct Administrator are not permitted.

Notification of Community Standards Hearing Board Decision - Upon completion of deliberations, the Hearing Board shall notify, in writing, the Student Conduct Administrator of its findings on each charge and corresponding sanctions (if applicable). The Student Conduct Administrator shall issue a formal Notification of the Hearing Board Decision, in writing, to the Respondent(s) including whether the Hearing Board found the Respondent(s) “Responsible” or “Not Responsible” for the alleged violations and any associated sanctions (if applicable).

VIOLATIONS OF THE CODE OF COMMUNITY STANDARDS

Students violating the following, non-exhaustive list of misconduct and prohibited behaviors are subject to the disciplinary procedures found in this Code and any related fines and/or sanctions:

ACADEMIC DISHONESTY - Any act of academic dishonesty, which shall be handled through the Academic Grievance Procedure. This includes, but is not limited to, cheating, plagiarism, or other forms of academic dishonesty (Chapter Two),

ALCOHOL – (A) The possession, use or distribution of alcohol while under the age of 21; B) public intoxication; (C) possession, use or distribution of alcohol while in the presence of individuals under the age of 21; or (D) any other violation of the University’s alcohol policy as stated in the Key to UB.
ARREST OR CRIMINAL SUMMONS – Any arrest or criminal summons for violating any Federal, State or Local ordinance is actionable under the Student Code of Conduct regardless of the location of the violation.

ASSAULT – (A) Any attempted or actual physical contact with another person that is intended to cause physical injury, whether or not serious injury results.

COMPUTER MISUSE - This includes, but is not limited to, (A) plagiarism of programs, misuse of computer accounts, unauthorized destruction of files, creating illegal accounts, and disruptive behaviors on the computer; (B) unauthorized access to computer systems, telephone systems and cable TV systems; (C) unauthorized entry into a file to use, read or change contents or for any other purpose or unauthorized transfer of a file; (D) unauthorized possession or use of another individual’s identification and/or password; (E) use of the University’s computer systems to interfere with the work of another student, University employee, or the normal operation of the University in any capacity; (F) sending obscene or abusive messages; (G) violating copyright laws; and/or (H) otherwise failing to comply with the University Computer Usage Policy (Chapter 6).

DISORDERLY CONDUCT – (A) Conduct that (i) is disruptive, lewd, or indecent, (ii) results in a breach of peace, or (iii) aids, abets, or causes another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the academic community; (B) conduct causing inconvenience and/or annoyance which includes any action which can reasonably be expected to disturb University operations (C) interfering with or infringing upon the privacy, rights, privileges, health or safety of members of the University community; (D) acting in such a manner which interferes with, hinders or endangers members of University Administration/Staff, Campus Security or emergency responders in the performance of their duties.

DRUGS – (A) The manufacture, distribution, sale, or offer for sale of any illegal drugs or narcotics including barbiturates, hallucinogens, amphetamines, cocaine, opium or other opioids, heroin, marijuana, THC-infused edible goods or any other substance not chemically distinguishable from them except as authorized by medical prescription; (B) using, possessing or knowingly being in the presence of illegal drugs; (C) using, possessing or knowingly being in the presence of drug paraphernalia as defined in the Key to UB (Chapter Six); or (D) the manufacture, distribution, sale, offer for sale, or misuse of any prescription medications; or (E) any other violation of the University drug policy as found in the Key to UB (Chapter Six).

FAILURE TO COMPLY – Nonfulfillment or violation of (A) any University policy, rule or safety regulation published in hard copy or available electronically on the University website or other electronic formats; (B) any sanction, restriction or condition imposed as the result of a previously held disciplinary hearing; (C) directions or requests by a University official and/or law enforcement officer, including requests for identification; (E) maintaining correct address and telephone information with the Office of the Registrar and the Department of Residential Life; or (F) the University’s Tobacco Policy (non-smoking policy found in Chapter Six)

FIRE SAFETY – (A) Misuse of or tampering with fire safety equipment including, but not limited to, the unnecessary discharge of fire extinguishers, intentionally setting off a false alarm or altering a fire detection device in any way; (B) intentionally or unintentionally setting fire to any property of the University, of another person, or of your own.

GAMBLING - Gambling in any form, as defined by Connecticut Statutes.

HARASSMENT/BULLYING - A) Attempted/acts of intimidation or any conduct which threatens to cause physical harm or emotional distress to persons or damage to their property, (B) attempted
or actual intimidation of persons involved in a University disciplinary proceeding or persons in authority, (C) engaging in a course of action which attempts to denigrate or ridicule an individual; (D) (i) verbal abuse, (ii) coercion, or (iii) directly/indirectly threatening and/or other conduct which threatens or endangers the health and/or safety of any person, or reasonably causes an individual to be fearful for their well-being; (E) making, sharing or distributing audio, video or written communication relating to any person without their prior knowledge, without his or her effective consent, or when such material is likely to cause injury or distress.; or (F) discriminatory harassment defined as violence, threats, intimidation, or treatment targeting an individual based upon his or her perceived race, religion, national origin, ethnicity, sex, gender identity or expression, or other status is protected by law and will be addressed under the University’s Policy on Discrimination, Harassment, Sexual Misconduct, and Retaliation (Chapter Six).

HAZING - As defined by Connecticut State law, including, but not limited to, any activity expected of someone that humiliates, degrades, risks emotional and/or physical harm, endangers mental or physical well-being, or destroys or removes public property for the purpose of initiation, admission to, affiliation with or continued membership in a group or organization. The express or implied consent of the victim(s) will not be a defense. Apathy or acquiescence in the presence of hazing is also a violation of this rule.

MISREPRESENTATION – (A) Providing false, malicious or misleading documentation or information to University personnel or during a University process including a Hearing Board; (B) influencing or attempting to influence another person to commit an abuse of the Student Conduct system; (C) false reporting of an emergency, including misuse of the LiveSafe system; (D) misuse of University documents or services including, but not limited to, forging, transferring, altering or otherwise misusing any student fee card, identification card, course registration material, or other University document or record, whether in electronic or other format.

RESIDENCE HALL RULES AND REGULATIONS – Failure to follow any published rule/regulation related to the residence hall community as published in Chapter 4 of The Key to UB and the housing contract. (A) Failure to follow the guest visitation policy including, but not limited to, hosting an unauthorized overnight guest. (B) Failing a Health and Safety Inspection including, but not limited to, the presence of prohibited items in a campus residential space. (C) Violation of Courtesy and/or Quiet Hours in a campus residence. (D) Failure to follow any published rule/regulation related to living in the residential community. (E) Violations by a student’s guests, for which the student shall be considered fully responsible whether or not the resident is present at the time of the violation.

RETRALATORY ACTS – Any intimidating or threatening actions, harassment or physical harm against an individual who is (A) reporting a violation of the Code of Community Standards; (B) assisting someone with reporting a violation; or (C) participating in any manner in an investigation or resolution of a violation.

SEXUAL MISCONDUCT – See Policy on Discrimination, Harassment, Sexual Misconduct, and Retaliation (Chapter Six).

THEFT – Depriving the University or another person of their property.

TRESPASSING/UNAUTHORIZED ACCESS – (A) Unauthorized or attempted entry into any part of a University owned, contracted or managed property including, but not limited to, unauthorized possession or duplication of any University key.

UNAUTHORIZED USE OF UNIVERSITY NAME - Using without permission or authority the name, insignia or representative symbol of the University by any individual or group.
VANDALISM - Damage to, misuse of, removal of, or destruction of (i) University-owned or University-managed property or (ii) property of another person without proper authorization.

WEAPONS - A) Possession of firearms, explosives, ammunition or other weapons or items that could be considered to be a weapon or dangerous instrument; B) replicas of weapons, or items that could reasonably be considered to be weapons or be mistaken for weapons; or C) misuse of any item, even if legally possessed, in a manner that harms, threatens or causes fear to others. For more information on the Policy of Guns, Replicas of Guns and Other Weapons, please see Chapter Six.

FORMAL RECORDS

Discipline File Record-Keeping
The University Student Conduct Officer maintains disciplinary files on all cases.

Removal of Discipline Files
When a student is awarded their degree, s/he can apply to the Dean of Students to expunge their disciplinary record, except for instances of residence hall separation, suspension, expulsion or revocation or withholding of a degree (the “Exceptions”).

The Exceptions aside, sanctions may be expunged from the student’s confidential record up to seven years after final disposition of the case. The Dean of Students reserves the right to refuse such a request. Suspension and dismissal records shall be permanently retained as official records, unless the student is readmitted and successfully completes a degree, at which point the record may be removed seven years beyond the date of readmission. Expulsion records shall not be removed from the official files. Any records kept beyond these limits for statistical purposes will not be considered or released as official disciplinary records.

Persons wishing to have their disciplinary records removed should write to: The Dean of Students, 244 University Avenue, Bridgeport, CT 06604, deanofstudents@bridgeport.edu.

SANCTIONS
The following sanctions may be imposed upon any student found to have violated the Student Conduct Code:

1. **Deferred Suspension** – The student’s behavior warrants suspension but, due to mitigating factors, there is a desire to allow them an opportunity to demonstrate that they have learned from their experiences within the University community. There are mitigating factors that Any further violations of University rules or regulations may result in automatic suspension or expulsion. The student may not represent the University in any extracurricular activity, or run for or hold office in any student group or organization.

2. **Disciplinary Probation** – A written reprimand for violation of specified regulations. Probation extends for a designated period of time and includes the likelihood of more severe disciplinary sanctions if the student violates any institutional policies during the probationary period.

3. **Disciplinary Warning** – A written notice to the student for a current or prior violation of the Code or other institutional rules. Minor violations may also include some penalty, work experience, or other sanction(s).

4. **Dismissal** – Separation from the University for an indefinite period of time for a minimum of two years. The Dean of Students or their designee, in their sole discretion, may permit readmission if the student satisfies all readmission criteria and obtains clearance to their
satisfaction. Readmission will not be considered until after two years from the date of dismissal.

5. **Expulsion** – Permanent separation of the student from the University. The student is barred from all University premises. Clearance to return may be granted only by the President or Provost.

6. **Fines** – Fines established and published before the disciplinary incident may be imposed.

7. **Interim Suspension** – The Dean of Students or their designee may suspend a student for an interim period pending disciplinary proceedings or medical evaluation. Such interim suspension may become effective immediately without prior notice whenever there is evidence that such action is necessary for the safety of the University community and/or the student.

8. **Loss of Privileges** – Denial of specified privileges for a designated period of time. This may include, without limitation, having guests, visiting other parts of campus, attendance at certain campus activities, etc.

9. **Other Sanctions** – Other sanctions may be imposed as determined by the University, including without limitation anger or stress management workshops, sensitivity training, restitution, work/research assignment or project, community service, or other restrictions. For any substance-abuse discipline, the student may be required to receive counseling (on or off campus) and/or complete an educational program related to alcohol and/or substance abuse prevention.

10. **Residence Hall Separation or Relocation** – The student may be barred from the residence halls or a specific residence hall for a definite period of time, after which the student is eligible to return, or may face permanent separation from the residence hall system. Conditions for readmission may be specified. The student may not run or hold an office in any residence hall group or organization.

11. **Restitution** – Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

12. **Revocation of Admission and/or Degree** – Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University policies in obtaining the degree, or for other serious violations committed by a student prior to graduation.

13. **Suspension** – Separation from the University for a maximum of two years. The Dean of Students or their designee, in their sole discretion, may permit readmission if the student satisfies all readmission criteria and obtains clearance to their satisfaction. Suspensions may be imposed in several ways, including without limitation: admitting or not disputing the charges presented at an administrative hearing, to University Student Conduct Officer, or the Title IX Compliance Officer or Deputy Title IX Compliance Officer.

14. **Withholding Degree** – The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code of Community Standards, including the completion of all sanctions imposed, if any.

Where a Hearing Board determines that a student or group/organization has violated the Code, the Hearing Board shall recommend sanction(s) to the Student Conduct Administrator, who is responsible for the formal assignment of sanctions. The Student Conduct Administrator is not limited to sanctions recommended by members of the Community Standards Hearing.

The University Student Conduct Officer and/or Student Conduct Administrator reserve the right to impose sanctions that may not fall into one of the above categories. The University Student Conduct Officer and Student Conduct Administrator may also consider any past disciplinary record of the accused when making a decision.
More than one of these sanctions may be used for any single violation. Other than University expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent record, but shall become part of the student’s disciplinary record.

Where both Respondent(s) (or group or organization) and Complainant(s) claim to be the victim, the procedural records and sanctions imposed (if any), shall become part of the education records of both the Respondent(s) and the Complainant.

The following sanctions may be imposed upon groups or organizations:

1. Those listed above for students.
2. Loss of selected rights and privileges for a specified period of time.
3. Deactivation and/or loss of all privileges, including without limitation University recognition, for a specified period of time.

Nothing in this section limits the authority of the Dean of Students or their designee (whether designated by the Dean of Students or otherwise appointed to act in their absence) to suspend or otherwise sanction students on an immediate and/or emergency basis where s/he reasonably believes that such action is necessary or desirable to preserve the health, welfare, safety, and educational mission of the University.

SUMMARY ACTIONS/INTERIM SUSPENSION

In certain circumstances, the University Student Conduct Officer, or their designee, may impose a University suspension or residence hall separation prior to a hearing before a Hearing Board. Interim suspension may be imposed only:

a) To ensure the safety and well-being of members of the University community or preservation of University property;
b) To ensure the student’s own physical or emotional safety and well-being; or
c) If the student poses an on-going threat of disruption to, or interference with, the normal operations of the University.

During the interim suspension or residence hall separation, the student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the University Student Conduct Officer or the Student Conduct Administrator may determine to be appropriate.

The interim suspension or residence hall separation does not replace the regular process, which shall proceed on the normal schedule, as described earlier in this Chapter.

| Sample infractions of University policies and their possible sanctions: |
|--------------------------|--------------------------|
| **Offense** | **Possible Sanctions** |
| Attempted or threat of non-sexual physical assault on a student, faculty member, staff member, or Security Officer | Deferred probation to expulsion |
| Interim COVID-19 Policy | Disciplinary probation, loss of campus housing, to expulsion |
Fire Safety Violations including, but not limited to, possession of candles, burned or unburned, halogen, torchier lamps | Disciplinary warning, $50.00 fine, to loss of campus housing

Damage of University property | Progressive discipline and restitution

Failure to comply with University personnel, including Campus Security, including, but not limited to, failing to comply with a request for identification, providing false identification, misuse of university ID card | Progressive discipline, monetary fines

Fighting | Suspension to expulsion

Harassment or Intimidation (of a non-sexual nature) | Disciplinary warning to suspension

Violation of the university weapons policy, including, but not limited to, possession and/or use of a weapon, or replica of a weapon, object which might reasonably be mistaken for a weapon, ammunition, etc. | Suspension to expulsion

Possession of alcoholic beverages by minors | Disciplinary warning to expulsion

Setting of a fire and/or tampering with fire safety equipment | Suspension to expulsion and restitution

Throwing items out of rooms or out of windows | Fine and/or suspension

Unauthorized possession of University keys | Progressive discipline, restitution

Vandalism | Disciplinary warning to expulsion, depending on severity

Verbal or physical abuse (of a non-sexual nature) | Disciplinary Probation, being banned from the Residence Halls, to suspension

Violation of academic honesty policies | See Chapter 2

Violation of the Drug Policy | Warning to expulsion

**APPEALS**

**Level I Cases:** Students appealing the decision of community standards the Student Conduct Administrator in Level I cases are to submit, via email to:

communitystandards@bridgeport.edu

within five (5) business days of the decision, their Letter of Appeal. The Student Conduct Officer or their designee, shall review the letter and all applicable materials to determine the merit of the appeal.

Applies shall be considered based on the following criteria:

- To determine whether the conduct process by the Student Conduct Administrator was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to
present information that the Code of Community Standards was violated, and giving the Respondent a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

- To determine whether the decision reached regarding the Respondent was based on substantial information; that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Code of Community Standards occurred.
- To determine whether the sanction(s) imposed were appropriate for the violation of the Code which the student was found to have committed.
- To consider new information, sufficient to alter a decision or relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original hearing.

The Student Conduct Officer or their designee shall then make a determination if the appeal should be granted or denied. If an appeal is granted, the matter will be reissued to Student Conduct Administrator for additional consideration. If the appeal is denied, the original decision shall be final and binding. During the appeal process, all original sanctions remain in full effect.

**Level II Cases:** A student who wishes to appeal the decision of the Hearing Board in Level II cases must submit, via email to deanofstudents@bridgeport.edu within five (5) business days of the decision, their Letter of Appeal containing statement outlining the reasons for the appeal and relief sought. The Student Conduct Officer, or their designee, shall convene an Appeal Board.

Except for previously unavailable new information, the appeal record shall be limited to the verbatim record of the Hearing Board hearing and supporting documents. The purpose of the appeal is:

- To determine whether the Hearing Board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures, such that: (i) the Complaint was afforded reasonable opportunity to prepare and to present information as to the Code violation(s); and (ii) the Respondent was afforded reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
- To determine whether the decision was based on substantial information; in other words, whether there were sufficient facts to establish a Code violation, assuming all facts as accepted and interpreted by the fact finder.
- To determine whether the sanction(s) imposed were appropriate for the violation of the Code.
- To consider new information and/or facts not known to the appellant at the time of hearing.

Appeals will only be heard if one or more of the above-listed criteria are satisfied. The Dean of Students or their designee will decide, in each individual case, whether or not to hear the appeal.

Appellate hearings will be scheduled within ten (10) business days of receiving the written request for appeal.

If an appeal is granted by the Dean of Students, the matter shall be sent to Appellate Board to re-open the hearing to reconsider the original determination and/or sanction(s). If an appeal is denied, the matter shall be considered final and binding upon all involved.

Appellate decisions will be communicated in writing within five class days of an appellate hearing. This time limit may be extended as necessary for consideration of the record on appeal.

Decisions made by the Hearing Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

ACCESSIBILITY/NON-DISCRIMINATION POLICY

The University of Bridgeport is committed to preventing or eliminating all forms of gender-based discrimination in its education programs or activities in accordance with its commitment to Title IX of the Education Amendments of 1972. The University prohibits discrimination in admissions, educational programs and services, and employment on the basis of race, color, religious creed, age, marital status, national origin, ancestry, gender, sexual orientation, gender identity or expression, disability, genetic information, veteran status and any other basis protected by law.

The University of Bridgeport’s Section 504 Coordinator can be contacted at (203) 576-4534 or via email: accessibilityservices@bridgeport.edu.

To receive accessibility services or accommodations, students must register for accessibility services and provide appropriate documentation. Student Accessibility Services is located in Carstensen Hall, Room 115, 174 University Avenue. Students can obtain more information on registration requirements at http://www.bridgeport.edu/life/student-services/accessibility-services/ or contact Student Accessibility Services at (203) 576-4454 or email: accessibilityservices@bridgeport.edu.

DISABILITY GRIEVANCE PROCEDURE

It is the policy of the University of Bridgeport not to discriminate on the basis of disability. The University has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act or Connecticut state disability law.

Any person who believes she or he has been subjected to discrimination on the basis of disability may file a grievance under this procedure. It is against the law for the University to retaliate against anyone who files a grievance or cooperates in the investigation of a grievance.

Grievances must be submitted to the Section 504 Coordinator within 30 days of the date the person filing the grievance becomes aware of the alleged discriminatory action.

First Step (optional): The Section 504 Coordinator shall meet with the student, review the matter, and determine if the matter is appropriate to be resolved through informal mediation. If the Section 504 Coordinator determines that the complaint is appropriate for informal mediation, the Section 504 Coordinator will speak with the parties involved and attempt to mediate a resolution.

Second Step: If informal mediation does not resolve the complaint or the matter is otherwise not appropriate for mediation, the student may submit a written complaint to the Section 504 Coordinator. The Section 504 Coordinator will forward the written complaint to the President. The President shall refer the complaint to the appropriate administrator for investigation and response, which shall be communicated to the student through the Section 504 Coordinator.

Third Step: In the event that the student is not satisfied with the resolution at the Second Step, the student may submit a written request within seven (7) days through the Section 504 Coordinator for a hearing before a disability resolution committee (DRC). The President or his/her designee
shall appoint a DRC which shall consist of one representative from student services, one administrator and one faculty member within ten (10) working days of receipt of the written request, or sooner if immediate action is required. The DRC shall convene a hearing and recommend a decision on the complaint to the President, whose decision in the matter shall be final.

**STUDENT GRIEVANCE PROCEDURE**

Any student who desires to file a formal grievance seeking review of the University’s decision or action pertaining to student services or other matters, including consumer protection, may utilize the procedure below. This grievance procedure does *not* apply to student disciplinary matters, academic dishonesty, grades or other academic issues, athletics, accessibility accommodations, or issues arising under Title IX, which are subject to review under other University procedures.

Students are encouraged to address any concern which may arise informally with appropriate administrators and to attempt to resolve the matter prior to submitting a formal grievance.

**First Step:** The student may submit a written grievance to the Dean of Students within 30 days of the decision or action in question. The written grievance should describe the relevant background, the decision or action which the student seeks to have reviewed, the student’s previous attempts to resolve the matter, and the relief the student is seeking. If the Dean of Students was the decision maker with regard to the matter which the student seeks to have reviewed, then the grievance may be submitted directly to the Provost.

In considering the grievance, the Dean of Students or his/her designee may request additional information from the complaining student, as well as any other person who may have relevant information. The Dean of Students or his/her designee will notify the student in writing of his/her decision (the “Decision”) within 15 days following receipt of the grievance or conclusion of investigation (whichever is later).

**Second Step:** In the event that the student is not satisfied with the Decision at Step 1, then the student may submit a written appeal within 15 days of receipt of the Decision to the Office of the Provost. The appeal must contain: a copy of the original grievance and any documents filed in support thereof, the Decision, and a statement outlining the reasons for the appeal and relief sought. The Provost may review and decide the appeal, or designate the deputy or assistant Provost to review and decide the appeal. Upon considering the appeal, the Provost or his/her designee will notify the student in writing of his/her decision and the grounds therefor within 15 days following receipt of the appeal. The Office of the Provost’s decision is final.

**REPORTING AND RESOLUTION OF COMPLAINTS/ NON-RETALIATION**

The University of Bridgeport encourages students to report any concerns, including, but not limited to, the University’s compliance with applicable federal or state laws, accreditation standards, and/or University policies, to the Dean of Students, the Department Head with supervisory responsibility, or the Office of General Counsel. The University endeavors to resolve student complaints in a fair and timely manner.

The University prohibits retaliation against any student because he or she complained about a violation of applicable law or University policy in good faith in accordance with this policy or participated in an investigation. This protection does not extend to any student who knowingly or in bad faith provides false information regarding an alleged violation of law or policy.
OTHER COMPLAINT RESOURCES
Students may also contact the following resources regarding concerns or complaints: (1) the New England Commission of Higher Education (NECHE) at 3 Burlington Woods Drive, Suite 100 Burlington, MA 01803, (855) 886-3272; (2) the Connecticut Office of Higher Education at 61 Woodland Street, Hartford, CT 06105, (800) 842-0229; (3) the U.S. Department of Education, Office for Civil Rights, 8th Floor, Five Post Office Square, Boston MA 02109-3921, (617) 289-0111 or by email: ocr.boston@ed.gov; and (4) for distance learners, see the resources listed at http://www.bridgeport.edu/academics/online-programs/about-us/state-authorization/.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
The Family Educational Rights and Privacy Act (FERPA) affords a student certain rights with respect to his/her education records. Among these rights are:

- Inspect and review the educational records within 45 days of receipt of the request for access. The student should submit to the Registrar a written request that identifies the record(s) s/he wishes to inspect. The University Registrar will make arrangements for access and notify the student of the time and place where records may be inspected. If the Registrar does not maintain the records requested, the Registrar will advise the student of the correct official to whom the request should be addressed.

- Request to amend educational record that he/she believes is in accurate or misleading. The student should ask the University to amend the record that s/he believes is inaccurate or misleading. The student should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- Consent to disclosure of his/her education record, including personally identifiable information contained therein. However, consent is not required in several situations under FERPA, including without limitation:
  - Disclosure to school officials with legitimate educational interests.

A school official is a: (1) person employed by the University in an administrative, supervisory, academic or research, or support staff position, including health or medical staff; (2) person elected to the Board of Trustees; (3) person or entity employed by or under contract to the University to perform a special task, such as security, building and grounds, information technology, food service, an attorney, auditor, collection agency or other outside vendor; or (4) student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official is: (1) performing a task that is specified in his or her position description or contract agreement, or is customarily performed by such person at the University; (2) performing a task related to a student’s education; (3) performing a task related to the discipline of a student; (4) providing a service or benefit relating to the student or student’s family, such as health care, counseling, job placement or financial aid; or (5) maintaining the safety and security of the campus.

- Disclosure to another educational institution where the student seeks or intends to enroll, or whether the student is already enrolled, so long as the disclosure is for purposes related to the student’s enrollment or transfer.
Disclosure to the parents of a student who is considered their “dependent” for federal tax purposes.

Disclosure to parents of a student who is under the age of 21 at the time of the disclosure regarding the student’s violation of the University’s drug and alcohol rules, as stated in Chapter Five, Code of Community Standards and Chapter Six, Policy on Alcohol Use and Policy on Drug Use.

Disclosure of the final results (name, nature of violation, sanctions imposed) of a disciplinary proceeding in which the University has determined that the student committed an act of violence or non-forcible sex offense, as stated in Chapter Five, Code of Community Standards and Chapter Six, Title IX/Non-Discrimination Policy.

Disclosure made in connection with a health or safety emergency.

Disclosure regarding financial aid (eligibility, amount, conditions, and/or enforcement) that a student applied for or received.

When possible, students will be informed that the University will be notifying his/her parents in advance. Parental notice is not subject to an appeal.

Students may file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office US Department of Education

400 Maryland Avenue, S.W. Washington, DC 20202-4605

FERPA: NOTICE FOR DIRECTORY INFORMATION

FERPA requires that the University of Bridgeport, except in certain circumstances enumerated above, to obtain a student’s written consent prior to disclosing personally identifiable information from his/her educational records. However, the University may disclose appropriately designated “directory information” without written consent. Examples of disclosure include, without limitation:

1. News releases;
2. Honor roll or other recognition lists;
3. Graduation programs;
4. Sports activities sheets, such as weight and height of team members;
5. Images produced by exterior and interior security cameras; and
6. Cross-referenced courses (i.e. courses containing the same content offered by different departments or multiple sections of the same course taught within one department).

Directory information is defined as information generally not considered harmful or an invasion of privacy if released. Directory information may also be disclosed to outside organizations, including but are not limited to companies that manufacture class rings.

If a student does not wish the University to disclose directory information without prior written consent, the student must notify the University by the tenth day of class in a semester. To do so, the student must contact the Registrar’s Office, located on the Garden Level of Wahlstrom Library, and fill out the appropriate paperwork. If a student makes such a request, the University has the option for either: (1) withhold all information specified by the student, (2) omit the student’s name from any published list involving such information, or (3) seek the student’s written permission to release the information.
The University of Bridgeport has designated the following information as directory information:

1. Student’s name
2. Address (local and permanent)
3. Electronic mail address
4. Telephone listing
5. Photograph
6. Date and place of birth
7. Enrollment status (e.g. undergraduate or graduate, full-time or part-time)
8. Academic year/grade level
9. Dates of attendance and/or graduation
10. Major field of study or academic specialty
11. Most recent educational agency or institution attended
12. Participation in sports and other officially recognized activities (including position, role, and/or function)
13. Honors and awards received (academic, athletic, community, etc.)
14. Height and weight of members of athletic teams

PARENTAL/LEGAL GUARDIAN NOTIFICATION OF ALCOHOL AND DRUG VIOLATIONS

College has a higher privacy standard for educational records than at the secondary school level.

The University recognizes students’ interests and rights in privacy. FERPA, the Family Educational Rights and Privacy Act of 1974, is a Federal Law that regulates disclosure of, and access to, educational records of students.

The University reserves the right to notify (without prior consent of the student) parents or legal guardians of students under the age of 21 that the student has been found responsible for an alcohol or drug violation. The purpose of the University of Bridgeport’s parental/legal guardian notification policy is to promote the holistic development of students and to foster a safe educational environment where alcohol is consumed legally and responsibly, if at all, and where illegal drug usage or possession is not tolerated, nor legal drugs abused. The University believes that parents and legal guardians can assist the University in carrying out this aspect of educational and developmental mission.

I. Parental/Legal Guardian Notification of Alcohol or Drug Violations

   i. First violation:

A parent/legal guardian (as provided by the student to the University Registrar and/or respective Residence Hall director) may be notified if the University administration has knowledge of any of the items listed below (an “incident”) as a first violation associated with alcohol or drug abuse:

1. The student demonstrates a reckless disregard for his or her personal safety or the safety of others while under the influence of alcohol; student requires transport to a hospital to receive medical attention;
2. The student causes significant property damage;
3. The student operates a motor vehicle under the influence of alcohol;
4. The violation involves another serious incident;
5. The student is arrested or taken into custody by law enforcement officers while under the influence of alcohol, illegal drugs or abusive use of legal drugs, or is charged with violating a federal, state, or local law related to the consumption, possession, sale, dispensation, and/or use of or distribution of alcohol, illegal drugs or the abusive use of legal drugs;

6. The student’s violation results in a temporary or permanent separation from the Residence Halls and/or a temporary or permanent separation from the University (e.g. suspension, dismissal or expulsion).

**ii. Second and subsequent violation(s):**

The University may notify a parent(s) or legal guardian(s) of all second and subsequent incidents. For purposes of determining what constitutes a second or subsequent incident, multiple and related violations during a single incident will be treated as one violation.

**II. Guidelines and Principles for Parental/Legal Guardian Notification**

Prior to parent or legal guardian notification, the University will attempt to consult with the student and, consistent with promotion of personal accountability, encourage the student to advise his/ her parent or legal guardian. The University may decide not to notify the student’s parent or legal guardian, particularly where the University determines that notifying a student’s parent or legal guardian might be harmful to the student or not in the best interests of the student or University.

The University will keep a record of the parental/legal guardian notification in the student’s discipline file and provide the student with a copy, upon request.

**POLICY ON TOBACCO USE (INCLUDING NON-SMOKING)**

Use of tobacco products and electronic nicotine delivery systems (“ENDS”), including but not limited to cigarettes, pipes, electronic cigarettes, electronic pipes, vaporizers, vape pens, and hookah pens, are not permitted in any facility or vehicle owned, operated or rented by the University. This prohibition applies to all indoor spaces including private facility and administrative offices, all areas of residence halls, and dining facilities; and also prohibits all such activities within 20 feet or any structure or athletic field owned or rented by the University. Smoking, tobacco products, and ENDS are prohibited on Knights’ Field, inside the fence and stand adjacent to the Field, or in any other athletic facility owned or operated by the University.

**Applicability:**

This prohibition applies to all students, staff, faculty, visitors and contractors,

**Compliance:**

Smoking definition for the purposes of this Policy: The lighting or burning, or inhaling and exhaling, of any tobacco or tobacco product including but not limited to by cigar, cigarette, pipe, or other equipment.

Success of Compliance: The success of this Policy relies on the thoughtfulness, consideration, and cooperation of tobacco users including smokers, as well as non-smokers. It is the responsibility of all members of the campus community to observe this Policy. Sanctions for violations are possible.

**Exception:**

Classrooms where demonstration smoking or use of tobacco products is taking place as part of a time-limited medical or scientific experiment or academic lesson.
Procedures:
The Building and Grounds Department shall be responsible for posting appropriate signage concerning this Policy. Outside areas designated as a “Smoking Area” shall be provided by the university with suitable containers for disposing of smoking materials.

Tobacco use is prohibited within twenty (20’) feet of any building, regardless of the weather conditions, and is not permitted within UB vehicles. Complaints concerning violations by faculty, staff and contractors shall be directed to the appropriate supervisor for settlement. If a complaint remains unresolved, it will be referred to the Human Resources Department for resolution.

Complaints concerning student conduct shall be directed to the University Student Conduct Officer for disciplinary action, as appropriate.

Certain violations of this Policy may be infractions enforceable by the State of Connecticut as provided by law.

Purpose:
The University of Bridgeport is committed to maintaining tobacco free facilities as permitted by the laws of the State of Connecticut and recommended by the Surgeon General of the United States.

SALE OR FREE DISTRIBUTION OF TOBACCO PRODUCTS
As the University is attempting to create a healthy, tobacco-free campus, the sale or free distribution of tobacco and tobacco products on campus is prohibited.

SMOKING CESSATION
If you smoke or use tobacco in any form and would like information about quitting, resources are available at:

1. Student Health Services, Room 119, Health Science Building, email: healthservices@bridgeport.edu
2. CT Quitline-(866) END HABIT
3. American Cancer Society web site: www.cancer.org

POLICY ON ALCOHOL USE
Section 30-89(a) of Connecticut statutes states that it is unlawful for a minor under the age of 21 to purchase, or attempt to purchase, or to make a false statement in connection with the attempted purchase, of alcohol.

Section 30-89(b) states that possession of alcohol by a person under the age of 21 on a street, highway, or public place is illegal.

Students are expected to obey all laws and ordinances pertaining to alcohol. Wherever the term “alcoholic beverage” or “alcohol” is used in this policy it refers to any alcoholic beverage, including, but not limited to beer, wine, liquor, and wine coolers.

The University only permits alcohol-served events, where a third-party vendor is responsible for the serving of alcohol in accordance with applicable law.

1. Kegs and keg events are strictly prohibited on all University premises, including all residence hall rooms.
2. The presence, possession, or use of common source containers of alcoholic beverages (including, but not limited to, kegs, barrels, beer balls, pony kegs, boxes of wine, other bulk containers requiring a tapping device or spigot, punch bowls, trash cans or other containers used as punch bowls) by individuals or groups is prohibited on the University campus.

3. Students under the age of 21 may not use, possess, sell, or consume alcohol on University property under any circumstances.

4. Students 21 years of age and over may use alcohol within reasonable limits in the privacy of residence hall rooms. No person, regardless of age, is permitted to consume or possess alcoholic beverages in a substance-free residence hall.

5. The consumption of alcohol or possession of an open container of alcohol is prohibited in all common areas of residence halls, including, but not limited to, corridors, stairwells, elevators, bathrooms, lounges, kitchen areas, recreation rooms, basketball courts, and study areas.

6. The University prohibits delivery of alcoholic beverages to the campus, except delivery by wholesale distributors to an event for which an approved third-party vendor will be responsible for the serving of alcohol.

7. Consumption of alcoholic beverages in public premises such as snack bars, meeting rooms and places of public assembly is only allowed during approved and registered events at which alcohol is permitted.

8. The consumption of alcohol is allowed in academic buildings only at approved and registered events in designated lounge areas. Receptions held in academic building lounges are generally sponsored by, and are the responsibility of, departments housed within the building. Alcohol is not permitted in classrooms.

9. Personal possession of alcoholic beverages, even if not intended for personal use, is not allowed in non-residential facilities except as provided for in this policy.

10. The use of beverages in containers other than glass is strongly encouraged to prevent breakage and personal injury.

11. All students assume full responsibility for alcohol served and/or consumed in their residence hall rooms.

Alcohol Effects

Alcohol consumption causes a number of marked changes in behavior. Even low amounts significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate amounts of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high amounts of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high amounts of alcohol, or lower amounts of alcohol used in combination with other depressants, cause respiratory depression and death.

Each person’s metabolism reacts uniquely to drugs, including alcohol. A quantity which is within tolerance for one person may have disastrous consequences for another person. The rate at which alcohol is consumed also impacts significantly the body’s reactions to the drug. Combining alcohol with any other legal or illegal drug may result in serious, perhaps fatal, consequences. Alcohol may cause damage not only by direct influence on the bodily functions but also by impairing judgment and reducing inhibitions so that a person may take behavioral risks which would not have otherwise been considered when sober.
The correlations between alcohol ingestion and criminal acts, including crimes of a sexual nature, automotive and other injuries, and collegiate hazing incidents, is high, especially among young adults. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions, and intense feelings of being unwell. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome, resulting in irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

It is critically important for faculty, staff, visitors and students alike to be aware of the effects of alcohol use and abuse. Questions that involve employees’ use or abuse of alcohol should be directed to the Director of Human Resources. Violations of this policy by any University student or student organization will result in the immediate involvement of the University Student Conduct Officer and, in certain situations, the Dean of Students.

Sanctions may include, but are not limited to, the following as noted below:

<table>
<thead>
<tr>
<th>ALCOHOL VIOLATION</th>
<th>1ST TIME</th>
<th>2ND TIME</th>
<th>3RD TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sale/Unauthorized Possession</td>
<td>Warning and possible substance abuse evaluation</td>
<td>Probation; 10+ hours community service; $100 fine and possible substance abuse evaluation</td>
<td>Suspension and possible substance abuse evaluation</td>
</tr>
<tr>
<td>Possession and/or knowingly in the presence of a keg or common source container of an alcoholic beverage in or on University premises</td>
<td>No less than four academic months of residence hall separation, deferred suspension and substance abuse evaluation</td>
<td>Separation from the residence halls for one year, 20+ hours of community service, and possible substance abuse evaluation</td>
<td>Suspension from the University and possible substance abuse evaluation</td>
</tr>
<tr>
<td>Underage possession and/or consumption</td>
<td>Warning; education, sanction and possible substance abuse evaluation</td>
<td>Probation; $100 fine; 10+ hours of community service and possible substance abuse evaluation</td>
<td>Suspension and possible substance abuse evaluation</td>
</tr>
<tr>
<td>Public Drunkenness</td>
<td>Warning and possible substance abuse evaluation</td>
<td>Probation; $100 fine; 10+ hours of community service and possible substance abuse evaluation</td>
<td>Semester suspension and possible substance abuse evaluation</td>
</tr>
</tbody>
</table>
Alcohol consumption is strictly prohibited in all common areas of residence halls. Students may not possess alcohol or alcohol containers or drink from open containers of alcohol in common areas of the residence halls. Alcohol consumption and possession is prohibited in any residence hall designated as “Substance Free.” Students under the age of 21 may not possess or consume alcohol or alcohol containers anywhere on the University of Bridgeport campus. UNDER CONNECTICUT LAW, THE USE BY A MINOR OF ALCOHOL ON PRIVATE PROPERTY IS ILLEGAL AND THE OWNER AND/OR OPERATOR OF THE LOCATION MAY BE HELD CRIMINALLY RESPONSIBLE FOR THE CONSEQUENCES.

POLICY ON DRUG USE

The University of Bridgeport expects students to comply with all federal, state, and local laws prohibiting or regulating possession, use, transfer or sale of drugs. A list of federal, state, and local laws and health risks regarding alcohol and other drugs may be obtained from the University Student Conduct Officer or Dean of Students. The University reserves the right to amend these policies as it sees fit in accordance with the law and/or community standards.

Connecticut Statutes cover a wide range of drug offenses, including the offer, sale, possession, and/or possession with intent to sell or gift, of various types of drugs. [See Connecticut General Statutes 21a Sections 277-279 (1988)] Federal law also penalizes the manufacture, distribution, possession with intent to manufacture or distribute, or possession of drugs (“controlled substances”). [Controlled Substances Act, U.S.C. Sections 841, 843-846 (1988).] The University of Bridgeport complies with the Drug-Free Schools and Campuses Regulations.

Possession, use, sale, manufacture or distribution of illegal or controlled substances is a violation of federal and/or state law and University Community Standards. Students may be subject to disciplinary action if they are knowingly present where illegal substances are kept or deposited or in the company of any person knowing that person is illegally in possession of a controlled substance.

The University reserves the right to inspect student rooms and property if reasonable suspicion of controlled substance or drug paraphernalia activity exists. (Regarding room inspections see Chapter 4: Residential Life in the Key to UB). Reasonable suspicion may result from observable (seeing, smelling, etc.) indication of drugs or drug paraphernalia and/or other physical or behavioral evidence of drug usage, and may result in confiscation of such materials. The University may request drug toxicology testing if reasonable suspicion of the use of a controlled substance(s) exists. In certain situations, e.g. any violent and/or antisocial behavior, damage to personal or University property, etc.), the administration may require drug toxicology testing. Any student who refuses to comply with a request for drug toxicology testing will be subject to immediate suspension from the University for no less than one semester with additional stipulations.

If the initial “Rapid Drug Screen” test is positive and the student elects not to obtain a more detailed analysis, at his or her own expense, then the student will be placed on Deferred Suspension for a period of time with additional stipulations. There is no appeal.
If the initial “Rapid Drug Screen” test is positive, the student elects to obtain a more detailed analysis, outside laboratory test at their own expense, and the second test is also positive, the student will be placed on Deferred Suspension for a period of time with additional stipulations. There is no appeal.

If the initial “Rapid Drug Screen” test is positive, the student elects to obtain a more detailed analysis, outside laboratory test at their own expense, and that test is negative, then depending on the circumstances that prompted the toxicology test, the University Student Conduct Officer will determine whether or not to initiate the disciplinary process.

The results of the toxicology tests may be shared with appropriate administrators and/or law enforcement authorities as necessary.

It is important to realize that, even though the “Rapid Drug Screen” test may result in a negative result, the student may face disciplinary actions for other violations of the Drug Policy and/or other charges under the Student Code of Community Standards. As noted below, students who are accused of violating the regulations will face University disciplinary actions. If found in violation as a result of such disciplinary actions, a student will face the following penalties:

<table>
<thead>
<tr>
<th>DRUG VIOLATION</th>
<th>1ST TIME</th>
<th>2ND TIME</th>
<th>3RD TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowingly being in the presence and/or in possession of drug paraphernalia (as defined in the key to UB)</td>
<td>Disciplinary Warning and Possible Substance Abuse Evaluation</td>
<td>Drug Toxicology Test (if positive, see below) If Negative, Disciplinary Probation and 10+ Hours of Community Service and Possible Substance Abuse Evaluation</td>
<td>Drug Toxicology Test (if positive, see below) If Negative, One Semester Suspension and Substance Abuse Evaluation</td>
</tr>
<tr>
<td>Possession/Use of Illegal Drugs</td>
<td>Range from Deferred Suspension + 10 or More Hours Community Service + Educational Program Planning + Substance Abuse Evaluation to Suspension</td>
<td>Automatic Suspension, ranging from one semester to two years, if during time of Deferred Suspension. If after time of Deferred Suspension, range from Deferred Suspension to Suspension</td>
<td>Expulsion</td>
</tr>
</tbody>
</table>

Since 2011, under Connecticut law, the fine for a first offense for possession of marijuana of up to half an ounce in quantity is $150 with subsequent violations resulting in fines ranging between $200 - $500. Additionally, offenders under the age of 21 may also have their driver’s license suspended for 60 days.

Drug paraphernalia is defined as any equipment, product or material that could be used or modified for making, using or concealing illegal drugs. This includes, but is not limited to, bongs, pipes, and hookahs, rolling papers, needles, scales, vials and baggies. Using/possessing/ knowingly being in the presence of such items will be treated as a violation of the University drug policy. In addition,
the University may seek criminal prosecution in these matters according to federal, state and/or local criminal codes that pertain to illegal or controlled drugs.

The University is also concerned about off-campus behavior that results in arrest for an alleged violation of criminal law regarding illegal drug usage, sale or manufacture. Such arrests may be considered by the University Student Conduct Officer for on-campus adjudication.

**Health Risks Associated with the Use of Alcohol and Other Drugs:**
The use or abuse of alcohol and other drugs increases the risk for a number of health related and other medical, behavioral, and social problems. These include acute health problems related to intoxication or overdose (blackouts, convulsions, coma, death); physical and psychological dependence; malnutrition; long-term health problems including cirrhosis of the liver, organic brain damage, high blood pressure, heart disease; contracting diseases such as AIDS (through unprotected sex with an infected person), through sharing of hypodermic needles; pregnancy problems including miscarriages, fetal alcohol syndrome (physical and mental birth defects); psychological or psychiatric problems; diminished capacity (hangovers, hallucinations, disorientation, slurred speech); unusual or inappropriate risk-taking which may result in physical or emotional injury or death; violent behavior toward others, such as assault and rape; accidents caused by operating machinery while impaired; impaired driving resulting in alcohol and drug related arrest, traffic accidents, injuries and fatalities; negative effects on academic work performance; conflicts with coworkers, classmates, family, friends and others; conduct problems resulting in disciplinary actions, including loss of employment or dismissal from an academic program; and legal problems resulting in citations, fines, and imprisonment.

To become dependent upon chemicals such as alcohol and/or illicit drugs is to put your health and life at risk. Chemical dependency is a condition in which the use of mood altering substances, such as drugs or alcohol, affects any area of life on a continuing basis. Medical research has established very strong evidence that alcohol abuse contributes significantly to cancer and heart disease. Many illicit drugs have also been demonstrated to lead to serious short and long-term health problems.

**Substance Abuse Referral List**
If you need help you can refer to the list below. You may call several facilities in order to determine the one that best meets your needs.

**On-Campus:**
1. University of Bridgeport Counseling Services, 2nd floor, Carstensen Hall, (203) 576-4454.
2. University of Bridgeport Student Health Services, Health Sciences Center, (203) 576-4712.

**Off-Campus:**
1. St. Vincent’s Hospital, 2800 Main Street, Bridgeport, (203) 576-6000.
4. Hall-Brooke Behavioral Health Services, (203)362-3900
5. Regional Counseling Services, (203)366-5817
RESPONSIBLE ACTION AND PEER INTERVENTION/AMNESTY

The University of Bridgeport expects all students to behave responsibly. Further, the University encourages students to seek help for peers who are observed to be in a potentially dangerous situation including, but not limited to, abuse of alcohol or drugs, and/or sexual assault. In support of peer intervention, the University will not generally initiate disciplinary action against a student who seeks medical or other assistance for a peer, even if the reporting student is in violation of alcohol, drug or other provisions of the Code of Community Standards. The University may, however, require the reporting student to attend a drug/alcohol training program.

Reporting students are expected to: (1) report the incident by contacting Campus Security (203-576-4911), a staff member of the Office of Housing and Residential Life (203-476-4228), and/or other appropriate official(s); (2) remain with their peer in distress until attended to by emergency personnel; and (3) cooperate with any University investigation, including without limitation speaking with appropriate University personnel.

This policy does not apply when: (1) the reporting student has committed a repeated, flagrant, or serious violation of the Code of Community Standards (e.g. acts of violence, assault, distribution of alcohol or drugs, hazing, property damage, etc.); (2) the reporting student caused harm to another person requiring emergency assistance or response; or (3) the reporting student is seeking medical assistance for his/her own medical emergency. Furthermore, this policy does not restrict the jurisdiction or action of local police or other authorities.

POLICY ON EXCUSED ABSENCE

The Student Health Services medical staff will provide a medical excused absence if the student was absent from class for three or more days and was treated at Health Services; or for a hospitalization. Student Health Services medical staff will not write excused absence notes for illnesses or problems for which they did not provide care. If you received care for your illness or injury from a private physician, local emergency room or clinic in the community, you must request your excused absence note from that medical provider rather than from Student Health Services.

PROHIBITION OF GUNS, REPLICAS OF GUNS, AND OTHER WEAPONS

The University of Bridgeport is committed to providing its students with a safe, healthy learning and living environment. The possession or use of guns and/or other weapons or replicas of such weapons, or objects which might reasonably be mistaken for weapons, is contrary to this commitment and the spirit of an academic community where free expression, civil disagreement and debate are encouraged. Therefore, the possession or use by students of guns, replicas of guns and/or other weapons, or objects which might reasonably be mistaken for weapons, whether or not the object is loaded with live ammunition, capable of being fired, or when operable capable of administering deadly force, is absolutely prohibited in all University facilities and all University owned, rented, or leased property.

Students found to be in violation of this policy will be subject to sanctions including immediate suspension from the University. Students who have knowledge of guns or other weapons on campus, or who know of individuals who have threatened to use a weapon, should immediately report this information to any of the following: Campus Security, at (203) 576-4911; the Dean of Students, at (203) 576-4392; or the Director of Housing and Residential Life at (203) 576-4228.

This prohibition against weapons applies equally to those carried by persons with a government issued permit or license. The only exceptions are listed below:
1. University security staff authorized to carry weapons
2. Local, state and federal law enforcement officers
3. Members of the United States armed forces while on duty
4. Martial Arts Weapons in the possession of Martial Arts teacher/student(s)
5. There may be activities related to the educational mission of the University (e.g., theatrical productions) that appear to violate the letter, but not the intent of this policy, by using weapon replica(s). In such cases the department or organization coordinating the activity is responsible for notifying the Office of Campus Security or Vice President of Facilities prior to the event.

Weapons and replicas in violation of this policy are subject to summary confiscation by University staff or security personnel. Any person who is in violation of this policy is subject to referral to governmental authorities for legal sanctions in addition to any disciplinary actions the University may take.

Martial Arts Weapon Policy Exception

Both metal and non-metal martial arts weapons may be used or transported on campus under the direct supervision of a Martial Arts Studies Program faculty member, an individual designated by the program co-chair, or Campus Security.

Resident students may not transport or store Martial Arts Weapons in the residence halls. Upon arrival to campus, these students must report their weapons to a Martial Arts Studies Program faculty member, an individual designated by the program co-chair, or Campus Security.

In addition, wooden martial arts weapons (with no metal components) may be used in the Wheeler Recreation Center Martial Arts training area with permission from, and at the discretion of, the Wheeler Recreation Center supervisor on duty. These martial arts weapons will be stored under lock at Wheeler Recreation Center with access limited to the Martial Arts Studies Program faculty, an individual designated by the program co-chair, Security, and Wheeler Recreation Center supervisors.

POLICY ON DINING HALL AND MEAL CARDS

Students identified as throwing food items or utensils in any University facility will be subject to immediate disciplinary action up to and including suspension.

Students are required to clear their tables and bring their dishes to the dish-washing area.

Mandatory meal contracts are for the entire school year (non-mandatory meal contracts are for each semester).

All residents are required to participate in a meal plan (except those living graduate houses, the Health Sciences Living Community and those living in the apartments in University Hall). Unless you withdraw from school (and would be subject to withdrawal policies), you are responsible for this contract. Withdrawals must be processed through the Bursar’s Office. Failure to do so may result in payment of the full amount contracted for at registration.

Your meal card is your responsibility. You must have a card to enter Marina Dining Hall. There is a $25.00 fine for misuse of a meal card. If you lose your card or have misplaced it, report the loss to Campus Security immediately to reduce the risk of unauthorized use. They will issue a new card and new number and invalidate your old number.
Dining Hall Office hours for new meal cards and lost meal cards are Monday through Friday, 9 a.m. to 1 p.m. and 1:30 p.m. to 4 p.m. A $10.00 deposit is required at this time for the use of a temporary meal card. You will not be allowed to eat without a valid meal card.

No food dishes or utensils are to be taken from any university dining facility. You will be stopped and reported for appropriate disciplinary action if you attempt to take the above items from a university dining facility.

Guests and any commuting students may eat in university dining facilities and pay on a per-meal basis.

Student meal cards are nontransferable; you may not let someone else use your card to obtain food or services from the cafeteria.

**COPYRIGHT POLICY**

Students, faculty, and staff are required to comply with federal copyright laws (including the U.S. Copyright Act and related laws), as briefly summarized below and available at the official website of the United States Copyright Office at http://www.copyright.gov. United States’ copyright law generally grants the owner of copyrighted work the exclusive right to reproduce and distribute his/her copyrighted work to others. Therefore, an individual violates federal copyright law when s/he infringes any of the exclusive rights granted to a copyright owner, including without limitation, unauthorized reproduction, distribution, and or other violation of any of the exclusive rights granted pursuant to Sections 106 through 122 of the Copyright Act (Title 17, Chapter 5). Copyright law protects many types of work in an academic setting, including without limitation: literary, dramatic, musical, artistic, intellectual, and a variety of other works. Students should be particularly careful about complying with copyright law in the context of peer-to-peer file sharing, including without limitation, unauthorized downloading or distribution of copyrighted material over the campus computer network (i.e., downloading, sharing, or copying music or movies.)

As described in Sections 504 through 506 of the U.S. Copyright Act, civil penalties for violation may range from $750 to $30,000 per work infringed. “Willful” infringement may amount to $150,000 per work infringed, in addition to costs and attorneys’ fees. Criminal liability may result in imprisonment for up to five (5) years and $250,000 per offense. In addition, the University’s Code of Community Standards (Chapter Five, Code of Community Standards No. 25) prohibits students from using the University’s computer or other systems to violate copyright or other laws, which, if violated, may result in referral to the University’s Academic Dishonesty Procedure.

For information regarding registering a work with the U.S. Copyright Office, please see the official website of the U.S. Copyright Office as listed above.

UB’s copyright policies pertaining to faculty and institutional research are fully set forth in the University’s Intellectual Property Policy.

**COMPUTER NETWORK: ACCEPTABLE USE GUIDELINES**

The University of Bridgeport is pleased to provide students access to its computing and information facilities, for the pursuit of supporting students’ educational goals. Access to the University’s computing facilities and networks is granted subject to Local, State, Federal laws and University Student Conduct Code. These guidelines are designed to promote legal, ethical, and academic honesty, and encourage restraint in the consumption of shared resources. Adherence to these guidelines demonstrates respect for the laws of intellectual property, ownership of data, system security mechanisms, and for an individual’s rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.
The University of Bridgeport expects students to exercise responsible, ethical behavior according to these guidelines when using its computing facilities. Access to the University Computer resources is granted as long as these guidelines are followed. By connecting and/or logging on to the University computers and networks, the user agrees to the terms and conditions of these Acceptable Use Guidelines as outlined here.

**Commercial Use of University Resources**

The account is intended for the pursuit of students’ educational goals. Students may not use the University of Bridgeport’s computer resources to solicit sales, conduct business or advertise or sell a service. This also applies to the use of any University resources through your personal computer.

**Copyright Laws**

Students may not copy or attempt to modify any University-owned software or software licensed to the University, except as permitted by the University. Any receipt, transmission, use or destruction of software or data, including peer-to-peer content, to include but not limited to music and video, must observe U.S. copyright laws, and license restrictions. Altering or destroying any document or file of which you are not the owner is a violation of these guidelines. The University reserves the right to disclose the identity of any student using a computer or to whom a computer is registered in connection with which the University receives in good faith, allegations of copyright infringement having occurred on the computer systems maintained or used by the University.

**Disclaimers**

The University is not responsible for any loss of data or damage to the hardware or software on your personal systems at home or in the Residence Halls. The University of Bridgeport believes in the user’s rights to privacy; however, when there is reasonable evident of wrongdoing, the University reserves the right to examine and impound any files, information, or computer systems attached to its networks, including email or instant messages. The University computing system and the data maintained on its network, including any University-owned or-leased work stations, belong to the University and there can be no reasonable expectation of privacy of users, including employees, in the University’s property. The University reserves the right to periodically monitor or copy any data or activities on its computing system without any showing of cause are required.

Conduct which involves the use of the University resources in an inappropriate manner or which violates any person’s rights may result in revocation of computing usage privileges and is subject to University disciplinary action as outlined in the University’s Policies and Student Conduct Code. Such conduct may also be subject to criminal or civil legal action.

Note: All Rules and Regulations are subject to change without prior notice. The University of Bridgeport reserves the right to make any changes as deemed necessary.

**Misuse of the Network Systems**

Connecting a personal computer or device to the University-owned network and computers must be authorized by the University of Bridgeport’s Information Technology Department. The University seeks to protect the civil, personal, and property rights of those who use its computing resources as well as those student or employment records that are maintained on its computing systems. Any unlawful attempt to access these resources is a serious offense. Students may not engage in activities that damage or disrupt hardware, software, or communications, such as virus or worm creation and propagation, or overloading the network with excessive data or requests for service.
Students may not monopolize, misuse or waste the system resources by, for example, requesting multiple copies from printers or by playing games in the labs. Students may not forge or otherwise misrepresent another’s identity through any form of communication, or use the University computer systems to acquire the identification data of others by false pretense.

Also, students may not attempt to circumvent protection mechanisms or exercise security procedures in any computer or network component.

Students may not transmit or make accessible offensive, annoying, or harassing material, such as broadcasting unsolicited messages or sending unwanted mail.

Students may not intentionally access or damage systems or information that are not yours, such as University records, or use any system for illegal activities.

Students may not use information bases, whether open or protected, to derive or generate mailing lists, either for your personal use or for anyone else.

**Password and Accounts**

Students are responsible for account usage. Protect your password and do not tell it or show it to anyone, including family members, friends or acquaintances. Properly log out of the system when finished. Do not use another person’s account regardless of how access to the account is obtained.

In the event the need arises to quickly contact the entire University community, the use of email accounts is one of the most efficient avenues the University has to disperse urgent, as well as routine, information throughout the community. Every institution of higher education or other large or complex United States organization has, in recent years, recognized that prudent risk management must address the existence of potential health emergencies, such as infectious diseases, like Swine Flu, Sever Acute Respiratory Syndrome, or other community-wide safety concerns, mandating a mechanism be adopted that permits the rapid and wide spread dissemination of bulletins across the entire campus. Accordingly, the University will assign an email account designation to each enrolled student, which must be maintained throughout the term of the student’s enrollment.

**STUDENT BLOODBORNE PATHOGEN POLICY**

On-campus students and students participating in University clinical affiliate sites off-campus are required to comply with the University’s Student Bloodborne Pathogen Policy, which is provided to minimize student exposure to blood or other potentially infectious materials. The University’s Student Bloodborne Pathogen Policy will be available through certain program portal sites.

**IDENTIFICATION CARDS**

Possession of a valid identification card is required of all members of the University community. All students must obtain a photo I.D. card within the first two weeks of the start of the semester from Campus Security. This I.D. card is valid for as long as the student remains registered. Validation stickers for subsequent semesters are distributed by Campus Security during the first two weeks of each semester.

The University reserves the right to require a valid UB identification at any time and at any campus location. Access to University functions and facilities may be denied to any student who cannot or will not produce a valid I.D. Students should carry their I.D. card at all times and must be prepared to present and surrender it upon request to any University administrator, campus security officer or dining hall staff member. Failure to do so or uncooperative responses may result in disciplinary action, a $50.00 fine, and/or suspension from the residence halls.
Students who attempt to misrepresent their University status, lend their I.D. to others for the purpose of misrepresentation, or attempt to alter or deface their I.D. card are subject to University and possible civil action on the charge of fraud.

In case of loss, a replacement I.D. card may be obtained from the Registrar after paying a fee. Confiscated I.D.s will only be returned following disposition of the incident. In most cases, confiscated IDs will be forwarded to the Director of Housing and Residential Life for investigation and follow up. A student leaving the University for any reason should return his/her I.D. card to Campus Security for appropriate disposal.

**POLICY ON LEAVES OF ABSENCE**

**Voluntary Leave of Absence**

When a student wishes to voluntarily interrupt his/her studies, s/he must complete a "Leave of Absence Form" from the Office of the Registrar, which must be submitted to the Dean of Students for approval and approved by the student's advisor, academic dean, Student Financial Services, Office of the Registrar. The form should be submitted to the Dean of Students in the semester prior to the leave sought, if possible.

Voluntary leave, which may be sought for medical, personal or financial reasons is generally allowed for a maximum of four (4) semesters.

Academic status is determined in accordance with deadlines set forth in Chapter One's "Graduate and Undergraduate Academic Calendar." If a student voluntarily takes leave before the University's no-penalty drop date (around 3rd week of term) ("Drop Deadline"), his/her ongoing classes are erased from his/her record. If the student takes leave after the Drop Deadline (around 3rd week of term) ("Withdrawal Deadline"), s/he will receive the grade of "W" (withdrawal). If the student takes leave after the Withdrawal Deadline, s/he may petition his/her Academic Dean for a grade of "I" (incomplete).

Tuition and housing refunds will be awarded in accordance with the University's refund policies, as stated in the University's Tuition Refund Policy at [http://www.bridgeport.edu/finaid/tuition-and-fees/refunds/](http://www.bridgeport.edu/finaid/tuition-and-fees/refunds/) and Chapter Four's "Residence Hall Refund Policy."

A student wishing to return to the University from a leave of absence must file an Application for Re-Admission with the Office of the Registrar. The Dean of Students may require confirmation that the condition giving rise to leave has resolved sufficiently for the student to resume studies. The Application for Re-Admission must be completed (with all required signatures and information) before the student is allowed to register for class.

**Confidentiality**

All records concerning involuntary leaves of absence will be kept in accordance with the University confidentiality policy and other applicable policies.

- Several University of Bridgeport’s Schools, Institutes and Programs have policies governing leaves of absence from the particular school, institute or program and students should refer to the relevant student handbook for more information.

**Involuntary Leave of Absence**

When a student exhibits behaviors which: (1) threaten the health, safety and/or well-being of any member of the university community, and/or (2) adversely impact or disrupt the University's
academic, residential and extracurricular activities, the University reserves the right to request or require the student to take leave from the University according to the terms of this policy.

Involuntary leave is intended to be invoked only in extraordinary circumstances. This would include, but is not limited to, harm or threats of harm i) to a member of the University community; or ii) resulting in significant property damage; or iii) disrupting the educational environment.

Before considering involuntary leave, the Dean of Students or his/her designee will provide the student with information regarding leave policies and available options. A student who wishes to take voluntary leave of absence rather than being placed on involuntary leave shall be allowed to do so.

If it appears that it may be necessary to place a student on involuntary leave, the Dean of Students will notify the student that involuntary leave is being contemplated and explain the reasons. The student shall have the opportunity to respond with information that he/she believes should be considered, including appropriate medical or psychological information which the student may desire to share. The Dean of Students will then convene the CARE Team. The CARE Team will review all available relevant information and shall assist the Dean of Students in making an individualized and objective assessment of the student's ability to participate safety in the University's residential and academic community, based on current medical information and/or the best available objective evidence.

A student placed on involuntary leave may appeal the decision using Chapter Six's "Student Grievance Procedure," and commencing the grievance at the Provost Level.

Effect on Academic Status
Placement on an involuntary leave of absence is not disciplinary and is designed to support the student and maintain safety in the community. The student is subject to the academic status deadlines listed above, but may be granted grades of "W" (Withdrawn) in enrolled classes, even if the normal deadline for a "W" has passed. The student may also be granted an "I" (Incomplete) should the student's Academic Dean believe it appropriate.

Request for re-enrollment
When a student is placed on involuntary leave, the notice of involuntary leave will outline the individualized conditions for the student's return. Conditions for return may include, but are not limited to, examinations by independent or school-employed health professionals, release of relevant medical records, compliance with treatment plans, and demonstrated ability to meet the university's academic and code of Community Standards.

Students are also required to demonstrate to the Dean of Students that the circumstances that led to the placement on involuntary leave have been satisfactorily addressed. In addition to any documentation or evaluations that may be required pursuant to the conditions for re-enrollment, the student must submit to the Dean of Students a written plan that includes strategies for resuming student status. This plan must include the following:

- How the student dealt with the circumstances and any underlying factors that resulted in the involuntary leave;
- How the student spent the time since leaving school;
- Why this is the appropriate time to return to school; and
- Strategies for resuming student status.
If the Dean of Students or his/her designee denies the request to return from leave, the student may appeal that decision by submitting a written appeal to the Provost in accordance with the Student Grievance Procedure.

**Confidentiality**

All records concerning involuntary leave of absence will be kept in accordance with the University confidentiality policy and other applicable policies.

*Several University of Bridgeport’s Schools, Institutes and Programs have policies, governing leaves of absence from the particular school, institute or program and students should refer to the relevant student handbook for more information.*

**PARKING POLICY**

The University provides parking lots for the convenience of its students, visitors and employees. All vehicles parking on campus property and/or parking lots are subject to policies and procedures listed below.

Street parking is also available. Street parking is subject to City of Bridgeport rules and regulations.

**Vehicle Registration/Parking Permit**

Each student and employee vehicle parking on or near campus (including without limitation in campus lots or on city streets running near or through campus) must be registered with Campus Security. The owner/operator must provide all required vehicular information, as well his/her contact information (the “Information”). The owner/operator is responsible for updating the Information. All vehicles must be legally registered and properly insured. Any vehicle which is not legally registered and properly insured (e.g. “fake” license plates) will be towed without notice. Campus Security shall provide each registered vehicle with a sticker which must be prominently displayed on the vehicle.

Visitors may park their vehicles in campus lots for up to 12 hours. Any visitors parking in campus lots for longer than 12 hours must register with Campus Security. Visitors are subject to all parking policies and procedures, as listed above and below.

**Towing**

Campus Security, in accordance with Connecticut law, authorizes towing of unauthorized vehicles trespassing on campus property and/or parking lots. A car is “unauthorized” and “trespassing” when it has been parked in the same spot for 30 days or longer, unless signage/posting designates a shorter permissible period (e.g. signs expressly prohibit overnight parking in the Campus Security lot). Except as outlined herein or otherwise posted, a vehicle may be parked in a designated parking lot for up to 30 days, after which the vehicle will be towed. No notice to the owner/operator is required before towing.

Similarly, Campus Security authorizes towing from campus property and/or parking lots, regardless of the parking duration, in exigent/emergency circumstances and/or when a vehicle presents a safety hazard, obstructs the orderly flow of traffic, or is parked in a restricted area as further described below. Examples include, without limitation: obstructing access to a parking lot, dumpster, fire lane, loading dock, driveway or University/University’s contractor’s equipment; parking a vehicle which creates a safety or environment hazard due to leaky fluids, broken glass, flat tire, or general state of disrepair; leaving a vehicle unsecure, including without limitation flat tires, substantial personal property in plain view, unlocked; or exigent circumstances such as fires, flooding, emergency ingress/egress.
The University prohibits towing to and thereafter parking on University property when a vehicle has been involved in an accident or otherwise damaged. Any such vehicle is subject to the towing policies described above.

**Abandoned Cars**
The University may, in accordance with Connecticut law, contact the Bridgeport Police/Parking Authority to remove any abandoned vehicle parked on city streets within the University campus, campus property, surrounding areas, and/or campus parking lots. The Bridgeport Police/Parking Authority must handle these situations pursuant to the statutory requirements of Conn. Gen. Stat. § 14-150.

**On-Campus Handicapped Parking**
The University, in accordance with State law, designates parking spaces for the physically handicapped as close as possible to the appropriate building. In each parking lot, the University designates a certain number of handicapped parking spots in proportion to the total number of spaces provided in that lot. Parking in these spaces requires the appropriate permit(s). Violators will be ticketed for the first three violations, and towed for the fourth or subsequent violation in accordance with Connecticut law.

**Restricted Parking Area**
Vehicles are prohibited from parking in restricted areas, including without limitation: fire lanes, dumpster zones, construction areas, loading docks, driveways, sidewalks and/or grass areas. Violators will be ticketed or towed.

**Special Parking Restrictions**
The University may, in its absolute discretion and without notice, impose temporary or permanent parking restrictions on campus parking lots, including without limitation special events, severe weather, maintenance, or any removal deemed necessary by local state or federal law enforcement officials, fire officials or utility emergency repair service operations.

**Response to Towed/Abandoned Vehicle**
If a vehicle is towed/abandoned, the violator should immediately contact Campus Safety for information regarding towing/storage. Campus Security will, to the extent possible, provide the violator with contact information for the towing service/garage. Reclaiming the vehicle is solely the violator’s responsibility, including without limitation: locating the vehicle, paying all towing/storage fees, and signing all necessary paperwork. Any issues must be addressed with the garage/service holding the vehicle. Connecticut law provides a short period for reclaiming a towed vehicle; accordingly, the violator should attempt to do so immediately.

**Limitation of Liability**
The University is not responsible for any damage to vehicles parked on campus property and/or parking lots, including without limitation: theft, vandalism, or property damage. Students park at their own risk.

The University is not responsible for any damage to vehicles removed from campus, including without limitation: towing, storage, or demolition.
POSTING OF SIGNS, POSTERS, OR FLYERS ON CAMPUS

The University supports the freedom of speech, religion and assembly as integral aspects of the experience of higher education in the United States. These traditions are not absolute rights. The University is particularly concerned about the health, welfare and safety of the community and its members, especially those who have not yet reached the age of majority or those from different cultures who may not be familiar with the risks of various behaviors which might have been normal for their home communities but may carry unforeseen risks in the United States.

Accordingly, posting, distributing or placing any material containing communicative content in any University building or anywhere on the campus, other than by a resident in his or her residence room, must be approved in advance by the designated Building Manager or the Office of Housing and Residential Life postings within the residence halls. All signs, posters, flyers and other forms of advertisement of a social event by a sponsoring student organization, or individual student, must be cleared by the Director of Student Involvement or his/her designee to insure that they meet University guidelines:

1. All signs, posters, flyers, etc., in buildings and on bulletin boards must bear the name of the organization or person posting the sign.
2. All signs, posters, flyers, etc., placed or hung outside buildings may only be placed on approved bulletin boards.
3. No signs, posters, flyers, etc., may be placed or hung on windows, doors, or glass panes.
4. All signs, posters, flyers, etc., must be placed and/or hung on approved bulletin boards.
5. All signs, posters, flyers, etc., must bear the “permission to post” stamp.
6. All signs, posters, flyers, etc., must bear the date by which the sign will be removed, which is 24 hours after the event.
7. All displays and signs must be removed within 24 hours after the event, or in the case of competitive displays, after they have been judged.
8. Approval of a sign, flyers, or posters does not mean that the University endorses the event.
9. There may be no reference to alcohol in any sign, flyer or poster.
10. All content must be in English or a translation reasonably satisfactory to the Dean of Students (or his/her designee).
11. All signs, flyers and posters must be approved by the Director of Campus Activities or his/her designee before they are posted, and may only be posted on approved bulletin boards.
12. No signs, posters or flyers of any kind may be attached in any way to trees, utility poles or on windshields of motor vehicles.

Reservation of Rights
The University reserves the right to refuse permission to post, and to remove without prior notice any posted communicative content, which in the opinion of the University carries an unreasonably significant risk to the health, welfare, or safety of the University community.

POLICY ON SERVICE AND ASSISTANCE ANIMALS

Service Animal Policy
The University of Bridgeport allows service animals to accompany students with disabilities in all areas of the campus where the public is normally allowed to go. A service animal is a dog that has been individually trained to do work or perform tasks for an individual with a disability. In some cases, a miniature horse may qualify as a service animal. The tasks performed by the service animal
must be directly related to the student’s disability. Examples of such tasks include, but are not limited to, guiding a student with impaired vision, alerting a student with a hearing impairment, pulling a wheelchair, alerting and protecting a student who is having a seizure, reminding a student with mental illness to take prescribed medications and calming a student with Post Traumatic Stress Disorder (PTSD) during an anxiety attack.

**Assistance Animals/Pets**

Assistance animals (sometimes referred to as emotional support, therapy, comfort or companion animals) are not trained to perform a specific task and do not qualify as service animals under the Americans with Disabilities Act (ADA). A student wishing to keep an assistance animal in the residence hall as a reasonable accommodation must register for disability services with the Office of Student Accessibility Services. See the Assistance Animal policy below for more information. The University does not allow pets in University buildings, residence facilities or at University events. Only fish maintained in aquariums no larger than 10 gallons in size are permitted in University residence facilities.

**Care and Control of Service Animals**

Service animals must be harnessed, leashed, or tethered in public places unless these devices interfere with the service animal’s work or the student’s disability prevents the use of these devices. In that case, the student must use voice, signal or other effective means to maintain control of the animal. Under control also means that a dog should not be allowed to bark repeatedly in a lecture hall, theater, library or other quiet place. However, if a dog barks just once, or barks because someone has provoked it, this would not mean that the dog is out of control. A student may be asked to remove a service animal that is unruly or disruptive from University facilities. If the improper behavior happens repeatedly, the student may be required to mitigate the behavior before bringing the service animal into any University facility. Mitigation may include, but is not limited to, muzzling a barking animal and obtaining refresher training for both the student and service animal. The student is responsible for caring for and supervising the service animal, which includes toileting, feeding, grooming and veterinary care.

Students with service animals are solely responsible for any damage to persons or University property caused by a service animal. A student may be charged for damage caused by a service animal to the same extent that the University would normally charge any student for the damage they cause to University property.

The University may prohibit the use of service animals in certain locations because of health and safety restrictions. Restricted areas may include, but are not limited to: custodial closets, boiler rooms, facility equipment rooms, research laboratories, classrooms with research/demonstration animals, areas where protective clothing is necessary, wood and metal shops and rooms with heavy machinery. It may be appropriate to exclude a service animal from certain sterile environments or where the presence of the animal creates a risk of harm or disruption.

**Exclusion of Service Animals**

The University may exclude/remove a service animal if the animal poses a direct threat to the health or safety of others, the animal’s presence results in a fundamental alteration of the University’s program, the animal is out of control and the student does not take effective action to control it, or the animal is not housebroken.
Registration
A student with a service animal will provide documentation to the Director of Student Accessibility Services demonstrating that the service animal is in compliance with local vaccination, licensing and registration requirements.

Assistance Animal Policy
The University of Bridgeport recognizes the role that assistance animals (sometimes referred to as emotional support, therapy, comfort or companion animals) can play in alleviating the symptoms or effects of a student’s disability. The University will permit assistance animals that have been approved as a reasonable accommodation for students with a verified disability within residential facilities. Assistance animals are not service animals and are not permitted in other areas of the University (e.g., library, academic buildings, classrooms, labs, student center).

A student is authorized to keep an assistance animal in a residence hall when (1) the student has a documented disability; (2) the student has completed registration for disability services with the Office of Student Accessibility Services; (3) there is an actual relationship between the disability and the assistance or emotional support that the animal provides to the student; (4) the assistance animal is found to be a reasonable accommodation by Office of Student Accessibility Services staff; and (5) the student has demonstrated that the animal is in compliance with local vaccination, licensing and registration requirements. The determination of an assistance animal as a reasonable accommodation is made on a case by case basis.

Care and Control of Assistance Animals
The student is responsible for caring for and supervising the assistance animal, which includes toileting, feeding, grooming and veterinary care.

The University may exclude/remove an assistance animal if the animal poses a direct threat to the health or safety of others, is out of control and the student does not take effective action to control it, or the animal is not housebroken.

Students with assistance animals are solely responsible for any damage to persons or University property caused by an assistance animal. A student may be charged for damage caused by an assistance animal to the same extent that the University would normally charge any person for the damage they cause to University property.

To request an assistance animal please complete the registration form online at www.bridgeport.edu/disability or at the Office of Student Accessibility Services located at Carstensen Hall, Room 115.

TIMELY WARNING POLICY
In the event that a situation arises that in the judgment of the Executive Director of Campus Security constitutes an ongoing or continuing threat to the safety of members of the University community, a “timely warning” will be issued by the Dean of Students. A warning will be posted appropriately on campus, generally by placing a copy in a suitable location in each residence hall, in on-campus dining establishments, sending notification through the Live Safe app.

Depending on the particular circumstances of an incident, especially in situations that could pose a significant and immediate threat to the community or individuals, The Office of the Dean of Students may also transmit the warning through the University’s email system, the Emergency Notification System or portal to students, faculty, and staff, and/or post a notice on the University
of Bridgeport website at: www.bridgeport.edu, to enhance the speed and distribution of such information to the University community.

In incidents where the alleged or known perpetrator has been identified and the threat of future incidents has been minimized or eliminated by the person(s) being banned from campus, the residence halls, and/or incarceration, community notices may not need to be published or may be published only in certain locations. Anyone with information warranting a timely safety warning should report the circumstances to Campus Security by telephone (203) 576-4913 or in person at Campus Security in Norseman Hall (221 University Avenue).

INTERIM COVID-19 TESTING POLICY

COVID-19 has been designated a pandemic by the World Health Organization and there is no known cure or vaccine available. Returning to campus will involve some level of risk and the risk increases with close-quarter living as compared to the community at large. The purpose of the Interim Policy- COVID-19 Testing for students, employees, front facing service providers and certain community members (the “Policy”) is to outline the University of Bridgeport’s (the “University”) policy for COVID-19 testing, in accordance with recommendations from the State of Connecticut Higher Education Subcommittee as well as Executive Orders from the Governor.

COVID-19 TESTING

Students and Employees - All students and employees from an Affected State (travel restrictions for individuals who reside in high COVID positive states) who live either on or off campus should come to Connecticut prepared to quarantine for 14 days upon arrival. All students who will live on campus must submit a negative COVID-19 test prior to arrival. Random Testing - 5-10% of all students, employees, service providers and other University community members will be included in a weekly pool for random RT-PCR-COVID-19 testing. This will include random sampling of the population and targeted testing to identify person-to-person spread of the virus and guide the implementation of control measures throughout the semester. Individuals who test positive for COVID-19 must self-isolate until 10 days have passed with no symptoms from the date of the test. This 10-day period may be extended for those who develop symptoms according to Center for Disease Control and Prevention (“CDC”) guidelines.

POSITIVE COVID-19 TEST RESULTS

Individuals who test positive for COVID-19 must immediately contact the respective entity per the list below and refrain from coming to campus. Individuals who test positive for COVID-19 must also self-isolate for 10 days from the date of the COVID-19 test. Self-isolation maybe extended beyond the minimum 10-day period until symptoms have improved and individuals are fever free for 24 hours (1 day) - consistent with the CDC guidelines. Contacts of individuals who test positive will be identified and tested using the RT-PCR COVID-19 test. If an asymptomatic contact tests negative during their 10-day quarantine period, this person should continue to observe quarantine for the full 10- days and self-monitor for symptoms. Contact tracing may result in the testing of all the students and staff in a residence hall.

COVID-19 Positive Test Result contact information:

- Students – Student Health Services (“SHS”) at (203) 576-4712 or healthservices@bridgeport.edu

Any student with symptoms consistent with COVID-19 should be tested as soon as possible. Students with symptoms should contact SHS at (203) 576-4712 or healthservices@bridgeport.edu.
INTERIM FACE COVERING POLICY
Unless prevented to do so because of a medical condition, all University of Bridgeport (the “University”) members of the campus community are required to wear a cloth face covering, or a higher level of protection, which covers the mouth and nose in public as well as in all common areas and wherever social distancing is unavoidable. Students may wear their own face covering or receive a face covering from the University. If a student has a medical condition which prevents them from wearing a face covering, Student Accessibility Services must be contacted 203-576-4454.

INTERIM DAILY HEALTH ASSESSMENT POLICY
All members of the University of Bridgeport (the “University”) campus are required to perform a daily health assessment via the LiveSafe app. All members of the University campus will be required to download the LiveSafe app. The LiveSafe app will provide important updates to the University community about the safety and security on campus and aid the University community to report symptoms or positive tests of COVID-19.

Download the LiveSafe app:
APPLE https://apps.apple.com/us/app/livesafe/id653666211

Students who do not pass the health assessment or who are not feeling well should not come to campus and instead Student Health Services 203-576-4588.

INTERIM CONTACT TRACING POLICY
In the interest of everyone’s health and safety, it is critically important that every University of Bridgeport (the “University”) student who is coming to campus work maintain a daily log to identify:

1. Every single individual with whom they have had contact for a period of greater than fifteen (15) minutes and at a distance of less than six (6) feet,

2. All locations in the building occupied or traveled during their time on campus

3. Any other contacts (students/vendors/public/other)

At the end of each workday, the UB Contact Information Sheet should be completed on the LiveSafe app.