



University of Bridgeport

2017-2018

KEY TO UB

Student Handbook

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

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In case of emergency, please notify:

Name: _____ Phone #: _____

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2017-2018 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* on-line 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, colleges 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 President



Welcome to the University of Bridgeport! You have now become part of one of America's truly unique institutions of higher learning.

Here at UB on our beautiful seaside campus, we welcome outstanding students from over 80 different countries and 45 states, from many different religions and cultures. Nowhere in America will you find greater diversity! All are equal and all are welcome! Both in the classroom and in social activities, UB students interact with their counterparts from all corners of the globe. The small average class size helps to ensure that all students receive the personal attention of their professors as well as opportunities to participate in informative, often exciting discussions.

Whether you come to UB to acquire a high-quality liberal arts education, knowledge of computer science and engineering, academic training in business, the arts or the healing sciences, you will certainly leave here well-equipped in those fields. In addition, you will have had many opportunities to gain first-hand insights and perspectives on world issues and cultures.

We at the University of Bridgeport believe that beyond career preparation, the object of education is personal development. Our students are encouraged to involve themselves in one or more of our student clubs, as well as theater productions, student government, and community service. It is often in these enjoyable extra-curricular activities that we have the opportunity to explore and develop as yet untapped aspects of our character.

It is our sincere hope that you will come to call UB your home away from home. Our peaceful campus, located on the New England shores of Long Island Sound, has a proud, 90-year tradition of educating students who have gone on to make a difference in the world. We encourage our students to take advantage of the many opportunities afforded them here on campus and in the region, including New York and Boston's many cultural offerings.

We take pride in knowing that enrollment at UB begins a gratifying lifelong association, first as a student and later as a member of our distinguished and accomplished alumni.

We will be glad to answer any questions you may have and always appreciate your feedback. We all look forward to getting to know you.

Neil Albert Salonen

President

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 (203) 576-4392, or by email: deanofstudents@bridgeport.edu.

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

Best regards,

Edina Oestreicher

Dean of Students

The Division of Student Affairs

About the University of Bridgeport

The University of Bridgeport remains at the forefront of innovative programming, with new career-oriented degree offerings in the School of Nursing, the Shintaro Akatsu School of Design, the Physician Assistant Institute, and a collaboration with the University of Connecticut's School of Pharmacy program, along with doctoral degrees in Health Sciences, Educational Leadership, Computer Science and Engineering, Technology Management, Chiropractic, Naturopathic Medicine, and Traditional Chinese Medicine. The University today serves students from nearly half the countries in the world and from more than 45 states, and is widely known as one of America's most internationally diverse universities, providing unprecedented opportunities for graduates to communicate and collaborate fluently in today's global workplace.

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.



GRADUATE AND UNDERGRADUATE ACADEMIC CALENDAR

FALL SEMESTER 2017

Every effort is made to ensure the accuracy of the information contained in the 2017-2018 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 <http://www.bridgeport.edu/academics/academic-calendar/undergraduate-and-graduate-academic-calendar/>

Classes Begin	Monday, 8/28
Change of Schedule Period	Monday – Friday, 8/28 – 9/1
No Classes – Labor Day	Monday, 9/4
Last Day to Elect Pass/Fail and Last Day to Add Courses	Friday, 9/8
Last Day to Drop Classes Without Academic Penalty	Friday, 9/15
Mid-Semester Examination Week	Monday – Friday, 10/16 – 10/20
Mid-Semester Grades Due	Monday, 10/23
Register for Spring 2018 Semester	Begins Monday, 10/30 – 1/16
Last Day to Withdraw from Classes with “W” Grades	Friday, 11/3
Last Day to Apply for December Graduation	Tuesday, 11/14
Thanksgiving Recess – No Classes	Wednesday – Sunday, 11/22 – 11/26
Last Day of Classes	Friday, 12/8
Final Examination Week	Monday – Friday, 12/11 – 12/15
Final Grades Due (Undergraduate/Graduate)	Monday, 12/18

GRADUATE AND UNDERGRADUATE ACADEMIC CALENDAR**SPRING SEMESTER 2018**

Every effort is made to ensure the accuracy of the information contained in the 2017-2018 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 <http://www.bridgeport.edu/academics/academic-calendar/undergraduate-and-graduate-academic-calendar/>

Martin Luther King Day – No Classes/Offices Closed	Monday, 1/15
Classes Begin	Tuesday, 1/16
Change of Schedule Period	Tuesday – Friday, 1/16 – 1/19
Last Day to Elect Pass/Fail and Last Day to Add Courses	Friday, 1/26
Last Day to Drop Classes Without Academic Penalty	Friday, 2/2
Last Day to Apply for May Graduation	Wednesday, 2/14
Mid-Semester Examination Week	Monday – Friday, 3/5 – 3/9
Spring Break – No Classes	Sunday – Sunday, 3/11 – 3/18
Mid-Semester Grades Due	Monday, 3/19
Last Day to Withdraw from Classes with “W” Grades	Friday, 3/30
Register for Fall 2018 Semester	Begins Tuesday, 4/3
Last Day of Classes	Friday, 4/27
Final Examination Week	Monday – Friday, 4/30 – 5/4
Commencement	Saturday, 5/5
Health Services Commencement	Sunday, 5/6
Final Grades Due (Undergraduate/Graduate)	Monday, 5/7

Chapter One

Student Resources and Services

Students learn and grow inside as well as outside the classroom. We are here to support the academic mission of the University by encouraging self-direction and promoting personal development and wellness. Our emphasis is on helping students help themselves by acquiring information and skills, and forming attitudes, insights, and understanding about themselves and the world around them. These objectives are achieved through one-to-one advising, counseling, workshops, seminars, group discussions and community meetings, as well as a variety of exciting campus activities. The University of Bridgeport is committed to preparing its students to live and compete in today's global society.

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 (undergraduate and graduate, full-time and part-time) students with a free bus pass that allows unlimited rides on the GBT system. Stickers can be picked up at Campus Security between 9:00am-12:00pm and 12:30-3:30pm. 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

UNIVERSITY OF BRIDGEPORT SHUTTLE BUS

UB owns two shuttle buses, one 14-passenger vehicle and one 20-passenger vehicle. The University, upon showing your ID, offers a free shuttle-bus service providing pick-ups/drop-offs at various locations around campus to students seven days a week. Service is also provided to the Bridgeport Transportation Center (bus/ train/ferry) and areas in downtown Bridgeport, several grocery stores on Saturday and the Trumbull Mall on Sundays. For the most current shuttle-bus operating schedule, go to <http://bridgeport.edu/Shuttle>. For more information, please contact Security at (203) 576-4913.

For the safety of the driver and the passengers, any disruptive behavior by a passenger/s will be addressed by removing the disruptive passenger/s immediately before continuing service.

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 5:00 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 of the Personal Alarm Locator System (PAL), and walking escorts on campus.

Personal Alarm Locator (PAL)

Each student at the University is provided a small personal alarm locator (PAL) that allows him/her to signal for help instantly from anywhere on campus in an emergency. Small and easily carried, a PAL helps students summon help with the touch of a button. The signal is transmitted to the central computer in the Campus Security Office which identifies it and immediately provides information to the security dispatcher about who the student is, their vital information, a picture of the student, and a map of where the student set off the PAL. Assistance will be on its way in a short period of time.

How to Use the PAL

The PAL should be carried at ALL times, especially outdoors. It should be kept in hand so that it could be easily accessible in an emergency. Carrying it in a backpack or in areas that take time to reach is not advisable. With the PAL in hand, help is summoned by pressing the button on the device until the red light comes on (fifteen seconds). The light only indicates the device has been activated. The PAL should only be used in a security emergency, or a threatening situation for oneself or others. Fire and medical emergencies would also justify the activation of the PAL.

PAL Maintenance

A small battery inside the PAL itself operates the device, and all users are required to test the device at least once a month. Test stations are located in Barnum, Bodine, Seeley, Cooper, Chaffee University residence halls; Marina Dining Hall; Knight's End Café; Campus Security Office and in the lobby of the library. If your PAL is not working, it can be exchanged 24 hours a day at the Campus Security Office.

Procedure for Returning the PAL

Returning students should keep their PAL for the following semester. All non-returning students, whether transferring, graduating or just leaving UB, must return their PAL in order to have the PAL deposit refunded (students who enrolled prior to the 2014 Fall Semester were not assessed a PAL deposit and will not receive a refund). You will receive a full refund of your deposit when the PAL is returned to Campus Security when you graduate, withdraw or take an official leave of absence from UB. Documentation to support the reason for leaving must be presented to Campus Security staff. PALs may not be returned for a refund for any other reason. PALs may be returned anytime 24 hours a day, 7 days a week to the Campus Security Office located in Norseman Hall five days prior to graduation.

PAL Misuse

Inappropriate use of the Personal Alarm Locator (PAL) system will not be tolerated. Using the PAL without needing emergency assistance is tantamount to reporting a false emergency to the police. A record is kept for every individual activation. Those considered to be improperly used will be referred to the University Student Conduct Officer for disciplinary action, with penalties ranging from a warning to suspension from the University.

Walking Escorts

Campus Security will provide walking escorts throughout the campus and we encourage anyone desiring this service to call (203) 576-4913 or ext. 4913 at any hour. Walking escorts are only provided on campus.

Driving Escort

The Driving Escort Program provides transportation for **school related** matters to/from campus and the residence of those students living between the University and Railroad Avenue or at the Fairbridge Commons (corner of Fairfield Avenue and Norman Street). The program also includes transportation to:

- Park Avenue Supermarket (corner of Park Avenue and Gregory Street) - open until 11pm
- Pops Grocery (corner of Main Street and Henry Street) – open until 8pm
- Captain's Food Mart (corner of Main Street and Whiting Street) – open until 8pm
- Leo's Restaurant (corner of Main Street and Whiting Street) - open until 9pm
- Bridgeport Train Station - after midnight only

This program does not include drop-offs/pick-ups at any other locations other than those specifically mentioned above. This is a drop off/pick up service only. The driver will not be able to wait for students to retrieve items, finish their shopping, for the train to arrive, etc. Students will have to call the office for a return trip.

This service operates every day from 6pm to 2am. During final exams, if the library hours are extended beyond normal operating hours, the escort hours will be adjusted to 7pm – 3am. Notices will be posted prior to the change occurring. Students who would like to use the driving escort service should call (203) 576-2413 during the designated hours, provide their name, ID number, pick-up and drop-off location and reason for the request.

Emergency Notification System

The University of Bridgeport has established an Emergency Notification System that will instantly transmit to registered users notice of an event that may immediately impact directly on your health or safety. So that we can better protect your safety, we are asking each individual of the University Community, including all students, faculty, and staff, to register with this system. You must have a valid UB Net Account login and password to register. Go to www.bridgeport.edu/webadvisor to register. Select if you are a student, faculty or employee then, click on the “Emergency Notification Info” link, which will allow you to verify and/or update your emergency notification information. The system will automatically transmit messages to your cell phone, home telephone number, email address and/or other registered communication devices, up to a total of six. We urge you to participate. If you have any questions please go to www.bridgeport.edu/ens, contact Security at (203) 576-4913 or ubsecurity@bridgeport.edu.

Procedures to Report Criminal Activities on Campus

The Campus Security Office urges the campus community to DIAL 4911 from any campus telephone or to use their Campus Secure Personal Alarm Locator to report anything that requires immediate department attention. In the event that 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 push your personal alarm locator 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
- College 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
- 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
- South Hall-outside main entrance
- Wahlstrom Library-lobby & all four elevator cars
- Warner Hall-outside main entrance and elevator cars

CENTER FOR CAREER DEVELOPMENT & STUDENT EMPLOYMENT

The Center for Career Development & Student Employment 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 drop in hours are available. 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 either the Stamford or Waterbury Campuses. Students seeking work (both off-campus and on) are encouraged to register on the UBJobnet system, the University of Bridgeport's online Job Portal. The Center for Career Development & Student Employment also sponsors a variety of skill development sessions, career fairs, and campus recruiting events throughout the year!

Along with professional development activities, Student Employment assists with related processes such as Student Worker Authorization, Federal Work Study Opportunities, Graduate Assistantships, Teaching Assistants etc. Visit our website Bridgeport.edu/career to learn more! The Center is currently located on the Ground Floor of the Wahlstrom Library directly adjacent to the Office of the Registrar.

CENTER FOR RELIGIOUS AND SPIRITUAL LIFE

Overseen by our Civic Engagement Coordinator, 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. The Center is located on the 1st floor of Carstensen Hall. An interfaith chapel is located in Carstensen Hall and a mosque is located in North Hall. For more information, please contact the Civic Engagement Coordinator at (203) 576-4274.

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 for Campus Activities and Civic Engagement in Rm. 231 of the Student Center. 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 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, couples and group counseling, psychiatric evaluation and follow-up, mental health screenings, crisis intervention and outreach workshops. There is a limit of 12 individual sessions per student per academic year. Referrals to treatment providers in the community are made as needed. 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 services. Counseling Services is committed to the psychological well-being of our students and 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 (203) 576-4454 no later than 48 hours after treatment at an emergency room or release from a hospital following a mental health evaluation of hospitalization.

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; 9:00 a.m. to 5:00 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 the Café Scribe, the HUB, Fresh Tossed and the Knight's Pantry or at Marina Dining Hall to buy an extra meal, snack or coffee. Marina Dining Hall is the main dining location on campus serving a variety of hot entrée including vegetarian options, a salad bar, deli bar and an ice cream bar as well as many options for international food such as our Café Spice station. 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. The HUB at Marina houses retail concepts such as Sammie's and The Grill @UB. The café is located in the Marina Building. Fresh Tossed offers freshly blended smoothies, tossed salads to order and made to order fresh wraps, sandwiches,

panini's, pho noodle bowls and rice bowls. The Knight's Pantry is your on campus convenience store. Both Fresh Tossed and the Knight's Pantry are located in the Student Center basement 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.
3. Website: Go to www.bridgeport.edu to see weather-related messages in the red banner across the homepage.
4. Portal: www.bridgeport.edu, click on "login," then "My UB Portal." Look for updates under "Announcements."

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 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 STUDENT SERVICES

International Center for Students and Scholars (IC) is part of the Division of Student Affairs. Our goal 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 regular events such as Coffee Hours, International Talent & Fashion Show and International Festival. Seminars and workshops related to immigration and employment issues are offered on a regular basis and free VITA Tax Advising for international students and scholars is offered each spring semester.

Upon arrival on campus, all new international students and scholars must report to IC for passport check-in. A mandatory online immigration information session is also required for all international students.

Please visit the International Center for Students and Scholars website at www.bridgeport.edu/iss 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.

NEWSPAPER

Since 1929, The *Scribe*, UB's undergraduate student newspaper, has provided campus and community news, features, and editorials regarding UB students. The *Scribe* is available at the Campus Information Center (Student Center) and in the lobbies of all academic and residential buildings. The newspaper is published 3-4 times a semester during the school year. The *Scribe* office is located in the Student Center, Rm. 211. Contact the editor at scribe@bridgeport.edu for further information.

OFF CAMPUS RESOURCES

Please refer to our Visitors Guide available on-line at <http://www.bridgeport.edu/docs/About/visiting/VisitorsGuide.pdf>

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 with saunas, and a co-ed steam room located on the pool deck. The Recreation Center offers a variety of recreational programming consisting of six 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

The University of Bridgeport also offers a variety of seasonal intramural sports:

Fall Sports

- Flag Football
- Co-ed Soccer
- Cricket
- Co-ed Volleyball

Winter Sports

- Co-ed Volleyball
- 5 on 5 Basketball
- Cricket
- Racquetball
- 3 on 3 Basketball
- Wiffleball

REGISTRAR

Located in the Library on the Garden Level, the Registrar's Office staff handles requests for registrations, transcripts, processing of FERPA release forms, changes in enrollment, domestic student enrollment verifications and change of address, diplomas, and maintenance of undergraduate student academic files. The office works with academic advisors to support students in their pursuit of higher educational objectives. To support this activity students wishing to register must have an advisor signed registration form. Students looking for blank forms can download them from the UB Portal forms library. The office can be reached by phone at (203) 576-4634 or via e-mail registrar@bridgeport.edu. The Registrar's 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 to voluntarily contact 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 <http://www.bridgeport.edu/life/residence-life/important-policies/> for additional information regarding housing and specific resident guides.

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

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 4:30 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.

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, 2017, and February 15, 2018 for new students entering Spring semester.** Students in the School for Professional Studies, part-time students (enrolled in 7-11 credits) and 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.

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 in 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 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 (students, faculty, or staff).

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. of Business and Finance, or designee (Human Resources)

- Director of Security
- Director of Human Resources
- Director of Media Relations
- Director of Residential Life
- Director of 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 Media Relations 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 Department of University Housing 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 and Campus Activities:

The Director of Athletics and Campus Activities, 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 9:00am – 12:00pm and 12:30pm - 3:30pm. 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 your library card, your meal plan (if you purchase one), and, for some, it is a proximity card to access the residence hall in which you reside. 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.

TUTORING AND LEARNING CENTER (TLC)

The TLC, comprised of what was formerly known as the **Academic Resource Center** and the **Graduate and Research Resource Center**, is located in Wahlstrom Library on the 5th floor, Suite 506. Regular hours are 9am to 6pm Monday through Thursday, 9am to 1pm on Fridays, and 9:00 am to 1.00 pm on Saturdays. 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.

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.etutoring.org/ Northeast eTutoring Consortium/ University of Bridgeport](http://www.etutoring.org/Northeast_eTutoring_Consortium/University_of_Bridgeport).

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. The telephone number is (203) 576-4290.

UB Print & Mail Center (UB PMC)

225 Myrtle Ave • Bridgeport, CT 06604 • (203) 576.4012 • Mandeville Annex

Monday – Friday 9:00 am – 5:00 pm (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.
- 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 15 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, Residential Life and Community Standards 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	10am and 3:30pm	UPS	10am and 3:30pm
FedEx	9:15am (but dependent on delivery volume)	DHL	10am

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 Veteran's 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

At the corner of Park & Linden, the 1st through 4th floors of the Wahlstrom Library building are open seven days a week, often until 1 AM. Team collaboration rooms and Skype rooms can be reserved at the Information Desk on the 1st floor or online from the library web page. Photocopying and scanning are available on the 1st floor and printing can be done from any of our 80 library computers. 20 loaner laptops are also available for student use. For students who need a quiet space to study and learn, the 4th floor is a dedicated QUIET floor for individual study. 150,000 books are available on the 3rd floor and more than 100,000 ebooks are available online. More than 90 major research databases, offering millions of online articles, are available from the OneSearch Digital Library and can be accessed from on campus or off with your University UBNet I.D. Librarians are available for one on one consultations or can provide instruction in the

classroom. Call (203)576-4747 or email reference@bridgeport.edu to learn more about our services.

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 – 9:00 a.m. – 4:00 p.m., with the first appointment at 9:00 a.m. and the last at 4:00 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 generally be imposed:

- First Violation:** An "F" on 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:** Dismissal from the University for not 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.

For more information about the University's plagiarism screening platforms, please contact Kris Bickell (ext. 4851).

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.

BEHAVIORAL INTERVENTION TEAM

The University of Bridgeport Behavioral Intervention Team (BIT) is a group of campus professionals appointed by the President. The BIT 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 BIT 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 BIT 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 Behavioral Intervention Team via email to deanofstudents@bridgeport.edu or by submitting an electronic student of concern form available at Bridgeport.edu/resident.life.

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) 576-4743 or email mediaservices@bridgeport.edu

IT support

In order to participate in University network services, it is necessary to have an UBNet ID. This can be applied for at the following URL: <http://www.bridgeport.edu/ubnet>.

The TAP is a Technical Assistant Provider where students work for Media Services providing student and classroom technology support. T.A.P.S. are trained in University supported operating systems, browsers, as well as tasks and operations specific to their location on the university campus. T.A.P.S. will walk you through online/print instructions for IT related questions, troubleshoot hardware issues in University-owned computer and classroom technology, deliver and retrieve classroom technology and assist with operations specific to their location (i.e. printing/photocopying). T.A.P.S. can be found on the 1st floor of Wahlstrom Library Print/Copy Center.

General Computer areas are available in Mandeville Hall room 301, Wahlstrom Library and the Engineering and Technology Building, room 111. 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. Please check the Portal (myub.bridgeport.edu) on the Information Technology page for more information about wireless services on campus.

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

- Call x 4606 (on campus) or 1-855-333-UBIT(8248) (off campus, toll-free)
- Have your student ID number ready
- Record the number of your help ticket and the technician's name in case a follow-up call is needed
- The IT Service Desk can be called 24/7

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 normal full-time undergraduate course load is between 12 and 18 credit hours per semester. Undergraduates 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.”

EDUCATION ABROAD

Students wishing to study, complete an internship or volunteer abroad during the summer, fall or spring semester, or academic year will need to contact the Education Abroad Coordinator at (203) 576-2450 or the College of Public and International Affairs at (203) 576-4966 if they wish to receive credit for their experience. Students will be required to complete an “off-campus study permission packet” and obtain the approval from the Program Director and School or College Dean and the Office of International Programs unless the program is sponsored by the University.

GRADUATION REGULATIONS AND PROCEDURES

Graduation applications must be presented to your academic advisor in time to be filed with the dean of your school or college by the application deadline. Students should consult with their academic advisor a semester before 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 last 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 FEB 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 holds one main graduation ceremony in May of each year, and Health Sciences holds two ceremonies a year. 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 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

Campus Activities, 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:

Fall

- Men's Soccer
- Men's Cross Country
- Women's Soccer
- Women's Volleyball
- Women's Cross Country

Winter

- Women's Gymnastics
- Men's Basketball
- Women's Basketball
- Men's Swimming
- Women's Swimming

Spring

- Men's Baseball
- Women's Lacrosse
- Women's Softball

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. Harbor Yard Baseball Stadium, located a few blocks from campus is home to the University's baseball program and the softball team plays at its new home field in Seaside Park.

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.

Wheeler Recreation Center

The Wheeler Recreation Center (WRC) provides a wide variety of recreation activities and facilities for UB students with a current student ID. Facilities include a 25-meter swimming pool, a multi-purpose field house, weight room, a Cardio-Theater with treadmills, ergo meters, and stair steppers, racquetball court, martial arts center and a coed steam room. Membership/use of the WRC for all full-time graduate and undergraduate students is included in tuition fees for the academic year. UB faculty & staff, their families and others from the UB community may purchase a Recreation Membership for use of the WRC facilities. WRC hours of operation during

the academic year are Monday – Friday, 7:00 am – 11:00pm and Saturday and Sunday from 12:00pm – 5:00pm.

CAMPUS ACTIVITIES & CIVIC ENGAGEMENT

At the University of Bridgeport, opportunities are available for personal growth, relaxation, leadership development, and recreation. Campus activities 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.

Alcohol at Events Procedure

The University only permits events where a third-party vendor is responsible for the serving of alcohol. UNDER CONNECTICUT LAW THE USE OF ALCOHOL BY A MINOR ON PRIVATE PROPERTY IS ILLEGAL AND THE OWNER AND/OR OPERATOR OF THE LOCATION MAY BE HELD CRIMINALLY RESPONSIBLE FOR THE CONSEQUENCES. The University is private property and minors are not permitted to use alcohol. Please see “Policy on Alcohol Use at the University of Bridgeport” in Chapter Six for additional information.

Failure to comply with the above procedure may result in the event being cancelled and/or loss of future programming privileges. For further information, see Connecticut General Statutes Sections 30-76a, 30-86, 30-87, 30-88a, 30-89, 30-100, 30-102, 30-113, and City of Bridgeport local ordinances.

Procedures for an Event

Meeting and other rooms may be reserved a specific event or regular meetings by students, faculty, staff, or outside groups during the academic year by contacting the Office of Special Events at (203)576-4530 or specialevents@bridgeport.edu at least **two weeks prior to the event**. Room capacity is determined by the Bridgeport Fire Department and must be kept in mind when an organization plans its function.

The following is a sampling of rooms that are available for events that are located in the Student Center:

- Student Center Social Room: The Social Room is a large multi-purpose room
- Private Dining Room: Meetings would be appropriate to be held in this room
- Knight's End Café: A large lounge style room
- Student Center Great Room: Small concerts and coffeehouse nights are often here
- Student Center 213/215 & 207/209: For meetings or small events
- Poolroom: A perfect place for a tournament

To insure proper planning and preparation, student organizations are responsible for reviewing all University-wide social events with the Director of Campus Activities and Civic Engagement at least two weeks in advance of the event. Groups wishing to reserve any room in the Student Center or in any other on-campus building must first meet with the Director of Special Events. In general, when using any on-campus room for an event, the following must be observed:

- Only authorized persons may be admitted to the event. IDs must be checked by event hosts.
- Campus Security will determine security requirements.
- The organization's advisor must be present for social events.
- Band members and entertainers must be dressed in good taste.
- Attendance may not exceed the determined room capacity.

- The rooms and adjacent lobby areas are to be left as neat and clean as possible.
- No tape may be used on walls.
- Secure the return of all borrowed equipment.
- University owned equipment may only be used on University property.
- All advertisements of the event must meet University guidelines.

Other important plans to review are:

- Proper control of doors, tickets, money collection, and bracelet distribution must be in place.
- Contracts may only be signed by the University's CFO and only after approval by the Director of Campus Activities.
- Compliance with any specific building use policies that affect a given area.
- If security is required at an event, the Student Government Association and/or the Student Programming Board must pre-approve security expenditures prior to a student organization moving forward with the event.

REGISTRATION FOR EVENTS

Student organizations are required to register all events with the Office for Special Events at (203) 576-4530, or speialevents@bridgeport.edu, and with the Director of Campus Activities at (203) 576-4487, or campusactivities@bridgeport.edu, at least two weeks prior to the event.

Admission to Events

The sponsoring group is responsible for regulating admissions to its event. A member of the sponsoring group must be at the entrance at all times during the event.

Admission shall be through one entrance only.

When admission is not by ticket, a numerical counter or wristbands shall be used to count admissions.

When the event is a concert, the sponsoring group shall make every effort to insure that all seats have been filled. Under no circumstances will sitting on the floor or the blocking of aisles be allowed.

Advisors

One faculty/staff member must be designated as advisor for events that are social in nature (i.e. party, dance). The advisor's signature, stating that he or she will be present during the entire time of the event, is required in order to complete the event registration form.

Conduct and Closing

The student in charge and his or her organization are responsible for the general conduct at the event as well as closing the event at the scheduled closing time. If food or beverages are brought back to the residence halls after the event, the student(s) in charge of the organization will be held personally responsible for any damage or vandalism caused by such food or beverages.

Exceptions

There are no exceptions to the registration procedures.

Expectations and Standards for Off-Campus Functions

Organizations that are recognized by UB and host any off-campus UB endorsed event(s) are expected to regard themselves as representatives of the campus community and accept responsibility for behavior that will reflect well upon the campus community. Failure to do so may result in removal of recognition by the University as an approved campus organization. The organization's advisor must approve and be aware of all the planning stages for endorsed off-campus events, and must be present at the event. The Code of Community Standards shall apply

to conduct that occurs on University premises, at University-sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives; therefore, students participating in University-sponsored activities, even if they are off campus, must still abide by the Code.

At off-campus functions that are not endorsed by the University, students must be cognizant of the fact that their behavior reflects upon the entire University community. Therefore, students are expected to exercise maturity and responsibility at all events, whether on campus or off campus. Failure to do so may result in expulsion of the group's members or suspension for recognition of the organization.

In a case where the University does not endorse an event, the following is advised:

The person entering an agreement with representatives of the organization for the use of his or her premises must be informed that the University is not a signatory to any agreements.

Organizations may not use the name of the University in any advertising, promotions, publications, etc., whether advertising is on or off campus.

Organizations are encouraged to purchase insurance.

Forms

Event registration forms are to be obtained from the Special Events Office or the Campus Activities Office and returned to the Special Events Office at least two weeks prior to the event.

Responsibilities of the Security Officers

It will be the responsibility of the assigned security officers to maintain safety and order during the event. If the host or advisor experiences a problem, they should notify a Security Officer for help during the event. In the event of difficulty with behavior and/or safety, the Security Officers will take their orders from the Executive Director of Campus Security or his/her designee. Security officers are responsible for the use of safety equipment and any other facilities for the maintenance of security (e.g. light switches, exits, phones, etc.). Under no circumstances are security officers to be responsible for collecting tickets, counting admissions, handling money, or carrying out details that are the sponsoring group's responsibility. Campus Security is responsible for escort service for the safe deposit of receipts.

Security Officers will:

- Remain stationed at the entrance until students have stopped admitting guests.
- Make periodic checks of the rest rooms and other rooms.
- Make periodic rounds of the building to make sure it is secured.
- Remain at the event until all students have left and the facility is cleaned and locked up.
- Refrain from socializing with students during the event.
- Refuse alcohol to any individual who is knowingly intoxicated.
- Secure safe transportation for students who have been ejected from the event due to intoxication.

Security at Events

The Office for Special Events, upon receiving the completed Special Events Registration form, will notify Campus Security of the function to be held. Security will be assigned depending on the nature and location of the function. Security reserves the right to decrease or increase the number of security personnel at its discretion. The organization/individual sponsoring the function is responsible for payment for the assigned security protection. Billing will be processed through the Accounts Payable Department. Officers are not to be paid directly. In case of an emergency or disturbance, Campus Security/Police Officers on duty will assume control and close the event, if necessary. Fire laws may require Fire Marshall(s) to be present at events. All clubs and organizations must confirm with the Director for Special Events whether or not a fire marshal is

needed for the event and to plan for that additional expense accordingly. In the event of cancellation of an event, all Campus Security, Bridgeport Fire Department, and Bridgeport Police Department personnel must be paid for four hours if a 48-hours cancellation notice has not been given to Special Events.

Ticket Sales

The number of tickets to be sold for an event may not be greater than the capacity of the space in which the event will be held. Any complimentary tickets will be taken from the total number of tickets to be sold. Under no circumstances will the total of complimentary tickets and actual sales exceed the capacity of the space to be used for the event. Monies collected at any event are to be given to the advisor, who in turn, will give it to a Campus Security Officer. The Security Officer will take all monies to the Security office for safe keeping. The officer will only transport money to the Security Office in a sealed envelope or money bag.

STUDENT ORGANIZATIONS

All clubs and organizations must register with the Director of Campus Activities. 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 Director of Campus Activities in the Student Center, room 231. **Students are not authorized to enter into contracts with any vendors; all commitments must be made through the Director of Campus Activities.**

2017/2018 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 Director of Campus Activities, 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 Director of Campus Activities 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 Director of Campus Activities, 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 Director of Campus Activities.

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 Campus Activities Office.
- Have an approved constitution on file with the Campus Activities Office at the time of the request.
- Follow the procedures for requesting funds from the Student Government Association CFO.

Office Space

All clubs desiring office space in the Student Center should make the request to the Director for Campus Activities. 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 Director of Campus Activities and Civic Engagement may ask the club to vacate the office space if all requirements are not meant. See the Office of Campus Activities 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 <http://www.bridgeport.edu/life/campusactivities/clubsandorganizations/studentgovernment.aspx>. 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.

STUDENT-SPONSORED EVENT POLICY

I. Definition

There are two categories of Student Sponsored Events: Parties and Non-Party Events. Parties are social gatherings where the primary focus is dancing by attendees for entertainment purposes and expected attendance is more than 50 persons. Parties are typically held in University spaces designated for planned gatherings. For functions to be held in residential lounges, please refer to the Residential Life guidelines in the Key to UB.

All other Student Sponsored Events are Non-Party Events. Examples include talent and fashion shows, fine arts performances, lectures and debates, hypnotism/comedy shows, events which directly support the academic mission of the University, and events which primarily are cultural, intellectual or education in nature.

All aspects of University Student Sponsored Events, including advertising, should reflect the intent of this policy.

II. Off-Campus Advertising for Student Sponsored Parties

Off-campus advertising is limited to advertising at the following area colleges/universities: Fairfield University, Housatonic Community College, and Sacred Heart University. Approval to advertise at other colleges and universities must be obtained from the Director of Campus Activities at least two weeks in advance. Approval and guidelines for posting fliers must be obtained and adhered to at each school.

No other off-campus advertising of student sponsored social events is permitted. Exceptions to this rule must be requested from the Office of Campus Activities Room 231, Student Center.

III. Admission to Student Sponsored Parties

UB Students: UB Students must present a valid UB ID to obtain entrance to an event. UB students may escort no more than two guests to an event.

Students from Area Universities: Students from area universities, (Fairfield, Housatonic and Sacred Heart) must present a valid student ID from their school. All ID's will be scanned at the door. For dance parties, all outside guests must be registered in advance and present their government id.

Guests: Only college students with valid ID are permitted admittance to UB dance events. If the guest's college does not have a college ID he or she must present a current official college schedule and a valid state ID or passport. A guest list must be provided to security 48 hours prior to the event.

IV. Entrance Requirements for Student Sponsored Parties

- Entrance will be prohibited to persons appearing to be intoxicated or under the influence of alcohol or drugs.
- Backpacks, bags, weapons (or weapon facsimiles), beverage containers, recording devices, canes, laser pointers, and sticks (or other hand-carried implements), will not be allowed into the event, but if applicable, may be checked at the coat check. If discovered inside, event participant must surrender items in question or leave event.
- Wristbands must be provided to, and worn by, all attendees. Two different colored wristbands will be provided, one color for guests and one for UB students. Wristbands will be provided free of charge by the Office of Campus Activities.
- All attendees will be wanded upon entrance to the dance; attendees will be wanded upon reentry as well. (See "Wanding Policy").
- The percentage of UB students to outside guests must not be less than 70% UB students.
- These numbers will be controlled through the appropriate number of wristbands provided by the Office of Campus Activities. Limits on total number of attendees will be per the occupancy requirements for the requested room. Information regarding occupancy requirements can be obtained from the Special Events Office room 229, Student Center.
- The University is not responsible for any items that are lost, stolen, or damaged.

V. Available Days and Times for Parties

Parties, as defined in section I, may only occur on Friday or Saturday nights. Parties may only be scheduled for a four-hour time period. Doors close for all admittance to parties at 12:30 am. All dances will end no later than 2:00 am. There may not be more than two parties per semester.

VI. Other Guidelines

Student organizations are expected to adhere to the procedures for holding an event as outlined in Chapter Three of the Key to UB. This Student-Sponsored Event Policy supersedes any other University of Bridgeport guest and attendance policies.

VII. Conditions for Use

The University of Bridgeport reserves the right and responsibility to control access to, and use of, its property. It is expected that all parties involved will give thoughtful attention to proper event planning and agree to take all necessary steps before, during, and after an activity to ensure the event's success. Failure to comply with the provisions as outlined in this policy may result in a range of penalties for sponsoring organizations. Penalties may include official reprimand, financial repayment of charges, and suspended use of specific University facilities.

WANDING POLICY

All persons seeking to enter any University-affiliated party must be free of weapons and other prohibited items (as defined in this handbook) before they are admitted to the party. For the protection of its students and their guests, the University of Bridgeport requires that its security officers screen with a hand wand metal detector ("wanding") every person entering certain parties sponsored by a student organization affiliated with UB. "Parties" are Student Sponsored Events where the primary focus is dancing by attendees for entertainment purposes and expected attendance is more than fifty (50) persons. Wanding shall be performed at parties. All other Student Sponsored Events are considered Non-Party Events such as, but not limited to, cultural functions, fashion shows and talent shows. The Dean of Students has the discretion, in his or her absolute discretion, to impose wanding at Non-Party Events.

City of Bridgeport police officers may be present at University-sponsored parties. Any prohibited item (as defined in this handbook) or other unlawful or dangerous item is subject to confiscation, and possession of that item may be reported to a police officer on duty at the party. If any such item is present, the police officer may arrest any person believed to have violated any Federal or State law.

Students found to be in possession of guns or other weapons will be referred to the Dean of Students or his or her designee and will be subject to discipline, including, but not limited to, expulsion from UB. At the discretion of the Dean, the faculty/student advisor of the sponsoring organization, a student or guest who has brought a weapon or other prohibited item to the event may be excluded from the party and UB property. If the student or guest is not arrested and not excluded from UB property, the student or guest must leave the location of the social event.

Notice

Every UB-sponsored party at which wanding will be used must have two or more large signs prominently displayed outside the entrance to the party, stating:

FOR THE PROTECTION OF THE STUDENTS OF THE UNIVERSITY OF BRIDGEPORT AND THEIR GUESTS, ALL PERSONS ENTERING THIS BUILDING WILL BE SCREENED BY UNIVERSITY SECURITY OFFICERS FOR WEAPONS, METAL OBJECTS OR ANY OTHER ITEM THAT IS DEEMED TO CONSTITUTE A POSSIBLE WEAPON. IF YOU DO NOT CONSENT TO BE SCREENED, YOU WILL BE DENIED ENTRANCE.

ANY STUDENTS OR GUESTS FOUND TO BE IN POSSESSION OF ANY PROHIBITED ITEMS WILL BE SUBJECT TO ARREST AND DISCIPLINE. STUDENTS OF THE UNIVERSITY MAY BE EXPELLED IF THEY ARE FOUND TO BE IN POSSESSION OF WEAPONS OR OTHER PROHIBITED ITEMS, SUCH AS:

- NEEDLES
- EXPLOSIVE DEVICES
- SWITCHBLADES
- SYRINGES
- KNIVES OF ANY LENGTH
- CUTTING INSTRUMENTS OF ANY KIND
- ICE PICKS
- STRAIGHT RAZORS
- BULLETS

**If there are tickets to a party, the tickets should include a similar warning.*

Hand Wanding Procedure

All students and their guests arriving at parties where wanding will be used will be screened using a hand wand metal detector before they are permitted to enter the party, to ensure that no weapons or other dangerous items are brought into the party. Anyone who declines to be wanded will not be admitted to the party.

Only UB Security Officers may perform the hand wand screening. Security Officers are expected to remain professional and courteous during the hand wanding process. Any UB student, faculty or staff member may request a copy of the complete “Hand Wanding Procedure” by submitting a written request to the Executive Director of Campus Security.

Prohibited Items

- Weapons of any type, including items which may appear to be a weapon
- Firearms
- Knives of any length. Cutting instruments of any kind including leathermans, carpet knives, box cutters and other folding or retractable blades, regardless of blade length or composition, even those less than four inches, whether metallic or non-metallic.
- Switchblades
- Bullets
- Ice picks
- Straight razors
- Elongated scissors
- Needles and syringes unless proved by possession of medication that has a professionally printed label identifying the medication, or manufacturer’s name or pharmaceutical label.
- Explosive devices, including anything shaped like a cylinder or any object with wires coming from it, should be questioned.

City of Bridgeport police officers may be consulted. Any prohibited items must be turned over to the police immediately for inspection and possible arrest. In addition, if any University of Bridgeport student is found to be in possession of a gun, other weapon, or item with the appearance of a weapon, the security officer must report his or her name to the Dean of Students, his or her designee, and the Faculty/Student advisor. If the student or guest is neither subject to arrest nor to report to the University, the student or guest will still be asked to leave the premises of the social event.

Chapter Four Residential Life

Welcome to Residential Life at the University of Bridgeport!

OUR MISSION STATEMENT AND GOAL

Living on campus is an important part of the overall experience and development of students at the university. Our residence halls are not just places for students to sleep, but are communities where students are **ENGAGED** as active members of the campus, **EDUCATED** on topics which contribute to their success and **EMPOWERED** with the critical thinking skills that will help in their transformation into responsible and active members of a global community.

In keeping with our mission, we encourage student responsibility through the student conduct process. Our knowledgeable staff is committed to promoting academic excellence and personal growth through innovative programming. We strive to be progressive with our facilities and technological advancements. We support our students by developing an atmosphere built on service and compassion; where they can walk away with an enriched experience connected with other University of Bridgeport students, faculty and staff in life-long relationships.

YOUR RIGHTS AND RESPONSIBILITIES

Your rights, those ideas you are entitled to as a member of the residence hall community, are only possible based on how you, and your fellow students, fulfill the responsibilities placed upon you as a member of the residence hall community.

- You have the **RIGHT** to a living environment that is as reasonably safe and secure as possible. Therefore, you have the **RESPONSIBILITY** to abide by the guest visitation policy at all times, to keep your room as secure as possible by always locking your door, to keep the residence hall secure by never letting unknown individuals into the hall and to follow directives by Campus Security and Residential Life staff.
- You have the **RIGHT** to sleep, study and live in a relatively peaceful space with the appropriate level of quietness. Therefore, you have the **RESPONSIBILITY** to observe the Quiet and Courtesy Hours Policy, to act in a manner which is not disrespectful to others and to be aware of how your actions impact your roommate and others in the hall.
- You have the **RIGHT** to privacy within your room, to freely use the appropriate amount of space given to you in your room and to be free from unwanted guests within your room. Therefore, you have the **RESPONSIBILITY** to speak with your roommate about your personal preferences regarding sleep, studying and guests in the room and to work respectfully with your roommate regarding these preferences.
- 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. Therefore, you have the **RESPONSIBILITY** to become actively engaged as a member of your living community, to inform Residential Life staff of ideas regarding programs/events and to promote university events among your peers.

- You have the **RIGHT** to speak with other students about how his/her behavior may be impacting you within the residence hall. Therefore, you have the **RESPONSIBILITY** to speak with other students in a respectful manner and to be aware of how your actions and behaviors may be impacting them.
- 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. Therefore, 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 student of the university.
- You have the **RIGHT** to be assisted by University Staff and Administration, including staff members of the Office of Housing, Residential Life and Community Standards. Therefore, you have the **RESPONSIBILITY** to notify staff, in a timely manner, of your concerns, to cooperate with them as they respond to your issue and to realize that staff may not always be able to fully resolve concerns right away.
- You have the **RIGHT** to be treated fairly and respectfully by university staff. Therefore, you have the **RESPONSIBILITY** to comply with reasonable instructions by University and Residential Life staff and to provide University personnel with access to your room in the normal process of staff working to carry out their duties.

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 houses roughly 200 students in traditional two-person rooms, as well as a select number of single occupancy rooms. Barnum Hall is the home to the Compass Living Program designed, in partnership with the Center for Career Development and the Office of Alumni Relations, to provide career minded students with extra support and opportunities for their academic and personal growth. The main floor offers residents a recreation room, laundry room, community kitchen, and television lounge.

Bodine Hall

80 University Ave, Bridgeport, CT 06604

Bodine Hall, located near Knight's Field, is the campus's largest residential building, housing around 400 students in double or triple occupancy rooms. Located in the basement is a recreation room providing residents with a big screen television, table tennis, pool table and community kitchen area. Bodine Hall is home to the First Year Achievement Program which provides student mentors, a computer resource room for students in the program and specialized programming opportunities promoting academic and student success.

Chaffee Hall

411 University Ave, Bridgeport, CT 06604

Chaffee Hall offers a traditional coeducational living style to 140 students who have over 60 credits 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 and/or those taking graduate courses. Renovated in 2012, Chaffee Hall provides residents with the comfort of air conditioning within all residential rooms. Chaffee Hall is home to the new LEAD Emerging Leaders Living Community.

Cooper Hall

400 Linden Ave, Bridgeport, CT 06604

Cooper Hall is a traditional coeducational residence hall housing roughly 100 students on three floors. The first floor of Cooper Hall is used by the ELI program as classroom space. 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. Renovated in 2013, 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 200 students. Seeley Hall is also home to the UB the Change– Community Service Living Community, which gives students a chance to give back to the community. Seeley Hall is conveniently located near the Marina Dining Hall and houses the Office of Housing, Residential Life and Community Standards. The main floor of Seeley offers students a television lounge and recreation room area, as well as a laundry room and community kitchen.

University Hall

40 Rennell St, Bridgeport, CT 06604

The University of Bridgeport is excited for our newest residence hall – **UNIVERSITY HALL** – which opened in the fall 2016 semester! Designed to embrace the context of the local architecture, stylized by the many private homes on campus, which were part of a beautiful seaside community built during the industrial era of late 19th and early 20th centuries, the new residence hall is suggestive of a resort hotel, similar to those of Bar Harbor Maine. This modern, sustainably designed, 60,000 sq. ft. four story facility houses 220 students, with 30+ credits, in a variety of residence configurations including suites and traditional bedrooms along with many social amenity rooms and support services.

Health Sciences Living Community

Located at the corner of Waldemere Avenue and Myrtle Avenue

The Health Sciences Living Community (HSLC) provides twenty (20) students enrolled in the graduate Health Sciences programs the comforts of home with all the benefits of living on campus— at a low cost. Located across the street from Hubbell Gymnasium, the HSLC is only a few moments from academic buildings and includes an amazing view of Seaside Park and Long Island Sound. Students enrolled full-time in the Physician Assistant program, Chiropractic Program, Acupuncture Program or Naturopathic Medicine Program are eligible to live in the house.

OUR SPECIAL INTEREST LIVING COMMUNITIES

"Special Interest" (e.g., "Academic Excellence") room assignments/residence halls are voluntary. However, during times of overcrowding, students may be assigned to these areas. Students

assigned to a special interest area will be referred to their RD if they violate the theme of the special interest living environment. Once established, the students in these areas meet to develop group activities and rules consistent with the theme of the special interest house/floor/area. Residents who violate the theme of this special interest will be removed from that environment and moved to another living situation immediately or be removed from the residence halls entirely, depending on the violation.

Current “Special Interest Living Communities” include:

Academic Excellence—24hr. Quiet Hours Living Community

Located in Cooper Hall

The Academic Excellence—24 Hour Quiet Hours Living Community is designed for students wishing to focus significantly on their academic pursuits. As the smallest residence hall, Cooper Hall provides a quiet setting as students agree to 24 hour Quiet Hours throughout the length of the semester.

First Year Achievement Program (FYA)

Located in Bodine Hall

The FYA Program is designed to provide first year students with a comprehensive support system for academic success, the FYA program offers academically focused programming, personal academic support resources from our staff, referrals for studying/student support services and much more. It is **HIGHLY** recommended that first year students enroll in the First Year Achievement Program and gain a strong start to their academic pursuits at the University of Bridgeport by actively taking part in the program.

Compass: Explore, Engage, Connect

Located in Barnum Hall

This community is a collaborative agreement between the Center for Career Development, the Office of Alumni Relations, and the Office of Housing, Residential Life and Community Standards. Members of Compass attend special academic support and career-oriented programs, and learn how to network with alumni and with members of the local Fairfield County business community as an integral part of their academic, professional and personal development.

L.E.A.D.: Emerging Leaders Living Community

Located in Chaffee Hall

The L.E.A.D. Living Community will give students the opportunity to gain insight on their personal strengths and skills, leading to the development of effective leadership skills and increased self-awareness. By participating in the program, students will learn and develop leadership competencies through specialized programming and leadership involvement opportunities. Participation in the L.E.A.D. program will help students become well rounded leaders both on campus, and in the community.

UB the Change Living Community

Located in Seeley Hall

The UB the Change: Community Service Living Community is designed for students with an interest in community service, civic engagement and social justice and provides students with a variety of options to support the UB and local community. Students participate in community service events, as well as a larger community service activity supporting the UB

and local community on a monthly basis. Students on work-study may apply their community service time towards their work-study credit.

Upperclassman Living Community

Located in University Hall

The Upperclassman Living Community offers a variety of housing options for students with more than 30 credits, including traditional double rooms and a select number of suites. Students with more than 30 credits may elect to live in traditional style double rooms. Students with more than 90 credits may also request to live in single-suites. The Upperclassman Living Community provides graduate students year-round housing in a comfortable and education-focused living environment. Students living in University Hall must have a minimum of 30 credits or be a graduate student.

OUR STAFF

The Office of Housing, Residential Life and Community Standards employs more than 125 student and professional staff with one goal in mind – to provide on-campus students with a safe, secure living environment that promotes connection to the university.

The Executive Director of Housing, Residential Life and Community Standards (EDRL), with the assistance of the Director of Housing and Residential Life (DRL), are responsible for overseeing the entire residential living community structure. S/he coordinates a diverse staff of Resident Directors (RD), Graduate Assistants (GA), Graduate Interns (GI), Resident Assistants (RA), Office Assistants (OAs), and Guest Relations Associates (GRA) to ensure that resident and hall community issues are addressed in a timely and effective manner.

A residence hall community is managed by a full-time, live-in professional Resident Director whose job it is to integrate intellectual and residential approaches to residence hall community management. The RD oversees a staff consisting of Resident Assistants (RA), whose job it is to assist in building a residential community conducive to student success both within and outside the classroom and helping students with whatever concerns they may have in the residence hall. All Residential Life staff members are resource agents for resident development, not caretakers of residents' personal wishes, and employ a collaborative approach with residents to help students overcome challenges.

Staff includes:

Executive Director of Housing, Residential Life and Community Standards (EDRL)—The EDRL provides overall supervision and direction of the department, including budgeting, facilities management and the housing assignment process, as well as, serving as the Conduct Officer for the university.

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, spearheads department-wide programming efforts and assists in student conduct matters.

Resident Directors (RD)—The RDs are professional staff members which assist residents with personal and academic concerns, supervise the student staff, promote intentionally designed programs and the overall management of the residence hall in pursuit of the mission of the department.

Graduate Assistants (GA)/Graduate Interns (GI) – The GA/GI are graduate level staff members, traditionally enrolled in the College Student Personnel program, which assist with the overall operations and programming efforts of the department.

STUDENT LEADERSHIP POSITIONS IN RESIDENTIAL LIFE

There are more than 125 student and professional staff throughout our seven (7) residence halls working with one goal in mind - to provide our students with a safe, secure and enjoyable living environment during their time at the university. Through these leadership positions within the department, students gain valuable professional experience, grow as individuals as part of a diverse community and make personal/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 and include:

Resident Assistant (RA) - The RAs are undergraduate/ graduate paraprofessional staff members which work to create community on their floor and in the residence hall by encouraging students to become engaged in campus programs, serving as a resource for student questions, referring students to campus services and addressing inappropriate behavior within the community.

Office Assistants (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.

Guest Relations Associates (GRA) - The GRAs are undergraduate/graduate paraprofessional staff that serve as greeters for families/guests in the residence halls, coordinate the guest visitation policy within the residence halls and serve as a contact for guest and student concerns.

ACCOMMODATIONS AND ROOM ASSIGNMENTS

While the Office of Housing, Residential Life and Community Standards makes every effort to assign students into requested residence halls and match roommates by preferences stated in their housing contract we do not guarantee all requests will be possible. Since the University celebrates diversity, the Office of Housing, Residential Life and Community Standards does not make any room assignment based on race, creed, religion, national origin, 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, coffee makers, radios, stereos, computers, TVs and lamps (**Halogen and touchier type floor lamps are strictly prohibited**). Because they are safety hazards, students are not permitted the use of broilers, toasters, hot plates, candles, halogen lamps, touchier floor lamps, deep fryers or other items specified by residence life staff. Use of such items will be 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, outside units are prohibited. For additional items not allowed within the residence halls please see **Prohibited Items** in chapter five.

BREAK HOUSING

Housing is available during the winter, spring break and summer periods for students living in the residence halls. Note: There is an additional charge for winter and summer housing. For more information about Break Housing contact the Office of Housing, Residential Life and Community Standards.

BICYCLES/MOTORCYCLES/MOPEDS/HOVERBOARDS

Bicycles/Motorcycles/Mopeds/Hoverboards are not permitted within any residence hall and must be stored outside of the building. Furthermore, hoverboards are expressly prohibited on campus and any University property.

CABLE SERVICE

We are pleased to offer basic cable automatically in each residence hall room—just plug in enjoy over 60 channels including local broadcasts, HGTV, Food Network, the YES Network, USA Network, MTV, BET and more. For a full listing of channels provided in the residence halls check out the Cable Channel Listing in your room when you arrive to campus, **but don't forget your cable cord!**

CANDLES AND INCENSE

Due to fire safety concerns, candles and incense are not allowed within the residence halls.

CHECK-IN/CHECK-OUT PROCEDURES

Returning residents must present proof of registration, clearance from the Bursar/Student Financial Services, proof of immunization, and 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 EDRL or DRL 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).

- No one is admitted prior to that time without permission from the EDRL or DRL. For information on requesting an early arrival, and the associated charges, please contact the Office of Housing, Residential Life and Community Standards.
- 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.

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 check-out form will be completed by Residential Life staff and compared to the check-in form.

- Any damages 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).
- 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.
- Students residing in Bodine Hall (floor 6-8) must pay a \$200 Housing Application Processing Fee and a \$125 Maintenance Fee at the time of assignment. Upon permanently leaving the hall, the \$200 Housing Application Processing Fee will be credited onto the account of the student with the university, pending there are no damages in the room. This credit will be applied to the total balance owed to the University by the student at the time of the credit being applied to their account.

COMMUNITY SPACES

Each residence hall includes community spaces which residents are encouraged to utilize and care for throughout the semester. Community spaces with shared access to everyone in the hall include:

- Community Kitchens—stovetops located conveniently throughout the hall allow students the ability to do light cooking.
- Community Lounges—With 46" flat-screen TVs, the community lounges are the main space for students to come together and enjoy themselves in the hall.
- Recreation Rooms—Offering pool tables, ping pong or foosball tables, these are great places in the halls 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 throughout the semester.

COMMUNITY STANDARDS

Residence Halls are vibrant communities filled with students from throughout the nation and the world. As such, there may be times when students meet someone who comes from a different cultural or socio-economic background. It is expected that all students will act in a respectful manner to each other and to everyone else they will meet during their time at the university. Furthermore, it is expected that all students will abide by the rules of the University and Residential Life to help ensure that the residence hall community remains a safe, secure and enjoyable environment for all those who live on campus.

CONNECT-ED EMERGENCY NOTIFICATION SYSTEM

The Emergency Notification System allows campus leaders and security professionals to send time-sensitive notifications to thousands of recipients in minutes. It is a means to provide emergency information and reassurance to students, faculty, staff, and parents via phone, text and email. You will only receive emergency notifications if you have registered with the system. **To register:**

1. Visit the WebAdvisor website at www.bridgeport.edu/webadvisor
2. Select that you are a 'Student' then select 'Emergency Notification Info' and update your contact information—That's it! **In less than 30 seconds you're ConnectED!**

CUSTODIAL STAFF

Residents are responsible for the cleanliness and upkeep of their room including taking out all garbage and keeping the room in a clean and presentable condition. 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 in keeping the common areas clean out of respect for their hall-mates. A cleaning schedule between roommates is a helpful tool to keep the room clean and to keep issues from occurring throughout the semester.

DAMAGE POLICY

As indicated in the Residence Hall Contract, resident 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. Unclaimed damage to rooms and public areas will be divided among occupants and affected floor and/or hall residents respectively.

Such 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 hall/floor 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 those on the 6th-8th floors of Bodine Hall and single-suites in University Hall) may select one of four meal plans which is automatically included in the price of on campus housing. Students in single-suites or living on the 6th-8th floors of Bodine Hall may request a meal plan 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 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 (ELI students receive \$50 in Dining Dollars)
- MP17** – includes 17 meals per week at Marina Dining Hall and \$200 in Dining Dollars per semester (ELI students receive \$100 in Dining Dollars)
- MP15** – includes 15 meals per week at Marina Dining Hall and \$300 in Dining Dollars per semester (ELI students receive \$150 in Dining Dollars)
- MP13** – includes 13 meals per week at Marina Dining Hall and \$400 in Dining Dollars per semester (ELI students receive \$200 in Dining Dollars)

Sodexo provides a variety of dining locations on campus:

Café Scribe – Located on the 1st floor of Wahlstrom Library, Café Scribe offers a variety of prepared sandwiches, coffee/tea, soft drinks, juices and light food choices. Students can purchase items at Café Scribe with cash or Dining Dollars.

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, UB’s new food court features the following:

Café Spice - Students will be able to enjoy authentic and delicious Indian cuisine at our new Café Spice located in Marina Dining Hall.

UB Deli – Located in The HUB @ Marina, the UB Deli offers a wide variety of custom made to order sandwiches and wraps on breads baked fresh daily!

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.

Knight’s Pantry – Located in the Knight’s End area in the bottom floor of the Student Center. Be sure to stop by and check out the new and improved campus convenience store. There are more convenience items and new items to meet the needs of students. Your one-stop shop to stock your room or apartment.

Fresh Tossed – Enjoy a fresh tossed salad, custom made sandwich, or freshly blended smoothie! Fresh Tossed will meet your needs for healthy and delicious dining.

ELEVATORS

Barnum, Chaffee, Cooper and Seeley are equipped with small freight elevators. Access to these are limited only for opening/closing processes and for students which have obtained permission by the Office of Housing, Residential Life and Community Standards to use them on a limited basis due to medical needs. Bodine Hall and University Hall are equipped with passenger elevators for regular use by residents.

ELIGIBILITY REQUIREMENTS TO LIVE WITHIN THE RESIDENCE HALLS

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

1. S/he 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 9 or more credits as a graduate student. Students enrolled in the Pathway to Nursing Program are allowed to reside within the residence halls during their clinical rotation, pending verification of their continual enrollment status in the program. Current residence hall students must be registered for courses for the, spring semester prior to the end of the fall semester or (a) s/he must remove all belongings from the residence hall at the end of the term, (b) s/he will be removed from on-campus housing for the spring term and (c) s/he will have to pay the \$200 housing deposit and reapply for on-campus housing for the spring term once s/he is registered.
2. S/he 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.
3. Residents must pay all charges owed 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.
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, Residential Life and Community Standards.

5. 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 EVACUATION

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.

A. When the alarm sounds, leave immediately.

B. If You Are In a Burning Building

1. If there is smoke in the room, keep low to the floor.
2. Call x4911 and/or 9-911 to report an emergency from a campus phone, or call (203) 576- 4911 or 911 on your cell phone to report your location and the nature of the emergency.
3. Stay calm and report the emergency accurately.
4. If possible, put a wet towel over your mouth and nose.
5. 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.
6. 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).
7. If you cannot exit out the window, hang something up in the window, such as a pillowcase or shirt, to attract the attention of the Fire Department.
8. 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.
9. If you are able to leave the room through the door, close it as you exit.
10. Go to the nearest exit or stairs. **DO NOT USE THE ELEVATORS.**
11. 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.
12. If the nearest exit is blocked by fire, heat, or smoke, go to an alternate exit.
13. 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.
14. 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. Fire doors in halls and stairwells must be kept closed at all times.
2. 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 Department called.
3. 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.
4. Make a habit of keeping a towel and slip-on shoes near the door.

5. Always close and lock the door to your room when you go to bed.
6. 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 telephone 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!
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 a habit of counting how many steps it would take to get from your room to a hall door if you were blinded by smoke.
8. Only extension cords with integrated UL approved 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.

D. 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 perpetrated, each resident of that hall will be billed \$25.00 each time the intentional false fire alarm is pulled unless Residential Life or Security staff is able to identify the individual perpetrator(s).

FLOOR/HALL MEETINGS

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 and students are held accountable for the information discussed.

FOOD STORAGE

For the purpose of maintaining a high level of health and sanitation within the residence halls, students are strongly encouraged to make good decisions regarding the storage of food in their rooms. Food and beverages are not to be stored on windowsills and should be stored in sealable containers within the room.

FREE PASSAGE POLICY

To ensure that students and guests have clear access throughout the residence halls, in the event of an emergency, no items are allowed to be stored in the hallway, including, but not limited to, clothing, boxes, books, shoes, etc.

GUEST POLICY AND OVERNIGHT GUESTS

A guest/visitor is defined as anyone not assigned to that specific residence hall as an occupant. Upon entering the hall and leaving a valid picture ID, guests will be given a guest pass which they must carry at all times while visiting the residence hall and which they must return upon leaving the hall. Guests without valid photo ID will not be allowed to enter the residence hall. **The only forms of valid ID accepted for visiting the residence halls are (1) a current state issued driver's license or identification card including a photo, (2) a current passport, (3) a**

current military ID or (4) a current University of Bridgeport ID. No other forms of ID will be considered valid.

The resident, in person, must sign his/her guest(s) in and out of the residence hall through the front desk every time s/he enters and leaves the residence hall. A resident is responsible for the whereabouts and conduct of his or her guest(s) during the entire visit and any damages they may cause. Each resident is permitted to sign-in no more than two (2) guests at any one time and may only have one (1) overnight guest at a time. If a non-overnight guest's ID is in the possession of the main desk at midnight, Campus Security and Residential Life staff will initiate an investigation and will interview the student who hosted the guest to determine the guest's whereabouts.

For the purposes of the guest policy, guests are separated into two categories:

- 1) Guests staying no later than Midnight (12:00am);
- 2) Guests staying past Midnight (12:00am) which are referred to as "overnight guests".

The following guest visitation policy relates to those guests staying no later than midnight (12am): These guests must be signed into the residence hall, using one of the valid forms of ID listed above, through the front desk every time s/he enters and leaves the building. Guests who will be leaving before midnight (12am) do not need to be approved prior to their arrival by Residential Life staff. If the guest fails to leave before midnight the resident s/he is visiting will be written up for violation of the policy and will lose the ability to have future guests, in addition to other sanctions. Guests under the age of 18, unless a student of the University of Bridgeport, must be accompanied by his/her Parent or Legal Guardian. Exceptions to this requirement may be made, at the discretion of the Executive Director of Housing, Residential Life and Community Standards, or his/her designee, only for guests as part of visiting campus for recruitment purposes.

GUESTS WISHING TO STAY OVERNIGHT

If the resident wishes to have the guest stay past midnight (12:00am) s/he needs to have submitted an Overnight Guest Request Form, online through the *MyUB* portal using their personal UB credentials, at least 24 hours prior to the arrival of his/her guest. When inviting any guest to your room, it is critically important, and courteous, that you be considerate of your roommate and discuss with him or her before inviting any guests. If your roommate does not consent to your having a guest, you may not have that guest stay in your room. This form is available online through the *MyUB* portal and must be submitted to the RD at least 24 hours in advance for approval. Once approved, when the guest arrives, the resident and guest can pick up the overnight pass from the Staff Member on Duty between 7pm – Midnight in the main office of the residence hall. The guest must bring the physical valid ID associated with the information provided on the Overnight Guest Request Form for identification purposes. Unless the guest signed in as an "overnight" is a current student of UB, s/he must be 18 years or older to stay in the residence hall. Exceptions to this requirement may be made, at the discretion of the Executive Director of Housing, Residential Life and Community Standards, or his/her designee, only for guests as part of visiting campus for recruitment purposes. Residents may have no more than one (1) overnight guest at a time. The guest themselves may only stay up to two (2) times per week in the residence halls. The week is defined as Sunday-Saturday. If the guest is staying more than one night in the week, the resident must submit a request form for each night of the stay.

If students are expecting a guest for more than a two-day period, they must obtain special permission from their roommate and the building's RD. No guest may stay overnight in a residence hall community, or any other residence hall community, for more than two nights in a week without permission from the RD, the DRL and/or the EDRL. 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 guest. After the first two nights, the guest must get special permission from the RD of that building and the DRL or EDRL before spending another night in any residence hall on campus. If a guest stays more than two nights in a seven day period without permission, the resident hosting will be billed \$25.00 per night and may face additional 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.

The number of overnight guests allowed each night will be equivalent to roughly 10% of the total building population: Barnum Hall (20), Bodine Hall (35), Chaffee Hall (20), Cooper Hall (15), Seeley Hall (20) and University Hall (20).

Residential Life Professional Staff reserve the right to deny any individual access to the residence hall including revoking previously approved overnight guest passes and regular guest passes. Certain guest policies may be enacted during the semester, during finals week, break periods, and emergencies to protect against vandalism, large party nights, and emergency situations. The University will make every attempt to notify residents of these events, when possible, to ensure compliance and good student service. During periods of 24-hr Quiet Hours no overnight guests are allowed to promote an environment truly focused on academics.

HALL COUNCIL

The Hall Council for each residence hall is the representative body for that building. Elected officers, selected each semester, represent their peers in the creation of educational and social events in the residence hall under the guidance of their Resident Director. Hall Council members may also represent their building in the Residence Hall Association, which fosters a lively living environment through large-scale educational and social events.

HEALTH AND SAFETY INSPECTIONS

Residential Life staff reserve the right to conduct Health and Safety Inspections of all residence hall rooms on a bi-weekly basis. These inspections are important ways for Residential Life to staff to verify the status of maintenance requests, inspect rooms for health/safety concerns and to interact with residence hall students that are present at the time – though it is not required that students be present during them. Residents are expected to actively 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.

HOUSING DEPOSIT

During the academic year, a \$200 Housing Deposit is required to reserve a room in all residence halls. The \$200 Housing Deposit is only refundable if the University refuses the student admission to the residence halls, or a new student withdraws, in writing, with the DRL on or before June 1 of that year. Returning students, after participating in the room selection lottery, also have until June 1 to cancel housing, in writing, before the deposit becomes non-refundable.

Students residing in Bodine Hall (6th-8th floors) must pay a \$200 Housing Application Processing Fee and a \$125 Maintenance Fee at the time of assignment. Upon permanently leaving the hall, s/he will be credited the \$200 Housing Application Processing Fee on their account with the university, pending s/he properly checked out of the residence hall and there are no damages in the room. This credit will be applied to the total balance owed to the university by the student at the time of the credit being applied to their account.

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. Failing to provide your UB ID card when requested may result in disciplinary action and a fine. Furthermore, the UB ID Card provides access to the residence hall 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 the other individuals ID card to gain access to the residence hall, university buildings/offices or to utilize dining options on campus.

INDOOR SPORTS

Due to concerns regarding potential injuries and/or damages to the residence hall, 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 provided within the residence halls. All residents and guests, which access the computer network on campus or in the residence halls, 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.

KEY CONTROL AND LOCKOUTS

Students are issued a UB identification card that also acts as a meal and access card for those living in residence. 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 his/her room. If so, the student should contact the Service Desk of the residence hall to gain assistance. Residential Life staff can open residents' room doors, but only for the occupants of that room with proof of identity. After three lockouts students will be billed \$5.00 to their university account for each additional time s/he needs to be let into his/her room.

Students who lose their room key must report the lost key to Residential Life staff **IMMEDIATELY**. When a key is lost, the lock to the room must be changed for security reasons. Students who lose a room key will be charged \$100.00 for a lock change. Once the lock is changed, the locksmith will place a sign on the door informing the occupants to pick up their new keys from the Hall Office during regular business hours as stated above. If the key is not picked up by 4:30pm on the day the lock is changed, the key will be brought to the residence hall RA office and the occupants of the room may pick their keys up from the RA on duty from 7:00pm to 10:00pm in the RA office. Both the UB ID proximity card charge and the \$100.00

lock change charge must be paid to the Cashier once the charge(s) are placed on the resident's housing bill.

KITCHENS

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.

KNIGHTFLIX

KnightFlix is a free, online streaming movie service provided to all residential students while within the residence halls. Log into www.knightflix.bridgeport.edu with any device directly connected to the UB network and you can access a selection of free movies each month 24/7.

LAUNDRY SERVICES

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.

Students can access, in real time, an online system showing usage of washers/dryers in the residence halls. Visit www.laundryview.com/bridgeport from any internet connected device.

MAINTENANCE AND HOUSEKEEPING

Please notify your RD or RA 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 RD or RA 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, 24 hrs. a day by emailing the respective email address below:

Barnum Hall:	barnumhall@bridgeport.edu
Bodine Hall:	bodinehall@bridgeport.edu
Chaffee Hall:	chaffeehall@bridgeport.edu
Cooper Hall:	cooperhall@bridgeport.edu
Seeley Hall:	seeleyhall@bridgeport.edu
University Hall:	universityhall@bridgeport.edu

MEDICALLY RELATED HOUSING REQUESTS/REQUESTS FOR SPECIAL HOUSING ARRANGEMENTS

Students with a documented short/long term medical condition may request special housing arrangements based on their condition. These requests may relate to having special room assignments (example: 1st floor) or a single room. Students must submit a "Request for Special Housing Arrangements", and all supporting documentation from their physician or other health care professional, to the Office of Housing, Residential Life and Community Standards. The

“Request for Special Housing Arrangements” is available through the Residential Life website or by contacting the Office of Housing, Residential Life and Community Standards. Upon receipt of required materials, it will be forwarded to the Director of Health Services, the Director of Counseling Services or the Director of Student Accessibility Services, as appropriate for the request, and will be reviewed to determine the medical necessity of the request. The respective office will issue a recommendation and the Office of Housing, Residential Life and Community Standards will make a final decision regarding the request submitted by the student.

OFF-CAMPUS HOUSING

Undergraduate students who are (a) 21 years of age or older before the first day of class, (b) have more than 90 credits, and/or (c) are married and can produce a marriage certificate may live off campus. Graduate students may reside off campus. The University does not arrange for off-campus housing. Please see the following link for area realtors: <http://www.bridgeport.edu/life/servicesforstudents/offcampus>

OFFICE OF HOUSING, RESIDENTIAL LIFE AND COMMUNITY STANDARDS

The Office of Housing, Residential Life and Community Standards is open from 8:30am-4:30pm, Monday-Friday and is located in Seeley Hall.

Contact Information for the
Office of Housing, Residential Life and Community Standards
t. 203.576.4228
f. 203.576.4536
e. reslife@bridgeport.edu

Mailing Address:
Seeley Hall, rear entrance
490 Waldemere Avenue
Bridgeport, CT 06604

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. To register any vehicle on campus the faculty, staff or student must show a valid vehicle registration, valid insurance card and a valid UB ID. Since the campus of the University of Bridgeport includes streets controlled by the City of Bridgeport, students with vehicles understand that they may need to move his/her vehicle at certain times, as required by the City of Bridgeport, due to inclement weather or other needs. See page 118 for further information regarding parking rules and towing policy.

PEST CONTROL

Residential Life maintains a contract with a licensed pest control company to provide preventive treatments and extermination services within the residence halls. Should students have a pest control related concern, s/he should contact their residence hall staff and submit a work order. Residents requesting treatment will be responsible for preparing the room properly based on the recommendations of the pest control company. Resident rooms not properly prepared may not be

treated. Residents are required to comply with all steps of the Pest Control process and students who do not comply with the process will be subject to adjudication under the Student Conduct Process.

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.

PLAIN VIEW DOCTRINE

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, and/or Federal laws during the course of executing official routine business, the RD 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 the "Right to Inspect Room" policy. Evidence will be turned over to Campus Security for documentation until disposition of the incident. In some cases, the police will be called.

POLICY ON 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 ext. 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.

UB Print & Mail Center (UB PMC)

225 Myrtle Ave • Bridgeport, CT 06604 • (203) 576.4012 • Mandeville Annex

Monday – Friday 9:00 am – 5:00 pm (closed weekends & holidays)

Welcome! Below are frequently asked questions/answers 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 in our data system. This may be 1-2 hours from when a package has been delivered to UB PMC and will be different from carrier notifications (Amazon, UPS, USPS). Packages are available for pick-up only after the email notification is sent from UB PMC.
- 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(s) 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, Residential Life and Community Standards 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). 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 Students Full 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. All questions about shipped packages must be directed to the carriers. We hold no responsibility for packages dropped off at our location. The 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	10am and 3:30pm	UPS	10am and 3:30pm
FedEx	9:15am (but dependent on delivery volume)	DHL	10am

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

PROCEDURES FOR ROOM CHANGES

Because adjusting to a new person in your life takes time and compromises, 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 still not conducive to his or her academic or personal success, he or she should see the RA to resolve any personal conflicts that may be present. If not already completed, residents will be asked to complete a "Roommate Agreement" to better resolve their differences. If after meeting with the RA, a room change is still desirable, students can seek out their RD for in-hall room changes or between-hall changes.

Dates for the start and end of these room change periods will be posted in the halls. Final approval for a room change must come from the RD. Only after the necessary paperwork has been completed by all parties can residents move to their new room. A student must carry his or her room change form until his or her name appears on the housing list. Copies should be given to one's RA, RD and Mail Center.

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. As we are an international university serving the world community, students may need to arrive at different times during the year. Please help 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 will be arriving; however, this may not always be possible. Students who improperly take over the unoccupied portion of their room will receive a fine of \$200 for each day that the infraction occurs.

Students may not change rooms after the fifth week of classes, except when approved by the RD and only after all the proper paperwork has been completed.

Procedure for Changing Rooms

A student must meet and speak with his or her RA, RD, or other professional staff member to discuss the reason(s) for a room change.

1. If an acceptable reason is given for the room change, the student meets with the RD or an official in the Office of Housing, Residential Life and Community Standards to discuss available spaces and to approve the change if within hall.
2. If approved, Residential Life staff forwards that information to an RA, who completes a room check-in form and coordinates new room key arrangements.
3. After the student has moved all of his or her belongings into the new room, he or she must contact an RA 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 his or her former room, and may be referred to their Residential Life staff for disciplinary action.
4. 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.

PROGRAMS AND EVENTS BY STAFF

Housing, Residential Life and Community Standards Staff regularly provide educationally/culturally focused programs and social events to promote community and connections within the residence hall population. 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, Residential Life and Community Standards Staff provide a series of large-scale programs including the UB AWARE program series, focusing on important topics through interactive skits and exhibits. 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 the residence halls. This list should not be considered all-inclusive and the Office of Housing, Residential Life and Community Standards reserves the right to alter/change the status of any item as prohibited/allowed within the residence halls. 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 THE RESIDENCE HALLS AT ANYTIME
2. Cooking units or hot plates with exposed heating elements.
3. Pressure cookers, 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 ceiling or ceiling light fixtures, radiators, or electrical outlets.
8. Cloth and/or paper that covers or surrounds outlets or electrical appliances.
9. Space heaters of any type.
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. This is to prevent the item from igniting and spreading the fire faster.
13. Halogen, floor touchier lights.
14. Extra microwaves.
15. Extra refrigerators.
16. Air conditioners.
17. Wireless routers.
18. Weapons or any items which could be reasonably considered a weapon.
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

If the above violations are found, a student will be fined an immediate (no hearing held) \$50.00 on initial inspection and an additional \$50.00 every time an inspection (announced or unannounced) is conducted and for every day that a residence hall staff member views the violation. 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, but need to be used properly and not left unattended. Students need to examine their own appliances periodically for faulty wiring. If you are unsure of the appropriateness of a specific appliance, ask your RA or RD 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.

PROPPING OF DOORS

Due to fire codes, room doors are not allowed to be propped open.

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. 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 witnesses 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 disturbing 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 or graduation. A policy of zero tolerance 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

Recycling has never been easier! 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.

RESIDENCE HALL PUBLIC AREA USAGE

Please obtain the guidelines for using a Residence Hall Public Area from the Professional Residential Life staff before planning any event. No signage may be hung within the residence halls without the express approval of the Office of Housing, Residential Life and Community Standards. All signage, for approved events, must be delivered to the Office of Housing,

Residential Life and Community Standards for processing once authorized by the Office of Campus Activities and Civic Engagement for posting.

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 which level of 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

RESIDENCE HALL SECURITY

All exterior doors are locked 24/7 including all stairwell doors and main access doors to the residence halls. 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 24/7 with either specially trained student staff known as Guest Relations Associates or members of Campus Security that coordinate the guest visitation process and respond to student concerns. At no times should students/guests open an exterior emergency exit to let someone into the residence hall. Residents must escort their guests at all times within the residence hall and properly sign them in/out through the guest visitation process.

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 proactive and responsible with 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 50-mile driving distance from the University with a mother, father, grandmother, grandfather, 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 Executive Director of Housing, Residential Life and Community Standards 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, Residential Life and Community Standards 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, Residential Life and Community Standards 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 file a Provisional Status form with the Office of Housing, Residential Life and Community Standards to enter or remain in the Residence Halls. Violation of this contract may result in financial penalties.

RIGHT TO INSPECT/SEARCH ROOMS

The right to inspect rooms is retained by the University. Rooms 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. In cases when there is probable cause, except for maintenance and noise elimination situations, the Dean of Students, EDRL, DRL, or designee must grant verbal and/or written approval prior to inspecting a student's room. In addition, to preserve the aesthetic physical structure of the living community and to ensure that rooms are being taken care of, residence life staff will conduct bi-weekly room inspections to check the overall condition of the room.

ROOM AMMENITIES AND FURNISHINGS

Each student is provided with a twin bed, desk, desk chair, closet, an overhead light, and a bureau. 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 a TV connection to our cable television provider, Cablevision of Connecticut. Cable television, and a High Speed Internet connection, is included in your residence hall bill. Students must provide their own cable and Ethernet cords. Common area or hall televisions may be available in the social and main lounges of each residence, but this varies from hall to hall.

ROOM AND PUBLIC AREA PAINTING

Students may not paint residence hall rooms or any public space in the building.

ROOM CONVERSION PROCESS

After the start of the semester, Residential Life will provide students, assigned to double rooms but with no roommate present the ability to (a) convert their room to a double-as-a-single for an additional charge, (b) to relocate within the residence hall(s) to be with another student or (c) to keep their room as a double-as-a-double with no roommate at that point in time. This process generally will take place during the 3rd & 4th weeks of the semester. Students which convert their room to a double-as-a-single understand that s/he is responsible for the additional charges that are placed on their account with the university. Students which decide to keep their room as a double-as-a-double with no roommate at that point in time understand that s/he may be assigned a roommate at any point in time during the remainder of the semester; therefore, s/he must keep ½ of the room clear and ready for a potential roommate. Failing to do so will result in a fine of \$200 per day the room is not kept in proper condition.

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. Students will be billed for any damages or repairs needed as a result of room and door decorations. The use of decorations that are flammable are not permitted. No more than 50% of each wall can be covered with decorations to prevent a fire from spreading. Posters must have at least four inches of space around their perimeters to prevent the spread of fire. All decorations must be removed when a student checks out or fines will be placed on the student's account. Doors may not be painted. Door numbers must be visible at all times. At no time can more than 50% of the exterior or 50% of the interior of any residence hall room door be covered with decorations or materials. 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. No holes may be drilled in any wall within the residence hall.

ROOMMATE TIPS

Living with a new roommate is exciting and can help make your college experience amazing!

The key to having a great 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 upbeat, positive and respectful of your roommate's right to his or her opinions, expect some differences and talk honestly so you can create an open line of communication between the two of you.

Here are some things to talk about to get to know each other:

- Your favorite music, food, movies, TV shows or books
- Your major or classes that you'll be taking this semester
- What you want to bring to the room— TV, computer, posters, etc.

Now that you've started talking it's important to come to some agreements about life in the room. Thoughtful participation in this process will help both of you respect the rights of the other.

Remember, you are your roommate's roommate too!

- 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 are your feelings about alcohol or tobacco or other drugs?
- What can we borrow from each other and what would you prefer be left alone?
- When can we have guests in our room?
- How will I know if I've done something to upset you?
- When can my friends call me?
- What concerns you about having me as your roommate?

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. And remember, the RA and other Residential Life staff are here to help you, and your roommate, should a disagreement occur.

ROOM SELECTION PROCESS

Each spring semester current students living in all residence halls, except the 6th-8th floors of Bodine Hall, are given the ability to participate in the Room Selection Process for the upcoming fall semester. Only students, who pay the \$200 room deposit, by the posted deadline, are eligible to take part in the room selection process. Room Selection gives students the ability to select his/her room for the upcoming year, including roommate, based on space availability and any requirements of specific residence halls/living communities. Students who do not pay the room deposit on time may not participate in the room selection process and will need to apply separately for on campus housing over the summer term. While the Office of Housing, Residential Life and Community Standards works to meet the requests of our students, we do not guarantee that all requests will be fulfilled.

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 in 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
7. Potentially hazardous quantities of Biological or Chemical agents
8. Stolen property of any kind

Misuse of Fire Safety Equipment

If a fire alarm system is intentionally activated as a false alarm or a fire is set in a residence hall, violators will be subject to a 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.

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.

University Reward for the Identification of a Person making Bomb Threat(s)

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

Solicitation Policy

Merchandise may be displayed in lobbies or presented to groups in lounges with permission from the Office of Housing, Residential Life and Community Standards. 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, Residential Life and Community Standards. Non-students wishing to sell or advertise must be cleared through the Office of Housing, Residential Life and Community Standards. Residents may not use the residence halls, 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.

Surveys, Polls, etc.

All surveys, polls, etc., by any University staff, faculty, group or person must be approved by the Office of Housing, Residential Life and Community Standards 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 or any other Building Owned or Leased by UB

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

1. Water fights in the residence halls.
2. Frisbee or ball-playing in the halls.
3. Not following security policies as stated in this Key to UB or procedures.
4. Propping doors.
5. Throwing items off of roofs or out of windows.
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: \$75.00 fine.
12. Living in the residence hall illegally over vacation periods: whole rate of stay will be charged.
13. Inappropriate housing of guests: \$25.00 per extra night stay.
14. No room may be occupied by eight 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. Additionally, furniture may not be removed from common areas and brought to student rooms.
16. Misuse of University property: \$50.00 fine.
17. 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.
18. 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.
19. Unauthorized painting or decorations.
20. Littering inside, outside, or by throwing garbage out of windows (\$50.00 fine, removal from residence halls, and/or expulsion).
21. Fish are the only pets allowed in the residence halls. Only fish tanks with a capacity of fewer than 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.
22. Ignoring Quiet Hours: Students are under a continuous obligation to maintain a quiet study atmosphere in the residence halls: \$50.00 fine for repeated loud music violations to separation from housing.
23. Public Area Policy violation.
24. Continued violation of any residence hall or University policy.
25. Violation of any other act as found elsewhere in this handbook.
26. Failure to show student identification when requested by residential life, security personnel, and/or other University officials.
27. Failure to carry University ID. Students are required to carry their UB ID at all times and provide it to University staff/campus security upon request.
28. Interference with operation of Residential Life or Campus Security staff.
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. Students in violation of this policy and State law will be fined and face disciplinary action. Smoking is also prohibited within 20 feet of the entrance to any campus building. Chewing tobacco use is also prohibited on campus.

TRANSPORTATION OPTIONS

(For all undergraduate and graduate, full-time and part-time students), Don't have a car? **NO PROBLEM!** The University of Bridgeport offers several different opportunities to get around the campus and greater Bridgeport area.

Take a ride on the UB Shuttle—a free shuttle to campus destinations, major transit centers and other local stops for students with your valid University ID. The shuttle runs daily and a full schedule can be found on the University of Bridgeport webpage in the Student Services section of Campus Life or by visiting Campus Security.

Need to get a little bit further away from campus? **Take the bus!** All UB students are allowed to ride on the city bus system for free. The Greater Bridgeport Transit buses stop at many entertainment, shopping and cultural destinations throughout the city and surrounding towns. Visit the security office or the GBT website at GoGBT.com for full schedules.

Obtain your city bus pass in person at:

Campus Security
Norseman Hall
221 University Avenue
(203) 576-4913

Want to head to NYC for the day? **Catch a train!** The Metro North train station is also accessible via the UB shuttle. The train runs to a variety of locations including New York City, and is conveniently close to campus which provides the perfect opportunity for trips off campus during the weekends.

Don't have a car but need to head off campus for a bit and don't want to take a bus? Not a problem! Take part in the ZipCar car-sharing program and you can rent a car for a low cost right on campus! For more information contact the Office of the Dean of Students at (203) 576-4392.

Chapter Five

Student Conduct

PREAMBLE/PHILOSOPHY

Consistent with its mission, the University imposes discipline and sanctions consistent with its Code of Conduct to protect the health, welfare, safety and educational opportunities of the University community and 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 his or her own personal and social responsibilities through the following core beliefs:

Understanding for the varying backgrounds of all those that make up our community and respecting the differences that bring a richness to the fabric and culture of the university;

Respect for oneself and others, seeing the value that each student, faculty, staff member brings to the community in which we are a part of and respecting them as individuals;

Responsibility for our personal choices so that we do not cause harm, whether in words or action, to those around us.

The University seeks to provide an education-based approach to discipline, where appropriate. 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 or jeopardize the University's mission.

DEFINITIONS

The term "student" includes all persons:

taking courses at the University of Bridgeport, either full-time or part-time,

and/or persons pursuing undergraduate, graduate, or professional studies;

and/or persons who withdraw or graduate after allegedly violating the Code of Community Standards,

and/or persons who are not officially enrolled for a particular term, but have a continuing relationship with the University,

and/or persons who have been notified of their acceptance for admission are considered "students",

and/or persons who are living in University residence halls, although not enrolled at the University;

and/or persons who have not yet received their degree.

The Code of Community Standards 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.

The term "faculty member" means 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 faculty.

The term "university official" includes any person employed, or contracted, by the University performing assigned administrative or professional responsibilities.

The term "member of the university community" includes 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).

The term “university premises” includes all land, buildings, facilities, and other property in the possession or owned, used, or controlled by the University or on adjacent public or private property.

The term “organization” means any number of persons who have complied with the formal requirements for University recognition.

The term “Community Standards Hearing Board” (“CSHB” or “Hearing Board”) means 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.

The term “Student Conduct Administrator” (SCA) means 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 impose sanctions as warranted.

The term “Appellate Board” means any person or persons authorized by the University Student Conduct Officer to consider an appeal from a Community Standards Hearing Board’s determination as to whether a student has violated the Code of Community Standards or from the sanctions imposed by the Student Conduct Administrator.

The term “shall” is used in the imperative sense.

The term “may” is used in the permissive sense.

The “University Student Conduct Officer” is that person designated by the University to be responsible for the administration of the Code of Community Standards. The Executive Director of Housing, Residential Life and Community Standards or designee shall serve as University Student Conduct Officer.

The term “Policy” means 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.

The term “Complainant” means any person who submits a charge alleging that a student violated this Code of Community Standards. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim 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.

The term “Accused Student” or “Respondent” means any person accused of violating this Code of Community Standards.

INTERPRETATION AND REVISION

Questions regarding interpretation or application of the Code of Community Standards shall be referred to the University Student Conduct Officer or his/her 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 hearings consistent with 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 outside of an academic term when the student is not otherwise 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 such 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.

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 in his/her sole discretion and/or in consultation with the Title IX Coordinator, 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. University disciplinary action 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 uniquely safe environment for its students, staff, and the University community in all circumstances – 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.

SEXUAL MISCONDUCT AND GENDER-BASED VIOLENCE OR HARASSMENT

The University strictly prohibits sexual misconduct and gender based violence or harassment, 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 student (or other 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 Sexual and Gender-based Interpersonal Violence and Harassment (see 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, preferably within thirty (30) calendar days. Please refer to the University's Policy on Sexual and Gender-based Interpersonal Violence and Harassment (Chapter Six) for options for reporting sexual assault and other prohibited conduct in violation of said Policy.

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 that 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 of the Office of Housing, Residential Life and Community Standards. For Level I Cases, the Professional Staff member of the residence hall in which the alleged perpetrator(s) reside(s) shall be the Student Conduct Administrator. S/he shall notify the student(s), in writing, of the date/time/location of an Administrative Hearing where all charges will be alleged.

At the Administrative Hearing, if the student(s) take responsibility for the alleged charge(s), the Student Conduct Administrator will issue sanction(s) to the student(s). Sanctions issued through an Administrative Hearing are final and may not be appealed.

If the student(s) do/does not accept responsibility for the alleged charge(s) or fail(s) to attend the required meeting, the Student Conduct Administrator will make a determination, based on all evidence and issues sanction(s) if appropriate. Sanctions issued under this process are subject to appeal as outlined in the Appeal Process.

Level II Cases: Level II Cases address more severe violations of the Code of Community Standards. For Level II Cases, the Executive Director of Housing, Residential Life and Community Standards or his/her designee shall be Student Conduct Administrator. In Level II Cases, the Student Conduct Administrator shall issue a Notification of Charges Letter to the alleged perpetrator, informing him/her of the charge(s) and the date/time of the required meeting to discuss the reported incident. Should the student(s) 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(s) do/does not accept responsibility for the alleged charge(s), a Community Standards Hearing

Board (the “Hearing Board”) shall be convened to hear the case through the Hearing Board Process, 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. Off-campus students will also receive a hard-copy letter sent via certified mail. A letter sent to an address (home, permanent, or otherwise) provided by the student, which is received by the student’s parents or his/her legal guardian(s) shall also constitute proper service. It is the student’s responsibility to ensure that his or her mailing address is current and accurate with the University’s student data system.

Community Standards Process Assistant: Both the Respondent and Complainant will 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 disciplinary process and student’s rights, and confirm the forum in which the case will be heard.

Community Standards Hearing Board Members: The members of the Hearing Board are faculty/administration members of the University community. These members represent the breadth of academic programs and administrative offices at the University. 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 his or her 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 his/her 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, in his or her 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. Formal rules of process and/or procedure, such as applied in criminal or civil court, are not used in Hearing Board proceedings.
13. If the Hearing Board cannot be convened, the University Student Conduct Officer or his/her designee may choose an appropriate alternative to the Hearing Board.
14. 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)).
15. If a Respondent does not appear for the hearing, information shall be presented and considered in his absence, and sanction issued where appropriate.

Recording of Hearing: There shall be a single verbatim record of hearings before the Hearing Board. Deliberations shall not be recorded. The record shall be the property of the University. Unauthorized recordings by participants in the Hearing Board proceedings and/or meetings with a Student Conduct Administrator are not allowed.

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 behavior, are subject to the disciplinary procedures found in this Code and any fines/sanctions therewith:

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

ALCOHOL – (A) The use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by University regulations); (B) public intoxication; (C) possession, use or distribution of alcohol while under the age of 21; (D) possession, use or distribution of alcohol while in the presence of individuals under the age of 21; or (E) any other violation of the University’s alcohol policy as stated in the Key to UB.

ASSAULT – (A) Any physical contact with another person that is intended to cause physical injury, whether or not serious injury results; or (B) (i) verbal or physical 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 his/her wellbeing (e.g., assault which takes place during hazing).

ACTS OF HATRED/ BULLYING -- Acts of violence, threats, intimidation, or harassment targeting an individual based upon his or her perceived race, religion, national origin, ethnicity, sex, gender identity or expression, or other status protected by law. Bullying includes acts of intimidation, ridicule, or harassment by an individual or group targeting another individual which are intended to cause or result in emotional or physical distress.

COMPUTER ABUSE - This includes, but is not limited to, (A) plagiarism of programs, misuse of computer accounts, unauthorized destruction of files, creating illegal accounts, unauthorized possession of passwords, disruptive or annoying behaviors on the computer; and/or (B) failing to comply with the University Computer Usage Policy (Chapter 6).

DAMAGE - Damage to, removal of or destruction of University-owned or University-managed property without proper authorization.

DISORDERLY CONDUCT – (A) Conduct that is (i) disorderly, lewd, or indecent, (ii) breach of peace, or (iii) aiding, abetting, or procuring 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 the academic pursuits or to interfere with or infringe upon the privacy, rights, privileges, health or safety of members of the University community; (C) any unauthorized use of electronic or other devices to make an audio or video of any person while on University premises without his/her prior knowledge, or without his or her effective consent when such a recording is likely to cause injury or distress (including without limitations surreptitiously taking pictures of another person in a gym, locker room, or restroom); (D) engaging in any conduct that does not reflect credit upon the University community or does not model good citizenship; or (E) acting in such a manner which interferes, hinders or endangers members of University Administration/Staff, Campus Security or emergency responders in the performance of their duties.

DISRUPTIVE CONDITION – (A) Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities (including its service functions on or off campus, or of other authorized non-University activities when the conduct occurs on University premises); (B) participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the University and/or infringes on the rights of other members of the University community; (C) leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; (D) obstruction of the free flow of pedestrian or vehicular traffic on University premises or at

University Sponsored or Supervised functions; or (E) violent behavior including, but not limited to, riots after sporting events, destruction of property, the overturning of cars, the tearing down of goal posts, or associated behaviors before, during, or after campus events.

DRUGS – (A) The manufacture, distribution, sale or offer for sale of any illegal drugs or narcotics including barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, marijuana, 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) any other violation of the University drug policy as found in the Key to UB (Chapter Six).

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

FALSIFICATION – (A) Lying to University personnel or distortion or misrepresentation of information before a Hearing Board; (B) influencing or attempting to influence another person to commit an abuse of the Student Conduct system; (C) institution and pursuit of a Code of Community Standards proceeding in bad faith; (D) false reporting of an emergency, including any misuse of the Personal Alarm Locator (PAL); (E) filing a false complaint or providing false information to a University official, faculty member or office, (F) 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, schedule card or other University document or record whether in electronic or other format or abuse of library services; or (G) Providing false information or documentation to any university office or administrator.

FIGHTING – (A) Engaging in any physical conflict, with or without weapons, with one or more other individuals; or (B) attempting to instigate a physical conflict between two or more individuals.

FIRE SAFETY – (A) Misuse of fire safety equipment, including, but not limited to, the unnecessary discharge of fire extinguishers, intentionally setting off a false alarm or covering a fire detection device in any way; (B) maliciously, voluntarily, and willfully setting fire to a building, or other property of another or the University; (C) burning one's own property; or (D) recklessly setting fire to a building, buildings or property of another or the University.

FRAUD - Fraud in any form, including mail fraud.

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

HARASSMENT - (A) Harassment, attempted intimidation or any conduct which threatens to cause perceived or physical harm to persons or damage to their property, including harassment or attempted intimidation of persons involved in a University disciplinary proceeding or persons in authority, (B) Engaging in a course of action which attempts to denigrate or ridicule an individual; or (C) Causing harm to the reputation of any student or University official through verbal or written statements that are defaming in nature. Gender-based harassment will be addressed under the University's Policy on Sexual and Gender-based Interpersonal Violence and Harassment (see Chapter Six).

HAZING - As defined by Connecticut State law, including, but not limited to, any activity expected of someone joining a group (or to maintain full status in a group) 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.

LOCAL LAW - Arrest or criminal summons for violating any Federal, State or Local ordinance where such act or acts leading to the arrest or summons create a risk to, or have an adverse impact on, the University community, regardless of the location of the violation.

RECKLESS BEHAVIOR – (A) Behavior or activity which endangers the safety of one or others including, but not limited to, destructive behavior by individuals or groups and self-destructive behaviors; or B) Reckless driving on University property.

RESIDENCE HALL RULES AND REGULATIONS – (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 residence hall room; (C) violations of Courtesy and/or Quiet Hours within the residence halls; (D) failure to follow any published rule/regulation related to living within the residence hall community; or (E) violations by the student’s guests, for whom s/he is students are responsible (resident students will be held accountable for the actions of anyone they sign into the building regardless of whether or not the resident is present when the guest violates a University policy).

RETALIATORY 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 Sexual and Gender-based Interpersonal Violence and Harassment (Chapter Six).

STALKING – includes any conduct prohibited by Connecticut General Statutes 53a-181 and any course of conduct directed to a specific person that would cause a reasonable person to (A) fear for the person’s safety or the safety of others; or (B) suffer emotional distress, including but not limited to, two or more acts directly or through a third party which monitors, observes, surveils, threatens, or communicates to or about a person. This misconduct can involve, but is not limited to: (i) lying in wait or knowingly repeatedly running into the victim; (ii) unwelcome excessive phone calls, text messages, notes, etc.; (iii) watching or recording the victim from a distance; (iv) threats to harm a victim or a victim’s family, friends, teachers, pets, or property whether the threats are delivered personally or through a third party; (v) vandalism of the victim’s property; (vi) sending unwanted gifts, or leaving items that hold significance within the relationship between the victim and stalker. It also includes:

CYBERSTALKING – which is delivered through electronic devices and includes, but is not limited to, (i) posting online, the use of websites, email, text messaging, online social media, phone calls, malicious emails and instant messaging; (ii) creating multiple online accounts to harass a victim; (iii) hacking into the victim’s personal website, email account(s), phone account(s) or social media account(s); or (iv) continuous posting of malicious and/or untrue information online to websites or social media. Gender-based stalking will be addressed under the University’s Policy on Sexual and Gender-based Interpersonal Violence and Harassment (see Chapter Six).

THEFT – Attempted or actual theft and/or damage to property of the University or any member of the University community or to any other person or public property, on or off campus.

UNAUTHORIZED ACCESS – (A) Unauthorized entry, attempted entry or any abuse of any part of a University owned, contracted or managed property, including, but not limited to, computer systems, telephone systems and cable TV systems; (B) unauthorized entry into a file to use, read or change contents or for any other purpose or unauthorized transfer of a file; (C) use of another individual’s identification and/or password; (D) use of the University’s computer systems to interfere with the work of another student, a faculty member or any University official, sending obscene or abusive messages, interfering with the normal operation of the University in any capacity or to violate copyright laws or any University policy; or E) unauthorized possession of keys or duplication or any University key.

UNAUTHORIZED USE - A) Unauthorized use of the name or insignia of the University by an individual or group; or B) misuse of telephone to make unauthorized or annoying calls or other abuse of University telephone equipment or any University equipment.

VIOLENCE - Actual or threatened assault on another individual. Gender-based or relationship violence will be addressed under the University’s Policy on Sexual and Gender-based Interpersonal Violence and Harassment (See Chapter Six).

WANDING - Violation of the University’s wandering policy (See Chapter Six).

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) dangerous chemicals on University premises or use of any such 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 Office of Housing, Residential Life and Community Standards maintains disciplinary files on all cases.

Removal of Discipline Files

When a student is awarded his/her degree, s/he can apply to the Dean of Students to expunge his/her 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 circumstances, the student is allowed to mature and/or the student has demonstrably learned from the experience. Any further violations of University rules or regulations will result in automatic suspension or expulsion. The student may not represent the University in any extra-curricular activity, 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 his/her designee, in his/her sole discretion, may permit readmission if the student satisfies all readmission criteria and obtains clearance to his/her 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 his/her 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 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 of certain campus activities, etc.
9. **Other Sanctions** – Other sanctions may be imposed as determined by the University, including without limitation anger or stress management training, sexual harassment 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) or complete an online 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 permanent separation from the residence hall system. Conditions for readmission may be specified. Student may not run or hold an office in any 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 his/her designee, in his/her sole discretion, may permit readmission if the student satisfies all readmission criteria and obtains clearance to his/her 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 Coordinator.
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 and/or group or 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 his/her designee (whether designated by the Dean of Students or otherwise appointed to act in his/her 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.

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 Suspension 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 removal from 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
Misuse of UB PAL	\$50.00 fine and progressive discipline
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	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 from the University
Violation of academic honesty policies	See Chapter 2
Violation of the Drug Policy	Warning to expulsion

SUMMARY ACTIONS/INTERIM SUSPENSION

In certain circumstances, the University Student Conduct Officer, or his/her designee, may impose a University suspension or residence hall separation prior to the 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 of, 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.

APPEALS

Level I Cases: Students appealing the decision of the Student Conduct Administrator in Level I cases are to submit, via email to reslife@bridgeport.edu within five (5) business days of the decision, their "Letter of Appeal". The Executive Director of Housing, Residential Life and Community Standards, or his/her designee, shall review the letter and all applicable materials to determine the merit of the appeal.

Appeals shall be determined 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 Executive Director of Housing, Residential Life and Community Standards, or his/her 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 the original 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 reslife@bridgeport.edu, within five (5) business days of the decision, his/her "Letter of Appeal" containing statement outlining the reasons for the appeal

and relief sought. The Executive Director of Housing, Residential Life and Community Standards, or his/her 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:

- 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 University Student Conduct Officer or his/her 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 Appellate Board (AB), the matter shall be returned to the original Hearing Board and Student Conduct Administrator 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.

Chapter Six Student Policies

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICIES

The University of Bridgeport affirms its commitment to promote the goals of fairness and equity for every member of our community and in all programs and activities. Consistent with the University's commitment to Title VI of the Civil Rights Act of 1964 and 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.

POLICY REGARDING ACTS OF VIOLENCE, BIAS OR HATE

Any threat or act of violence, intimidation, or harassment based upon an individual's (or group's) race, color, religious creed, gender, sexual orientation, gender identity or expression, or any other basis protected by law will not be tolerated. Similarly, any act or behavior motivated by an individual's bias against any characteristic of another person's identity protected by law – regardless of whether the behavior is intentional or unintentional – is strictly prohibited.

The University recognizes and respects the values of free speech and expression, which require that even distasteful opinions and statements be countenanced, whether popular or unpopular, politically correct or incorrect, foolish or wise, naive or sophisticated. At the same time, the University expects members of our community to be responsible and sensitive when exercising these rights. Free inquiry cannot long exist in a community that permits any of its members deliberately to harm, by deed or word, other members.

Any incident of bias, harassment or other misconduct in violation of University policy should be reported to Campus Security or the Office of the Dean of Students, 203-576-4392 or deanofstudents@bridgeport.edu. The Dean of Students or his/her designee will review the complaint, investigate or refer the complaint for investigation, and the University will take appropriate action in accordance with University policies.

POLICY ON SEXUAL AND GENDER-BASED INTERPERSONAL VIOLENCE AND HARASSMENT

The University of Bridgeport (the "University" or "UB") is committed to providing an environment free from gender-based discrimination and harassment. Consistent with the University's commitment to equal opportunity and non-discrimination, the University strictly prohibits Sexual Assault, Sexual Exploitation, Dating, Relationship or Domestic Partner Violence, Stalking, Sexual or Gender-Based Harassment, or Retaliation against a person for the good faith reporting of these forms of conduct or participation in an investigation or proceeding under this Policy (collectively, "Prohibited Conduct").

The University adopts this Policy in furtherance of 1) preventing, eliminating or addressing the effects of Prohibited Conduct; 2) fostering a climate where all individuals are well-informed and supported in preventing or reporting Prohibited Conduct; and 3) providing clear standards and a fair and impartial process for all parties by which violations of this Policy will be addressed and disciplinary action imposed. The University will take prompt and effective action to eliminate Prohibited Conduct, prevent its reoccurrence, and remedy its effects.

Every member of the University community plays a role in fostering an environment free of the unlawful discrimination and is encouraged to take reasonable and prudent actions to prevent or respond to Prohibited Conduct. Any member of the campus community who acts to deny, deprive or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community, guest or visitor on the basis of their gender or other protected class characteristic is subject to sanctions under this Policy. When brought to the attention of the University of Bridgeport, any such discrimination will be appropriately addressed and remedied in accordance with the resolution procedures described herein. Non-members of the campus community, including vendors, guests or visitors, who engage in discriminatory actions within University of Bridgeport programs or on University of Bridgeport property are not subject to the resolution procedures under this Policy, but can be subject to actions that limit their access and/or involvement with University of Bridgeport programs as the result of such misconduct.

As further discussed in this Policy, faculty and administrators are required to report violations of this Policy which they observe or receive information about involving students. Supervisory employees are also required to report violations of this Policy involving employees. Upon receiving any report of Prohibited Conduct, the University will respond promptly, equitably and thoroughly, as further set forth herein. When a Respondent is found to have violated this Policy, appropriate sanctions will be used to ensure that such actions will not be repeated and to remedy any effects to the extent possible.

This Policy applies to Prohibited Conduct that takes place on the campus, at University-sponsored events and may also apply to off-campus and/or to electronic or telephonic communications regardless of location when the Title IX Coordinator determines that the off-campus conduct affects a substantial University of Bridgeport interest, including: i) any action that constitutes a criminal offense under federal or state law; ii) any action which presents a danger or threat to the health or safety of self or others; and iii) any situation that is detrimental to the educational interests of the University of Bridgeport or to the wellbeing of the campus community.

Any University of Bridgeport community member who has questions about this Policy should contact the University's Title IX Coordinator.

TITLE IX COORDINATOR AND DEPUTY TITLE IX COORDINATORS

Gwaina Wauldon serves as the Title IX Coordinator and Director of Student Accessibility Services and is responsible for monitoring the University's compliance with Title IX and implementation of the University's policies on equal opportunity and nondiscrimination, Acts of Violence, Bias or Hate, and Sexual and Gender-based Interpersonal Violence and Harassment. Ms. Wauldon ensures appropriate education and training is provided to the community, and that prompt and effective action is taken to address and eliminate Prohibited Conduct. The Title IX Coordinator is available to meet with any member of the UB community to discuss any complaint or concerns arising under these policies. The University has also designated Deputy Title IX Coordinators who will assist the Title IX Coordinator in the discharge of these responsibilities.

The Title IX Coordinator and Deputy Title IX Coordinators contact information are as follows:

Gwaina Wauldon, M.S., J.D.
Title IX Coordinator and Director of Student Accessibility Services
Carstensen Hall, Room 115
(203) 576-4454
Email: titleix@bridgeport.edu

Ranyne Herbert Johnson, M.Div.

Deputy Title IX Coordinator for Student Affairs & Asst. Director of Student Accessibility Services

Carstensen Hall, Room 103

(203) 576-4104

Email: titleix@bridgeport.edu

Melitha Przygoda, Ed.D.

Deputy Title IX Coordinator for Faculty and Staff

Human Resources Director

Wahlstrom Library, 7th Floor

(203) 576-4588

Email: mprzygod@bridgeport.edu

Tracy Brockman-Diaz, MS, SPHR

Deputy Title IX Coordinator for Faculty and Staff

Senior Associate Director of Human Resources

Wahlstrom Library, 7th Floor

(203) 576-4304

Email: tbdiaz@bridgeport.edu

Concerns about the University's application of Title IX, Title VII, VAWA or other non-discrimination statutes may also be addressed to:

Office for Civil Rights (OCR)

U.S. Department of Education

8th Floor, Five Post Office Square

Boston, MA 02109-3921

Customer Service Hotline #: (617) 289-0111

Fax: (617) 289-0150

TDD: (800) 877-8339

Email: ocr.boston@ed.gov

Web: <http://www.ed.gov/ocr>

Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building

475 Government Center

Boston, MA 02203

Phone: (800) 669-4000

Fax: (617) 565-3196

TTY: (800) 669-6820

Web: <https://www.eeoc.gov/>

PREVENTION AND AWARENESS PROGRAMS

The following prevention and awareness resources are available at the University:

Prevention of Sexual Assault and other Forms of Violence or Hate Crimes

The University encourages students and our entire community to endeavor to prevent occurrences of sexual assault, intimate partner violence or other misconduct based upon gender, gender identity or expression, race, ethnicity or other discriminatory basis, and to join in creating a campus environment where such misconduct is not tolerated.

The University's Sexual Assault Response Prevention Team (SARPT) works to provide students with a collaborative and survivor-oriented response to sexual assault and other forms of gender based violence. SARPT members coordinate resources available to survivors and offer individualized support as needed. The University's Campus Resource Team (CRT) is a broader community coalition, that includes the Center for Family Justice and local police and prosecutors, which meets several times a year to review the University's sexual assault policies and to coordinate the resources available to victims both on and off campus.

Educational programs and workshops to promote awareness about sexual assault and related issues are coordinated by the Dean of Students, Residential Life, the Title IX Coordinator, and Human Resources. This includes orientation programs, "Haven" sexual assault/bystander education training required for new students and employees, and campus-wide awareness events such as "Take Back the Night."

Consent and Related Guidance

Affirmative consent is the standard used to determine whether sexual activity was consensual. Consent to sexual activity must be clear, active, informed, and voluntary, from beginning to end in every situation. Consent to one form of sexual activity does not constitute consent to all forms of sexual contact. Each participant in sexual activity must consent to each act.

Consent must be actively demonstrated through mutually understandable words or actions which clearly convey a willingness to engage in the activity. Consent may not be inferred from silence or passivity.

The person initiating the activity has the responsibility of obtaining advance consent for each sexual activity and should be able to explain the basis why consent existed. Consent may be withdrawn at any time, but must be outwardly expressed. Once withdrawn, sexual activity must cease. Lack of protest or resistance does not demonstrate consent to sexual activity.

Consent is not effective if obtained from the use of force, threats, intimidation, coercion, incapacitation, or any other factor which would eliminate a person's ability to exercise free will as to whether or not to have sexual contact. Coercion includes oppressive behavior which prevents another person from choosing whether to have sex or administering or pressuring another to consume a drug or intoxicant with the intent of impairing their ability to consent. An incapacitated person cannot give consent. A person may be incapacitated due to alcohol or drug use, because of an intellectual or other disability or the person is asleep, unconscious, or unaware that sexual activity is ongoing.

Alcohol and Other Drugs

Alcohol and drugs impair a person's ability to engage in decision-making. Engaging in sexual activity while under the influence of alcohol and drugs can result in confusion or disagreement over whether consent was freely and clearly given. Therefore, it is especially important to be cognizant regarding the other person's level of intoxication before engaging in sexual activity and, in cases of doubt, it is prudent to refrain from such activity. A person's intoxication is never an excuse for violent or harassing conduct or for failing to obtain consent.

Resources and Reporting Options

A student, employee, or third party may wish to make a report to the University and/or to pursue resolution under this Policy of Prohibited Conduct within the University's jurisdiction (as defined below) and may also choose to make a report to law enforcement. While prompt reporting is encouraged, there is no prescribed time limitation for reporting Prohibited Conduct. However, the

University's ability to investigate or to take corrective or remedial actions may be limited by delay in reporting.

Emergency Assistance

Whenever health/safety is in danger, call 911 immediately and/or Campus Security at (203)576-4911. If you are on campus you can press your Personal Alarm Locator (PAL). All University students and employees should carry a PAL while on campus. If you do not have a PAL go to UB Security at Norsemen Hall, 221 University Avenue to obtain one.

Medical Assistance

It is important to promptly seek medical attention and counseling to address the aftermath of an assault. Survivors are strongly urged to seek immediate medical assistance at Bridgeport Hospital, 267 Grant Street, Bridgeport, CT 06610 (203) 384-3566. Trained hospital personnel will identify and treat injury, provide emergency contraception, administer medication to prevent possible transmission of sexually transmitted infection, and/or gather and preserve evidence. Call for an ambulance, or ask UB Security (203) 576-4911 to arrange transportation. You may also seek treatment at St. Vincent's Medical Center (2800 Main Street, Bridgeport, (203) 576-6000 or go to Student Health Services, Room 119, 60 Lafayette Street, during the hours of 8:30 AM - 4:30 PM, Monday through Friday, or seek assistance from your personal physician. It is preferable to visit a local hospital emergency room as soon as possible and within 72 hours of the assault.

Crisis Counseling Support and Assistance

The University of Bridgeport has a partnership with **The Center for Family Justice** which provides 24-hour crisis counseling/consultation for survivors of sexual assault or other forms of domestic or intimate partner violence. The Center's telephone number is (203) 333-2233 or (888) 999-5545 after hours. UB Counseling Services, located on the 2nd floor of Carstensen Hall, 174 University Avenue, (203) 576-4454, also offers free, confidential counseling for students Monday through Friday during the hours of 9:00 AM through 5:00 PM.

Reporting to Law Enforcement

Survivors of sexual assault or other forms of violence on campus are encouraged to report the incident to Campus Security and/or the Bridgeport Police Department as soon as possible. Students may call Campus Security (203) 576-4911, the Bridgeport Police (911, for non-emergencies (203) 576-7671). Any student or other individual with knowledge of a sexual assault or other crime on campus is encouraged to report the matter to Campus Security (203) 576-4911.

Options for Complainants

The University offers a variety of options and resources to survivors of sexual assault or gender based violence. Generally, when a report of sexual assault is received by Campus Security or a University administrator, it will be referred for investigation and response. Alternatively, the University provides additional options for reporting, as well as confidential resource options, which if elected, will not result in any reporting of the incident to the University. The following is a summary of both non-confidential and confidential resources:

Resources (Non-Confidential)

The following individuals have special training to provide assistance:

- Campus Security (203) 576-4911
- Dean of Students (203) 576-4392

- Title IX Coordinator (203) 576-4454
- Deputy Title IX Coordinator (203) 576-4104
- Office of Housing, Residential Life and Community Standards (203) 576-4228
- **For Employee Complaints:** Title IX Deputy Coordinators for Employee Matters Melitha Przygoda (203) 576-4588 or Tracy Brockman-Diaz (203) 576-4304
- A report may also be initiated by completing an online form <http://www.bridgeport.edu/life/ub-cares/>

Survivors of sexual assault or interpersonal violence may exclude personally identifiable information when making a report; however, that may limit the University's ability to investigate.

Confidential Resources

The following confidential resources are available for students who wish to talk to someone about an incident of sexual misconduct or other form of violence in a confidential manner or to explore options without having the matter reported to the University:

- UB Counseling Services, located on the 2nd floor of Carstensen Hall, 174 University Avenue (203) 576-4454, 9:00 AM through 5:00 PM.
- Student Health Services, located in room 119 of the Student Health Science Building, 60 Lafayette Blvd, 8:30 AM through 4:30 PM.
- The Center for Family Justice, 753 Fairfield Avenue, Bridgeport, (203) 333-2233

The following confidential resources are available for an employee who is a survivor of sexual misconduct or other form of violence and wishes to speak to someone confidentially without the matter being reported to the University:

- Employee Assistance Program, www.higheredeap.com
- The Center for Family Justice, 753 Fairfield Avenue, Bridgeport, (203) 333-2233

Responsible Employee Reporting

University of Bridgeport faculty, administrators, and staff, including, but not limited to, employees who work in student affairs, athletics, and human resources, faculty advisors, and graduate and resident assistants (except employees designated in writing by UB in accordance with applicable law to maintain confidentiality, e.g., counselors and student health services personnel) are required by the University in accordance with applicable law to report any incidents of sexual misconduct or gender based violence or harassment involving any student. Supervisory employees are required to report any incidents of sexual misconduct or gender based violence or harassment involving any employee.

Reports of misconduct involving a student should be made to the Title IX Coordinator or Deputy Title IX Coordinator, and reports of misconduct involving employee(s) should be made to a Deputy Title IX Coordinator for Faculty and Staff. In the event of any emergency or immediate safety threat, reports should be made to Campus Security (203) 576-4911 and/or the Bridgeport Police Department (911) (in addition to the appropriate Title IX Coordinator(s)).

All employees receiving a report of a potential violation of this Policy are expected to promptly contact the Title IX Coordinator (or Deputy Title Coordinators) within 24 hours of becoming aware of a report or incident. All reported information will be treated with as much privacy as possible, subject to the University's obligation to redress violations. When providing a report, a UB employee must report all information received and should not investigate or confirm what is reported—that function will be undertaken by Campus Security, Title IX Coordinator or others.

In investigating the reported misconduct, the University will be guided by the goal of empowering the survivor and allowing him or her to retain as much control as possible over the process, consistent with the University's commitment to providing a safe and non-discriminatory educational and work environment.

Reporting Suspected Abuse of Minors

University employees, including teachers, counselors, clergy, coaches, nurses and other personnel who frequently work with minors are mandatory reporters under Connecticut law with regard to sexual or physical abuse of any individual under the age of 18. Any reasonable suspicion of abuse or neglect of a minor, as defined by Connecticut law, must be reported to the Department of Children and Families' ("DCF") 24-hour hotline (1-800-842-2288) within 12 hours. Please refer to www.ct.gov/dcf/cwp/view.asp?a=2556&q=314384 for further guidance regarding reporting requirements. All employees, whether mandated reporters or not, must also promptly report any suspicion of child abuse or neglect involving a UB student or employee or occurring on campus to Campus Security (203-576-4911) and the Bridgeport Police Department (911). Please contact the Office of Human Resources if you have any questions or need guidance.

Bystander Reporting

The University encourages anyone who witnesses a sexual assault or other acts of violence on campus to immediately contact Bridgeport Police (911), Campus Security (203) 576-4911, or the Title IX Coordinator. Students are encouraged to intervene to remove another student from a dangerous situation and in those instances where assistance can be rendered safely. Students may also submit an anonymous report by completing a Title IX report online at <http://www.bridgeport.edu/life/ub-cares/>. However, the University's ability to investigate or to respond to anonymous reports is limited and reporters are encouraged to identify themselves to security personnel or to the Title IX Coordinator. Additionally, submitting an anonymous report may result in an investigation which determines the identity of the person who made the report.

Retaliation Prohibited

UB's policy strictly forbids retaliation against individuals who report sexual misconduct, file complaints of sexual misconduct, cooperate in the investigation of sexual misconduct, or hear or adjudicate complaints. Any retaliation by an employee or a student is strictly prohibited and will result in disciplinary action. Any concerns regarding retaliation should be reported immediately to the Title IX Coordinator or a Deputy Coordinator.

Clery Act Reporting

The University has a duty to report various forms of sexual misconduct and gender based violence in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). No personally identifiable information is disclosed, but statistical information, including date, location and crime category, is disclosed as part of the University's annual Campus Security Policy & Campus Crime Statistics Report.

Protective Orders/ Counseling/Accommodations

Students are encouraged to notify Campus Security of any court issued protective orders. Students who feel they need protection should report concerns to Campus Security or the Title IX Coordinator.

Students are encouraged to seek counseling and support at University Counseling Services, located at on the 2nd floor of Carstensen Hall, 174 University Avenue (203) 576-4454, 9:00 AM–

5:00 PM or The Center for Family Justice (203) 333-2233 or (888) 999-5545 after hours. Services are free and confidential. Counseling and other support are the key elements to recovery.

The University provides accommodations to survivors, including changes in housing arrangements and/or modification in class schedules.

Any employee who believes that he or she is the victim of sexual assault, stalking, or relationship violence, whether on or off campus, may report such incident to a Deputy Title IX Coordinator for Employee Matters. The University of Bridgeport will upon request (1) notify or assist the employee to contact law enforcement where he/she may obtain a protective order; (2) provide contact information for applicable support services; (3) notify the employee of any reasonably available options or assistance that the University of Bridgeport can provide in response to the incident (e.g., changing transportation); and (4) if requested, provide assistance to the employee to access counseling, health, and or mental health services through the University's Employee Assistance Program (EAP).

Interim measures and accommodations are fully set forth in the investigation and resolution procedures provided herein.

PROHIBITED CONDUCT UNDER THIS POLICY

Conduct under this policy, as defined below, is prohibited regardless of sex, sexual orientation and/or gender identity/expression of the Complainant or Respondent.

Definition of Key Terms under this Policy

Force: Force is the use of physical violence, and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

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

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred.

Incapacitation: Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the "who, what, when, where, why or how" of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs.

Interplay between Incapacitation and Consent: A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the

individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

It is not an excuse that the responding party was intoxicated and, therefore, did not realize the incapacity of the reporting party.

Prohibited Conduct

Prohibited Conduct, as defined in the *Key to UB*, Chapter Six, “Policy on Sexual and Gender-based Interpersonal Violence and Harassment,” includes the following Prohibited Conduct as specifically identified below:

i. Non-Consensual Sexual Intercourse

Defined as:

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

Sexual intercourse includes:

- Vaginal or anal penetration by a penis, tongue, finger or object, or oral copulation (mouth to genital contact) no matter how slight the penetration or contact.

ii. Non-Consensual Sexual Contact

Defined as:

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

Sexual touching includes:

- Intentional contact with the breasts, groin, or genitals, mouth or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; or
- Any other bodily contact in a sexual manner.

iii. Sexual Exploitation

Sexual Exploitation refers to a situation in which a person takes non-consensual or abusive sexual advantage of another, and that behavior does not otherwise fall within the definitions of Sexual Harassment, Non-Consensual Sexual Intercourse or Non-Consensual Sexual Contact. Examples of Sexual Exploitation include, but are not limited to:

- Sexual voyeurism (such as watching a person undressing, using the bathroom or engaging in sexual acts without the consent of the person observed).
- Invasion of sexual privacy.
- Taking pictures or video or audio recording another in a sexual act, or in any other private activity without the consent of all involved in the activity, or exceeding the boundaries of consent (such as allowing another person to hide

in a closet and observe sexual activity, or disseminating sexual pictures without the photographed person's consent).

- Prostitution.
- Sexual exploitation also includes engaging in sexual activity with another person. While knowingly infected with human immunodeficiency virus (HIV), a sexually Transmitted disease (STD) or infection (STI) without informing the other person of the infection.
- Administering alcohol or drugs (such as "date rape" drugs) to another person without his or her knowledge or consent (assuming the sexual act is not completed)
- Exposing one's genitals in non-consensual circumstances.
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation.

iv. **Retaliation**

Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for alleging harassment, supporting a party bringing an allegation or for assisting in providing information relevant to a claim of harassment is a serious violation of the University of Bridgeport's policy and will be treated as another possible instance of harassment or discrimination. Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. The University of Bridgeport will take appropriate steps to protect individuals who fear that they may be subjected to retaliation.

v. **Sexual Harassment**

The University of Bridgeport strictly prohibits sexual harassment or other unlawful behavior which targets an individual because of characteristics such as gender, sexual orientation, sexual identity, etc. Sexual harassment means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic grade, salary, benefit or service; (2) submission to or rejection of such conduct by an individual is used as the basis for employment, academic grading or other decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or learning environment.

Examples of Sexual Harassment include, but are not limited to:

- Physical assaults of a sexual nature, such as (1) rape, sexual battery, molestation or attempts to commit these assaults; or (2) intentional physical contact which is sexual in nature, such as patting, pinching, brushing against another's body, etc.
- Unwanted sexual advances, propositions or other sexual comments and jokes, including disparaging remarks about the individual body or gender.
- Sexual or discriminatory displays, publications or other visual material on UB property.
- Sexual gestures through body movements or hands or other types of nonverbal sexually explicit behavior.

vi. Conflicts of Interest arising from Faculty/Staff Consensual Relationships with Students

Consistent with the University of Bridgeport's Title IX obligations and commitment, teachers, administrators, coaches and other employees must avoid and refrain from romantic or sexual relationships, even if consensual, with students whom they teach, advise or supervise (or whom they may teach or supervise in the future). The relationship between teacher, advisor or mentor and student must be protected from influences or activities that can interfere with learning and personal development. In addition to creating the potential for coercion, any such relationship jeopardizes the integrity of the educational process by creating an actual or potential conflict of interest and may impair the educational environment for other students. Employees or students with questions about this policy are advised to consult with UB's Title IX Coordinator. Violations of this policy will normally result in disciplinary action.

vii. Intimate Partner/Dating/Domestic Violence

Relationship violence is a pattern of behavior in a domestic, intimate or dating relationship that is used to establish power and control over another person through fear and intimidation. This behavior can be verbal, emotional, and/or physical. Examples include, but are not limited to: striking another person, property damage, reckless behavior, name calling and insults, public humiliation, harassment and verbal or physical threats. It includes threatening or causing physical harm or engaging in other conduct that threatens or endangers the health or safety of another person. Any such conduct or any offense under the University's Code of Community Standards will be considered Prohibited Conduct and resolved under this Policy if it arises out of an intimate partner, dating or domestic relationship (even if such relationship has ended).

viii. Stalking

Stalking includes any conduct prohibited by Connecticut General Statutes 53a-181 or any course of conduct directed to a specific person that would cause a reasonable person to (A) fear for the person's safety or the safety of others; or (B) suffer emotional distress, including but not limited to, two or more acts directly or through a third party which monitors, observes, surveils, threatens, or communicates to or about a person. This misconduct can involve, but is not limited to: (i) lying in wait or knowingly repeatedly running into the victim; (ii) unwelcome excessive phone calls, text messages, notes, etc.; (iii) watching or recording the victim from a distance; (iv) threats to harm a victim or a victim's family, friends, teachers, pets, or property whether the threats are delivered personally or through a third party; (v) vandalism of the victim's property; (vi) sending unwanted gifts, or leaving items that hold significance within the relationship between the victim and stalker. It also includes CYBERSTALKING, which is delivered through electronic devices and includes, but is not limited to: (i) posting online, the use of websites, email, text messaging, online social media, phone calls, malicious emails and instant messaging; (ii) creating multiple online accounts to harass a victim; (iii) hacking into the victim's personal website, email account(s), phone account(s) or social media account(s); or (iv) continuous posting of malicious and/or untrue information online to websites or social media. Gender-based stalking will also be addressed under this Policy.

ix. False Claims

Deliberately false/and or malicious reports under this Policy (as opposed to allegations found to be erroneous but made in good faith) are a serious offense subject to disciplinary action under this Policy.

x. Other Prohibited Conduct

Other forms of misconduct, when gender-based, are Prohibited Conduct under this Policy, including but not limited

- Sex offenses (other than listed above) under applicable federal and state law
- Hazing
- Assisting another person in committing Prohibited Conduct
- Threats or actions which inflict physical injury or emotional distress on others
- Acts injurious or creating a risk of injury to a person under the age of 18

INVESTIGATION AND RESOLUTION OF SEXUAL AND GENDER-BASED INTERPERSONAL VIOLENCE AND HARASSMENT

The University of Bridgeport has adopted an equitable process for investigating and resolving Prohibited Conduct based upon the nature of the Respondent’s relationship to the University (Student or Employee). “Complainant” means the Student or Employee who presents as the victim of any Prohibited Conduct, regardless of whether that person makes a report or seeks action under this Policy. “Respondent” means the Student or Employee who has been accused of violating this Policy. Each set of procedures referenced below is guided by the same principles of fairness and respect for Complainants and Respondents.

A Student or Employee determined by the University to have engaged in Prohibited Conduct is subject to disciplinary action, up to and including separation from the University. Third parties who commit Prohibited Conduct may have their relationship with the University terminated or their privileges of being on University premises withdrawn. For a full statement of the University’s jurisdiction over students with respect to this Policy, see Key to UB, Chapter Five, “Jurisdiction,” which is fully incorporated by reference herein. The University’s jurisdiction over employees extends to any acts committed within the workplace or which negatively impact students, other employees or the working or educational environment.

The procedures referenced below provide for prompt and equitable response to reports of Prohibited Conduct. The procedures designate specific timeframes for major stages of the process and provide for thorough and impartial investigations that afford all parties notice and an opportunity to present witnesses and evidence, and to view the information that will be used in determining whether a policy violation has occurred.

The University applies the preponderance of the evidence standard when determining whether this policy has been violated. “Preponderance of the evidence” means that it is more likely than not that a policy violation occurred.

If Respondent is a Student:

See Equity Resolution Process for Allegations of Sexual and Gender-based Interpersonal Violence and Harassment against Students (Attachment A), located at the end of Chapter Six of the *Key to UB*. The foregoing applies even if the student is a student employee or part-time employee at the University.

If Respondent is an Employee:

See Equity Resolution Process for Allegations of Sexual and Gender-based Interpersonal Violence and Harassment against Employees, (Attachment B). The foregoing applies even if the employee is a part-time student at the University.

NOTE: The Respondent's predominant role, as determined by the Title IX Coordinator, will determine which of the above procedures applies.

If the University receives a report that a third party has engaged in Prohibited Conduct on campus or at a University sponsored event, the manner of resolution will be determined by the Title IX Coordinator based upon the third party's relationship with the University, consistent with the goal of eliminating any discriminatory conduct from the educational environment. The Title IX Coordinator will conduct a preliminary investigation and may refer the complaint to the third party's employer for investigation or, if the Title IX Coordinator's investigation substantiates misconduct, recommend that the University terminate its relationship and/or exclude the third party from campus.

If the University receives a report from a third party that a Respondent has engaged in Prohibited Conduct on campus, at a University-sponsored event on or off campus, or in a manner that affects a substantial University of Bridgeport interest, the Title IX Coordinator will investigate the alleged Prohibited Conduct and determine whether to initiate the Equity Resolution Process, with or without the third party complainant's participation.

GRIEVANCE PROCEDURES UNDER TITLE IX AND TITLE VI

Any student who believes that the University has discriminated against him or her based upon gender in violation of Title IX of the Education Amendments of 1972 or based upon race or ethnicity in violation Title VI of the 1964 Civil Rights Act may file a grievance with the Title IX Coordinator. Provided however, that any matter arising under the University's Policy on Sexual and Gender-based Interpersonal Violence and Harassment may only be adjudicated through the Procedures set forth in said Policy and shall not be subject to further review.

Examples of grievance falling under this policy include complaints of disparate treatment by faculty or staff or with regard to allocation of school resources allegedly based upon gender, race or similar protected class basis.

Any student who communicates a concern of perceived discriminatory treatment should be referred to the Title IX Coordinator, who shall meet with the student, discuss his or her concerns, and determine if the matter is appropriate to be resolved through informal mediation.

First Step (optional): The Title IX Coordinator may speak with the parties involved and attempt to mediate a resolution in appropriate cases with the complaining student's consent.

Second Step: If the student does not wish to pursue informal resolution or the Title IX Coordinator determines that such process would not be appropriate, the student may submit a written grievance to the Title IX Coordinator. The Title IX Coordinator shall investigate the complaint and draft a Report, including a summary of the facts and recommended resolution, if any, with the assistance of a Deputy Title IX Coordinator, if desired. The Title IX Coordinator shall resubmit the Report to the Provost within 30 days following receipt of the student's written grievance. The Provost shall review the Report and any recommendations and shall prepare a written decision on the grievance and send to the Title IX Coordinator within 15 days. The Title IX Coordinator shall promptly provide the grievant with a copy of the Report and the Provost's response.

Third Step: In the event that the student is not satisfied with the resolution of his or her grievance at Step Two, then the student may submit a written request within 14 days through the Title IX Coordinator for review by the President. The President shall review the matter, conduct any further review which may be deemed appropriate, and shall notify the student through the Title IX Coordinator of the final decision on the grievance within 30 days.

UB will not retaliate, nor will it permit any employee to retaliate, against any complainant who submits a grievance based upon a good faith belief in the truth of the matters reported. The foregoing grievance procedure is in addition to all remedies available to employees under federal and state law, including filing a complaint with the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Connecticut Commission on Human Rights and Opportunities.

DISABILITY/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 disability 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, disability 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 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.

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 Association of Schools and Colleges (NEASC) 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 inaccurate 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 of directory information, as defined below.

- 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 is 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:

- The annual yearbook;
- News releases;
- Honor roll or other recognition lists;
- Graduation programs;
- Sports activities sheets, such as weight and height of team members;
- Images produced by exterior and interior security cameras; and
- 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 or publish yearbooks.

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:

- Student's name
- Address (local and permanent)
- Electronic mail address
- Telephone listing
- Photograph
- Date and place of birth
- Enrollment status (e.g. undergraduate or graduate, full-time or part-time)
- Academic year/grade level
- Dates of attendance and/or graduation
- Major field of study or academic specialty
- Most recent educational agency or institution attended
- Participation in sports and other officially recognized activities (including position, role, and/or function)
- Honors and awards received (academic, athletic, community, etc.)
- 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:

- 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;
- The student causes significant property damage;
- The student operates a motor vehicle under the influence of alcohol;
- The violation involves another serious incident;
- 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;
- 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 faculty and administrative offices, all areas of residence halls, dining facilities and 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 Executive Director of Housing, Residential Life and Community Standards for disciplinary action, if 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

In view of the fact that 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:

- Student Health Services, Room 119, Health Science Building, email: healthservices@bridgeport.edu
- CT Quitline-(866) END HABIT
- 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, 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.

- Kegs and keg events are strictly prohibited on all University premises, including all residence hall rooms.
- 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.
- Students under the age of 21 may not use, possess, sell, or consume alcohol on University property under any circumstances.
- 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.
- 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.
- The University of Bridgeport prohibits delivery of alcoholic beverages to the Bridgeport campus, except delivery by wholesale distributors to an event for which an approved third-party vendor will be responsible for the serving of alcohol.
- 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.
- 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.
- 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.
- The use of beverages in containers other than glass is strongly encouraged to prevent breakage and personal injury.
- 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 increases 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 cause

respiratory depression and death. Much lower amounts of alcohol produce the effects just described, when combined with depressants.

Each person's metabolism reacts uniquely to drugs, including alcohol. A quantity which is within tolerance for one person, such as one of above average size, may have disastrous consequences for another person, especially where the latter is relatively less large. The rate at which alcohol is consumed also impacts significantly on 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. These infants have 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 on the graph below and on the following page:

ALCOHOL VIOLATION	1ST TIME	2ND TIME	3RD TIME
Sale/Unauthorized Possession	Warning and possible substance abuse evaluation	Probation; 10+ hours community service; \$100 fine and possible substance abuse evaluation	Suspension and possible substance abuse evaluation
Possession and/or knowingly in the presence of a keg or common source container of an alcoholic beverage in or on University premises	No less than four academic months of residence hall separation, deferred suspension and substance abuse evaluation	Separation from the residence halls for one year, 20+ hours of community service, and possible substance abuse evaluation	Suspension from the University and possible substance abuse evaluation
Underage possession and/or consumption	Warning; education, sanction and possible substance abuse evaluation	Probation; \$100 fine; 10+ hours of community service and possible substance abuse evaluation	Suspension and possible substance abuse evaluation
Public Drunkenness	Warning and possible substance abuse evaluation	Probation; \$100 fine; 10+ hours of community service and possible substance abuse evaluation	Semester suspension and possible substance abuse evaluation
Drunk Driving	Semester suspension; treatment; vehicle banned and possible substance abuse evaluation	Expulsion	

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, the sale, the possession with intent to sell, or gift, and the possession 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 analytical, 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 analytical, 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 analytical, 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 (USCO), or designee, 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.

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:

DRUG VIOLATION	1ST TIME	2ND TIME	3RD TIME
Knowingly being in the presence and/or in possession of drug paraphernalia (as defined in the key to UB)	Disciplinary Warning and Possible Substance Abuse Evaluation	Drug Toxicology Test (if positive, see below) If Negative, Disciplinary Probation and 10+ Hours of Community Service and Possible Substance Abuse Evaluation	Drug Toxicology Test (if positive, see below) If Negative, One Semester Suspension and Substance Abuse Evaluation
Possession/Use of Illegal Drugs	Range from Deferred Suspension + 10 or More Hours Community Service + Educational Program Planning + Substance Abuse Evaluation to Suspension	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	Expulsion

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 behavior (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

cause 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 ticketing, 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:

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

Off-Campus:

- St. Vincent's Hospital, 2800 Main Street, Bridgeport, (203)576-6000.
- Chemical Abuse Services Agency C.A.S.A. (Spanish) (203)339-4112.
- Center for Substance Abuse Treatment Helpline, 1-800-662-HELP,
<http://findtreatment.samhsa.gov>.
- Hall-Brooke Behavioral Health Services, (203)362-3900
- 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 summon help for peers who are observed to be in a potentially dangerous situation, including, but not limited to, abuse of alcohol, 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, Residential Life and Community Standards (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 ABSENCES

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 the 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 and 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)576-4393; or the Executive Director of Housing, Residential Life and Community Standards, 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:

- University security staff authorized to carry weapons
- Local, state and federal law enforcement officers
- Members of the United States armed forces while on duty
- Martial Arts Weapons in the possession of Martial Arts teacher/student(s)
- 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 table 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 on floors 6-8 of Bodine Hall, the Health Sciences Living Community and those living in the suites 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 fine of \$25.00 for misuse of a meal card. If you lose your card or have mislaid it, report the loss to Campus Security. 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, 9:00 a.m. to 1:00 p.m. and 1:30 p.m. to 4:00 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 evidence 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, Severe 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. For a full copy of the University's Student Bloodborne Pathogen Policy, please email the Director of Student Health Services at healthservices@bridgeport.edu

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 Executive Director of Housing, Residential Life and Community Standards 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

The University of Bridgeport is committed to creating a learning environment which supports the academic and personal success of all members of the community. Accordingly, the University expects a student to continuously participate in his/her academic program, but recognizes that sometimes it is necessary or preferable for a student to take a leave of absence for a period of time. Such leaves may be voluntary or involuntary, and shall be handled in accordance with the policies listed below.

This policy and these procedures do not take the place of disciplinary actions that are in response to violations of the Code of Community Standards, nor do they preclude the removal or dismissal of students from the University or University owned facilities as a result of violations of other University policies or regulations.

All records concerning leaves of absence will be kept in accordance with the University confidentiality policy and other applicable policies. Leaves of absence (both voluntary and involuntary) trigger the six-month grace period for repayment of student loans, meaning that if a student's leave (and any prior leaves of absence) exceed six months, s/he will be required to begin repaying his/her loans. Students receiving scholarships or other financial aid should consult the Financial Aid Office prior to taking leave.

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 or the online portal (the "Request"), which must be submitted to the Dean of Students and approved by the student's advisor, academic dean, Student Financial Services, Office of the Registrar and Dean of Students. The Request 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) but before the "withdrawal from classes with 'W'" deadline (around 4 weeks left in 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/> and Chapter Four's "Residence Hall Refund Policy."

A student wishing to return to the University from a leave of absence must file a "Request for Readmission" form (found on the UB portal), with the Dean of Students, which must be approved by the student's advisor, academic dean, Student Financial Services, and the Dean of Students. The Dean of Students may require confirmation that the condition giving rise to leave has resolved sufficiently for the student to resume studies. The Request for Readmission must be completed (with all required signatures and information) before the student is allowed to register for classes.

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 a 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 Behavioral Intervention Team (BIT), including representatives from Student Health Services, Counseling Services, Office of Student Accessibility Services, Residential Life, the student's academic advisor, faculty and other University Representatives as determined appropriate. The BIT 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 safely 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 evaluation 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 leaves of absence will be kept in accordance with the University confidentiality policy and other applicable policies.

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 unsecured, 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, Residential Life and Community Standards of 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 Campus Activities or his/her designee to insure that they meet University guidelines:

- All signs, posters, flyers, etc., in buildings and on bulletin boards must bear the name of the organization or person posting the sign.
- All signs, posters, flyers, etc., placed or hung outside buildings may only be placed on approved bulletin boards.
- No signs, posters, flyers, etc., may be placed or hung on windows, doors, or glass panes.
- All signs, posters, flyers, etc., must be placed and/or hung on approved bulletin boards.
- All signs, posters, flyers, etc., must bear the “permission to post” stamp.
- All signs, posters, flyers, etc., must bear the date by which the sign will be removed, which is 24 hours after the event.
- 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.
- Approval of a sign, flyers, or posters does not mean that the University endorses the event.
- There may be no reference to alcohol in any sign, flyer or poster.
- All content must be in English or a translation reasonably satisfactory to the Dean of Students (or his/her designee).
- 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.
- No signs, posters or flyers of any kind may be attached in any way to trees, utility poles or on windshields of motor vehicles.

On the University of Bridgeport Internet Server or UBNet Students wishing to have information posted on the UBNet must first have it approved by the Dean of Students or a professional staff member of the Division of Student Affairs. To place an announcement on the UBNet, present the Dean or professional staff members with a hard copy of the announcement. If it is approved (using similar guidelines as those stated above for “On campus” postings), an “Approved for UBNet” stamp will be placed on the announcement. The designated staff member will then take the approved announcement to the Web Master, who will review it and post it on the UBNet.

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 or if the animal is out of control and the student does not take effective action to control it or if 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 if 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, and academic buildings at the involved campus.

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).

Attachment A

Equity Resolution Process for Allegations of Sexual and Gender-based Interpersonal Violence and Harassment against Students

The University uses the following equity resolution process (“Procedures”) to investigate and adjudicate any allegations of Prohibited Conduct by a student. All other allegations of misconduct unrelated to incidents covered by this Policy will be addressed through the procedures elaborated in Chapter Five, Key to UB.

Expectations of Complainants and Respondents

Pursuant to these Procedures, Complainants and Respondents can expect the following:

- Prompt and equitable resolution of allegations of Prohibited Conduct;
- Prompt and equitable resolution of allegations of Prohibited Conduct;
- Privacy to the extent possible, consistent with conducting a thorough investigation and obtaining an impartial and fair resolution;
- Reasonably available and appropriate remedial measures, as described in these Procedures;
- Freedom from retaliation for making a good faith report of Prohibited Conduct or participating in an investigation or resolution under these Procedures;
- The responsibility to refrain from retaliation directed against any person: making a good faith report of Prohibited Conduct, participating in an investigation, or resolution under these Procedures;
- The responsibility to provide truthful information in connection with any report, investigation or resolution of Prohibited Conduct;
- The opportunity to choose an advisor, including the right to have that advisor present during any meeting or proceeding at which the party attends;
- Timely notice of any meetings or proceedings at which the party’s presence is contemplated under these Procedures;
- The opportunity to articulate concerns or issues about this Policy or the Procedures;
- Written notice of an investigation, including notice of any alleged Prohibited Conduct;
- The opportunity to challenge any member of the Review Panel for bias or conflict of interest;
- The opportunity to offer information, present evidence, and identify witnesses during the investigation;
- The opportunity to be heard, orally and/or in writing, as to the determination of the alleged Prohibited Conduct and imposition of any sanction(s);
- Reasonable time to prepare any response contemplated by these Procedures;
- Written notice of any extensions of time or time frames under these Procedures; and
- Written notice of the outcome of any Formal Resolution, including the determination regarding any alleged Prohibited Conduct, within a reasonable time following conclusion of any hearing.

Preliminary Inquiry

Following receipt of notice or a report of Prohibited Conduct, the Title IX Coordinator will make a preliminary inquiry to determine if there is reasonable cause to believe a Respondent violated this Policy. This inquiry may also serve to help the Title IX Coordinator to determine if the

allegations evidence violence, threat, pattern, predation and/or weapon and to complete a threat assessment (see below).

During this preliminary inquiry, the Title IX Coordinator will:

1. Assess the Complainant's safety and well-being and offer University support and assistance;
2. Inform the Complainant of the right to contact law enforcement and/or to seek medical treatment, and regarding the University and community resources available for protection and support;
3. Inform the Complainant regarding these Procedures and the options available for investigation and resolution;
4. Explain the University's prohibition against retaliation;
5. Assess the nature and circumstances of the report, and the names, ages, status, and contact information, if known, of Complainant, Respondent and witnesses;
6. Ascertain whether any minors are involved, and if so, whether reporting to law enforcement and state of Connecticut child protective services is required; and
7. Communicate with appropriate University Officials to determine whether the report triggers any Clery Act obligations, including entry of report on daily crime log and/or issuance of timely warning.

The Title IX Coordinator will ensure that Complainant receives a written explanation of available resources and options and is offered the opportunity to discuss and ask questions (see "Interim Remedies/Rules" for Title IX Coordinator's communication with and opportunities provided to Respondent").

Threat Assessment

Following the initial assessment, the Title IX Coordinator will consult as appropriate with Campus Security and other campus administrators and determine whether the report poses a threat to the Complainant or the University community. Factors to be considered shall include, but not be limited to, whether alleged Prohibited Conduct included physical violence or threats of violence; whether any weapon or force was allegedly used or threatened; whether multiple Respondents were involved; whether Respondent has a prior history of violent behavior; whether the Prohibited Conduct was facilitated by "date-rape" drugs or similar intoxicants, or allegedly occurred when Complainant was unconscious or physically helpless; whether Complainant is a minor under the age of 18; and whether any aggravating circumstances or indications of violent or predatory behavior were reported.

The Title IX Coordinator will retain documentation reflecting that the above threat assessment was completed. If the conclusion is that there is minimal threat to the University community, the Title IX Coordinator may in his or her discretion respect a Complainant's request for no action, and will investigate only so far as necessary to determine appropriate remedies. However, if the Title IX Coordinator concludes that there is a substantial threat to the community, the University of Bridgeport reserves the right to initiate resolution proceedings without a formal report or participation by a Complainant.

Interim Remedies/Actions

The Title IX Coordinator may provide interim remedies intended to address the short-term effects of harassment, discrimination and/or retaliation, i.e., to redress harm to the Complainant and the community and to prevent further violations.

These remedies may include, but are not limited to:

- Referral to counseling and health services
- Altering the housing situation of the Respondent or the Complainant (if desired)
- Providing campus escorts
- Providing transportation accommodations
- Ordering contact limitations between the parties
- Offering adjustments to academic deadlines, course schedules, etc.
- Education to the community

The University of Bridgeport may separate a Respondent from residence halls and/or interim suspend Respondent from all or some campus activities, including but not limited to classes, pending the completion of its investigation and these Procedures, if in the judgment of the Title IX Coordinator, the foregoing interim restrictions are necessary 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 of, or interference with, the normal operations of the University.

Before considering the imposition of an interim separation from residence halls and/or interim suspension from some or all campus activities, the Title IX Coordinator will offer the Respondent the opportunity to meet and to show cause why the foregoing interim measures should not be implemented. The Title IX Coordinator has sole discretion to implement or stay an interim separation from residence halls and/or suspension from all or some campus activities and to determine the conditions and duration of said restrictions. At the discretion of the Title IX Coordinator, alternative coursework options may be arranged, if feasible, to minimize impact upon Respondent.

The Title IX Coordinator will promptly inform the Complainant of any interim actions undertaken by the University to respond to safety concerns, including any decision to proceed with an investigation. The Title IX Coordinator will also promptly notify the Respondent of any interim protective measures that will impact Respondent. The University will otherwise endeavor to maintain as confidential any interim actions or protective measures, provided confidentiality does not impair the University's ability to provide the interim actions or protective measures.

University Resolutions

In cases where the Complainant wishes to proceed or the University of Bridgeport determines it should proceed based upon safety related concerns, these Procedures offer two options for resolving reports of Prohibited Conduct: **(1) Alternative Conflict Resolution** – which includes alternative dispute mechanisms for resolving the reported Prohibited Conduct; and **(2) Formal Resolution** – which involves an investigation and review (and possible sanction) by a Review Panel.

This Procedure considers the preference of the parties, but is ultimately determined at the discretion of the Title IX Coordinator. Alternative Conflict Resolution may only occur if selected by all parties and the Title IX Coordinator determines it is appropriate; it will not be utilized if the reported Prohibited Conduct poses a safety threat to others.

(1) Alternative Conflict Resolution

If alternative conflict resolution is elected by both Complainant and Respondent and appears appropriate given the nature of the alleged behavior, then the report does not proceed to investigation. Alternative Conflict Resolution will not be utilized to resolve reports of Sexual Assault.

Each party has the right to choose and consult with an advisor before selecting alternative conflict resolution, and advisors may offer support during the process.

The Title IX Coordinator may attempt to mediate the conflict between the parties or may request the assistance from the deputy Title IX Coordinator or a trained mediator. Alternative Resolution agreements may involve agreed upon restrictions upon interactions or activities, or other remedial or protective measures tailored to meet the needs of the parties. If the agreement reached is acceptable to the University, the Complainant and the Respondent, the terms will be implemented and the matter closed. If an acceptable agreement is not reached, or if one or more parties fail to comply with the agreement reached, then the matter will be referred through Formal Resolution under these Procedures.

The Title IX Coordinator will maintain records of all reports and agreements referred for alternative conflict resolution, which typically should be completed within thirty (30) days.

(2) Formal Resolution

Formal Resolution will be commenced by the Title IX Coordinator when a Complainant requests an investigation and disciplinary action, or alternative conflict resolution fails, or the University determines based upon preliminary inquiry and threat assessment that investigation is necessary to ensure the safety of the Complainant or other members of the University community.

If the decision is made to commence a formal investigation, the Title IX Coordinator will conduct a full investigation, or delegate this responsibility in whole or in part to the Deputy Title IX Coordinator for Student Affairs, to the Office of Campus Security (either the Executive Director of Associate Executive Director), or to an experienced, external retained investigator. All investigators shall have special training on issues relating to sexual assault and gender-based violence and how to conduct a full, fair and impartial investigation.

(a) Investigation

The investigator (Title IX Coordinator or designee) will typically take the following steps, if not already completed (not necessarily in this order):

- **Notice.** Provide notice to the Complainant and Respondent in writing of the commencement of the investigation and the following: 1) names of Complainant and Respondent; 2) summary of the alleged Prohibited Conduct, including location, date and time; 3) name of investigator; 4) instruction to preserve evidence; 5) prohibition against retaliation; 6) how to assert conflict of interest/bias of investigator; and 7) copy or link to this Policy.
- **Other Misconduct.** If other misconduct is reported which allegedly violates the Code of Community Standards and is part of a continuous course of conduct and/or involves common facts as the alleged Prohibited Conduct under this Policy, then the Title IX Coordinator will coordinate with the University Conduct Officer and decide whether all alleged violations should be investigated together by the Title IX investigator or designee. Where the Title IX Officer determines that a single investigation is appropriate and the University Conduct Officer agrees, then the responsibility for the Code of Community Standards shall be adjudicated under these Procedures, applying the Code definitions and sanctions, as set forth in Chapter Five.
- **Overview.** The investigation will be a neutral, fact-finding process and Respondent is presumed at the outset not to be responsible. This presumption may be overcome

where the investigator and Hearing Panel determine that there is sufficient evidence. The Complainant and Respondent (collectively, the “Parties”) are encouraged, but are not required to cooperate with the investigation and hearing. The Parties will have an equal opportunity to be heard, to submit information, to identify witnesses, and to suggest questions. The investigator will interview separately the Parties and any third party witnesses, and gather all available evidence, including email, text messages, social media communication, etc., as well as any photographs or medical records.

- Timeframe. As a general rule, the period from report of the alleged Prohibited Conduct to the Title IX Coordinator through resolution, including a decision by the Review Panel, if applicable, will not exceed 60 days. The timeframe may be extended for good cause, including, but not limited to, requests by external law enforcement to delay, unavailability of key witnesses, or University break periods, etc. The Title IX Coordinator will notify the Parties in writing of any extension of this timeframe and reason for the extension.
- Prior or Subsequent Conduct. Prior or subsequent conduct of the Respondent may be considered in determining pattern, knowledge, intent, motive or absence of mistake. The determination of relevance of pattern evidence will be based upon an assessment of whether the previous or subsequent conduct was substantially similar to the conduct under investigation or indicates a pattern of similar Prohibited Conduct.
- Prior Sexual History. The sexual history of a Complainant or Respondent will never be used to prove character or reputation. As a general rule, evidence related to the prior sexual history of either of the parties is not relevant to the determination of a Policy violation and will be considered only in limited circumstances where relevance is demonstrated (e.g., where affirmative consent is an issue, to demonstrate how the parties communicated). The relevance of this information will be determined by the Title IX Coordinator.
- Report of Investigation. Following the conclusion of the investigation, the Title IX Coordinator, or designee, will draft a Report summarizing the information gathered, including the contested and uncontested facts. The Report shall include a recommendation, based upon a preponderance of the evidence, as to whether or not there is sufficient evidence to support a finding of responsibility for the alleged Prohibited Conduct. If the Report was drafted by a designated investigator (other than the Title IX Coordinator), the Title IX Coordinator will review, finalize, and approve the Report. The Title IX Coordinator will notify the parties simultaneously that the Report is complete and available for review.
- Recommended Findings. If the investigator’s Report recommends that there is insufficient evidence, by a preponderance of the evidence, to support a finding of responsibility on one or more allegations of Prohibited Conduct, the Complainant may elect not to further utilize the Procedures, in which event the matter will be closed, or the Complainant may elect to contest one or more of the findings or recommendations, in which event the Complainant may submit a written statement within seven (7) days. The Title IX Coordinator will provide a copy of the written statement contesting the finding(s) or recommendation(s) to the Respondent, who shall have 7 days to respond in writing. If requested by the Complainant, the Title IX Coordinator will convene a Review Panel to schedule a hearing. The Review Panel will consider the Report, together with any statements by the parties, along with any other evidence offered by the parties.

- If the investigator’s Report recommends that there is sufficient evidence, by a preponderance of the evidence, to support a finding of responsibility for the alleged Prohibited Conduct, then the Title IX Coordinator will convene a Review Panel to schedule a hearing. The Review Panel will consider the Report, along with any other evidence offered by the parties.
- Acceptance of Responsibility. The Respondent may, at any time, elect in writing to accept responsibility for the alleged Prohibited Conduct, in which case the Title IX Coordinator will refer the matter to the Review Panel to determine the appropriate sanction.

(b) Advisors

Throughout the investigation and resolution process, each party has the right to choose and consult with an advisor. The advisor may be any person, including an attorney, who is not a party or a witness or otherwise involved in the resolution process. Advisors provide support for students during the Review Panel hearing and can assist with preparation. Advisors are not permitted to advocate for a student or to speak on his or her behalf during the hearing. Advisors may confer quietly with their advisees or in writing as necessary, as long as they do not disrupt the hearing process.

(c) Title IX Review Panel

The Title IX Review Panel is comprised of faculty/staff who have received specialized training regarding the adjudication process for Title IX related offenses under this Policy. Members of the Review Panel shall be selected by the Title IX Coordinator from previously trained and appointed faculty and staff to review all relevant material and determine, using the “preponderance of the evidence” standard, whether Respondent committed the alleged Prohibited Conduct.

(d) Possible Sanctions Imposed by the Title IX Review Panel

Should the Review Panel determine by a preponderance of the evidence that the Respondent is responsible for the Prohibited Conduct, as alleged, or in the event Respondent previously accepted responsibility in writing for the Prohibited Conduct, the Review Panel shall determine sanctions to be imposed, which may include any of the following:

Expulsion – Permanent separation of the student from the University.

Suspension – Separation from the University for up to two years.

Deferred Suspension – Separation from the University held in abeyance for definite period of time, to be enforced if future misconduct.

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.

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

Written reprimand—a written censure for violation of Policy placed in the student’s record.

Written warning – a written warning placed in student’s file what repetition of conduct found wrongful will result in disciplinary action.

In determining the appropriate sanctions, the Review Panel shall be guided by a number of considerations, including:

- The severity and persistence of the Prohibited Conduct;
- The extent violence was involved;
- The impact of the Prohibited Conduct on the Victim;
- The impact of the Prohibited Conduct on the University community;
- Prior disciplinary history or other prior misconduct;
- Whether Respondent accepted responsibility; and
- Any other mitigating or aggravating factors.

(e) **Procedural Rules for Proceedings before the Title IX Review Panel**

Title IX Review Panel hearings shall be conducted in accordance with following guidelines:

1. Review Panel hearings shall not be open to the public. The following individuals may be present: Three (3) Review Panel members; the Review Panel Chairperson; the University Student Conduct Officer; Complainant (and Advisor, if requested); Respondent (and Advisor, if requested); Witnesses (one at a time); Title IX Coordinator and/or Deputy Title IX Coordinator.
2. The Complainant and the Respondent (and their respective advisors, if any) shall be allowed to attend the entire hearing at which information is received (excluding deliberations). Admission of any other person to the hearing shall be at the discretion of the Review Panel Chair.
3. The Complainant(s) and the Respondent(s) have the right to be assisted by an advisor of their choosing, at their own expense (see Advisors section, above).
4. The Complainant and the Respondent are responsible for arranging the attendance of their respective witnesses. The University will endeavor to assist, where feasible, upon request submitted by Complainant or Respondent at least two school days in advance by inviting witnesses who are members of the University community. Witnesses will be expected to provide information to and answer questions from the Review Panel. Questions of whether potential information will be received shall be resolved at the discretion of the Review Panel Chairperson.
5. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Review Panel at the Chairperson's discretion. The Respondent shall be permitted to respond to the charges in a written or oral statement.
6. All procedural questions are subject to the final decision of the Review Panel Chairperson.
7. The Review Panel shall determine by majority vote whether the Respondent shall be found responsible for the alleged Prohibited Conduct.
8. The Review Panel determination shall be made on the basis of whether it has been demonstrated by the "preponderance of the evidence" standard that Respondent committed or engaged in Prohibited Conduct.
9. A student may submit a challenge to the impartiality of any member of the Review Panel before the hearing proceeds. Any member may elect to recuse herself/himself. If the member does not recuse himself/herself, the remaining members of the Review Panel shall determine whether or not the challenged member should be

disqualified from serving. The hearing may be continued, if necessary, to ensure that the Review Panel has no less than three members.

10. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, do not apply to this equitable resolution proceeding.
11. The Chairperson shall retain a copy of the hearing record and shall ensure a verbatim recording is made of the hearing and retained by the University. The Parties will be provided a copy upon request. No other recording may be made of any proceedings under this Policy.

The Review Panel Chairperson will preside over the hearing and resolve any procedural issues. If any individual is disruptive, the Chairperson may order such person removed from the hearing. At the conclusion of the hearing, the Review Panel will deliberate privately to determine whether or not, based upon a preponderance of the evidence, the Respondent is responsible for the alleged Prohibited Conduct. The Review Panel may consider and shall give such weight as it deems appropriate, in its discretion, to the investigator's Report, but shall not be bound by it. All decisions of the Review Panel require a majority vote.

If the Respondent is found "Not Responsible," by the Review Panel for the alleged Prohibited Conduct, the hearing ends. If the Respondent is found "Responsible" for the alleged Prohibited Conduct (or if the Respondent previously admitted responsibility), the Review Panel will commence the sanction phase of the hearing.

During the sanction phase of the hearing, the Hearing Panel may consider:

- Impact statements of both Complainant and Respondent;
- Respondent's prior history of disciplinary sanctions, if any;
- Recommendations of the Title IX Coordinator regarding appropriate sanctions.

At the conclusion of the sanctions phase, the Review Panel will deliberate privately. All sanction decisions shall be by majority vote. Within 72 hours, the Review Panel will deliver a decision letter to the Title IX Coordinator, who will deliver a copy to both parties.

(f) Appeals from Review Panel's Decision

Complainant and Respondent shall have the right to appeal the decision of the Title IX Review Panel within seven (7) days following the decision. Such appeals shall be in writing and shall be delivered to the Title IX Coordinator, who shall provide a copy to the other party (Complainant or Respondent) and afford him or her seven (7) days to respond. The Title IX Coordinator shall then forward the written appeal, any response from the other party, and the hearing record (including tape recording or transcript) of the Review Panel proceedings to the Dean of Students, who shall decide any appeal. In the event of any conflict of interest (based upon prior involvement in the proceedings, etc.) on the part of the Dean of Students, the Provost shall decide any appeal. Any party asserting that the Dean of Students has conflict of interest should include a statement of reasons in his or her appeal or response to appeal. The Title IX Coordinator shall review and determine whether or not a conflict of interest requires that the appeal be referred to the Provost. Except as required to explain the basis of new information, any appeal shall be limited to a review of the record of the Review Panel hearing and supporting documents for one or more of the following purposes:

- 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 Review Panel hearing;
- An error in the process or an abridgement of rights, as stated in this Policy, which materially impacted the outcome of the hearing;
- The sanctions imposed were impermissible under this Policy.

The appeal shall be strictly limited to the above grounds. The appeal decisional authority shall render a written decision within seven (7) days. If the appeal is granted, then the appeal decisional authority shall also determine whether the matter shall be referred back to the same or to a different Review Panel for further proceedings.

ATTACHMENT B

Equity Resolution Process for Allegations of Sexual and Gender-based Interpersonal Violence and Harassment against Employees

Please see <http://www.bridgeport.edu/life/ub-cares/>.