



# Post University Student Handbook

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# Student Life

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### **Section One – Mission Statement**

The division of Student Life strives to work collaboratively with all University departments to enhance student's personal, professional, and educational development. It encourages students to take an active role in campus life, develop their leadership skills, and extend their classroom learning. The Student Life staff empowers students to become responsible and productive citizens in a multi-cultural society. The division is devoted to fostering an environment that promotes student success.

### **Section Two – Student Activities, Diversity Programs, and Orientation**

The Office of Student Activities, Diversity Programs, and Orientation provides meaningful involvement opportunities which foster students' personal growth and strength of character. Through different avenues of involvement, students have the opportunity to develop skills that will allow them to be thoughtful, responsible, and active citizens during their college career and beyond. Students are encouraged to reach out to the Office of Student Activities, Diversity Programs, and Orientation and the Student Government Association to further pursue their interests.

The Office of Student Activities, Diversity Programs, and Orientation fulfills this mission through providing the following:

- Supervision of the Student Government Association
- Advisement of Dean's Cup
- Guidance, coordination, and implementation of club and student-sponsored events
- Coordination and facilitation of trainings and leadership development workshops
- A wide array of student leadership opportunities
- Development and implementation of many student orientated campus events
- Support, recognition, and celebration of the student leaders at Post University

### **Section Three – Guests at Student Activities and Events**

Student Life encourages Post University students to bring guests to activities and events hosted on campus. Guests are defined as friends, family members, partners, siblings, etc.

- Students are required to accompany their guest to and from each event and remain with their guest at all times
- All guests must be registered with Campus Security through the South Gate Guardshack
- Guests must register and obtain a guest pass for all Post University events, present a

valid photo ID, and include the full name of their Post University student host. The University reserves the right to hold an ID of any guest until the conclusion of an event or to deny access to any guest at any time

- Guests will be asked to leave an event if they are disruptive
- The Dean of Students and/or the Department of Student Life will take disciplinary action against any host who has guests on campus who disrupt an event or violate any University policy
- The University reserves the right to ban any guest who does not follow Post University policies from attending future events
- Post University administrators reserve the right to contact the police and have a guest removed from campus and charged with trespassing
- The University may limit the number of guests per student during particular events at any time

#### **Section Four – Activity Fee**

An activity fee is collected annually to support the Student Government Association, Dean's Cup, Campus Activities, the Counseling Center, and a wide variety of other University-sponsored student services.

#### **Section Five – Programming During Finals Week**

Organizations are restricted from hosting programs during reading days and the week of final exams in order to maintain an environment conducive to studying. Exceptions are made with formal approval from the University.

#### **Section Six – Reserving a Room for Meetings or Functions**

Recognized student clubs, organizations, and University offices/departments may reserve space on campus for meetings or events. Space is available to outside groups or organizations at an additional fee.

Rooms in the following areas may be reserved via the departments listed:

##### **6a. Eagles Nest and Eagles Nest Conference Room**

- The Eagles Nest and Eagles Nest Conference Room can be reserved through the Outlook email system. There are “Eagles Nest” and “Eagles Nest Conference Room” options when selecting a location on the calendar event, which will then be sent to the Office of Student Activities, Diversity Programs, and Orientation for approval
- These spaces must be reserved at least two (2) weeks prior to the event and are available on a first come, first served basis

##### **6b. Leever Student Center Lobby**

- The lobby of the Leever Student Center can be reserved with the Office of Student Activities, Diversity Programs, and Orientation by e-mailing Scott Towers at [STowers@post.edu](mailto:STowers@post.edu)
- This space must be reserved at least two (2) weeks prior to the event and is available on a first come, first served basis

##### **6c. Dining Hall and Swoop's Landing**

- The Dining Hall and Swoop's Landing can be reserved with the Director of Dining

Services by e-mailing Keith Edwards at [KEdwards@post.edu](mailto:KEdwards@post.edu)

#### **6d. Athletic Facilities**

- Athletic facilities include all courts, fields, and classrooms within the Athletics Department
- These spaces can be reserved with the Athletic Director by e-mailing Ronnie Palmer at [RPalmer@post.edu](mailto:RPalmer@post.edu)

#### **6e. Classrooms, Lecture Halls, and Labs**

- These can be reserved with the Registrar's Office at least two (2) weeks prior to the event is available on a first come, first served basis

#### **6f. Traurig Library**

- Rooms in the Traurig Library can be reserved with the Librarian
- The Library Boardroom can be reserved through the Outlook email system. There is a "Library Boardroom" option when selecting a location on the calendar event, which will then be sent to the Librarian for approval

### **Section Seven – Student Organizations**

#### **7a. Student Government Association**

The Student Government Association (SGA) represents all full-time, undergraduate, Main Campus students. The SGA provides funding for clubs and organizations through a petitioning process held during regular meetings. As the main voice for the student body, the SGA maintains an open line of communication between the administration, faculty, and students. The SGA encourages student input regarding University policies, events, programs, and facilities. Meetings are held each Wednesday at 12:45p.m. during the regular semester and are open to all students. Post University community members are always welcome and encouraged to attend weekly SGA meetings.

SGA Officers are chosen by the student body through an election process each spring semester. Students interested in holding a position in SGA must complete an election packet prior to elections and meet the eligibility requirements outlined in the SGA Constitution. Copies of the election packets and SGA Constitution are available through the Department of Student Life during election periods.

#### **7a1. Officers of the 2017-2018 Student Government Association**

- President: Jessica Martinez
- Vice President: Julianna Frenette
- Treasurer: Daniel Hartnett
- Secretary: Ariel Fulton

#### **7a2. Requirements for Holding Office**

Students who wish to sit on the SGA Executive Board must have a cumulative grade point average of 2.5 or higher. All leadership positions, including officers of all campus clubs and organizations, must maintain a cumulative grade point average of 2.25 or higher and be in good academic and disciplinary standing. Grades and disciplinary status are checked each semester by the Office of Student Activities, Diversity Programs, and Orientation. Students not meeting the eligibility requirements will not be permitted to hold office. All student officers are elected to a term for the duration of

one full academic year or the remainder of the academic year if elected during a special election. The University expects student leaders to hold themselves to the highest grading and disciplinary standards in representing the University at on- or off-campus programs, events, conferences, or retreats.

## **7b. Clubs and Organizations**

Post University recognizes the value of student organizations, clubs, and groups that support the University's mission and lends its name, support and resources to these groups. Refusal, withdrawal of recognition, or approval of an organization is left to the discretion of the University. Recognition of groups is administered through the SGA.

To be a recognized organization, groups must develop a constitution and bylaws, elect officers, publicize meeting times, and secure an advisor who is a professional faculty or staff member of the University.

### **7b1. Student Clubs**

- Accounting Society
- Art Club
- Black Student Union
- Billiards Club
- Business Society
- Criminal Justice Club
- Emergency Management and Homeland Security Club
- Equine Club
- Film Club
- Gay Straight Alliance – S.E.L.F. P.R.I.D.E.
- International Student Club
- Investigative Response Club
- Limitless Math Club
- Newman Club
- Psychology and Human Services Club
- Science Club

### **7b2. Student Organizations (not affiliated with SGA)**

- Dean's Cup
- Empowering Peers Inspiring Community
- Residence Hall Association
- Student Athletic Advisory Council
- Sustainability Committee

### **7b3. Starting a New Club**

To start a new group, students must follow the instructions below:

1. Complete a New Student Organization Application, which can be acquired from the SGA Executive Board or Department of Student Life
2. Acquire approval from the SGA Rules Committee
3. Be confirmed by the SGA Senate

#### **7b4. Benefits Associated with Recognition**

- Use of the University name
- Access to University facilities
- Participation as a recognized organization, club, or group in official programs of the University
- Ability to conduct approved fundraising events on campus (see fundraising guidelines)
- Listing in official University publications and webpage
- Participation in club fairs throughout the year
- Publishing of group events and activities in various University calendars
- Petitioning of funding from SGA for group events and activities
- Leadership training seminars for club and organization members
- Support from the Office of Student Activities, Diversity Programs, and Orientation with program development and implementation

### **Section Eight – Fundraising Policy and Guidelines**

#### **8a. Policy Statement**

Post University allows student organizations to actively raise money to support their organizations' endeavors. Furthermore, the University acknowledges the need for recognized charities to seek student donations for their causes. Therefore, subject to the guidelines and conditions stated below, student organizations, individuals, and recognized charities may engage in fundraising activities on the University's campus. These fundraising activities include, but are not limited to, soliciting donations, conducting sales, and charging admission. However, fundraising efforts may not infringe upon the privacy of residents of the University, nor may they interrupt or disrupt any activity sponsored or approved by the University.

#### **8b. Guidelines and Conditions**

##### **8b1. University-Recognized Student Organizations and University Students**

1. Fundraising events by University-recognized student organizations and University students must be scheduled at least two (2) weeks in advance and must be accompanied by an Event Registration Form obtained through the SGA
2. Where the fundraising event involves operating concession stands or soliciting funds, an application must be submitted to the SGA by the student or an officer of the student organization at least two (2) weeks prior to the proposed event. The application must state the purpose for which the funds will be used and identify the place where the event will occur. Additional time for reviewing the application may be required at the discretion of the SGA. Please note that all events involving concession stand operations need to be pre-approved by the Director of Dining Services
3. Unless exceptional circumstances exist, each University student and each University-recognized student organization will be limited to five (5) days a month for operating concession stands and soliciting funds
4. Revocation of concession or solicitation privileges for up to one (1) academic semester will be used as a penalty for willful violation of the University's policies
5. University students and University recognized student organizations may not act as agents for off-campus individuals, firms, organizations, charities, or other

enterprises. University students and University-recognized student organizations, however, may sponsor such individuals or enterprises, provided these individuals and enterprises have first obtained the permission of the Dean of Students to operate on campus and have further complied with the requirements of section 8b2 of these guidelines. The University reserves the right to deny a fundraising request if it represents a conflict with the business interests of the University

6. All funds raised by University students and University-recognized student organizations must be deposited to the Department of Student Life and accurately accounted for by the end of the next business day following the conclusion of the event. Officers of the student organization will be held responsible for allocating funds to the organization's stated purpose. Funds raised must include details of profits and expenses incurred with appropriate receipts attached

### **8b2. Non-Recognized Organizations and Off-Campus Individuals**

1. Fundraising events by non-University individuals, by non-University enterprises, or by University organizations that are not University-recognized, including enterprises sponsored by University-recognized organizations must be scheduled in advance and must receive approval from the Dean of Students, and possibly upper administration. The University reserves the right to deny a fundraising request if it represents a conflict with the business interests of the University or the University Mission Statement
2. If the fundraising event involves operating concession stands or soliciting funds, a special application must be made with the Dean of Students
3. Individuals and enterprises sponsored by University students or University-recognized student organizations must include in their contract:
  - Name of the enterprise, or if an individual, the name of the individual
  - Address of the enterprise or individual
  - Telephone number of the enterprise or individual
  - Federal Tax Identification Number of the enterprise or the Social Security number of the individual
  - Time, location and date of the proposed activity
  - Type of products to be sold and the average price of such products

### **8b3. Areas for Concessions or Solicitations**

1. Academic buildings and classrooms may not be used for concessions or solicitations
2. All areas to be used for concessions or solicitations must be approved in writing by the Dean of Students. The following areas are examples of places that have been used for such fundraising activities in the past:
  - Leever Student Center lobby
  - Lawn and sidewalk area in front of the Leever Student Center
  - Lounge areas in the residence halls, provided the organization or individual seeking this privilege obtains the written consent of the Dean of Students, and, where appropriate, complies with the



guidelines and conditions in the following paragraphs

3. Students are not permitted to use their University-owned or sponsored housing for any commercial purpose
4. No one soliciting funds or acting as a salesperson or agent may contact students for commercial purposes anywhere on campus
5. Enterprises and individuals who have not complied with the requirements of section 8b2 of these guidelines may use the common areas in University-owned residence halls or apartments for the limited purpose of demonstration and/or sales to the residents of the residence hall or apartment building, but only if that enterprise or individual has first received the explicit written invitation of the Office of Residence Life and/or Residence Hall Association and has further complied with the above paragraph two (2), bullet point three (3)
6. No canvassing of any kind is permitted in University-owned housing, except by University officials who, at times, may need to solicit information from students for institutional purposes

### **Section Nine – Vendor Policy**

The Office of Student Activities, Diversity Programs, and Orientation must approve all vendors. A fee may apply to all vendors who wish to sell items on Post University property or at Post University-sponsored events. Approval will be granted by the Office of Student Activities, Diversity Programs, and Orientation after consideration of the goods/services offered to Post University students. Credit card vendors are not permitted on campus. Vendors found on campus without the approval of the Office of Student Activities, Diversity Programs, and Orientation will be asked to leave immediately. The University is private property and vendors may be prosecuted at the University's discretion for trespassing.

### **Section Ten – State Licensing Considerations**

Consistent with all policies and regulations established herein, any services or sales requiring licensing in the State of Connecticut or subject to health inspection must conform to all legal and regulatory requirements. Examples of services requiring licensing include the selling of food, the styling or cutting of hair, and massage services.

### **Section Eleven – Distributing or Posting Written Materials**

The following guidelines must be followed if any individual, club, committee, or organization wishes to distribute or post written materials on campus:

1. Materials distributed or posted by a recognized club, committee, or organization should be reflective of the mission statement of the University. For that reason, all printed materials must be approved and signed by the Office of Student Activities, Diversity Programs, and Orientation or Office of Residence Life prior to posting. Any material considered inappropriate will be removed
2. Materials distributed or posted by a recognized club, committee, or organization must identify the club, committee, or organization. University-recognized clubs and organizations that distribute or post materials without this identification may be decertified and/or may have their budgets frozen
3. All materials must be posted on bulletin boards. No posting is permitted on windows, and materials should be posted without defacing, damaging, or littering University property

4. Due to limited space on University bulletin boards, only one posting per bulletin board for a particular event will be permitted. In addition, postings should not be larger than 21" x 14" without the prior approval of either the Office of Student Activities, Diversity Programs, and Orientation or the Office of Residence Life
5. Bulletin boards in the residence halls, Leever Student Center, academic buildings, Torrance Hall, Traurig Library, and Drubner Fitness Center may have areas designated and set aside for special purposes by the staff in those buildings. Postings that do not meet these special purposes will be removed
6. Materials distributed or posted by any individual, club, committee, or organization should be informational and should not advocate or incite unsafe or unlawful action or the use of controlled substances, alcohol, or tobacco. In addition, materials distributed or posted by any individual, club, committee, or organization must comply with the University's policy against harassment. Materials should not include defamatory or hostile statements that are offensive on the basis of race, religion, national origin, disability, age, gender identity, or sexual orientation
7. The Office of Student Activities, Diversity Programs, and Orientation, the Office of Residence Life, and members of student organizations are responsible for removing outdated postings and written materials that do not conform to these guidelines. The University also reserves the right to remove outdated postings and any written material not conforming to these guidelines
8. University property is private property. Therefore, all advertisements for goods or services proposed to be distributed or posted by non-University affiliated individuals, clubs, committees, and organizations must be approved and stamped by either the Office of Student Activities, Diversity Programs, and Orientation or the Office of Residence Life

# Residence Life

## Section One – Office of Residence Life

The Office of Residence Life offers information on University services, sponsors campus programs, and assists with student accommodations. The office is located in the lower level of the Leever Student Center and is open Monday through Friday from 9:00a.m. to 5:00p.m. Any residential concerns can be addressed via e-mail at [ResLife@post.edu](mailto:ResLife@post.edu) or by phone at (203) 596-6021. In addition to scheduled office hours, a professional staff member is on duty twenty-four (24) hours a day, seven (7) days a week.

### 1a. Mission Statement

The Office of Residence Life seeks to help students reach their full potential by providing a healthy and safe living-learning community. It embraces diversity and promotes its vision through individual enrichment and leadership development opportunities. It creates and fosters a living community that provides students further opportunities to learn outside of the classroom environment.

### 1b. Staff Members

The Office of Residence Life, directly overseen by the Dean of Students, is made up of a staff of Residence Directors, Building Coordinators, Resident Assistants, Peer Educator Resident Assistants, Head Resident Assistants, and Desk Attendants.

#### 1b1. Residence Directors

Residence Directors (RDs) are professional staff members who reside on campus. RDs staff and manage the six residence halls and serve as campus conduct officers. They coordinate with University Services to ensure that any maintenance issues are addressed. RDs facilitate room changes, advise and refer students in need of personal assistance, and act as liaisons to other University departments. RDs also directly supervise a student staff of Resident Assistants, Peer Educator Resident Assistants, and Head Resident Assistants.

Please refer to the following information to contact an RD:

#### **Brianna Anania, Residence Director**

Middle Hall, Paparazzo Hall, and West Hall  
(203) 596-4540  
[BAmania@post.edu](mailto:BAmania@post.edu)

#### **James Brennan, Residence Director/Housing Coordinator**

East Hall and South Hall  
(203) 591-5581  
[JBrennan@post.edu](mailto:JBrennan@post.edu)

#### **Ryan Cooke, Residence Director**

Okinaga Hall  
(203) 596-6021  
[RCooke@post.edu](mailto:RCooke@post.edu)

### **1b2. Building Coordinators**

Building Coordinators (BCs) are professional staff members that live in the residence halls and assist with maintaining an environment that is conducive to the emotional, social, and academic growth of students.

### **1b3. Resident Assistants**

Resident Assistants (RAs) are student staff members who live in the residence halls. They foster and develop a healthy campus community, enforce policy, and serve as resources for students. RAs encourage social interaction and enhance students' co-curricular learning.

In addition, RAs participate in nightly duty rotations within the residence halls. While on duty, RAs conduct rounds of their designated building(s) to ensure safety, answer questions, and address potential policy violations. The RA on duty can be reached through Campus Security at (203) 596-4502.

### **1b4. Peer Educator Resident Assistants**

Peer Educator Resident Assistants (PERAs) are student staff members who complete RA responsibilities in addition to assisting instructors with College to Career courses and holding five (5) weekly tutoring hours in the residence halls.

### **1b5. Head Resident Assistants**

Head Resident Assistants (HRAs) are veteran Residence Life student staff members who complete RA responsibilities in addition to assisting their area's Residence Director with building functions. There is a HRA assigned to the First Year Area, South/East, and Okinaga Hall.

### **1b6. Desk Attendants**

Desk Attendants are student workers that work the front desks in the residence halls on Thursday, Friday, and Saturday nights. These individuals conduct guest sign-ins and monitor who is entering the buildings to maintain safety. These individuals collaborate with the on duty RAs.

## **Section Two – Rooming Information**

There are specific rules and guidelines regarding room selection and living on campus. These policies are meant to cultivate the most educational, comfortable, and safe living-learning environment possible for students.

### **2a. Residence Hall Guidelines**

Residence hall guidelines are a set of standards associated with living in University housing. It is every student's responsibility to know and understand these guidelines. All guidelines are subject to change based on the needs of the University.

### **2b. Room Assignments**

Students are assigned a room without bias. The University does not differentiate based on race, ethnicity, sexual orientation, gender identity or expression, religion, or veteran status.

Any student who fails to occupy their assigned room within one week after classes are officially scheduled to begin will forfeit their room assignment.

### **2c. Housing Agreement**

All resident students must familiarize themselves with and agree to the terms of the Housing Agreement. This agreement contains the basic terms and conditions of living on campus. All items described in the Housing Agreement are considered an extension of this section of the handbook. Resident students who have a housing-related concern are encouraged to discuss it with an RA or RD.

### **2d. Room Changes**

Room changes are not allowed during the first two (2) weeks of the semester. After this two-week period, each room switch must be pre-approved by the Office of Residence Life. During the academic year, students who change rooms are required to check out of their old room and check into their new room. Please refer to the following steps for a room change:

1. Complete and submit a Room Change Request, which can be found in the Office of Residence Life
2. If approved, receive residence hall key(s) and fob (if applicable) for the new housing assignment from the Office of Residence Life
3. Move personal belongings to the new housing assignment; students are allotted up to two (2) business days to complete the move
4. Complete a Room Inventory Form with a Residence Life staff member to assess the condition of both the old and new rooms; please see sections 2f, 2g, and 2h for more information regarding room check-in, room check-out, and Room Inventory Forms and damage
5. Return old room key(s) and key fob (if applicable) to the Office of Residence Life upon completing the move

Failure to comply with the check-out process will result in \$50.00 improper check-out fee.

### **2e. Room Consolidation**

The Office of Residence Life reserves the right to consolidate single rooms when necessary. Consolidation may occur whenever a double room is occupied by only one student. Consolidation occurs in one of two ways: either the student may choose to find a new roommate with whom to share a room or the student may decide to pay the additional charges to remain in a single room. The cost of buying out the room as a single will vary based on the yearly cost of room and board along with which residence hall the room is located inside.

### **2f. Room Check-In**

At the beginning of the academic year, resident students will check into their residence hall assignments using the following procedure:

1. Receive residence hall key(s) and key fob (if applicable) from the Office of Residence Life
2. Sign a Housing Agreement and complete an Emergency Contact Form
3. Complete a Room Inventory Form with a Residence Life staff member

## **2g. Room Check-Out**

At the end of the academic year, students must properly check out of their residence hall room as follows:

1. Once all of the student's belongings are removed from the room, contact the RA/RD on duty through calling Campus Security to begin the checkout process
2. Students will meet a Residence Life staff member at their room and complete the Room Inventory Form to assess the condition of the room
3. The student turns in their key(s) and key fob (if applicable) to the Residence Life staff member
4. The room is thoroughly inspected by a professional staff member for damage billing purposes

## **2h. Room Inventory Forms and Damage**

During the check-in, check-out, and room change processes, it is essential that the Room Inventory Form (RIF) accurately reflects the condition of the room. The RIF exists as a binding legal contract. Students are responsible for the condition of their room and all room furniture. The occupants of each room are responsible for any damages that occur unless a written agreement is filed with the Office of Residence Life holding specific individuals financially responsible. Common area spaces in apartment style housing (i.e: living room, bathroom, kitchen) are the shared responsibility of each roommate and, therefore, each individual is held accountable for damages that may occur.

Prior to check out, Residence Life staff will review the RIF with the resident(s) of the room and require a signature verifying that they understand their accountability and that all information is correct. Residents who do not officially check out with the Office of Residence Life are held responsible for all damage associated with the room or apartment they occupied and are subject to an improper checkout fee. After the residence halls close, a final and more thorough room inspection is completed by the Office of Residence Life and University Services. Any damages not noted on the RIF, but found during this final inspection may be billed to the student's account.

## **2j. Housing Selection for Returning Students**

Room selection for returning students takes place every spring semester for the following academic year. To register for housing, students must complete the following steps:

1. Register for courses as a full-time student at Main Campus Academic Advising
2. Complete a Housing Application at the Office of Residence Life
3. Pay a \$150.00 non-refundable, non-transferrable housing deposit at the Office of Student Finance
4. Complete a housing proxy form (if applicable), which grants permission for another student to select housing in another student's absence

## **2i. Community Damage**

Whenever damages occur in a public area and the person(s) responsible can be identified, they will be appropriately charged. However, if the person(s) responsible cannot be identified, these community damage charges will be shared equally by all members of the floor or residence hall at the discretion of the Office of Residence Life. Students are asked to report any known damages to the Office of Residence Life.

## **2k. Storage**

There are no storage spaces available beyond what is provided in a resident's room. Items left in residence hall rooms after a student has moved out will be discarded, and the student(s) responsible for that area will be subject to a fine.

## **2l. Residence Hall Closings for Academic Breaks**

Room and board fees do not include housing, meals, and postal service during academic breaks when the residence halls are closed (i.e: Thanksgiving Break, Winter Break, Spring Break, and Summer Break). In addition, twenty-four (24) hour quiet hours are in effect and guest are not permitted. Students who have received permission to remain in the residence halls during break periods must pay for this non-contracted period of time. Students needing on-campus accommodations during scheduled breaks must fill out a Request to Stay form in the Office of Residence Life with the understanding that break housing is not guaranteed. Please note that late Request to Stay forms are subject to a \$25.00 fine. Payment for break periods can be coordinated with the Office of Student Finance. The Office of Residence Life has the right to refuse or terminate one's break housing agreement based on conduct.

## **2m. Keys/Key Fobs**

All residential students are issued keys/key fobs upon check-in. Students and/or staff members may never duplicate keys/key fobs. This violation will result in disciplinary action through the Student Code of Conduct. Above all, residents must be responsible for the safety and security of their room. Students and/or staff members are not allowed to lend room keys/key fobs to anyone. Any persons found with keys that do not belong to them will be subject to disciplinary action. Students who lose their keys/key fobs must report the loss to the Office of Residence Life immediately and will be subject to a fine. Students should not attach identification cards to their keys because, if lost, the student will be responsible for any fees associated with re-coring their door for safety reasons.

## **2n. Room Access**

Entry may only be gained to a residence hall room by the use of a University-issued key. Anyone who gains access to a room through means of illegal entry (i.e: window), even if they are the occupant of the room, will be subject to disciplinary action and/or legal action.

## **2o. Room Lock Outs**

If students are locked out of their rooms, they must contact Campus Security at (203) 596-4502 in order to be let into their room. Campus Security will only admit students into their own room after seeing a valid Post University ID. There is a charge for each time a student needs to be let into their room.

## **2p. Room Occupancy**

Gatherings of more than six people in a designated single, eight people in a designated double, or ten people in a designated triple room are against policy. The maximum occupancy of any Okinaga Hall apartment is fifteen people. Gatherings of more than twenty people in a residence hall lounge must be approved in advance by the RD of the hall. Gatherings deemed disruptive may be disbursed at the discretion of the Residence Life staff or Campus Security.

### **2q. Traditional Hall Restroom Use**

For the comfort and consideration of resident students in traditional housing, residence hall bathrooms are designated male or female by floor. Visitors on a floor of the opposite sex must utilize the appropriate bathroom.

### **2r. Gender Neutral Housing**

Post University is committed to providing a safe and comfortable living environment for all students, including those whose gender identity differs from the sex they were assigned at birth.

Post University is highly committed to working with students in order to find the best housing accommodations possible. Students who wish to be housed based on their gender identity should contact the Office of Residence Life.

### **2s. Pregnant Students in Residence Halls**

Students who live on campus and become pregnant are required to inform Health Services, their area's RD, and the Dean of Students as soon as possible to sign a University release. While it is never the intent of the University to place students at risk, dangerous situations can occur in residence halls. Students who are pregnant and choose to live on campus do so at their own and their unborn child's risk.

### **2t. Quiet and Courtesy Hours**

Quiet hours are Sunday to Thursday from 9:00pm to 8:00am and Friday to Saturday 12:00am to 10:00am. Students violating quiet hours are subject to potential sanctioning.

Courtesy hours exist twenty-four hours a day, seven days a week in and around the residence halls. All students are expected to show respect for others' rights to sleep or study. Residents are encouraged to have conversations with their peers in order to best uphold courtesy hours. Contact an RA to address the issue if it persists.

### **2u. Roommate Conflict Resolution**

Resident students are expected to communicate their room concerns with their roommate(s). Suggested steps for the resolution of roommate conflicts are:

1. Communicate your concerns to your roommate
2. Talk to your RA about a Roommate Agreement Form
3. If you still have concerns, speak to your RD about mediating the situation

### **2v. Decorations**

Provided that damage is not done to the room or furnishings, residents may decorate rooms to their liking, however no student should paint a residence hall room. The Office of Residence Life reminds students that tape, tacks, hooks, and nails cause damage to walls and such damage is billed to the resident(s) of the room. When decorating, residents are expected to exercise every precaution to prevent fires. Residents are also reminded that they cannot hang any decorations from the ceiling of their room.

### **2w. Bicycles**

Bicycles are permitted in the residence halls, but for safety reasons they cannot be stored in public areas (i.e: hallways or stairwells). Bicycles left in these areas will be removed. Resident students should seek an appropriate storage area for their bicycles.



Gas-powered scooters or other such devices are not allowed inside the residence halls at any time.

## **2x. Pets**

Pets are defined as domestic or tamed animals that are kept for companionship or pleasure. Fish aquariums are permitted for all residential students up to a combined maximum of ten (10) gallons, and all other pets are prohibited. Students found with pets in violation of these guidelines will be subject to disciplinary action and must immediately find other accommodations for the pet.

Full-time professional live-in staff members are allowed to have pets as approved by the Dean of Students.

## **2y. Emotional Support Animals**

Emotional Support Animals (ESA) are defined as animals that offer emotional and therapy support. The Office of Civil Rights views a request for an ESA the same as any other request for a disability accommodation. Students seeking to bring an ESA into housing are therefore expected to follow our usual procedures for requesting disability accommodations. This would generally include documentation of the existence of a disability and how it affects the student, why an ESA would be appropriate, and an interactive process to determine if that or some other accommodation would meet the student's disability-related needs.

To submit an accommodation request, contact Jennifer Labate via e-mail at [JLabate@post.edu](mailto:JLabate@post.edu). The accommodation requests will be considered on a case-by-case basis. A request for an ESA can be denied if it imposes an unreasonable financial or administrative burden, fundamentally alters Post University's housing policies, or poses a direct threat to the health and safety of others or their property. All approved animals must be vaccinated in accordance with state and local laws, and documentation must be presented prior to any animal coming to campus.

### **2y1. Approval Process**

ESAs are only allowed on campus at the written recommendation of a medical professional and upon approval from the Dean of Students. Once approved, students must coordinate with the Office of Residence Life to acquire an animal friendly housing placement. The Office of Residence Life will determine what is deemed an animal friendly housing placement, which would cultivate the best living-learning environment for all students.

### **2y2. Restricted Areas**

Approved ESAs are allowed in the owner's designated room(s) within the residence halls and outside of the building for health and sanitary purposes. Students utilizing an ESA are responsible for cleaning up after it. Animals are not allowed in any other building on campus (i.e: Leever Student Center, Traurig Library, classroom buildings, etc.).

### **2y3. Living Conditions**

Students utilizing an ESA on campus must ensure that the animal is properly trained and housebroken. They must also ensure that the animal and its environment are maintained in a healthy, clean manner. A Residence Life staff member will conduct biweekly animal health and safety inspections.

## **Section Three – Residence Hall Safety**

The University takes various measures to ensure residence hall safety.

### **3a. Emergency Response**

In the event of an emergency within the residence halls, students are encouraged to alert Residence Life staff or Campus Security immediately. Residence Life staff are trained to respond to emergencies and will refer extreme situations to proper resources. Campus Security can be reached at (203) 596-4502. In the event of a life-threatening emergency, emergency services should be contacted by **first** dialing 9-1-1. Should you need to call these emergency services, please contact Campus Security as well so that they may be an additional support in crisis situations.

### **3b. Evacuation and Fire Drills**

All residents and visitors are required to exit a building when a fire alarm sounds or if directed to do so by a University staff member. Fire drills are held regularly in the residence halls so that residents gain first-hand knowledge of the appropriate procedures to follow in the event that the alarm sounds. It is important that residents evacuate the building promptly and without panic. Individuals who do not cooperate with specified fire evacuation procedures may face disciplinary action and potential fines. Once outside, follow the directions of a University staff member. **Please note that it is encouraged to use emergency exits during an evacuation.**

### **3c. Fire, Fire Alarms, and Fire Equipment**

Fire is a serious concern to the residential community. For the safety of all residents, specific guidelines and procedures have been implemented to adequately minimize the threat of fire, loss of life, and/or property damage due to fire. The University reserves the right to enter student rooms when an alarm sounds.

Fire alarm pull stations, smoke detectors, emergency exit signs, alarm units, sprinklers and fire extinguishers are located throughout the residence halls and are provided for use in emergency situations. These items are only to be used in the event of a fire. Tampering with and/or misuse of this equipment is a serious matter and will lead to disciplinary and legal action as well as a fine. All students in the residence hall will be charged for any fire equipment tampering if the person(s) responsible cannot be identified.

When closed, emergency exit doors keep fire and smoke from spreading. When the doors are propped open, their effectiveness is lost. Thus, a consistent effort must be made by all members of the residential community to keep these doors closed. Fire doors should be used for emergencies only. Any doors found propped will result in community fines.

### **3d. False Alarms**

Post University follows the laws of the State of Connecticut in regards to the sounding of a false alarm. The following is a statement from Title 17A, Section 509 of the Connecticut Revised Statutes:

A person is guilty of false public alarm or report if:

1. He/she knowingly gives or causes to be given false information to any law enforcement officer, member of a fire fighting agency, including a volunteer fire department, or any other person knowing that such other is likely to communicate the information to a law enforcement officer or member of a fire fighting agency, concerning a fire, explosive or other similar substance which is capable of endangering the safety of persons, knowing that he has no information relating to the fire, explosive or other similar substance
2. False public alarm is a Class D Crime

### **3e. Exterior Door Locking**

Residence hall exterior doors are locked twenty-four (24) hours a day, seven (7) days a week for the safety and security of the residents. Resident students must use their assigned key or key fob in order to gain access to their residence hall. Non-resident students and guests are not allowed into locked buildings unless accompanied by their resident host.

### **3f. Room Entry and Search**

If there is a reasonable belief that there are violations of University policy or a concern for the safety, health, and welfare of the community, a room entry and search may be conducted, regardless of whether the occupant is present, at the discretion of the Dean of Students . This may include a visual search and/or searches of closets, drawers, containers, refrigerators, mattresses, any personal belongings, and other areas in the room where objects could be concealed.

A University administrator may request students to open any locked belongings, and personal items as deemed appropriate. All present may be asked to empty their pockets, purses, backpacks, etc. Any refusal to comply with the search process is grounds for police contact and disciplinary action.

### **3g. Health and Safety Inspections**

The University reserves the right to enter all rooms at any time for the purpose of ensuring compliance with all health and safety codes and/or to remove prohibited items that pose a threat to the safety, health and welfare of the community.

Residence Life staff will enter the room for the inspection whether the student is present or not.

### **3h. Confiscation**

Post University reserves the right to confiscate any items that are against policy or are deemed potential fire or safety hazards. All confiscated items are documented and held by the Office of Residence Life or Campus Security. Items that appear to be in violation of federal or state regulations (i.e: firearms, controlled substances, etc.) may be turned over to local law enforcement authorities or destroyed. The

University reserves the right to surrender substances for testing by local authorities if there is a question regarding the legality of the substance.

### **3i. Restricted Items**

Due to electrical limitations, fire codes, and general safety, certain items are not permitted to be used or stored in student rooms. Prohibited items include but are not limited to:

- Full size refrigerators
- Air conditioners
- Hot plates/hot pots/open coil burners
- Stoves or fryers (unless used in designated kitchen area)
- Any appliance not UL labeled
- Space heaters
- Immersion heaters
- Extension cords or outlet strips (unless surge protected, grounded, or insulated)
- Toasters/toaster-oven-broilers (unless used in designated kitchen area)
- Dart boards
- Lofts
- Water beds and 'kiddie' pools
- Torchiere lamps with non-fluorescent bulbs
- Any items hanging from the ceiling, fire equipment, or sprinklers
- Candles, with or without wick
- Multiple outlet plugs (unless surge protected, grounded, or insulated)
- Incense, either burned or unused
- Stored flammables (gasoline, lighter fluid, charcoal, propane tanks, etc.)
- Hover boards
- Motorized bikes or other combustible engines
- Live holiday trees or wreaths
- Dangerous and flammable room decorations
- Weapons (see section seven)

### **3j. Screens, Windows and Roofs**

Screens must remain in place in residence hall windows at all times. Screens removed from windows will be replaced at cost to the room residents. Removal of room screens will result in disciplinary action.

Students are prohibited from throwing or dropping anything from a room window. Excessive shouting or yelling out of a room window may also result in judicial action. Individuals are not permitted to exit or enter the residence halls through a window unless an emergency situation exists (i.e: fire). Students will be subject to a fine if found in violation of this policy. Students are prohibited from accessing any campus-owned property roof. Violators will be subject to immediate disciplinary action.

### **3k. Food Preparation and Cooking**

Limited cooking is allowed within the confines of traditional residence hall rooms. Due to the electrical structure of the residence halls, the only acceptable appliances within

residence hall rooms are coffee makers, hot air popcorn poppers, electric teapots, blenders, and small microwave ovens. Indoor grills (e.g. George Foreman™) are only to be used in residence hall kitchens, not in individual rooms. All other appliances are considered fire hazards and are prohibited.

Any prohibited appliances found within a residence hall room will be confiscated and any student found in violation of this policy (or in possession of a prohibited appliance) will be subject to disciplinary action. Special exceptions to this may occur only with written permission obtained from the RD and the Dean of Students.

### **3I. Post University Identification Cards**

Students are required to be in possession of their Post University identification cards (ID) while on campus at all times. The lending or alteration of an ID card is considered a serious violation of University policy. All residents must have their Post ID validated at the beginning of each semester in the Dining Hall of the Leever Student Center.

The ID gives students access to campus events and allows students to utilize a variety of campus services. ID cards are required when entering the Leever Dining Hall, Drubner Fitness Center, and other Post utilized off-campus facilities.

Students must show their ID card when requested to do so by any University staff member. Any students who refuses to show their ID upon request will be subject to disciplinary action. Students may turn in their worn or damaged ID card to Campus Security for a new one free of charge. However, lost IDs will be replaced by Campus Security for a fee.

### **6g. Quiet Hours**

Quiet hours exist to ensure an individual's right to sleep and/or study. All residence halls have established, posted quiet hours to provide an atmosphere conducive to academic achievement. This policy is in effect both inside and around the residence halls. Loud music or conversation in or around any residence hall is strictly prohibited during quiet hours. Students should lower their music and bass when driving on campus. All residents share in the constant enforcement of quiet hours.

Quiet hours are as follows:

- Sunday through Thursday nights, 9:00p.m. to 8:30a.m. the following morning
- Friday and Saturday nights, 12:00a.m. to 10:00a.m. the following morning
- During the week of final examinations, 24-hour quiet hours are in effect

6g.1 Failure to comply with residence hall quiet hours, courtesy hours, and/or 24-hour quiet hours during final examinations will be subject to disciplinary action

6g.2 Disturbances occurring outside of the residence halls that negatively impact the living/learning environment will result in disciplinary action

The University reserved the right to limit the use of or close communal areas including, but not limited to, residence hall lobbies, the Leever Student Center Eagle's Nest, picnic tables, and other common areas.

## **6h. Fire Code Capacities**

- 6h.1 The number of people at any particular time in any residential hall area may not be in excess of the published or posted fire code capacities. Fire code capacity is according to room type: six in a designated single, eight in a designated double, or ten in a designated triple; maximum capacity in any Okinaga Hall apartment is fifteen people

## **6i. Residence Hall Safety**

To ensure the student safety, the following activities or items are prohibited within the Residence Halls. Students found in violation may be subject to fines.

- 6i.1 Removal or opening of any residence hall screen
- 6i.2 Throwing of objects from any window or being on any campus building roof
- 6i.3 Dart boards
- 6i.4 Hover boards
- 6i.5 Use of skateboards, rollerblades, hockey equipment, bicycles, and other potential hazardous items
- 6i.6 Leaning, sitting or standing out on a window ledge or window
- 6i.7 Hall sports including but not limited to football, bowling, golf and basketball, running, etc.
- 6i.8 Any items left in common areas (including kitchens, bathrooms, hallways and stairwells) are considered a public safety hazard and will be subject to confiscation. Owners of these items may also face disciplinary action
- 6i.9 Students with rooms determined to be unsafe or unsanitary living environments by the Office of Residence Life will be subject to disciplinary action
- 6i.10 Gaining or permitting access to a residence hall through a window or door other than the one designated as the main entry is not permitted and a fine will be assessed
- 6i.11 Loitering is prohibited in all areas of campus including classroom buildings, residence halls, parking lots, benches, etc. Loitering is defined as waiting around an area without an appropriate purpose as determined by University personnel

## **6j. Identification**

- 6j.1 Failure to wear an official University identification card may subject the individual to disciplinary action
- 6j.2 Failure to provide official University or other proper identification upon request by an authorized University official will subject the individual to disciplinary action
- 6j.3 Unauthorized changes to a Post University identification card are prohibited
- 6j.4 Use of false identification is prohibited
- 6j.5 Providing or lending official University or State-issued identification to another person may subject both individuals to disciplinary action
- 6j.6 Use of another person's identification card is prohibited

## **6k. Room Responsibility**

- 6k.1 Rooms/apartments may not be used by any person(s) without an assigned resident present
- 6k.2 Each resident is responsible for any and all activity that occurs in his/her own room and/or apartment

## **Section Four – Residence Hall Amenities**

### **4a. Maintenance Requests**

Students should submit all University Services requests through their RD in writing via email. In order to make this process as efficient as possible, please include the following information in your email request:

- Student name
- Residence hall room number and letter (if applicable)
- Detailed description of the problem
- Day and time that you are available to be present in your room to meet facilities

By filing a maintenance request or asking for one to be filed, the student gives maintenance staff authorization to enter the student's room for the purpose of completing a repair or inspection. Maintenance staff will only enter a student's room after knocking and properly announcing themselves. Specific students responsible for damage should be identified for billing purposes to the RD.

### **4b. Laundry**

Washers and dryers are available in each residence hall. All new students are given a laundry card that can be charged at value-adder-plus machines, which can be found in the Leever Dining Hall and lobby of Okinaga Hall. Replacement cards may be purchased from the value-adder-plus machine in the Leever Dining Hall. Post University is not responsible for money lost by washers and dryers or for lost or stolen laundry cards. If you are experiencing problems with a washer or dryer, contact your RD. If you are experiencing problems with your laundry card or the value-adder-plus machine, contact the number located on the back of your laundry card.

### **4c. Recycling**

The University encourages students to regularly recycle. Large recycling bins are located in the lobby of each residence hall, aside from Okinaga Hall where they are located in the trash rooms on each floor, in addition to the upper campus academic buildings and the Leever Student Center.

### **4d. Promotional Materials**

Posters, banners, flyers, or other promotional designs hung in the residence halls for the advertisement of a University-sponsored activity will require the approval of the Office of Residence Life. All promotions of events or services sponsored by outside entities are prohibited.

### **4e. Soliciting and Selling**

Solicitation is not permitted in the residence halls. Residence Life staff or Campus Security should be notified of the presence of any solicitors or salespeople. Trespassers may be subject to arrest and prosecution.

#### **4f. Insurance**

Post University is not liable for damage or theft of personal property. Students should consult their parents' or guardians' homeowners or renter's policy for description of coverage. It is suggested that students insure for personal liability, personal property loss or damage. Student property insurance policy brochures are available in the Office of Student Finance for students seeking coverage.

#### **Section Five – Residence Hall Association**

The Residence Hall Association (RHA) is a student governing organization dedicated to improving the quality of the residential experience on campus. RHA assists residents in fostering a strong community by encouraging leadership, respect, responsibility, programming, community service, and campus pride. RHA's objective is to advocate for residential students and create a dynamic campus experience that is both successful and rewarding. RHA is affiliated with both the North Eastern Affiliate of College and University Residence Halls (NEACURH) and the National Affiliate of College and University Residence Halls (NACURH).



# General Regulations Regarding Student Conduct

## Section One – About the Regulations

### 1a. University Code of Conduct

It is the expectation that all persons and organizations directly or indirectly affiliated with the University will treat each other with respect and dignity. The University is committed to promoting an environment that is supportive of each individual's right to work and/or study and that is free from any form of harassment, intimidation, bullying, or other unacceptable behavior.

If any person, persons, or other entity affiliated with the University is found to be in violation of this policy, the University reserves the right to impose disciplinary or probationary sanctions, rescission of the offer for admission, dismissal from the University, or rescission of employment or other contractual agreement. All policies are subject to change.

### 1b. Student Code of Conduct

In addition to the University code of conduct, students are expected to adhere to federal and/or state laws and policies governing residence halls and all other University-owned/ utilized property. Additionally, Post University defines student misconduct as any behavior that interferes with the success of the University's mission statement.

If it is determined that student's conduct is an imminent danger to other students, associates, staff (including outside vendors), University property, or the property of University affiliates, the University reserves the right to immediately remove that student from campus.

### 1c. Statement Regarding Student Conduct Off-Campus and Online

Post University students may be held accountable for their actions off campus or online, with sanctions ranging from formal warning to suspension or release from the institution. A variety of factors may be taken into account when adjudicating any alleged off-campus or online policy violations.

## Section Two – Social Media

### 2a. Summary

Post University should strive to build and maintain a strong presence on all available social media channels. Through these vehicles, Post University should engage proactively and responsibly in dialogue that can influence branding, recruitment, retention and alumni relations. The University also encourages its faculty, staff and students to actively engage and share their experiences in a positive way.

### 2b. Post University's Community Standards

By nature, social media is a public forum, and members of the Post University community who choose to post or in any way engage on the University's social media outlets

understand that what they post, as well as what they publicly share on their social media profile(s), may be viewed and/or shared by all participants within that social network.

All members of the Post University community are expected to follow the Post University Civility Code when engaging on any of Post's social media venues. Civility is defined as conducting oneself with respect for others and behaving in a manner that promotes and encourages a positive social and academic environment. Post University embraces:

- Respect for faculty, staff, students, guests, and all University property, policies, rules, and regulations
- Promoting the exchange of ideas and diverse opinions through tolerance, integrity, dignity, and respect while upholding academic integrity to the highest standard
- Taking personal responsibility for individual choices and actions and accepting the consequences thereof
- Communicating in a professional and courteous manner in all platforms (verbal, non-verbal, written, or electronic)
- Abstaining from actions that are intimidating, bullying, demeaning or hostile to another person

### **2c. Facebook's Community Standards**

Post University reserves the right to delete any content posted on its Facebook wall that violates Facebook's terms and policies, particularly its Community Standards: <http://www.facebook.com/communitystandards>. Prior to deleting, the social media manager will take a screen shot of the post and bring the content to the attention of the Director of Communications. If the post is from a student, faculty member or staff member, the content may need to be escalated to University administration, and may result in disciplinary action up to and including University dismissal. Post University will report/delete any spam that may appear on the Facebook wall.

### **2d. Social Media Management**

The Director of Communications has assigned a social media manager who is responsible for managing all Post University social media accounts. This includes setting the social media strategy; crafting daily content for each channel and working proactively with other departments to share relevant content; signing up for new social media channels; daily monitoring of all social media channels; and responding to postings and other page activity as needed. In this role, they acts as an official representative of Post University with the power to influence branding, recruitment, retention and alumni relations.

### **2e. University-Recognized Groups**

University departments, programs, and/or groups are encouraged to create a positive, responsible, and professional presence for their respective groups on social media. In doing so, groups can provide a reliable outlet for current students, prospective students, alumni and the community to interact with the University and each other. The creation of a University-associated social media group should be considered a serious commitment, and the individual(s) behind the creation of an account should understand that through this account, he/she will act as an official representative of the University with the potential to create a significant impact on reputation. In order to properly portray and promote the University, a group must receive approval from the Department of Communications to become a recognized account.

- Accounts will be reviewed and approved through an email application process. Individual(s) interested in creating a group should provide a brief summary (including an explanation of the account concept, purpose, and goals) to the Director of Communications via email (MakeltPersonal@post.edu).
- Once the concept is approved, individual(s) will schedule a briefing with the Director of Communications to discuss best practices and account management, and to ask any questions or voice any concerns regarding account creation
- Each account will have responsible page administrator(s) assigned. Post University's Director of Communications will continue to guide and assist as requested
- Each account must include a disclaimer statement in its "description" or "about" section regarding page management/content contained on the site. For example, "Welcome to Post University's MBA Program on Facebook! This page is maintained by the Director of the MBA program"
- Account presentation, including logos and other images, must be in accordance with the University's branding guide. Alternative imagery will be suggested and/or created as necessary
- The University's general Social Media Policy, Civility Code, and Code of Conduct also apply to University-recognized accounts. Inappropriate, offensive, and/or illegal content should be removed by account administrators and/or at the direction of the social media manager
- As a page administrator, the individual(s) should act as a Community Manager. At least one administrator must log into the page at least 4 times a week to respond to page activity as needed
- If the page administrator is unsure how to respond to certain activity on the page, he/she should contact the social media manager in a timely matter (Best practices discourage engaging in extensive and/or negative back and forth exchanges on a particular issue; direct communication between the two parties is the preferred way to answer complex questions, resolve issues or respond to negative comments.)
- The Communications Department reserves the right to intercede with poorly managed accounts. Neglect of the account may result in page deletion.

### **Section Three – Civility Code**

Post University recognizes and supports the rights of students to express themselves and their opinions. While this is a right of each member of the campus community, it is important to create a hostile-free environment for all members of the community. Community spaces such as the Dining Hall, walkways, hallways, and lounge areas are community spaces. The institution prohibits hostile behavior and has adopted the following Civility Code:

Post University values each member of the campus community and endeavors to create an environment free from degrading language, hostility, and violence. In addition, the University's mission clearly defines as one of its goals a multicultural atmosphere free from discrimination. Post University rejects acts of discrimination or harassment based on race, ethnicity, gender identity, age, disability, sexual orientation, religion, political beliefs, or cultural background.

#### **3a. Acts of Intolerance**

Post University is committed to providing an environment that is free from bias, harassment and other forms of intimidation. The University condemns and will not

tolerate any harassing or abusive behavior directed at any individual or group because of their race, ethnicity, ancestry, national origin, religion, sexual preference, age, gender identity, or physical or mental disability. Examples of harassing or abusive behavior include, but are not limited to, the use of derogatory names, inappropriate jokes, anonymous notes, threatening phone calls, electronic messages, message board postings, videotaping, or other activities that gratuitously draw attention to individual differences.

Every member of the Post University community should be treated with dignity and in a fair and equal manner. Those individuals who engage in activities that are threatening, harassing, foster intolerance, or act in a manner inconsistent with the mission of Post University may face dismissal from the institution.

### **3b. Bullying and Harassment**

Post University reaffirms any explicit or implicit act of bullying and/or harassment that creates an intimidating, hostile, or offensive environment directed toward any person or group within the University community, be they students, visitors, associates, or outside vendor staff carrying out the responsibilities of their position is strictly prohibited.

#### **3b1. Definition of Bullying and Harassment**

“Bullying” and “harassment” are defined as any pattern of written, verbal, or electronic communication, and/or physical or threatening behavior or act that would create a hostile environment or cause a reasonable person substantial emotional distress and undermine or interfere with their ability to work, study, or participation in their personal life or University activities. Every member of the University community should refrain from actions that intimidate, humiliate, or demean a person or group. Furthermore, members of the University community should refrain from abusive behavior directed at the race, ethnicity, ancestry, national origin, religion, gender identity, sexual orientation, age, or physical or mental disabilities of a person or group. Using technology that includes, but is not limited to, the use of digital cameras or camcorders without the person’s permission, and transmission of harassing electronic messages via computer or cellphone (i.e: e-mails, text messages, voicemails, social media applications, etc.) is prohibited.

#### **3b2. Definition of Hostile Environment**

“Hostile environment” is defined as the condition wherein a victim subjectively views conduct or behavior as bullying and/or harassing and this conduct or behavior is objectively perceived as severe or pervasive enough that a reasonable person would agree that it is bullying or harassing conduct or behavior.

Post University recognizes and supports the right of students to express their opinions in a variety of ways, including peaceful demonstrations and the distribution or posting of written materials in designated areas. This policy is not intended to and will not be applied in a way that would violate rights to academic freedom and/or freedom of expression, nor will it be interpreted in a way that undermines a supervisor’s authority to appropriately manage their work unit.

The aims of the University as reflected in this policy are to:

- Define the terms “bullying”, “harassment,” and “hostile environment”
- Promote a positive environment in which people are treated fairly and with respect
- Make it clear that bullying and harassment are unacceptable and that all members of the University have a role to play in creating an environment free from harassment
- Provide a framework of support for students and staff who feel they have been subject to bullying or harassment

### **3d. No Contact Order**

Post University professional staff members can issue no contact orders between two or more parties during conflicts. This serves as a binding agreement that the individuals will refrain from contacting one another (i.e: face-to-face interactions, texting, social media, etc.). Students who violate these no contact orders will be subject to judicial sanctioning. No contact orders can be lifted at the discretion of the Department of Student Life.

## **Section Four – Alcoholic Beverages**

Post University’s Alcohol Policy is designed for the safety of all students, faculty and staff, and is in accordance with all federal and state laws.

### **4a. General Alcohol Guidelines**

- 4a1.** In accordance with federal and Connecticut state law, persons under the age of twenty-one (21) shall not consume or have in their possession alcoholic beverages or alcohol paraphernalia on the Post University campus and Post-utilized off-campus sites
- 4a2.** Alcohol paraphernalia (i.e: kegs, excessive empty cans or bottles, taps, funnels, etc.) are not permitted on campus. Collections of special bottles or cans are not permitted
- 4a3.** Alcohol promotional/decorative items (beer signs, lamp shades, etc.) are not permitted in residence hall windows, displayed on the outside of room/apartment doors, or in public lounges, or to be visible from outside of a residence hall room
- 4a4.** Public intoxication is prohibited. Public intoxication is defined as any intoxication which causes a disturbance or is dangerous to self, others or property, or in any way requires the attention of University staff
- 4a5.** Consuming or possessing alcoholic beverages at public events (i.e: performances, concerts, trips to off-campus venues, athletic events, etc.) is prohibited; for those of legal drinking age, prior approval for specific events where alcohol is present must be obtained from the appropriate University official(s)
- 4a6.** Consuming/possession of alcoholic beverages by any student or student organization while riding in University-owned/operated vehicles, or vehicles used in the name of the University is prohibited
- 4a7.** Post University prohibits activities that encourage increased alcohol consumption. Such activities include, but are not limited to, beer pong, Kings, and other alcohol drinking games. Party buses are prohibited from all campus grounds and events

- 4a8.** All persons in a room/apartment, lounge, vehicle, or public campus area where alcohol and/or alcohol paraphernalia is present may be subject to disciplinary action and/or referral to the University's alcohol and drug education program. This policy extends to any and all off-campus sites used/rented by or on behalf of the University
- 4a9.** Persons driving under the influence of alcohol on Post University grounds will be subject to a higher level of responsibility and sanction, in addition to criminal action and/or referral to the University's alcohol and drug education program
- 4a10.** Community sources of alcohol are prohibited in University residence halls. Community sources include, but are not limited to, kegs, beer balls, garbage cans, and any container that is intended as a primary source of alcohol for one or more people. Possession of a community source of alcohol will be subject to a higher level of responsibility and sanction
- 4a11.** No student shall be found in public areas on campus with an open container (i.e: solo cups, alcohol containers with broken seals, etc.). This includes lounges, hallways, picnic tables, etc.

#### **4b. Alcohol Guidelines for Students of Legal Drinking Age**

The University permits persons of state-mandated legal drinking age of twenty-one (21) to possess or consume alcoholic beverages in the residence halls, provided that all individuals consuming alcohol are of the legal drinking age.

While University policy permits the use of alcohol in moderation by students of legal age, it denounces excessive consumption. Students who choose to drink must remain in control of their behavior; they are responsible for their actions and must respect the rights of others. Promotions that encourage the consumption of alcohol are prohibited.

The use or non-use of alcohol by students of legal age should be decided by each individual. The University shall ensure practices and procedures that respect the decisions of those who choose to abstain. The University shall stress the importance of moderation for those of legal age who choose to use alcohol. Intoxication will not be accepted as an excuse for irresponsible behavior.

- 4b1.** Persons of legal drinking age may consume or possess alcohol in the privacy of their own bedroom if it is a single room or if his/her roommate(s) are the age of twenty-one (21) or older. Privacy is defined as a room with the door closed. Residents of legal drinking age residing in Okinaga Hall, which is the focus of this clause since it is the only suite style residence hall on campus, with underage roommates may consume or possess alcohol in their apartment common areas only if the quantity is less than one case of beer (30-12 oz. containers) and/or less than four containers of liquor or wine, either empty or full; underage roommates are not permitted to consume alcohol under Connecticut state law
- 4b2.** Persons of legal drinking age may transport closed (sealed) containers of alcohol through public areas (i.e: between a vehicle and their room/apartment, or between of-age students' rooms). Any student

transporting alcohol may be stopped for inspection at any time by University officials and/or Resident Assistants

- 4b3.** Persons of legal drinking age shall not consume or have in their possession an open container (seal broken) of alcoholic beverage in hallways, lounges or public areas. Residence Life staff are authorized to question the contents of any cup or container and may ask that the contents be thrown out regardless of alcohol content. All alcohol must be kept behind a lockable room door of a person(s) of legal drinking age only (except for the circumstances outlined in section 4b2)
- 4b4.** At any one time, a maximum of one (1) case of beer (30 12-oz. containers) or a maximum of four (4) containers of liquor or wine, either empty or full, is permitted per room or apartment common area
- 4b5.** It is the responsibility of all students of legal drinking age to have proof of age of anyone consuming alcohol in their presence. For a student's protection, this may require asking for a driver's license, another state-issued photo ID, or birth certificate
- 4b6.** Providing alcohol to a person under the age of twenty-one (21) is prohibited
- 4b7.** Being in the presence of alcohol, quantity consisting of a maximum of one (1) case of beer (30-12 oz. containers) and/or a maximum of four containers of liquor or wine, either empty or full, with a person under the age of twenty-one (21) is prohibited; University officials may determine intent to provide to minors

### **Section Five –Marijuana and Other Drugs**

For the safety of students, associates, and staff, and in accordance with all Federal and state laws, Post University expressly prohibits the use, possession, distribution, or sale of illegal and/or non-prescribed drugs, inhalants, or any other substance being used for purposes other than the manufacturer's intended use. The University reserves the right to surrender substances for testing by local authorities if there is a question regarding its legality.

#### **5a. Substance Definitions**

- 5a1.** The term "controlled substances" when used in the above section includes any substance defined in subdivision (9) of section 21a-240 of the Connecticut Penal Law
- 5a2.** The term "marijuana" when used in the above section is as defined in subdivision (29) of section 21a-240 of the Connecticut Penal Law
- 5a3.** Post University defines "odor of marijuana" as the distinct scent associated with the burning or use of marijuana

#### **5b. Marijuana and Other Drug Guidelines**

- 5b1.** Use, possession, being in the presence of, or loitering with the intent to use controlled substances or marijuana constitutes an illegal act and will be subject to disciplinary action independent of other action taken by civil authorities, possible referral to the local authorities, and/or referral to the University's Counseling Center. This policy applies to all on- and off-campus Post University utilized sites including, but not limited to, parking

lots and areas adjacent to academic buildings, Drubner Fitness Center, residence halls, and vehicles

- 5b2.** The odor of marijuana in or around on- and/or off-campus Post University utilized sites is prohibited. This policy applies to areas including, but not limited to, parking lots and areas adjacent to academic buildings, the Drubner Fitness Center, residence halls and vehicles
- 5b3.** Reasonable suspicion that a controlled substance or marijuana has been used will result in disciplinary action. Associates and staff may determine use of controlled substances or marijuana by using any combination of methods including, but not limited to, finding a towel or other item(s) blocking the door, fans directing air out through a window, the covering of any smoke detectors, residue (i.e: ashes, burns, roaches, etc.), the apparent physical/behavioral condition of the student, and the excessive odor of air freshener used for concealment
- 5b4.** Allowing the consumption of marijuana within your designated residence hall room is prohibited, whether the occupant is providing the substance or not. Hosts (residents of the room/apartment or vehicle) where controlled substances or marijuana are being used may be subject to a higher level of responsibility and sanction, possible criminal action, and/or referral to the University's Counseling Center
- 5b5.** Public drug/marijuana intoxication (up to and including obvious physical or mental impairment) is prohibited
- 5b6.** Use/possession of controlled substances or marijuana by any student or student organization while riding in Post University-owned/operated vehicles, or vehicles used in the name of the University is prohibited
- 5b7.** Selling/intent to sell or providing controlled substances or marijuana to any person is illegal and may result in referral to the local authorities as well as disciplinary action
- 5b8.** Drug paraphernalia (i.e: bongs, pipes, spoofs, etc.) are not permitted on campus and/or Post utilized off-campus sites and will be confiscated at the discretion of the University
- 5b9.** Drug promotional items (i.e: drug posters, signs, etc.) must not be placed in residence hall windows, displayed on the outside of room/apartment doors, in public lounges, or be visible from outside of a residence hall room
- 5b10.** Persons suspected of driving under the influence of marijuana/illicit drugs at Post University utilized on- and off-campus sites will be subject to a higher level of responsibility and sanction, in addition to police referral and/or referral to the University's alcohol and drug education program

### **5c. General Sanctions for Alcohol and Substance Abuse**

Incidents involving alcohol and substance abuse are the primary causes for disciplinary action at colleges and universities nationwide. The Alcohol and Drug policy is intended to support a safe, healthy, and academically-focused learning environment for all students. Violations of the University's alcohol and drug policy will result in the following sanctions below.

#### **5c1. Alcohol**

Low Level Sanctions (health and safety violation, alcohol paraphernalia)



- 1<sup>st</sup> Offense: written warning
- 2<sup>nd</sup> Offense: probation, five (5) hours of University service
- 3<sup>rd</sup> Offense: see 1<sup>st</sup> Offense High Level Sanctions

#### High Level Sanctions (all other violations)

- 1<sup>st</sup> Offense: disciplinary probation, ten (10) hours of University service, educational assignment, parents/guardians of underage students notified
- 2<sup>nd</sup> Offense: extended disciplinary probation, twenty (20) hours of University service, educational assignment, counseling, parent/guardian notification for underage students
- 3<sup>rd</sup> Offense: removal from residence halls at the discretion of the University, disciplinary probation extended up to graduation, parent/guardian notification for both underage and of-age students

### **5c2. Drugs**

#### Low Level Sanctions (scent, paraphernalia)

- 1<sup>st</sup> Offense: written warning, educational assignment
- 2<sup>nd</sup> Offense: disciplinary probation, ten (10) hours of University service, educational assignment
- 3<sup>rd</sup> Offense: see 1<sup>st</sup> Offense High Level Sanctions

#### High Level Sanctions (drugs found)

- 1<sup>st</sup> Offense: disciplinary probation, twenty (20) hours of University service, educational assignment, mandated counseling, parent/guardian notification
- 2<sup>nd</sup> Offense: removal and potential ban from residence halls, probation extended, parent/guardian notification

### **5c3. Further Outcomes**

The university reserves the right to remove or dismiss students immediately depending on the type of drug or quantity found and determination of intent to sell.

Students found in violation of the alcohol and drug policy through report of a sexual assault or psychological or medical emergency will be subject to sanctions up to, and including, dismissal from the University.

## **Section Six –Disorderly and Irresponsible Conduct**

Post University and the student body have a responsibility to foster an environment that enhances the quality of life in the community and is conducive to academic achievement. Any behavior that jeopardizes the safety of others, the rights of persons, damages property,

or is inconsistent with the university code of conduct, civility code, and/or student code of conduct is prohibited. Violations involving assault of any kind that results in serious physical injury shall be considered offenses of sufficient gravity to warrant immediate suspension prior to a hearing and referral to appropriate authorities.

### **6a. Disorderly Conduct**

Disorderly actions apply to all members of the University community as well as visitors. The following behaviors directed toward others are strictly prohibited and may subject individuals to disciplinary action:

- 6a1.** Physical violence
- 6a2.** Obscenities, abusive language, or other violations of the Civility Code
- 6a3.** Physical/verbal conduct that is inciting and/or provoking
- 6a4.** Physical/verbal conduct that is lewd or obscene
- 6a5.** Physical/verbal conduct that is destructive or disruptive
- 6a6.** Physical/verbal conduct that is harassing or threatening
- 6a7.** Physical/verbal conduct that endangers self or others
- 6a8.** Any act of intolerance that is an attempt to injure, harm, or harass a person because of race, religion, color, national origin, physical/mental limitation, age, gender identity, or sexual orientation. Such behavior includes acts or attempts that cause physical or psychological harm or threat of harm

### **6b. Vandalism**

- 6b1.** Inciting or participating in unauthorized activities resulting in destruction of property is prohibited
- 6b2.** Tampering with or destruction of telephones, computer equipment, software, cable equipment, fire equipment, vending machines or laundry facilities on campus is prohibited
- 6b3.** Damaging or destroying property or grounds owned or operated by the University is prohibited. This policy extends to property owned/utilized by contracted services to the University
- 6b4.** Damaging or destroying personal property of another individual is prohibited
- 6b5.** Removing, damaging, or destroying approved posters, advertisements, bulletin boards, door decorations, or signs on campus is prohibited and subjects students to a fine

### **6c. Theft and Fraud**

Incidents that are defined as unlawful within local, state, and federal statutes are prohibited on campus. Cases involving such incidents may be processed through the University judicial system and/or referred to authorities.

- 6c1.** Providing false information through statements (written or oral) is prohibited
- 6c2.** Theft of services is prohibited
- 6c3.** Inappropriate or unlawful use of telephones and computers (prank or obscene phone calls or messages, harassing calls or messages, etc.) is prohibited. Students will be held accountable for telephone and computer accounts held in their name
- 6c4.** Possession of stolen property is prohibited

- 6c5.** Possession and/or use of another person's University ID card or residence hall room key or key fob is prohibited

**6d. Residence Life and Housing**

- 6d1.** Removal of University equipment/furniture from residence hall rooms, lounges, public areas, classrooms, or other rooms or offices without written permission from a University official is prohibited and will be treated as theft
- 6d2.** Inappropriate use of technology for personal gain or malicious intent is prohibited

**6e. Misrepresentation**

- 6e1.** No student shall speak in the name of the University or any of its organizations unless such student has been authorized by the University or the organization for which they are speaking

**6f. Failure to Comply**

- 6f1.** Failure to comply with directives issued by authorized University representatives (including Residence Life staff, Campus Security, Dining Services, facility managers, club advisors, lab proctors, contracted services, and event personnel) and/or law enforcement and emergency personnel in performance of their duties and responsibilities will be subject to disciplinary action
- 6f2.** Failure to appropriately respond to official communication from University representatives will be subject to disciplinary action
- 6f3.** Failure to comply with an official disciplinary sanction will be subject to further disciplinary action
- 6f4.** Failure to attend a scheduled disciplinary hearing forfeits one's right to offer a statement for the sanctioning process

# Sexual/Gender-Based Misconduct, Intimate Partner Violence, and Stalking

## Section One - Post University Statement of Sexual Values

Post University is committed to providing a learning, working and living environment that is open, supportive, and safe. As a community, this University will not tolerate sexual/gender-based misconduct of any kind. Post University expressly prohibits the sexual/gender-based misconduct noted below, and students found engaging in it will be subject to University disciplinary action, and may be subject to criminal charges and prosecution under Federal and State laws.

This policy informs the Post University community of our values and outlines violations of a sexual/gender-based nature. This policy identifies a student's rights, options, and resources, and describes actions individuals may take if they experience an incident of sexual misconduct, intimate partner violence, and stalking or are accused of those violations.

Post University recognizes that part of students' development at the University may include learning and understanding themselves as sexual individuals. Post University also respects and upholds the principle that not all students find it necessary to explore their sexual nature or sexuality. Post therefore aims to provide an environment that is comfortable and respectful of all students regarding sex and their sexuality. Understanding and applying this policy to the behavior and behavioral expectations of all members of the community helps to ensure Post's goal of being a safe, open community regarding sexuality. Failure to comply with this policy may result in a complaint of sexual/gender-based misconduct.

Post University strives to promote an environment where mutual respect, communication, cultural competency, understanding, and awareness are the foundation for any sexual behavior or activity. Mutual respect and communication are keys to maintaining each student's personal integrity when engaging in relational and sexual behavior.

Title IX Statement: Post University must comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the University's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. Post University has designated Title IX/Sexual Misconduct Coordinators to coordinate Post's compliance with and response to inquiries concerning Title IX.

***For more information about Title IX, please contact the University's Title IX and Disability Coordinator, Jennifer Labate, at (203) 596-6027, or the Deputy Title IX/Sexual Misconduct Response Coordinators, Karin Mann, at (203) 596-4669, or Crystal Vuole at (203) 596-4553. A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting [www2.ed.gov/about/offices/list/ocr/complaintintro.html](http://www2.ed.gov/about/offices/list/ocr/complaintintro.html) or calling (800) 421-3481.***

## Section Two - Sexual/Gender-Based Misconduct Violation Definitions

Please see <https://www.federalregister.gov/documents/2014/10/20/2014-24284/violence-against-women-act> for definitions contained in the Violence Against Women Act amendments to the Clery Act.

- 2.1 *Sexual Assault*: Any non-consensual sexual contact with the Reporting Party's intimate parts is a sexual assault. Physical resistance need not occur to fulfill the definition of sexual assault. Sexual assault includes, but is not limited to the following: rape (e.g. by a friend, classmate, peer, co- worker, partner, etc.), sexual assault with an object, forcible sodomy, forcible oral sex, and forcible fondling. Drug facilitated sexual assault will not be tolerated.
- 2.2 *Sexual Exploitation*: Sexual Exploitation is taking nonconsensual, unjust, or abusive advantage of another in a sexual or intimate context. Sexual exploitation includes, but it is not limited to: sexting, slandering or prostituting another person; engaging in permitting, reproducing, or facilitating nonconsensual viewing, videotaping, photographing, or audio taping of sexual or intimate activity; knowingly infecting another person with a sexually transmitted disease; or secretly giving another person or pushing another person to use drugs or alcohol for the purpose of making the person submit to sexual activity.
- 2.3 *Sexual Harassment*: Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and any other unwanted conduct of a sexual nature, whether verbal, non-verbal, graphic, physical or otherwise, when one or more of the following conditions are present:
  1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the university;
  2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the university;
  3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.
- 2.4 *Gender-Based Harassment*: *Gender-based harassment* includes harassment based on sex or gender, sexual orientation, gender identity, or gender expression, which may include acts of intimidation or hostility, whether verbal or non-verbal, graphic, physical, or otherwise, even if the acts do not involve conduct of a sexual nature. Gender-based harassment can occur if students are harassed either for exhibiting what is perceived as a stereotypical characteristic of their sex or for failing to conform to stereotypical notions of masculinity or femininity. To constitute harassment, the conduct must unreasonably interfere with another person's education or participation in the educational programs or activities or create an intimidating, hostile, demeaning, or offensive academic or living environment.

- 2.5 *Stalking*: Stalking is repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Stalking can include:

1. Repeated, unwanted, intrusive, and frightening communications by phone, mail, email, text, social media, etc.
2. Following or laying in wait at places such as home, school, work, or recreation place.
3. Repeatedly leaving or sending unwanted items or presents.
4. Making direct or indirect threats of harm against the Reporting Party, the Reporting Party's children, relatives, friends, or pets.
5. Damaging or threatening to damage the Reporting Party's property.
6. Harassing the Reporting Party through the Internet.
7. Posting information or spreading rumors about the Reporting Party on the Internet, in a public place, or by word of mouth.
8. Obtaining personal information about the Reporting Party by accessing public records, using Internet search services, hiring private investigators, going through the Reporting Party's garbage, following the Reporting Party, contacting the Reporting Party's friends, family, work, or neighbors, etc.

To an outsider, stalking behavior can appear friendly and unthreatening, such as showering the Reporting Party with gifts or flattering messages. The Reporting Party may find themselves needing to explain to others just how intrusive and frightening unwanted attention can be. Stalking is sometimes dismissed when it is done via technology (cell phones, computers, networking sites, surveillance equipment, and so on), but the medium is not what matters—it is the pattern of repeated, unwanted communication.

- 2.6 *Intimate Partner Violence*: Intimate partner violence means any abusive behavior against an individual by a current or former person in a dating/romantic relationship. Intimate partner violence can be physical, sexual, emotional, economic, or psychological actions of threats that influence another person. Intimate partner violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner.

Forms of intimate partner violence include:

- Emotional abuse includes words and/or actions, which manipulate or hurt an individual emotionally and psychologically.
- Physical abuse refers to actions that threaten or harm an intimate or romantic partner's physical safety.
- Resource abuse includes words and/or actions, which manipulate the financial or legal situation of an intimate or romantic partner.
- Sexual abuse (see sexual assault).

- Spiritual abuse refers to the utilization of a partner's spiritual or religious beliefs to manipulate and/or hurt a partner. It may also include forcing or preventing a partner to practice certain beliefs.
- Verbal abuse is the use of words or the withholding of conversation to manipulate and/or hurt a romantic or intimate partner.

Examples of intimate partner violence may include, but not be limited to, the following:

- Leaving their partner somewhere with no way to get home.
- Pulling hair or pinching skin as a form of punishment.
- Blocking a partner's exit when they try to leave the room.
- Throwing, smashing, or breaking objects.
- Hitting, punching, grabbing, choking or pushing their partner.
- Saying their partner is crazy, ugly, stupid, etc.
- Constantly calling or texting their partner when they are not together.
- Threatening to "out" the partner if in a same-sex relationship.
- Insisting on always knowing the location of their partner.
- Refusing to acknowledge a problem that their partner feels is important.
- Persuading partner from doing something they want to do.
- Insisting how their partner should dress.
- Calling someone degrading names.
- Withholding sex and/or affection as a form of punishment.
- Forcing another faith practice on their partner.
- Mocking, ridiculing, or insulting their partner's religious or spiritual beliefs.
- Excessively criticizing how their partner spends their money.

2.7 *Attempted Act*: Any attempts to commit sexual/gender-based misconduct are also prohibited under this policy, as is aiding in the acts of sexual/gender-based misconduct as an accomplice.

2.8 *Retaliation*: Retaliation against the individual who initiates a sexual/gender-based misconduct complaint, participates in an investigation, or pursues legal action, is prohibited. Independent action may be taken against anyone engaging in retaliation. This includes any witnesses, advisors, or any Sexual Misconduct Board Members.

### **Section Three - Affirmative Consent and Related Definitions**

3.1 *Affirmative Consent*: Affirmative consent is the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision, indicated clearly by words or actions to engage in mutually accepted sexual contact. A person forced to engage in sexual contact by force, threat of force, or coercion has not consented to contact. Lack of mutual affirmative consent is the crucial factor in any sexual assault. If there is confusion or ambiguity, participants in sexual activity need to stop and verbally clarify each person's willingness to continue.

Consent CANNOT be given if a person's ability to consent is substantially impaired because of a mental or physical condition. Examples of such mental or physical conditions include, but are not limited to: unconsciousness, physical force, substantial impairment because of a psychological health condition, substantial impairment because of voluntary intoxication; or substantial impairment because of the deceptive administration of any drug, intoxicant or controlled substance. Mutual intoxication or substance impairment does not exonerate any individual nor lessen the consequences. Consent can NEVER be given by anyone under the age of sixteen.

3.2 *Coercion*: Unlike seduction, coercion involves unreasonable and unwanted pressure to engage in sexual activity. Engaging in sexual activity should be the result of a freely given choice. Persons should engage in sexual activity because they want to do so, and not because someone has pressured them into it. Threatening and pressuring someone until they finally say "Okay, just get it over with" does not mean an individual has obtained consent.

3.3 *Incapacitation*: Incapacitation means being in a state where a person lacks the capacity to appreciate the fact that the situation is sexual, or cannot appreciate (rationally and reasonably) the nature and/or extent of the situation. A person who knows or should reasonably have known that another person is incapacitated may not engage in sexual activity with that person.

A person's state of incapacity is a subjective determination that will be made after the incident in light of all of the facts available because people reach incapacitation at different points and as a result of different stimuli. They exhibit incapacity in different ways. The following factors bear on incapacity:

- Body weight, height and size
- Tolerance for alcohol and other drugs
- Amount and type of alcohol or other drugs consumed, and the mixture taken
- Amount of food intake prior to consumption
- Voluntariness of consumption
- Vomiting
- Propensity for blacking out (mentally or physically)
- Genetics

Alcohol related incapacity results from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness or intoxication. It is less severe than alcohol poisoning or overdose, which may lead to coma or death. Evidence of incapacity may be detected from context clues, such as:

- Slurred speech
- Bloodshot eyes
- The smell of alcohol on their breath
- Shaky equilibrium
- Vomiting
- Outrageous or unusual behavior
- Unconsciousness



None of these facts, except for unconsciousness, will constitute – in and of itself – incapacitation.

Indications of consent are irrelevant if the initiator knows or should reasonably have known of the incapacity of another person.

#### **Section Four – If You Believe That An Incident Has Occurred**

Post University is committed to providing support and services in order to help you through this process. A student who has experienced an incident of sexual/gender-based misconduct, intimate partner violence, or stalking should seek help, support, and information. There are many sources for information, assistance and support. If you have experienced such an incident, you should consider the following immediate actions:

- Remember, you are not alone and this is not your fault.
- Try to get to a safe place.
- Consider notifying a member of Residence Life, Campus Security, the Counseling Center, Health Services or the Title IX/Sexual Misconduct Response Coordinators. Many of these resources have after-hours and emergency contacts (see chart in the Student Handbook for contact information).
- You have the right to notify law enforcement, file a report, or obtain a court-issued restraining order. You may also have a campus authority make a notification for you.
- If you have been assaulted, try to avoid showering, bathing, douching, urinating, or cleaning up in any way. This will prevent the loss of valuable evidence, though evidence can still be collected even if you do. Do not wash any clothes, towels, or sheets that may contain evidence. Evidence can be preserved and collected for up to five days.
- Preserve all physical evidence in a paper bag (not plastic) or deliver directly to law enforcement.
- Preserve all communications, pictures, texts, or other items that might be used in cases of sexual/gender-based misconduct, stalking or intimate partner violence.
- Utilize University and community resources for immediate and long-term assistance.
- Go to Health Services or an area hospital (Waterbury or Saint Mary's Hospital). Individuals are encouraged to seek medical attention as soon as possible after an act of sexual assault or intimate partner violence. Medical care is important to address any injuries you may have and to protect against sexually transmitted diseases and pregnancy.
- Counseling Services are available to all Post University main campus students. Students may call (203) 596-4585 to schedule an appointment. These services are free and confidential.
- Post University's Crisis Hotline Available 24/7: (203) 228-8706. This is a limited-confidential resource.

#### **Section Five - Reporting Sources**

Post University is committed to creating an environment in which students who have experienced an incident of sexual/gender-based misconduct are encouraged to come forward and make a report. Members of the Post community are strongly encouraged to seek support and information from available reporting sources. Reporting may help you to gain some control over the situation and make informed decisions using information

provided by the reporting source. Your prompt reporting will not only benefit and support you, but it will also help the University in maintaining a safe community. Ultimately, this is your decision. All sources will provide the Reporting Party with information about obtaining support, resources, and the process associated with making a report or a formal complaint with the University or with a law enforcement agency.

Post employees are “responsible employees”, meaning they required by law to share your disclosure with the Title IX/Sexual Misconduct Coordinator. This includes professors, staff members, administrators, and Resident Assistants (RAs). The only employees who can keep your disclosure confidential are employees at the Counseling Center and Health Services. The Counseling Center and Health Services are fully confidential reporting sources. They do not file reports with the Title IX/Sexual Misconduct Response Coordinator. They will keep your information and name confidential unless it is determined that you and/or the campus are in imminent danger. They will provide free, confidential support, crisis intervention, community outreach and referrals, as well as help you explore your options to address the incident.

### **Section Six - Interpersonal Violence Response Team**

Post University’s Interpersonal Violence Response Team supports students by providing services and guidance in regards to sexual/gender-based misconduct incidents. The Interpersonal Violence Response Team consists of a diverse group of Post employees and community members that are well versed in the Post University Sexual/Gender-Based Misconduct Policy and procedures. Interpersonal Violence Response Team professionals are able to explain what options are available to the student and will guide them in accessing these resources. The Post University Interpersonal Violence Response Team is committed to supporting individual’s rights and needs, and respects that all choices are left up to the Reporting Party.

Professionals on campus with a Sexual Misconduct Safe Place sticker (see below) in their office are trained in the University’s Sexual/Gender-Based Misconduct Policy. These faculty and staff members are able to support students who have been involved in a sexual/gender-based misconduct situation. If you have concerns about a friend, roommate, fellow student, or employee in regards to sexual/gender-based misconduct these people are also here to help you. Please seek out these professionals if you need their support. These individuals and Interpersonal Violence Response Team members are required to report the incident of sexual/gender-based misconduct to the Title IX/Sexual Misconduct Response Coordinator.

## Sexual Misconduct Safe Place Sticker



### Section Seven - Confidentiality and Communication Types

With respect to any report or complaint of sexual/gender-based misconduct, Post University will endeavor to maintain the confidentiality of the matter and all individuals involved to the extent permitted by law. Post University will balance the needs of individuals involved with its obligation to protect the safety and well being of the community at large. In all cases, Post University will respect the privacy and dignity of all individuals involved. According to state and federal laws, if an individual under the age of sixteen is involved in an act of sexual/gender-based misconduct, the informed party must report the incident to the local police and the Department of Children and Families.

**Limited Confidential:** Limited confidential sources must notify the Title IX/Sexual Misconduct Response Coordinator. Any other report sharing will be limited, based on your safety and the safety of the community. The source will call the police only at the request of the student.

**Confidential:** Confidential sources are prohibited from breaking confidentiality unless (i) given permission by the person who disclosed the information; (ii) there is an imminent threat of harm to self or others; (iii) the conduct involves the suspected abuse of a minor under the age of 16; or (iv) as otherwise required or permitted by law or court order.

**Anonymous:** If you wish to file an anonymous complaint, you may do so online at <http://go.post.edu/misconductreporting/Default.aspx>. This complaint will be sent to the Title IX/Sexual Misconduct Response Coordinators.

## Section Eight – Important Phone Numbers and Resources

### FOR ALL EMERGENCIES — DIAL 9-1-1

Resource	Location	Hours	Type of Communication	Services Provided
Sexual Misconduct Board Chair: Sandra Wilson	Library- Lower Level	9:00am-5:00pm	Limited Confidential	Hearing board official. Provides students with guidance on procedures and trained advisors. (203) 596-4664
Campus Safety *	Security Kiosk	24/7	Limited Confidential	Special confidentiality rules apply regarding sexual assaults. (203) 596-4502
Counseling Center * Lisa Antel George Hayes	Leever- First Floor	9:00am-5:00pm	Confidential	Licensed counselors available for students and staff. Services are free. (203) 596-4585
Dean of Students: Erica Peryga *	East Annex	9:00am-5:00pm	Limited Confidential	Provides support, referrals for students, and guidance with procedures and protocol. (203) 596-8527
Health Services *  Kellie Brown	East Annex	M-TR: 10:00am-4:00pm F: 10:00am-2:00pm	Confidential	Medical assistance and referral for students. (203) 596-4503
Title IX/Sexual Misconduct Response Coordinators * Jennifer Labate Karin Mann, Deputy Crystal Vuole	Leever Drubner Traurig Lower Level	9:00am-5:00pm	Limited Confidential	Informs a student of their rights, as well as support services.  (203) 596-6027 (203) 596-4669 (203) 596-4553
National 24 hour Sexual Assault hotline	Off campus	24/7	Confidential	Rape, Abuse and Incest National Network hotline 1 (800) 656-HOPE (4673)
Post's Crisis Hotline	On campus	24/7	Limited Confidential	Connects directly to the Resident Director On duty (203) 228-8706
Residence Life Staff*	Lower Level Leever	M-F: 9:00am-5:00pm	Limited Confidential	Will provide support and resources, and assist the Reporting Party at residence halls. (203) 596-4540
Safe Haven's Sexual Assault Program *	29 Central Ave. Waterbury, CT	24/7	Confidential	Provides support services, including medical and legal advocacy, for the Reporting Party and survivors of sexual assault and domestic violence. (203) 753-3613
St. Mary's Hospital	43 Cole St. Waterbury, CT	24/7	Confidential	Emergency care, including sexual trauma care. (203) 709-6004
Statewide 24 hour toll free hotline	Off campus	24/7	Confidential	Connecticut Sexual Assault Crisis Services hotline 1 (888) 999-5545
Waterbury Hospital	64 Robbins St. Waterbury, CT	24/7	Confidential	Emergency care, including sexual trauma care. (203) 573-6500
Waterbury Police *	255 E Main St. Waterbury, CT	24/7	Limited Confidential	Emergency- Call 9-1-1. Non-emergency call (203) 574-6911
Anonymous Reporting Form	<a href="http://go.post.edu/misconductreporting/Default.aspx">http://go.post.edu/misconductreporting/Default.aspx</a>	24/7	Anonymous	Your anonymous report will be sent to the Sexual Misconduct Response Coordinator

\* *Interpersonal Violence Response Team Members*

### **Section Nine - Significant Threat to the Community**

In cases where the Responding Party poses a significant risk to the general safety of the campus community, the Title IX/Sexual Misconduct Response Coordinator will contact the Sexual/Gender-Based Misconduct Review Team. If this Team concludes that a significant threat exists, they will take necessary action to protect the community while preserving the Reporting Party's privacy, which includes, but is not limited to issuing a temporary ban to the Responding Party from Post University's campus.

### **Section Ten - Reporting to Law Enforcement**

Because sexual misconduct, intimate partner violence, and stalking may constitute both a violation of University policy and criminal activity, the University encourages students to report alleged incidents promptly to local law enforcement agencies. However, it is your decision whether or not to file a criminal report. We encourage you to seek out the support system that feels most appropriate and helpful. Criminal investigations may be useful in gathering relevant evidence, particularly forensic evidence. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of University Policy, criminal investigations or reports are not determinative of whether sexual/gender-based misconduct, for purposes of this Policy, has occurred. In other words, conduct may constitute sexual/gender-based misconduct under this Policy even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute.

The filing of a complaint of sexual/gender-based misconduct under this Policy is independent of any criminal investigation or proceeding, and the University will not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and provide interim measures to protect the Reporting Party and the University community, if necessary.

#### **10a. Law Enforcement Process:**

When the police arrive, they will take a statement and ensure that you are physically safe. The police will also interview you about what happened. This may be difficult, but it is very important in order to complete a police report. The interview is conducted in private, but you can request to have a friend or another supportive person accompany you if you wish. The police will get as much information as possible about the incident and investigate the case further.

Once an investigation is completed, the police refer the case to the District Attorney's office. The District Attorney's office decides whether or not your case will be prosecuted by considering factors such as the amount of evidence available to prove the charge(s) in court.

### **Section Eleven – Student Conduct Process for Sexual/Gender-Based Misconduct**

#### **11a. Definitions of Participants:**

##### **A. Reporting Party:**

The person filing a complaint of a violation of the Sexual/Gender-Based Misconduct Policy by another student, employee, or civilian.

B, Responding Party:

The student accused of violating the Sexual/Gender-Based Misconduct Policy.

C. Trained Sexual/Gender-Based Misconduct Support Person for the Reporting Party (Support Person):

The Support Person is a Post Community staff or faculty member appointed by the Sexual Misconduct Board Chair who is trained to support the Reporting Party and to provide information regarding the University's Sexual Misconduct Policy and the Campus Conduct process.

- Support Persons are available at the request of the Reporting Party.
- Reporting Parties may choose from a diverse list of potential Support Persons and may switch at any point should they choose.
- While students can elect not to use a Support Person, students are strongly encouraged to choose and to work with a Support Person.
- The Support Person may assist the Reporting Party throughout the Campus Conduct Process, including being present at the conduct hearing. Support Persons may not speak at the conduct hearing.
- In consultation with other University officials or faculty members where appropriate, a Support Person may assist in arranging accommodations which may include:
  - Change of on-campus student housing to different on-campus location
  - Exam (paper, assignment) rescheduling
  - Taking an incomplete in a class
  - Transferring of sections
  - Alternative course completion options
  - Change of work arrangements
  - Change of campus transportation options
  - No contact orders

Trained Sexual/Gender-Based Misconduct Support Person for the Responding Party (Support Person):

The Support Person is a Post Community staff or faculty member appointed by the Sexual/Gender-Based Misconduct Board Chair who is trained to support the Responding Party and to provide information regarding the University's Sexual/Gender-Based Misconduct Policy and the Campus Conduct process.

- Support Persons are available at the request of the Responding Party.
- The Responding Party may choose from a diverse list of potential Support Persons and may switch Support Persons at any point should they choose.
- While students can elect not to use a Support Person, students are strongly encouraged to choose and to work with a Support Person.
- The Support Person is trained to help the student understand the nature of the formal complaint and to discuss the Policy and all processes involved.
- The Support Person assists the Responding Party to understand the alleged violation of the Policy, the severity of the accusations against them, the process, and all possible sanctions.
- The Support Person may assist the Responding Party throughout the Campus Conduct Process, including being present at the conduct hearing. Support Persons may not speak at the conduct hearing.

- In consultation with other University officials or faculty members where appropriate, a Support Person may assist in arranging accommodations which may include:
  - Change of on-campus student housing to different on-campus location
  - Exam (paper, assignment) rescheduling
  - Taking an incomplete in a class
  - Transferring of sections
  - Alternative course completion options
  - Change of work arrangements
  - Change of campus transportation options
  - No contact orders

Advisor:

The Reporting Party and the Responding Party may each bring an Advisor to the Hearing. The Advisor is an ally who provides comfort and helps the Reporting Party or Responding Party. The Advisor may be any member of the Post University community (student, faculty, or staff) or an outside party. The Advisor may be an attorney. The selected Advisor must meet with the Sexual/Gender-Based Misconduct Board Chair prior to the Hearing. The selected Advisor may attend any informal or formal meeting; however, they may not participate in the Hearing.

Sexual/Gender-Based Misconduct Board:

The Sexual/Gender-Based Misconduct Board (herein Board) consists of five trained Post University faculty and/or staff members in addition to the Board Chair. All Board Members receive annual training regarding the dynamics of sexual misconduct, stalking and interpersonal violence, the factors relevant to a determination of credibility, the appropriate manner in which to receive and evaluate sensitive information, the manner of deliberation, and the application of the preponderance of the evidence standard, as well as the University's policies and procedures.

Sexual/Gender-Based Misconduct Review Team: This Review Team is comprised of three trained Board members. This Team may institute an interim suspension, elevate the level of resolution, or take other remedies if a situation poses a significant threat to the campus community.

Title IX/Sexual/Gender-Based Misconduct Response Coordinator (or Deputy):

The Title IX/Sexual Misconduct Response Coordinator (herein Coordinator) manages the day-to-day responsibilities associated with the University's Title IX compliance, the Violence Against Women Act, and Connecticut State Statutes regarding gender-based misconduct. The Coordinator ensures that students are aware of their rights as well as support services in regard to gender-based misconduct. The Coordinator also collects the relevant facts related to the reported incident, and assesses whether a further review or investigation is necessary in order to ensure the safety of the impacted student and the community. If the Reporting Party decides to file a formal complaint, the Coordinator, as a neutral party, will investigate the incident; notify and interview the Reporting Party, the Responding Party, and witnesses; obtain and review relevant documents; and present the Investigation Summary at the Sexual Misconduct Board Hearing. The Investigation Summary will make no findings, conclusions or recommendations.

The Coordinator also receives annual training regarding the dynamics of sexual misconduct, stalking and interpersonal violence, the factors relevant to a determination of credibility, the appropriate manner in which to receive and evaluate sensitive information, the manner of deliberation, and the application of the preponderance of the evidence standard, as well as the University's policies and procedures.

### **11b. Time Frame for Reporting**

There is no time limit on reporting or filing complaints of policy violations, although the University's ability to respond fully may be limited with the passage of time.

If the Responding Party is no longer affiliated with the University (e.g., the report is made after the student has left or graduated), the University will provide reasonably available remedial measures to assist the Reporting Party in identifying external reporting options, and may take other appropriate action.

Upon receipt of a report, the University will impose reasonable and appropriate interim measures designed to eliminate the hostile environment and protect the parties involved. The University will make reasonable efforts to communicate with the parties to ensure that all safety and emotional and physical well-being concerns are being addressed. Interim measures may be imposed regardless of whether formal disciplinary action is sought by the Reporting Party or the University.

A Reporting Party or Responding Party may request a No Contact Order or other protective measure, or the University may choose to impose interim measures at its discretion to ensure the safety of all parties, the safety of the broader community, and/or the integrity of the process.

All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. The University will take immediate and responsive action to enforce a previously implemented measure. Interim measures will be kept private, to the extent that maintaining the confidentiality would not impair the ability of the University to provide the interim measures.

### **11c. Range of Interim Measures**

Interim measures will be implemented at the discretion of the University. Potential remedies, which may be applied to the Reporting Party and/or the Responding Party, include:

- Providing access to counseling services and assistance in setting up an initial appointment, both on and off campus.
- Imposing a No Contact Order between parties.
- Rescheduling of exams and assignments (in conjunction with appropriate faculty).
- Providing alternative course completion options (with the agreement of the appropriate faculty).
- Changing a class schedule, including the ability to take deferral, drop a course without penalty or transfer sections (with the agreement of the appropriate faculty).
- Changing a work schedule or job assignment.
- Changing an on-campus housing assignment.
- Providing assistance from University support staff in completing housing relocation.
- Limiting an individual or organization's access to certain University facilities or activities pending resolution of the matter.
- Providing a voluntary leave of absence.
- Providing an escort to ensure safe movement between classes and activities.
- Providing access to medical services.



- Providing academic support services, such as tutoring.
- Assisting with transportation needs.
- Imposing interim suspension or leave.
- Any other remedy that can be tailored to the involved individuals to achieve the goals of this policy.

#### **11d. Interim Suspension or Leave**

Where the report of sexual harassment, sexual violence, stalking, or intimate partner violence poses a substantial and immediate threat of harm to the safety or well-being of an individual or members of the campus community, or to the performance of normal University functions, the University may place a student on interim suspension. Pending resolution of the case, the individual may be denied access to campus, campus facilities and/or all other University activities or privileges for which the individual might otherwise be eligible. When interim suspension or a leave is imposed, the University will make reasonable efforts to complete the investigation and resolution within an expedited time frame.

Students may be placed on interim suspension at the discretion of the Sexual/Gender-Based Misconduct Review Team.

### **Section Twelve - Sexual/Gender-Based Misconduct Reporting and Resolution**

#### **12a. Meeting with Title IX/Sexual Misconduct Coordinator**

Upon receipt of any allegation of sexual/gender-based misconduct, the Title IX/Sexual Misconduct Coordinator (herein Coordinator) will schedule a meeting with the Reporting Party. At the meeting, the Coordinator will provide the Reporting Party with a general understanding of this Policy and identify forms of support or immediate interventions available to the Reporting Party. This may involve accommodations regarding the Reporting Party's housing, academic schedule, University employment or transportation options, and other protective remedies outlined in the Interim Measures section above. This also includes No-Contact orders.

The Reporting Party has the right to choose how to proceed after the report has been made. There are internal options within the University as well as options with local law enforcement. The Reporting Party has the right to decide upon the course of action to be taken after the report has been filed. The Reporting Party may seek a Formal or Alternative resolution or request confidentiality and/or no resolution.

The University will endeavor to honor the resolution choice of the Reporting Party to the extent permitted by law. Post will balance the needs of individuals involved with its obligation to protect the safety and well being of the community at large. In exceptional cases, such as cases threatening community safety, the University may make a determination that further action is required even if the Reporting Party desires no action or an informal, remedies-based resolution. As set forth in the Sexual Misconduct and Harassment Policy, reports of sexual misconduct undergo a Title IX Review to determine the appropriate response in such cases. In such circumstances, the reasons and the steps the University will take will be explained to the Reporting Party.

In making this determination, the University may consider:

- The seriousness of the alleged conduct.
- The respective ages and roles of the Reporting Party and Responding Party,
- Whether there have been other complaints or reports of harassment or misconduct against the Responding Party.
- The rights of the Responding Party to receive notice and relevant information before disciplinary action is sought.
- If circumstances suggest there is an increased risk of the Responding Party committing additional acts of sexual misconduct or other violence.
- Whether the Responding Party has a history of arrests or records from a prior school indicating a history of violence.
- Whether the alleged perpetrator threatened further sexual violence or other violence against the student or others.
- Whether the sexual misconduct was committed by multiple perpetrators.
- If the circumstances suggest there is an increased risk of future acts of sexual misconduct under similar circumstances.
- Whether the sexual violence was perpetrated with a weapon.
- Whether the school possesses other means to obtain relevant evidence.

The Title IX/Sexual Misconduct Coordinator in consultation with the Sexual/Gender-Based Misconduct Review Team will balance the Reporting Party's request with its obligation to provide a safe and non-hostile environment for the campus community.

The University will respond to the report in a prompt, impartial, procedurally fair, and effective manner. Upon receipt of a report, the University will strive to complete the investigation and adjudication processes (excluding the appeal process) within sixty (60) calendar days.

### **12b. Alternative or Remedies-Based Resolution**

The Alternative Resolution is a remedies-based, non-judicial approach designed to eliminate a hostile environment without taking formal disciplinary action against a Responding Party. The Reporting Party may request an Alternative Resolution and Formal Resolution. Where the Title IX Coordinator concludes that an Alternative Resolution may be appropriate, the University will take immediate and corrective action by applying individual and community measures designed to maximize the Reporting Party's access to educational, extracurricular, and/or University employment activities and to eliminate a hostile environment. Examples of such remedies are detailed in the Interim Measures section outlined above. (Link back to Interim Measures) Other potential remedies include targeted or broad-based educational programming or training, direct confrontation of the Responding Party and/or indirect action taken by the Title IX Coordinator, Deputies, or University. Depending upon the form of the Alternative Resolution used, it may be possible to maintain the Reporting Party's anonymity.

The University will not compel a Reporting Party to engage in mediation or a restorative justice process, to directly confront the Responding Party, or to participate in any particular form of an Alternative Resolution. Mediation, even if voluntary, **may not** be used in cases involving sexual violence or assault. The decision to pursue an Alternative Resolution will be made when the University has sufficient information about the nature and scope of the conduct, which may occur at

any time. Participation in an Alternative Resolution is voluntary, and a Reporting Party may request to end the Alternative Resolution at any time.

The Title IX Officer will maintain records of all reports and conduct referred for an Alternative Resolution. An Alternative Resolution will typically be completed within thirty (30) business days of the initial report.

### **Section Thirteen - Appeal Procedure for Interim Measures or Alternative/Remedies-Based Resolution**

#### **13a. Basis and Process for Appeal**

The written appeal will be submitted to the Dean of Students or designee within 48 hours of notice of a decision and must include specific grounds the student considers appropriate to support his/her challenge of the interim suspension. The appeal must establish that:

- a) There was a material and prejudicial departure from the procedures set forth in these guidelines, and/or
- b) The evidence presented clearly does not support the decision, and/or
- c) The sanction imposed is not consistent with the gravity of the offense

The person reviewing the written appeal must render a decision within one (1) week of receiving the written request. The status from the initial decision remains in effect until the review and final decision are rendered. However, the Dean of Students may, in special circumstances where he/she believes the student's academic standing or well-being may be jeopardized, suspend the sanctions until the decision about the appeal is rendered and communicated to the student.

#### **13b. Formal Resolution**

If the Responding Party is a currently enrolled student, any person who has experienced an incident of sexual/gender-based misconduct may file a formal complaint with the Title IX and Disability Coordinator, Jennifer Labate (203-596-6027) or Deputies Karin Mann (203-596-4669) or Crystal Vuole (203-596-4553). Incident Reports can be found in Human Resources, Residence Life, the Counseling Center, Health Services, Academic Affairs, and in the Drubner Center. The complaint shall contain a concise statement of the alleged violations of the Sexual Misconduct Policy and a detailed statement of the facts supporting the alleged violations. Although there is no time limit on the filing of a formal complaint with the University, the University strongly encourages a prompt filing so that a more satisfactory and complete investigation can be conducted.

Filing a formal complaint launches an investigation into the sexual/gender-based misconduct violation. The Sexual Misconduct Board will hear the case and make a determination.

#### **13c. Responding to a Formal Complaint**

The Responding Party shall receive written notification of the filing of a formal complaint, along with a copy of the formal complaint, after the Title IX/Sexual Misconduct Response Coordinator has received the complaint. The Responding Party must arrange and meet with

the specified Sexual Misconduct Board Chair or designee within 3 business days after receiving the complaint in order to discuss the nature of the complaint, the rights and responsibilities of the Responding Party, and the Hearing process. The Responding Party shall receive a written copy of this policy at that time.

A Trained Sexual Misconduct Support Person and/or Advisor may accompany the Responding Party to the meeting with the Sexual Misconduct Board Chair. If the Responding Party fails to arrange and meet with the Sexual Misconduct Board Chair, the complaint will be determined by the Board for adjudication.

**Prehearing Process:**

- The University reserves the right to extend any time periods identified in this policy in accordance with the law.
- Once the Responding Party has been notified of the formal written complaint, the Reporting Party and Responding Party will be kept informed of all developments and will be advised of the procedures that will guide the resolution of the complaint.
- All relevant reports and documents are to be made available to the Responding Party and Reporting Party once they are prepared and no later than 3 business days prior to the Hearing.
- The Responding Party and Reporting Party have the right to petition that any member of the Sexual Misconduct Board be removed on the basis of bias at least 3 days prior to the Hearing.
- Each Board Member must indicate to the Sexual Misconduct Board Chair within 3 days prior to the Hearing whether they have knowledge of the participants in the case that may impair – or may be perceived to impair – their ability to hear and determine a case impartially, and to recuse them if their participation might compromise the integrity of the Hearing process.
- One week prior to the Hearing, the Responding Party and Reporting Party will be informed in writing of the date and time of the Hearing.
- The Responding Party and Reporting Party shall have the opportunity to make a request to the Sexual Misconduct Board Chair for witnesses to testify on their behalf. The Sexual Misconduct Board Chair shall determine which witnesses shall testify based on the relevance of their testimony.
- The Responding Party and Reporting Party must notify the Sexual Misconduct Board Chair of any advisors, support people, and witnesses attending the Hearing 5 business days prior to the Hearing.
- Any additional scheduling requests must be directed to the Sexual Misconduct Board Chair to be determined.
- If a sexual misconduct case is also being heard by a civil or criminal court, the University retains the right to hear the case regardless of the timing of the civil or criminal case, and to implement appropriate actions (such as No Contact Orders, removal from campus residence facilities, removing a student from a class or classes or Interim Suspension, and changing campus transportation and/or working arrangements) to maintain the safety of the campus.
- The Campus Conduct Process shall be confidential to the extent possible and as allowed by law.
- The University will attempt to schedule a hearing within 15 business days after the Responding Party has received the formal complaint.

**Rights of the Reporting Party:**

- The right to request a No Contact Order against a student who presents a danger to the welfare of the Reporting Party or others.
- The right to be assisted by a Trained Sexual Misconduct Support Person and/or Advisor throughout the Campus Conduct Process.
- The Sexual Misconduct Board Chair is available to inform the Reporting Party of legal and other appropriate off-campus resources.
- The right to seek outside remedies, such as local law enforcement agencies and Safe Haven.
- The right to provide a written Impact Statement to be read by the Board at the conclusion of the Hearing provided the Responding Party was found to have violated the Sexual Misconduct Policy, and to have that statement considered by the Board in determining its sanctions.
- For the Reporting Party, alternative testimony options will be provided. Options include, placing a privacy screen in the Hearing room, digital conferencing, or other options that provide a safe space for participation while not depriving the Responding Party of their rights in the process.

**Rights of the Responding Party:**

- The right to be assisted by a Trained Sexual Misconduct Support and/or Advisor throughout the Campus Conduct Process.
- The Sexual Misconduct Board Chair is available to inform the Responding Party of legal and other appropriate off-campus resources.
- The right to provide a written Impact Statement to be read by the Board at the conclusion of the Hearing provided the Responding Party was found to have violated the Sexual Misconduct Policy, and to have that statement considered by the Board in determining its sanctions.

**Rights of Both the Reporting Party and Responding Party:**

- All parties involved in a sexual misconduct complaint process have the right to a prompt, fair, and impartial investigation and resolution of the complaint.
- The right to have a hearing.
- The right to have a Trained Support Person, Advisor or Attorney present during the Hearing, provided that these parties do not cause the meeting to be delayed or postponed. (The Reporting Party and Responding Party have the right to consult with an attorney at their own expense.) The Support Person, Advisor or Attorney can participate in the sexual misconduct campus conduct process, in an advisory capacity, but may not take part directly in the Hearing itself, though the student may request reasonable breaks to confer with their respective Support Person, Advisor or Attorney.
- The right to request that disciplinary procedures begin promptly and are conducted by a University Official trained in issues related to sexual/gender-based misconduct.
- The right to receive written notice of the outcome and sanction(s) of the Sexual Misconduct Board Hearing.
- The right to appeal the finding and sanction of the Sexual Misconduct Board in accordance with the provisions of this policy.
- The right to petition that any member of the Sexual Misconduct Board be removed on the basis of bias.

- The right to bring a Trained Support Person and/or Advisor to all phases of the investigation and hearing.
- The right to present relevant witnesses to the Sexual Misconduct Board, including expert witnesses.
- The rights to have the University compel the presence of student, faculty and staff witnesses.
- The right to be present for all testimony given and evidence presented before the Sexual Misconduct Board.
- The right to be free from retaliation.
- The Reporting Party and the Responding Party are entitled to be informed in writing of the results of the disciplinary proceeding no later than 1 business day after it concludes and have their identities kept confidential, except as necessary to carry out a disciplinary proceeding or as permitted under state or federal law.
- Post University shall not disclose the identity of the Reporting Party or the Responding Party, except as necessary to carry out a disciplinary proceeding or as permitted under state and federal law.

### **Section Fourteen - Special Procedures**

#### **A. False Reports**

The University will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

#### **B. Leniency**

For the Reporting Party:

The University encourages reporting of incidents of sexual misconduct. Sometimes, Reporting Parties are hesitant to make reports because they fear that they may be charged with violations of the Student Code of Conduct, such as underage drinking at the time of the incident. To encourage reporting of sexual misconduct incidents, the University will exercise leniency towards a Reporting Party with respect to taking action for other violations of the Student Code of Conduct.

For the Good Samaritan:

The welfare of students in our community is paramount. At times, students on and off campus may need assistance. The University encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to assist another student who experienced an incident of sexual misconduct.) The University will exercise leniency towards the Good Samaritan with respect to taking action for other violations of the Student Code of Conduct.

#### **C. Notification of Determination**

The determination made after a hearing is part of the education record of the Responding and Reporting Party, and is protected from disclosure under federal law. However, there are two exceptions as follows:

- Reporting Parties shall be informed of the formal complaint against the Responding Party, the determination made after a hearing, and any sanctions imposed.

- Students who bring any sort of sexual misconduct complaint against faculty or staff will be informed of the determinations made and sanction imposed.

#### D. Past Sexual History/Character

If, in the past, a Responding Party was found to have violated the Sexual Misconduct Policy (“Past Violation”), the information related to the Past Violation may be considered by the Hearing Board if:

- The previous violation was substantially similar to the present complaint; and
- The previous violation indicates a pattern of behavior and substantial conformity with that pattern by the Responding Party.

### Section Fifteen - The Hearing

- The Sexual Misconduct Board Chair shall assemble a Board of five trained members of Post’s administration and/or faculty to hear sexual conduct cases. Each Board shall be composed of representatives of both genders.
- All hearings shall be closed to the public.
- All hearings will be audio-recorded. A digital file will be made available to the Reporting Party and/or Responding Party in the event a request for an appeal is filed.
- With the exception of the official audio recording of the Hearing, cell phones and electronic devices are prohibited from the Hearing room.
- Board Members shall be provided with access to written information and evidence at least 72 hours prior to the Hearing.
- The Responding Party and Reporting Party may be accompanied by their Support Person and/or Advisor. The Support Person and Advisor are present to act as counselors and to support the Responding Party and Reporting Party, and to provide advice on procedural matters. The Support Person and Advisor do not have speaking privileges during the Hearing. A hearing will not be cancelled or postponed in the event a scheduled Support Person or Advisor does not attend. If the scheduled Support Person or Advisor is not able to attend, the Reporting Party/Responding Party should arrange for a substitute.
- If the Responding Party or Reporting Party fails to appear at the Hearing, the matter will be resolved in their absence.
- Witnesses may be present at the Hearing only at the time they are called to testify. A hearing will not be canceled or postponed if a scheduled witness does not attend.
- Individuals testifying before the Board may not communicate with each other during the Hearing process.
- The Board, if approved by the Chair, shall consider written and notarized statements of witnesses not in attendance due to extraordinary circumstances.
- In making its determination, the Board shall consider only the evidence admitted at the Hearing and the admission of evidence shall be within the discretion of the Board.
- At the start of the Hearing, the Chair shall ask the Responding Party if they have received the formal complaint, and if they understand the nature of the formal complaint.
- The Title IX/Sexual Misconduct Response Coordinator will present the formal complaint along with the information obtained through the investigative process to

the Sexual Misconduct Board. The Hearing Board shall consider only the information and evidence related to the alleged violations set forth in the formal complaint. The remainder of the Hearing shall customarily proceed in the following order:

1. Opening statement from Reporting Party.
  2. Opening statement from Responding Party.
  3. Board questioning of Reporting Party and Responding Party.
  4. Board questioning of witnesses (each witness will be questioned separately).
  5. Reporting Party and Responding Party questioning of witnesses (each witness will be questioned separately then excused).
  6. The chair will facilitate questions by the Reporting Party and Responding Party.
  7. Final questions from the Board.
  8. Reporting Party's closing statement.
  9. Responding Party's closing statement.
- The Board will deliberate in private and make an appropriate determination based on the information and evidence presented during the Hearing.
  - The Board, by majority decision, will determine whether or not the Responding Party violated the Sexual Misconduct Policy as alleged in the formal complaint by finding either: "Did violate" or "Did not violate" the Sexual Misconduct Policy. The Board's determination shall be based on a "Preponderance of the Evidence" standard that means, "It is More Likely than Not" that a violation of the Sexual Misconduct Policy occurred.
  - If the Board renders a determination of "Did violate", the Board will review the Impact Statements provided by the Reporting Party and Responding Party and will recommend a sanction consistent with those specified in the Post University Code of Conduct.
  - The Board shall have one business day to render a decision.
  - The Title IX and Disability Coordinator will notify both the Reporting Party and Responding Party in writing of the Board's decision.

#### **15a. Formal Appeal Process**

- Both the Reporting Party and the Responding Party may file a written appeal of the Board's decision. The appeal must be based on one or more of the following:
  - New information directly related to the case that was unavailable during the investigation period or during the Hearing itself that would materially impact the decision.
  - Procedural error that might have affected the decision.
  - Sanction imposed is disproportionate to the violation.
  - An evidentiary error, such as the refusal to hear material evidence or reliance upon clearly in appropriate and/or prejudicial evidence, which may have had an effect upon the outcome of the proceedings.
  - Clear and convincing evidence that the investigator's findings were arbitrary and capricious, that the investigator had a conflict of interest or a bias against one of the parties.
- The purpose of the appeal is not to rehear the underlying case; rather, it is to determine if there is sufficient information presented to allow reconsideration of the Hearing Board's decision.
- Appeals must be made, in writing, to the Dean of Students within 5 business days of the notification of the decision.



- The Dean of Students may decide the appeal or ask the original Hearing Board to reconsider the case based on new information presented that was unavailable prior to the Hearing.
- The Dean of Students will review the appeal and render its decision within 5 business days after receiving the notice of appeal.
- The decision of the Dean of Students is final.

### **15b. Official University Sanctions**

- 15.1 Formal Verbal Warning – A verbal statement to a student about his/her violation of University policies.
- 15.2 Disciplinary Warning – A written notice to a student indicating that specific behavior or activity is in violation of University policies.
- 15.3 Campus Restrictions – Loss of designated campus privilege(s).
- 15.4 Community Service – Mandated service hours on campus or with off-campus business organizations.
- 15.5 Education – Mandated educational course with professional staff for a period determined by the University’s designee.
- 15.6 Disciplinary Probation – A designated period in which a student is formally put on notice for his/her behavior, while not severe enough to warrant expulsion, was severe enough to warrant a serious course of action. While on Disciplinary Probation, a student may be subject to expulsion should additional infractions occur. Disciplinary Probation is a status that may include periodic reporting sessions with an appropriate administrator, loss of privilege to represent the University or attend University activities.
- 15.7 Residence Hall Reassignment – Mandatory reassignment from one residence hall to another for inappropriate behavior. Loss of visiting privileges in the former building may accompany this sanction.
- 15.8 Residence Hall Suspension – The University reserves the right to suspend a student’s Housing Contract for any specified period. This period may range from one day to one semester or more.
- 15.9 Residence Hall Dismissal/Ban – Dismissal and/or ban from the University residence halls. Students must apply for re-entry to the Dean of Students or designee.
- 15.10 Institutional Suspension – Disciplinary suspension of a student’s registration for a specific period. Residential students’ Housing Contracts are also suspended during this time. Students removed from the University for conduct that presented a threat to themselves, other persons, or property may not re-enter without prior approval from the Dean of Students.

- 15.11 Institutional Dismissal – Attendance at the University is terminated, constituting the maximum disciplinary penalty. Students are banned from all campus facilities, grounds and events. Only the President or his/her designee may grant re-admission.
- 15.12 This Sexual/Gender Based Misconduct Policy contains the most current university language in compliance with the laws of the State of Connecticut, the U.S. Department of Education’s Office of Civil Rights Title IX Amendments, and the Violence Against Women Act.

# Information Technologies

## Section One - Television, Computers, and the Post Network

All residence hall rooms are equipped with cable television and computer Internet access. Students must provide their own equipment (computer, television) to access the Post University information network. If assistance is needed with one of these items, the ICT Helpdesk is available between the hours of 7:00a.m.-6:00p.m. by calling (203) 591-7145. A voicemail system will pick up after hours. Students are asked to leave clear and accurate messages with needs and requests, a daytime phone number, and their residence hall room number so that every attempt can be made to address reported issues in a 24-hour time frame. Questions can also be submitted to the Help Desk at [help@post.edu](mailto:help@post.edu).

## Section Two - Cable Television Use

The Post University residence halls are equipped with standard cable access. We have contracted with the local cable company to provide BASIC Cable. Premier channels are neither included in the package, nor available for an additional cost. Students must provide their own television set with coaxial connectors and a coaxial cable to access this service.

## Section Three - Telephone Use

Post University provides phones in the hallways of all of our residence halls. These phones are available for local calls and any emergencies.

## Section Four - Acceptable Use Policy

### Purpose

The computing resources of the University support the educational, instructional, research, and administrative activities of the University. The use of these resources is a privilege that is extended to members of the University's community. As a user of these services and facilities, you have access to valuable University resources, to sensitive data and to internal and external networks. Consequently, it is important for you to behave in a responsible, ethical and legal manner.

In general, acceptable use means respecting the rights of other computer users, the integrity of the physical facilities and all pertinent licenses and contractual agreements. If an individual is found to be in violation of the Acceptable Use Policy, the University will take disciplinary action, including the restriction and possible loss of network privileges. A serious violation could result in more serious consequences, up to and including suspension or termination from the University. Individuals are also subject to federal, state and local laws governing many interactions that occur on the Internet. These policies and laws are subject to change as state and federal laws develop and change. This document establishes specific requirements for the use of all computing and network resources at the University.

### Scope

This policy applies to all users of computing resources owned or managed by the University. Individuals covered by the policy include (but are not limited to) the University's faculty and associate faculty, staff, students, alumni, guests or agents of

the administration, external individuals and organizations accessing network services via the University's computing facilities.

Computing resources include all University owned, licensed, or managed hardware and software, and use of the university network via a physical or wireless connection, regardless of the ownership of the computer or device connected to the network.

### **Policy Definition**

As a member of the University community, the university provides you with the use of scholarly and/or work-related tools, including access to the Library, to certain computer systems, servers, software and databases, to the campus telephone and voice mail systems, and to the Internet. You have a reasonable expectation of unobstructed use of these tools, as outlined in the University's Electronic Monitoring Policy (effective January 1, 2010), and of protection from abuse and intrusion by others sharing these resources. You can expect your right to access information and to express your opinion to be protected as it is for paper and other forms of non-electronic communication. In turn, you are responsible for knowing the regulations and policies of the University that apply to appropriate use of the University's technologies and resources. You are responsible for exercising good judgment in the use of the University's technological and information resources. Just because an action is technically possible does not mean that it is appropriate to perform that action. As a representative of the University community, you are expected to respect the University's good name in your electronic dealings with those outside the University.

### **Acceptable Use**

You may use only the computers, computer accounts, and computer files for which you have authorization.

You may not use another individual's account, or attempt to capture, or guess other users' passwords.

You are individually responsible for appropriate use of all resources assigned to you, including the computer, the network address or port, software and hardware. Therefore, you are accountable to the University for all use of such resources. As an authorized University user of resources, you may not enable unauthorized users to access the network by using a university computer or a personal computer that is connected to the university network. The university is bound by its contractual and license agreements respecting certain third party resources; you are expected to comply with all such agreements when using such resources.

You should make a reasonable effort to protect your passwords and to secure resources against unauthorized use or access. You must configure hardware and software in a way that reasonably prevents unauthorized users from accessing the University's network and computing resources.

You must not attempt to access restricted portions of the network, an operating system, security software or other administrative applications without appropriate authorization by the system owner or administrator.

You must comply with the policies and guidelines for any specific set of resources to which you have been granted access. When other policies are more restrictive than this policy, the more restrictive policy takes precedence.

You must not use the University's computing and/or network resources in conjunction with the execution of programs, software, processes, or automated transaction-based commands that are intended to disrupt (or that could reasonably be expected to disrupt) other computer or network users, or damage or degrade performance, software or hardware components of a system.

On the University network and/or computing systems, do not use tools that are normally used to assess security or to attack computer systems or networks (e.g., password 'crackers,' vulnerability scanners, network sniffers, etc.) unless you have been specifically authorized to do so by the IT department.

### **Section Five - Fair Share of Resources**

The IT department, and other University departments which operate and maintain computers, network systems and servers, expect to maintain an acceptable level of performance and must assure that frivolous, excessive, or inappropriate use of the resources by one person or a few people does not degrade performance for others. The campus network, computer clusters, mail servers and other central computing resources are shared widely and are limited, requiring that resources be utilized with consideration for others who also use them. Therefore, the use of any automated processes to gain technical advantage over others in the University community is explicitly forbidden.

The University may choose to set limits on an individual's use of a resource through quotas, time limits, and other mechanisms to ensure that these resources can be used by anyone who needs them.

### **Section Six - Adherence with Federal, State, and Local Laws**

As a member of the University community, you are expected to uphold local ordinances and state and federal law. Some University guidelines related to use of technologies derive from that concern, including laws regarding license and copyright, and the protection of intellectual property.

As a user of the University's computing and network resources you must:

Abide by all federal, state, and local laws. o Abide by all applicable copyright laws and licenses. The University has entered into legal agreements or contracts for many of our software and network resources which require each individual using them to comply with those agreements.

### **Section Seven - Other Inappropriate Activities**

Use the University's computing facilities and services for those activities that are consistent with the educational, research and public service mission of the University. Other prohibited activities include:

- Use of the University's computing services and facilities for political purposes
- Use of the University's computing services and facilities for personal economic gain

## **Section Eight - Privacy and Personal Rights**

All users of the University's network and computing resources are expected to respect the privacy and personal rights of others.

Do not access or copy another user's email, data, programs, or other files without the written permission of the University's IT department.

Be professional and respectful when using computing systems to communicate with others; the use of computing resources to libel, slander, or harass any other person is not allowed and could lead to university discipline as well as legal action by those who are the recipient of these actions.

While the University does not generally monitor or limit content of information transmitted on the campus network, it reserves the right to access and review such information as outlined in the University Electronic Monitoring Policy (effective January 1, 2010).

Access to files on University-owned equipment or information will only be approved by specific personnel when there is a valid reason to access those files. Authority to access user files can only come from the Chief Information Officer in conjunction with approvals from the CFO, VP of Human Resources or the President. External law enforcement agencies may request access to files through valid subpoenas and other legally binding requests. Information obtained in this manner can be admissible in legal proceedings or in a University hearing.

## **Section Nine - Privacy in Email**

While every effort is made to insure the privacy of University email users, this may not always be possible. In addition, since employees are granted use of electronic information systems and network services to conduct University business, there may be instances when the University, based on approval from authorized officers, reserves and retains the right to access and inspect stored information without the consent of the user.

## **Section Ten - User Compliance**

When you use University computing services, and accept any University issued computing accounts, you agree to comply with this and all other computing related policies. You have the responsibility to keep up-to-date on changes in the computing environment, as published, using University electronic and print publication mechanisms, and to adapt to those changes as necessary.

## **Section Eleven - Campus Printing**

Campus printing is handled via print management software called Papercut. This system allows us to regulate printing by associating a value to each page printed. Every account is given \$50 per year and the cost is \$0.10 per page to print. If an account is depleted of funds, the user can speak to the librarian about recharging the account at cost to the student.

Printing credentials are to be kept private and secure. Do not share your account information. Do not allow other users to print using your credentials.

## Section Twelve - Cell Phone Usage

The use of cell phones has become a prevalent and important part of our society. While the ability to communicate through a wireless network is a prominent communication technology, it is critical that usage by students, faculty and staff does not disrupt the routine or the academic mission of the university.

In keeping with this philosophy, the university requests that all cell phones be turned off or turned to silent mode and that no cell phone conversations or text messaging take place while students are attending class, while working in open areas of Post University offices, while engaged in university meetings or while attending university events. Also, students may not leave class to have a cell phone conversation.

All cell phones must be turned off or on silent mode in restricted areas. However, if it is necessary to accept a call the individual should leave the restricted area for the duration of the call.

# Campus Security

## Robert Tansley

Director of Campus Security

(203) 596-4501

[BTansley@post.edu](mailto:BTansley@post.edu)

Office located in the East Hall Annex

## Mission

The Office of Campus Security at Post University is established for the safety and protection of our students, faculty, and staff. The Office of Campus Security focuses on issues related to the safety of the University community and works closely with all campus departments and various student groups. If you have any safety-related concerns, you are encouraged to meet with the Director of Campus Security and the Security staff. The presence of any unusual or questionable individuals or occurrences on campus should be reported to Campus Security at once.

We encourage you to take advantage of the crime prevention programs being offered by the Campus Security Office. The Campus Security Office will issue your Photo Identification (ID) Card. You must carry your ID card at all times and show it to authorized campus officials at their request. Your ID card must also be presented when entering and using University facilities and services. Lost ID cards must be immediately reported and will be replaced at a small fee.

Your safety is of paramount importance. Campus Security is always here for you. Do not hesitate to call or stop by if you have any questions. The Director of Campus Security Office hours are Monday through Friday, 7:00a.m. to 3:00p.m. Patrol Officers are available to assist you twenty-four (24) hours a day, seven (7) days a week and can be reached at (203) 596-4502.

## Vehicular and Traffic Rules and Regulations

Parking regulations of Post University are set forth here for the safety and convenience of the University community and its visitors. Developed pursuant to Connecticut State statutes relating to vehicles and traffic, they are effective twenty-four (24) hours a day throughout the year. They apply to all students, staff, faculty and visitors who operate or park a motor vehicle on campus.

Please note: Student parking on the upper campus is limited to the North Parking Lot only. Parking anywhere else on the upper campus will result in a ticket being issued. Students may park in the Leever Student Center Lot only during dinner hours (5:00pm-7:30pm) and special events.

## Responsibility

1. It is the responsibility of each vehicle registrant and operator to know and comply with these regulations.
2. It is the responsibility of each registrant to maintain public liability and property damage insurance in compliance with the requirements of Connecticut's No-



Fault Insurance Laws (\$20,000/\$40,000 and \$5,000 plus \$5,000 No-Fault benefits).

3. Connecticut insurance laws require that any out-of-state registered vehicle operated on Connecticut roads or highways must have No-Fault coverage. Out-of-state registrants are advised to check with their insurance agent or company to be sure they have the required coverage.
4. The individual in whose name any vehicle is registered on campus (the registrant) will be responsible for any penalties associated with violations of these regulations by their vehicle.
5. The University does not assume responsibility for any motor vehicle operated or parked anywhere on university property, or for its contents.
6. The University does not assume responsibility for alleged or actual damage resulting from causing a vehicle to be towed.
7. The speed limit of fifteen (15) miles per hour is enforced at all locations on campus.
8. Pedestrians have the right-of-way at all locations on campus, at all times.

### **Abandoned Cars**

Cars without valid tags, a University Parking Permit or identifying characteristics will be removed from campus after efforts are made by Campus Security to determine ownership. Should ownership be determined after removal, the owner will be responsible for all charges associated with the removal.

### **Outside Disturbances**

In order to maintain community standards and protect the rights of others to study and sleep, loud music or conversation in or around any residence hall is strictly prohibited after Quiet Hours. Students should lower their music and bass when driving on campus. Please refrain from pulling cars onto walkways or fire lanes in front of residence halls. Students found in violation of this policy will be issued a \$25.00 ticket from Campus Security. Repeat offenders may face loss of campus driving privileges. Please refer to General Regulations section for more information about campus Quiet Hours.

### **Vehicle/Van Policy Guidelines**

Students employed at the University who are required to drive University vehicles in the scope of their position description must authorize the University to obtain personal MVR and license information by completing a DPPA (Drivers Protection and Privacy Act) letter. If the MVR is acceptable and remains so as noted by the University's insurance company, the employee must attend the driver training course offered at the University. The courses will be announced and supervisors will advise dates and times of the driver training class schedule.

The use of students operating University vehicles as required of the position description must be infrequent. If the driver is under twenty-one (21) years old, the driver may not transport other passengers.

### **Vehicle Registration Procedures**

Registration decals are issued through the Campus Security Gatehouse. The hours of operation are Monday through Friday between 7:00am and 3:00pm, or by appointment by calling x4502. Registration decals are color-coded for faculty/staff, commuter students, and

resident students.

1. All motor vehicles operated or parked on the campus by students must be registered and the decal displayed on the inside, lower left driver side of the front window at all times. Motorcycles must display the registration decal on the right side of the headlight. Faculty and Staff must display their parking hangtag at all times when on Post University property.
2. All new student registration of vehicles should be completed 72 hours after the start of classes. Parking Permits are free and can be acquired at the Southgate Security Kiosk 24/7.
3. At the time of vehicle registration, a valid insurance ID card must accompany your registration form. A copy of your insurance ID will be made and filed with your registration form. In order to have a motor vehicle on University property, a valid insurance ID card is required.
4. Student, staff, or faculty vehicles not displaying a valid parking permit will be subject to a fine. This does not apply to visitors.
5. Student Registration decals are not transferable from one vehicle to another or from one person to another.
6. Fraudulent parking registration, misrepresentation of the type of University affiliation, and decal alteration all constitute grounds for disciplinary action. Infractions will be referred to the campus traffic committee, and the offending party's parking registration may be revoked.
7. Any change of a registrant's vehicle must be reported to Campus Security promptly, at which time a replacement decal will be issued. Invalid decals should be removed from the vehicle and destroyed.
8. Vehicles must be registered in the name of the user.
9. The University is not responsible for the loss or theft of a registration decal. In such a case, a new decal will be issued and the old decal will be declared invalid.
10. Commuter, staff, and faculty registrants must park vehicles only in areas designated for their use between the hours of 7:00 a.m. and 10:00 p.m. Monday through Saturday.
11. Resident registrants must park vehicles only in areas designated for their use on the lower campus and will not occupy parking spaces designated for commuter, staff, or faculty use on upper campus Monday through Saturday.
12. Post University is not responsible for damage or theft to vehicles parked or traveling on campus.

Bicycles are not subject to vehicle registration procedures with respect to the display of registration decals, but are subject to the following:

1. Post University is not responsible for the damage or theft of bicycles parked on campus.
2. To ensure the security of a bicycle parked on campus, the bicycle should be equipped with an adequate lock and be parked in an appropriate area.

**The following parking violations and fines will apply to bicycles, motorcycles, and other motor-driven vehicles.**

No Current Permit	\$25	Disobeying Security Officer's Instructions	\$50
Fire Lanes	\$25	In Violation of Posted Signs	\$25
Parking in Faculty or Staff Lots	\$50	Blocking Another Parked Vehicle	\$25
Parking in Visitors Lot	\$50	Blocking Entrances to Walkways,	\$25
Parking on the grass	\$25	Driveways, Fire Lanes, or Loading Zones	\$100
Speeding and Reckless Driving	\$100	Handicapped	\$100

You have 3 (three) business days from the date of your violation to appeal your fine. The appeal must be in writing and submitted in person to the Campus Security Office. The appeal board will meet on the first Friday of each month from 9:30 a.m. to 10:30 a.m. It is your responsibility to schedule an appeal. You must make sure to call or visit the Campus Security Office for your time. You should include the following in your appeal letter:

1. Name
2. Address on or off campus (whichever applies)
3. Phone number
4. Ticket number
5. Brief explanation of why you are appealing the fine
6. Signature

If you are late or fail to show up for your appeal, the parking fine will stand. There will be no "second chance" hearings scheduled. Unpaid parking tickets can negatively affect your account in the Student Accounts office and prevent you from obtaining transcripts, grades or your degree.

# Dining Services

Post University Dining Services is committed to providing quality food and excellent service.

Whether you are on the go, an early riser or a casual diner, we offer a terrific mix of:

- Traditional menu options, such as 'Market Carvery' and 'Cut to Plate'
- Healthy menu options such as 'Balanced U' and 'Locally Grown'
- Popular national brands

Our guarantee to you is that we will do everything possible to ensure your satisfaction. If you have any comments, concerns, suggestions or praise about your dining experience, or need any special assistance, please let us know. Simply speak with a Dining Services manager, send us an email or fill out a comment card located in our dining hall. In addition, feel free to visit our web site at [www.dineoncampus.com/post](http://www.dineoncampus.com/post).

Please Note: All students living in a traditional residence hall on campus are required to purchase a meal plan.

## Frequently Asked Questions

### **How does the meal plan work?**

Our meal plan has been designed to accommodate the various needs of our students. With our meal plan, you will have the option of eating up to 19 meals on campus each week.

Your student ID card gives you access to the dining hall – whenever and however you need.

**If I don't use all my commuter meals in a semester, do they carry over to the following semester?** Yes! Meals do carry over from semester to semester, but not year to year. It is important that you select your meal plan based on your academic schedule and desired eating patterns in order to get the greatest value.

### **Can I bring a guest in the dining hall?**

Yes! You or your guest can buy a meal at the cashier station prior to entering the dining hall. Your guest will not be allowed to enter the dining hall without payment.

### **Can I take food out of the dining hall?**

No! Meals and dishware are not carried out of the dining hall. Students may obtain meals "to go" if they provide written verification at the Dining Office.

### **What happens if I violate policies in the dining hall?**

Chartwells works in accordance with all Post University policies. Students who violate University rules are subject to disciplinary action.

### **What if I lose my ID card?**

Should you lose your ID card, report it immediately to the Campus Security Office. Campus Security will then notify Chartwells of the missing ID and we will accommodate you while a new one is being processed.

**Where and when can I use my meal plan?**

The Dining Hall is located in the Leever Student Center. Post University Dining Services offers a wide variety of popular all-you-care-to-eat menu options in a comfortable atmosphere.

**Dining Hall Hours**

**Monday through Friday**

Breakfast	8:00a.m.-9:45a.m.
Lunch	10:45a.m.-2:00p.m.
Continual Service	2:00p.m.-4:00p.m.
Dinner	5:00p.m.-7:30p.m.
Friday Dinner	5:00p.m.-6:30p.m.

**Saturday and Sunday**

Brunch	11:30a.m.-1:30p.m.
Dinner	5:00p.m.-6:30p.m.

**Safety in the Dining Hall**

While eating in the dining hall, Chartwells will report any incidents of violent behavior or suspicious activities that we may notice. This includes any situations which involve other students, our associates, visitors, our customers or others. Any threats or acts of violence, aggressive behavior or offensive comments will not be tolerated and will be subject to

University judicial process. Chartwells reserves the right to prosecute any persons who commit criminal offenses against the company or its associates.

# Counseling Center

## Leever Student Center

(203) 596-4585

Crisis Referral Hotline: (203) 228-8706

## Lisa B. Antel, L.C.S.W.

Director of the Counseling Center

B.A., Bates College; M.S.W., Smith College

## George Hayes, Jr., M.S.W.

Counselor

B.S., M.S.W., Springfield College

## Mission Statement

The Post University Counseling Center's goal is to provide counseling services to students so that they can achieve their full potential in their academic, personal, and professional lives.

## Services

The Counseling Center provides students with an opportunity to explore their problems and concerns confidentially with a professional psychotherapist. Students have access to psychiatric services through the Center as well. We offer individual, couples, and group services.

We also provide outreach programs and consultation services to students, faculty, and staff; classroom teaching; and leadership and advocacy for university mental health policy and initiatives.

See the University calendar for the times and dates of our programs. Our services are free to all full-time, main-campus students. For more information regarding our services or to view on-line resources, go to <http://post.edu/student-services/counseling>

## Office Hours

Monday & Tuesday	8:00a.m. – 8:00p.m.
Wednesday	8:00a.m. – 4:00p.m. and 5:30p.m. – 7:30p.m. (groups/programs)
Thursday	8:00a.m. – 2:00p.m.
Friday	3:00p.m. – 6:00p.m.

Appointments may be made by visiting the Counseling Center, located in the Leever Student Center, by calling (203) 596-4585 or e-mailing [Counseling@Post.edu](mailto:Counseling@Post.edu).

# Financial Aid and Tuition Planning

## Financial Aid Information

The Free Application for Federal Student Aid (FAFSA) is completed every year to apply for federal aid. It is available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students must meet certain eligibility requirements to qualify for federal aid which include:

- Have a high school diploma, GED, or completed home schooling
- Be a United States citizen or eligible noncitizen
- Maintain satisfactory academic progress (see “Satisfactory Academic Progress” below)
- Maintain half-time enrollment for Federal Direct Loans. Half-time enrollment is not required for Federal Pell grants
- Not be in default on a federal loan or owe repayment on a federal grant
- Be registered with Selective Service if male between the ages of 18 and 25

The 2018-2019 FAFSA will be available on October 1, 2017 for aid awarded beginning in Fall 2018.

- If you require assistance in completing your FAFSA, you may call your Student Finance Specialist to set up an appointment
- Some federal funds are limited; therefore, it is important to apply early. Priority is given to those students who apply for financial aid by March 1st of each year
- A financial aid award consists of gift aid (scholarships or grants) and self-help aid (loans and/or work-study)
- Awards vary depending upon the student’s demonstrated need as determined by the FAFSA application

## Post University Returning Student Scholarships

Applications for Returning Main Campus Student Scholarships are available during the Spring semester in the Office of Student Finance.

## Satisfactory Academic Progress

Grades and credits earned are reviewed every payment period (semester) to determine if a student is meeting Satisfactory Academic Progress (SAP) as described in the University catalog. If a student does not meet the required CGPA and/or credit requirement, the student will be placed on Financial Aid Warning. Students on Warning are eligible to receive federal aid for one additional payment period.

If the student fails to meet SAP standards during the warning period, the student will be suspended from receiving federal student aid, but has the right to submit an appeal. Federal aid will be reinstated if the Office of Student Finance approves the appeal.

## Academic Degree Progress Standard

Total Credits	CGPA
0-12	1.50
13-30	1.70
31-60	1.85
61+	2.00

Students also must satisfactorily complete 67% of their attempted coursework in each payment period.

### Federal Work Study Program

Federal Work Study offers students the opportunity for part-time employment while attending school. A job fair is held in the fall with opportunities for on-campus, off-campus and community service positions. Students are encouraged to choose a position that will complement and enhance their education and career goals.

### Verification Policy and Procedure

The University is required to verify students selected by the United States Department of Education. Students must provide additional documentation if selected for verification. A student's financial aid package is estimated until all required documents are received and verification is completed. The required documents are listed on the financial aid portal which can be accessed at [finaid.post.edu](http://finaid.post.edu). Outstanding documents should be submitted as soon as possible.

### Exit Counseling

Graduating students who received federal student loans are required to complete Exit Counseling. Exit Counseling sessions will be conducted by the Office of Student Finance. Students may also complete this requirement online at [www.studentloans.gov](http://www.studentloans.gov).

Student Account Information	Tuition & Housing
	2017-2018
<b>Tuition &amp; Fees</b>	\$29,550
<b>Okinaga Hall Room &amp; Board</b> (Apartment-Style)	\$12,400
<b>West, South, &amp; Paparazzo Hall Room &amp; Board</b>	\$11,600
<b>Middle &amp; East Hall Room &amp; Board</b>	\$10,600

### Monthly Payment Plans

Post University offers a monthly payment plan for students who have a remaining account balance after all aid is taken into consideration. A monthly payment plan agreement can be obtained from the Office of Student Accounts. Payments plans can be established for ten or twelve-months and are due by the 15<sup>th</sup> of each month. Payments for the fall semester are due beginning on July 15, 2017, and payments for the spring semester are due beginning on December 15, 2017. Payments made after the due date will be subject to a late payment fee.

### Failure to Pay Policy

Students with outstanding account balances may not register for classes, receive grades,



graduate, or receive official transcripts of coursework from the University until all amounts due have been paid. Students are encouraged to contact Student Accounts to make payment arrangements on their balances. If no action is taken on the outstanding balance, the account may be sent to collections.

**Exceptions to interest charged on open balances:**

1. Interest will not be charged if 100% of any student's open balance is covered by financial aid, all paperwork has been completed, and aid is received within 30 days.
2. Interest will be charged only on the difference between what is owed and what is covered by financial aid as long as all paperwork is complete.
3. Interest will not be charged if students are using work-study funds or are employed as a student worker with the Office of Residence Life to settle account balances and have completed the necessary payroll documentation for direct funding to their Post University accounts.
4. Interest will not be charged if students have signed payment plans on file and continue to make payments in accordance with their agreements.

**Monthly Statements**

Electronic billing statements are available detailing the account balance and all activity from the prior month.

To view your statement(s) go to: <https://commerce.cashnet.com/postepay>.

# Health Services

## University Health Services

Phone: (203) 596-4503

Fax: (203) 841-1179

## Kellie Brown, R.N.

Registered Nurse

Health Services, Post University

## Dr. J. M. Elser, F.A.C.P.

Medical Director

Assistant Clinical Professor of Medicine, Yale School of Medicine

M.D., University of Connecticut School of Medicine

B.S., University of Notre Dame

## Mission

Health Services is designed to maintain, protect and improve the health of all students; counsel and educate students and Resident Assistants in regards to all health issues; and work with the University system to better support and serve students.

Health Services is staffed by medical personnel and can assist students by providing medical care, education, and information related to health and wellness. The University physician is available on campus weekly, and individual appointments off campus can be arranged through the Health Services Office. Health Services is a resource for other medical specialists and facilities available in the community.

The Health Services Office is conveniently located in the East Hall Annex and is open during the academic year Mondays through Thursdays from 10:00a.m.-4:00p.m., and on Fridays from 10:00p.m.-2:00p.m. The office may be closed at times due to meetings, vacations, illness and other unforeseen events.

## Health Requirements

Students are required to have the following health information on file with the nurse:

### Residents:

#### **Required**

- Two MMR (Measles, Mumps, Rubella) vaccine dates **OR** blood results showing immunity
- Two Varicella (chicken pox) dates **OR** date of disease **OR** blood results showing immunity
- Physical exam within the year prior to the beginning of classes
- Tuberculin skin exam (PPD) with results within the year prior to the beginning of classes. If positive results must have proof of Negative chest x-ray, or completed treatment
- Meningitis vaccine within the five years prior to the beginning of classes

***Recommended***

- Tetanus/Diphtheria
- Hepatitis B series vaccination dates (three dates)
- Polio immunization dates

**Commuters:**

***Required***

- Two MMR (Measles, Mumps, Rubella) vaccine dates **OR** blood results showing immunity
- Two Varicella (chicken pox) dates **OR** date of disease **OR** blood results showing immunity
- Physical exam within the year prior to the beginning of classes
- Tuberculin skin exam (PPD) with results within the year prior to the beginning of classes
- If positive results must have proof of Negative chest x-ray, or completed treatment

***Recommended***

- Tetanus/Diphtheria
- Hepatitis B series vaccination dates (three dates)
- Polio immunization dates

**Online Students with Site Courses:**

***Required***

- Two MMR (Measles, Mumps, Rubella) vaccine dates **OR** blood results showing immunity
- Two Varicella (chicken pox) dates **OR** date of disease **OR** blood results showing immunity

**\*Athletics Department has additional requirements for medical information and testing (please see athletics for more information).**

**\*\*Students will not be able to register without the proper health information turned into the nurse.**

**\*\*\*Residents will not be allowed to move into their rooms without the proper health documentation.**

Connecticut state law requires that university students residing in University-owned housing be vaccinated against meningococcal meningitis as a condition for living in the university's residence halls and apartments. Students will not be allowed in residence halls if these records are not on file.

Public Act No.04-221 requires all college-aged individuals to know the risk of contracting Hepatitis B. For more information on Hepatitis B, go to our Web page at: [www.post.edu/healthservices](http://www.post.edu/healthservices). Health Services can be reached via phone at (203) 596-4503 or via fax at (203) 841-1179.

### **Health Insurance**

Any questions on insurance will be answered by the Student Accounts Office. All full-time students at Post University are required to maintain some type of health insurance. Students who are not covered by their family policy or their own policy need to purchase a student health insurance plan through the University. You are required to submit documentation demonstrating your coverage by the stated deadline or you will be automatically enrolled in the University-sponsored program. The University's student health insurance plan information may be obtained at the University's website at [www.post.edu/maincasmpus/healthservices](http://www.post.edu/maincasmpus/healthservices), or by visiting the Student Accounts Office. If you are certain you have appropriate coverage, you will need to waive participation before the deadline date; otherwise, you will remain in, and be billed for, the student health insurance plan for the entire year.

### **Policy on Hospitalization**

The University, in the form of a designated official, (Residence Life Staff/Nurse/Dean of Students) shall have the right to insist that a student, when their safety is deemed to be in question, be removed from the premises via an ambulance.

Students, when they have become heavily intoxicated, will be removed from the campus via an ambulance to the hospital for a period to be determined by the hospital.

Students taken to the hospital via an ambulance are responsible for the cost of the ambulance transport. Health Services reserves the right to refer students to appropriate specialists when necessary.

### **HIV-Positive Students**

All policies and procedures related to members of the University community who have been diagnosed as being HIV positive (tested positive for presence of the AIDS [Acquired Immune Deficiency Syndrome] antibodies) are based on the most current medical knowledge available to the University and are subject to change as new information becomes available.

The best information currently available indicates that transmission of the disease does not occur from casual contact. Therefore, it is not necessary to prohibit or restrict students or employees from utilizing University facilities or participating in the educational activities of the institution. It is recognized, however, that there may be situations that require the activities of the individual who has been diagnosed as HIV positive to be restricted. Decisions of this nature will be made carefully on a case-by-case basis, while considering both the needs of the individual and the institution.

Post University acknowledges that the high level of anxiety associated with this illness may create issues related to confidentiality. All individuals who have been diagnosed as being HIV positive will have their rights of privacy protected and confidentiality will be strictly maintained. Only those individuals who the University has identified as having primary healthcare or administrative responsibilities will be notified.

As there presently is no known cure for AIDS, Post University recognizes that education

is the most effective means of combating this illness. It is the philosophy of the institution that an environment must exist in which individuals will feel comfortable coming forward and identifying themselves as being HIV positive. Therefore, the University will work toward maintaining a campus atmosphere of caring and compassion, free from recriminations. By fostering an open discussion regarding HIV, we wish to encourage practices that limit the chances of its transmission.

### **Empowering Peers Inspiring Community**

Empowering Peers Inspiring Community (EPIC) is Post University's peer health education program. EPIC is a team of responsible student leaders sponsored and trained by Post University's Health Services. EPIC's mission is to provide an effective peer network to encourage, support and advance a healthy and balanced lifestyle for the Post community. EPIC members are available to listen, inform, educate and raise awareness about issues that are important to Post students.

EPIC members provide health-related outreach programs, discussions and workshops on campus. Topics addressed by EPIC include, but are not limited to, safe sex, nutrition, depression, stress management, and drug and alcohol education. Programs are designed for individuals, special student groups, residence halls, athletic teams, and interested parties within the Post University community. For more information, contact [KBrown@post.edu](mailto:KBrown@post.edu).

# Student Employment

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## **What is Federal Work-Study?**

The Federal Work-Study program provides jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. A student's financial need is determined by the Federal Need Analysis Methodology, which specifies that the student's cost of attendance must be more than the student's expected family contribution and other financial resources available to the student. Additionally, the student must meet all University and federal eligibility requirements, including, but not limited to, U.S. citizenship or eligible non-citizenship and satisfactory academic progress.

## **What is Post Work-Study?**

Post Work-Study Program provides job opportunities for students who may not qualify for Federal Work-Study due to lack of financial need or citizen status. Students holding F-1 or J-1 visas are not eligible for Federal Work-Study funds.

## **Securing a Work-Study Job**

All students, new and returning, must attend the Student Employment Job Fair in September. Students will have an opportunity to review all available on-campus jobs. The student will then contact the hiring manager to schedule an interview. Students must then complete all the necessary payroll paperwork if they are hired for a job.

## **Student Salaries**

Students' hourly rate of pay will be at least the current Connecticut minimum wage, but may be higher depending on the student's level of experience and skills. As previously stated, the total dollar amount the student is eligible to earn is determined by the student's financial aid award through Post University. Work-Study program awards also depend on program funding levels.

## **International Students/Non-Immigrants Employment**

In order for an international student (F-1 visa holder) to be eligible to work on campus, he or she must be a current student and enrolled full-time. Employment is limited to twenty (20) hours per week during the school year and may be full-time during annual vacation periods. If an international student does not have a social security number prior to employment, he or she must apply for a social security number at the Social Security office in Waterbury. Information on how to apply for a social security number and the application forms are available from the Admissions Office in Torrance Hall. A student in another non-immigrant status must consult with the Admissions Office on their work eligibility prior to employment.