



# Student Handbook

2023 - 2024



# **Post University Mission Statement**

At Post University, we believe that personalized guidance, unwavering motivation, robust support, and a student-centered education are the catalysts that allow students to achieve their individual academic and career goals. We shape workforce ready, socially responsible leaders through learning experiences, offered in and out of the classroom, designed to promote the exchange of knowledge, expand thinking, and refine practical and professional skills.

**Table of Contents**

<b>Chapter One: Campus Life</b>	4	Interpersonal Violence Response Team	47
Administrator	4	Sexual Misconduct Safe Place Sticker	48
Student Life Mission	4	Confidentiality and Communication Types	48
Student Activities, Diversity Programs, & Orientation	4	Important Phone Numbers and Responses	48
Guests at Student Activities and Events	4	Significant Threat to the Community	50
Student Service Fee	4	Reporting to Law Enforcement	50
Programming During Finals Week	5	Student Conduct Process Sexual/Gender-Based Misconduct	50
Reserving a Room for Meetings or Functions	5	Sexual/Gender-Based Misconduct Reporting Resolution	52
Student Organizations	5	Appeal Procedure for Interim Measures or Alternative/Remedies-Based Resolution	54
Vendors	6	Special Procedures	57
State Licensing Considerations	6	The Hearing	57
Distributing or Posting Written Materials	6	<b>Chapter Eight: Information Technology</b>	61
<b>Chapter Two: Virtual Life</b>	8	Television, Computers, and the Post Network	61
Virtual Life Mission	8	Cable Television Use	61
Student Organizations	8	Telephone Use	61
Online Student Government Association	8	Campus Printing	61
Distributing or Posting Written Materials	9	Cell Phone Usage	61
<b>Chapter Three: Residence Halls</b>	10	Terms and Conditions of Use	61
Mission	10	<b>Chapter Nine: Campus Safety and Emergency Management</b>	64
About the Office	10	Administrator	64
Rooming Information	11	Mission Statement	64
Residence Hall Safety	15	Overview	64
Residence Hall Guest Policy	19	Photo Identification Cards	64
Residence Hall Amenities	20	Vehicular and Traffic Rules and Regulations	64
<b>Chapter Four: Dining Services</b>	22	Abandoned Cars	65
Frequently Asked Questions	22	Outside Disturbances	65
Dining Hall Hours	23	Vehicle/Van policy Guidelines	65
Safety in the Dining Hall	23	Parking Policy	65
<b>Chapter Five: Student Conduct</b>	24	<b>Chapter Ten: Mental Health and Wellness Services</b>	69
Code of Conduct	24	Office Information	69
Civility Code	24	Counselors	69
Disorderly and Irresponsible Conduct	26	Mission	69
Electronic Messages	27	SOAR	70
Alcoholic Beverages	27	You@Post	71
Marijuana and Other Drugs	29	<b>Chapter Eleven: Health Services</b>	72
Social Media	31	Office Information	72
General Student Complaint Procedures	34	Staff	72
<b>Chapter Six: University Conduct System</b>	37	Health and Immunization Requirements	72
Administration of Discipline	37	Pregnant Students	73
Institution of Complaint	37	Gender Identity Policy	73
		Health Insurance	74
Imminent Danger/Alteration of Student Status	37	Policy on Hospitalization	74
		HIV-Positive Students	74
Notice of Hearing and Charges/Notice of Meeting and Charges	38	<b>Chapter Twelve: Opioid Antagonist Policy</b>	75
Official University Sanctions & Appeal Procedure	39	<b>Chapter Thirteen: Student Employment</b>	77
Involuntary Institutional Dismissal	40	Contact Information	77
<b>Chapter Seven: Sexual/Gender-Based Misconduct, Intimate Partner Violence, and Stalking</b>	42	Federal Work Study	77
Post University Statement of Sexual Values	42	Post University's Work Study	77
Sexual/Gender-Based Misconduct Violation Definitions	42	Securing a Work Study Job	77
Affirmative Consent and Related Definitions	45	Student Salaries	77
If You Believe That an Incident Has Occurred	47	International Students/Non-Immigrant Employment	77
Reporting Procedures	47		

# Chapter One – Campus Life

## **ADMINISTRATOR**

### **Dr. Dawn Sherman**

Dean of Students for Main Campus and International Student Ambassador

Ed.D. Educational Leadership, University of Hartford

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## **CAMPUS LIFE MISSION**

Campus Life works collaboratively with all Post University departments to enhance students' personal, professional, and educational development. It encourages students to actively participate in campus life, develop leadership skills, and extend classroom learning. The Campus Life staff empowers students to become responsible and productive citizens in a multi-cultural society. They are devoted to creating exceptional student experiences and fostering an environment that promotes student success.

## **STUDENT ACTIVITIES, DIVERSITY PROGRAMS, AND ORIENTATION**

The Office of Campus Life provides various student activities throughout the year, leads the in-person orientation, and works alongside the Student Government Association to enrich the co-curricular experiences of Post University students. Through various avenues of involvement, students are provided opportunities to develop skills that will allow them to be thoughtful, responsible, and active citizens during their college career and beyond. Students are encouraged to contact the Office of Campus Life and the Student Government Association to pursue their interests further. The Office of Campus Life fulfills its mission by providing the following:

- Guidance and partnership with the Student Government Association.
- Guidance, coordination, and implementation of club and student-sponsored events.
- Coordination and facilitation of training and leadership development workshops.
- Promotion of a wide array of student leadership opportunities.
- Development and implementation of student-orientated campus events.
- Support, recognition, and celebration of the student leaders at Post University.
- Promotion and marketing of student clubs, activities, and events to support student co-curricular engagement

## **GUESTS AT STUDENT ACTIVITIES AND EVENTS**

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

- Students must accompany their guests to each event and remain with them.
- All guests must be registered with Campus Safety through the South Gate Guard Kiosk.
- 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. Post 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 Campus Life will take disciplinary action against any host with guests on campus who disrupt an event or violate any Post University policy.
- The Post University reserves the right to ban any guest who does not follow policies from future events.
- The university may also contact the police to have a guest removed from campus and charged with trespassing.
- Post University may limit the number of guests per student during certain events at any time.

## **STUDENT SERVICE FEE**

A Student Service Fee is collected annually to support the Student Government Association, Campus Life, Mental Health and Wellness Services, and other Post University-sponsored student service departments.

## **PROGRAMMING DURING FINALS WEEK**

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

## **RESERVING A ROOM FOR MEETINGS OR FUNCTIONS**

Recognized student clubs, organizations, and Post University offices/departments may reserve space on campus for meetings or events. Space is available to outside groups or organizations upon approval by the Dean of Students or Senior Vice President.

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

### **Eagles Nest Conference Room**

- The Eagle's Nest Conference Room can be reserved through Post University's Outlook e-mail system. There is an "Eagle's Nest Conference Room" option when selecting a location on the calendar event, which will then be sent to the Office of Campus Life for approval.
- This space must be reserved at least two (2) weeks before the event and is available on a first-come-first-served basis.

### **Eagle's Nest and Leever Student Center Lobby**

- The lobby of the Leever Student Center and the Eagle's Nest can be reserved with the Office of Campus Life by emailing [Campuslife@post.edu](mailto:Campuslife@post.edu).
- This space must be reserved at least two (2) weeks before the event and is available on a first-come-first-served basis.

### **Athletic Facilities**

- Athletic facilities include all courts, fields, and classrooms within the Athletics Department.
- These spaces can be reserved with the Associate Director of Athletics by e-mailing A.J. McNamara at [ajmcnamara@post.edu](mailto:ajmcnamara@post.edu).

### **Classrooms, Lecture Halls, and Labs (North, MacDermid, and Hess Halls)**

- These may be reserved with the Registrar's Office in Hess Hall at least two (2) weeks before the event and are available on a first-served basis.

### **Traurig Library**

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

## **STUDENT ORGANIZATIONS**

### **Student Government Association**

The Student Government Association (SGA) represents the Post University student body. As the leading voice for the student population, the SGA maintains an open line of communication between the students and the administration. The SGA encourages student input regarding Post University policies, events, programs, and facilities. The SGA provides funding for clubs and organizations through a petitioning process held during regular meetings. Meetings are held weekly when classes are in session and are open to all students. Post University community members are always welcome and encouraged to attend weekly SGA meetings.

The student body chooses SGA Officers through an election process each spring. Students interested in holding a position in the SGA must complete an election packet before elections and meet the eligibility requirements outlined in the SGA governing documents.

### **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. The Office of Campus Life checks grades and disciplinary status each semester. Students not meeting the eligibility

requirements will not 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. Student leaders are expected to hold themselves to the highest grading and disciplinary standards when representing Post University at on- or off-campus programs, events, conferences, and on all digital platforms and social media.

### **Clubs and Organizations**

Post University recognizes the value of student organizations, clubs, and groups that support its mission and lends its name, support, and resources to these groups. Initial recognition or approval, as well as continuing recognition or approval, of an organization, is left to the discretion of Post University. At its discretion, the University may withdraw approval of any organization, club or group. 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. Additional requirements may apply. Post University has between 20 and 25 active clubs at any given time and is always adding or adjusting the club offerings based on student interest, administration, and effectiveness.

### **Starting a New Club**

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

- Complete a New Student Organization Application, which can be acquired from the SGA Executive Board or Campus Life.
- Acquire approval from the SGA Legislative and Rules Committee.
- Be confirmed by the SGA Senate.

### **Benefits Associated with Club Recognition**

- Use of the University name.
- Access to University facilities.
- Participation as a recognized organization, club, or group in official programs of the University.
- 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 Campus Life with program development and implementation.

### **VENDORS**

The Office of Campus Life 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. The Office of Campus Life will grant approval 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 Campus Life will be asked to leave immediately. The University is private property and vendors may be prosecuted at the University's discretion for trespassing.

### **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 selling food, styling or cutting hair, and massage services.

### **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:
- Materials distributed or posted by a recognized club, committee, or organization must reflect the University's mission statement. Therefore, all printed materials must be approved by the Office of the Dean of Students, Marketing, and Communications or the Office of Campus Life, with final approval by regulatory before posting or distribution. Any posted material considered inappropriate will be not be approved.
- 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 have their budgets frozen.

- All materials must be posted on bulletin boards or appropriate signage holders. No posting is permitted on windows, and materials must be posted without defacing, damaging, or littering University property. All materials must be posted neatly and professionally to reflect a clean and purposeful look.
- Due to limited space on bulletin boards, only one posting per bulletin board for an event will be permitted. In addition, postings should not be larger than 21" x 14" without the prior approval of either the Office of the Dean of Students or the Office of Campus Life.
- 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.
- Materials distributed or posted by any individual, club, committee, or organization should be informational and 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 must not include defamatory or hostile statements that are offensive based on race, religion, national origin, disability, age, gender, gender identity or expression, or sexual orientation.
- The Office of the Dean of Students, Marketing and Communications, or the Office of Campus 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.
- 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 the Dean of Students, Marketing and Communications, or the Office of Campus Life.

## Chapter Two – Virtual Life

### **VIRTUAL LIFE MISSION**

Post University recognizes that co-curricular experiences are a significant part of the college experience. Through a wide offering of groups, clubs, events, and affiliations, we strive to provide a virtual life that suits each student to their chosen level. We seek to provide opportunities to find belonging, connections with peers and various groups of similar interests, and experiences that are memorable, impactful, and fun for our sizeable virtual community. Not being physically on campus should not prohibit a student's ability to get involved, be inspired and engaged in co-curricular activities, or make an impact as a Post University community member.

### **STUDENT ACTIVITIES, DIVERSITY PROGRAMS, AND ORIENTATION**

Post University provides various online/virtual student activities throughout the year. Administration, the Office of Events, Advising, the Online Student Government Association, or various groups and clubs lead these activities. In addition, Post University's DEI council regularly collaborates with the Online Student Government to sponsor events and programming. Post University's online orientation program is asynchronous and located in each student's Blackboard account. Through various avenues of involvement, students are provided opportunities to develop skills that will allow them to be thoughtful, responsible, and active citizens during their college career and beyond.

### **STUDENT ORGANIZATIONS**

#### **Online Student Government Association**

The Online Student Government Association (OSGA) represents the online student body. As the main voice for the student population, the OSGA maintains an open line of communication between the students and the administration. The OSGA encourages student input regarding Post University policies, events, programs, and technology. Meetings are generally held weekly or bi-weekly and are open to all students. Post University community members are always welcome and encouraged to attend OSGA meetings. The OSGA supports many clubs and events throughout the year and maintains a positive and active presence on social media and the Post University Mobile App.

The student body chooses OSGA Officers through an election process each spring. Students interested in holding positions in the OSGA must complete an election packet before elections and meet the eligibility requirements outlined in the OSGA governing documents.

#### **Requirements for Holding Office**

Students who wish to sit on the OSGA Executive Board must have a cumulative grade point average of 2.5 or higher. All leadership positions, including officers of all clubs and organizations, must maintain a cumulative grade point average of 2.25 or higher and be in good academic and disciplinary standing. The Office of Campus Life or administration checks grades and disciplinary status each semester. 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. Student leaders are expected to hold themselves to the highest grading and disciplinary standards when representing Post University at on- or off-campus programs, events, conferences, and on all digital platforms and social media.

#### **Clubs and Organizations**

Post University recognizes the value of student organizations, clubs, and groups that support its mission and lends its name, support, and resources to these groups. Club recognition and approval, as well as continuing recognition and support of the club or organization is left to the discretion of Post University. At its discretion, the University may withdraw approval of any organization, club or group. Recognition of groups is administered through the OSGA.

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

Post University has between 20 and 25 active clubs at any given time and is always adding or adjusting the club offerings based on student interest, administration, and effectiveness.

### **Starting a New Online Club**

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

- Complete a New Student Organization Application, which can be acquired from the OSGA Executive Board or Campus Life.
- Acquire approval from the OSGA Legislative and Rules Committee.
- Be confirmed by the OSGA Senate.

### **Benefits Associated with Club Recognition**

- Use of the University name.
- Access to University facilities.
- Participation as a recognized organization, club, or group in official programs of the University.
- Participation in club fairs throughout the year.
- Publishing of group events and activities in various University calendars.
- Petitioning of funding from OSGA and Administration for group events and activities.
- Leadership training seminars for club and organization members.
- Support from the Office of Campus Life with program development and implementation.

### **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 or our various digital spaces, including Social Media and the Post University Mobile App:

1. Materials distributed or posted by a recognized club, committee, or organization must reflect the University's mission statement. Therefore, printed materials must be approved and signed by the Office of the Dean of Students, the Office of Campus Life, or the Office of Marketing and Communications before posting. Any posted 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.
3. Materials distributed or posted by any individual, club, committee, or organization should be informational and 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 must not include defamatory or hostile statements that are offensive based on race, religion, national origin, disability, age, gender, gender identity or expression, or sexual orientation.
4. 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 the Dean of Students, the Office of Campus Life, or the Office of Marketing and Communications.

## Chapter Three: Residence Halls

### MISSION

The Office of Campus 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.

### ABOUT THE OFFICE

The Office of Campus Life offers information on University resources, sponsors campus programs, builds community, enhances the student learning experience, and assists with student accommodations. The office is in the Leever Student Center and is open Monday through Friday from 9:00 a.m. to 5:00 p.m. Any residential concerns may be addressed via e-mail at [Campuslife@post.edu](mailto:Campuslife@post.edu) or at (203) 828-3075. In addition to scheduled office hours, a professional staff member is on duty twenty-four (24) hours a day, seven (7) days a week. The Office of Campus Life, directly overseen by the Dean of Students, is made up of a staff of a Director of Campus Life, Community Directors, Community Assistants, and Resident Assistants

#### Director of Campus Life

The Director of Campus Life (DOCL) oversees the Campus Life professional staff, Resident Assistants, Intramurals, and much more. The responsibility of the DOCL is to ensure that all students are safe and happy on campus and bolster a culture that allows students to reach their full potential inside and outside the classroom.

#### Community Directors

Community Directors (CDs) are professional staff members who reside on campus. CDs and their teams manage the six residence halls and serve as the conduct officers for all students. They coordinate with University Services to ensure that any maintenance issues are addressed. CDs facilitate room changes, advise and refer students needing personal assistance, and act as liaisons to other University departments. CDs also directly supervise Community Assistants and student Resident Assistants.

#### Community Assistants

The Community Assistant (CA) assists the Community Director in overall management, programming, health and safety, and community development. The Community Assistant will report directly to the Community Director, live on-campus, and may directly supervise 3-7 supporting staff members while also serving on the Professional Staff on-call rotation.

#### 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 policy violations.

The RAs also play a vital role in the culture of the campus. They are integral in event planning and delivery, safety and wellness programming and review, and offer their support in managing study halls, open gym sessions, and other activities on campus. The RA on duty can be reached by contacting the Campus Life Duty Phone at (203) 228-8706.

#### Hall Phone Numbers and Duty Phone

Duty Phone – (203) 228-8706

Okinaga Hall – (203) 233-5739

West Hall – (203) 707-3812

East Hall - (203) 598.2746

Middle Hall – (203) 802-7251

South Hall – (203) 695-2888

Paparazzo Hall – (203) 721-5932  
Brown Building - (203) 596-0303

## **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.

### **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.

### **Room Assignments**

Except as described below in the section on Gender Neutral Housing, when making room assignments, 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 (1) week after classes are officially scheduled to begin will forfeit their room assignment.

### **Housing Agreement**

All residential 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. Residential students with a housing-related concern are encouraged to discuss it with the Director of Campus Life. Please contact the Director of Campus Life at [campuslife@post.edu](mailto:campuslife@post.edu) for a copy of this form.

### **Room Changes**

Room changes are not allowed during the semester's first two (2) weeks. After this two-week period, the Office of Campus Life must pre-approve each room switch. 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 Campus Life.
2. If approved, receive residence hall key(s)/card access for the new housing assignment from the Office of Campus 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 Campus Life staff member to assess the condition of both the old and new rooms. Please contact the Director of Campus Life at [campuslife@post.edu](mailto:campuslife@post.edu) for a copy of this form.
5. Return old room key(s) to the Office of Campus Life immediately (same day) of the move.

Failure to comply with the University's check-out process will result in an improper check-out fee.

### **Room Consolidation**

The Office of Campus Life reserves the right to consolidate single rooms when necessary. Consolidation may occur whenever only one student occupies a double room. 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 room's location along with the room's location.

### **Room Check-In**

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

1. Receive residence hall key(s)/card access from the Office of Campus Life.
2. Sign a Housing Agreement and complete an Emergency Contact Form.
3. Complete a Room Inventory Form with a Campus Life staff member.
4. Additional paperwork may be required based on the move-in conditions (e.g., Pre-season Athlete

Agreement).

### **Room Check-Out**

At the end of the academic year or in the event of a housing withdrawal, students must properly check out of their residence hall room as follows: (\*Students who move out without coordinating with Campus Life will be assessed a fine and are responsible for any damage billing assessed during the room inspection.)

1. Contact your Resident Assistant (RA) or a Campus Life professional staff member to schedule a move-out date and time.
2. At check-out, once all student belongings are removed from the room, the Campus Life staff member and RA will begin the checkout process with the student present.
3. The Student and a Campus Life staff member will complete the Room Inventory Form to assess the condition of the room.
4. The Student will submit all keys to the room to the Campus Life staff member and/or RA at this time and sign for their return (failure to return keys will result in fines billed directly to the student's account)
5. After the room is emptied, inspection completed, and the key is returned, the student is cleared to leave campus.
6. A professional staff member will submit room inspection details requiring damage billing or service, and billing will be assessed to the student's account.

### **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 Campus Life holding specific individuals financially responsible. Common area spaces in apartment-style housing (e.g., living room, bathroom, kitchen) are the shared responsibility of each roommate, so everyone is held accountable for damages that may occur.

Before checkout, Campus 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 Campus Life are held responsible for all damages associated with the room or apartment they occupied and are subject to an improper checkout fee. After the residence halls close, the Office of Campus Life and University Services completes a final and more thorough room inspection. Any damages not noted on the RIF but found during this final inspection may be billed to the student's account.

### **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. Complete FAFSA documents with the Office of Student Finance and become financially cleared.
2. Register for courses as a full-time student at Main Campus Academic Advising.
3. Complete a Housing Application from the Office of Campus Life and upload the document in the Student Portal.
4. Pay a \$150.00 non-refundable, non-transferrable housing deposit.
5. Complete a housing proxy form (if applicable), which grants permission for a student to select housing in another student's absence.

### **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 Campus Life. Students are asked to report any known damages to the Office of Campus Life.

### **Storage**

No storage spaces are 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. All items left behind after the move-out date (at the end of the semester or in the event of dismissal from the University) will be considered abandoned, thrown away, or recycled after 30 days.

### **Residence Hall Closings for Academic Breaks**

While it is possible to apply to live on campus over academic breaks, standard room and board fees do not include housing, meals, or postal service during academic breaks when the residence halls are closed (e.g., Thanksgiving Break, Winter Break, Spring Break, Summer Break). Students who have received permission to remain in the residence halls during break periods must pay for this non-contracted period. Students needing on-campus accommodations during scheduled breaks must fill out a Request to Stay form in the Office of Campus Life with the understanding that break housing is not guaranteed. 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 Campus Life has the right to refuse or terminate a housing agreement based on conduct.

### **Early Move-Ins**

While residential students should only move onto campus on the specific dates designated and publicized, it is understood that there are sometimes extenuating circumstances that limit one's ability to move in at the designated times. Therefore, the University may allow students to move in early on a case-by-case basis. All requests to arrive early on campus must be submitted in writing to [Campuslife@post.edu](mailto:Campuslife@post.edu) a minimum of two (2) business days before the requested move-in date. Any student who does not receive permission from the Office of Campus Life as stated above will be subject to a \$150.00 early arrival fee, plus an additional daily fee that will vary based on University living costs. A student may be turned away if they arrive on campus early without permission from the Campus Life Department.

### **Keys**

All residential students are issued keys or keycards upon check-in. Students and/or staff members may never duplicate keys. 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 rooms. Students and/or staff members cannot lend room keys, keycards or student IDs to anyone. Any persons found with keys or keycards that do not belong to them will be subject to disciplinary action. Students who lose their keys or keycards must report the loss to the Office of Campus Life immediately and will be subject to a key replacement fine. Key replacement expenses will be billed to the student.

### **Room Access**

Entry may only be gained to a residence hall room using a University-issued key or keycards. Anyone who gains access to a room through illegal entry (e.g., window), even if they are the room's occupant, will be subject to disciplinary action and/or legal action.

### **Room Lock Outs**

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

### **Room Occupancy**

Gatherings of more than six (6) people in a designated single, eight (8) people in a designated double, or ten (10) people in a designated triple room are against policy. The maximum occupancy of any Okinaga Hall apartment is fifteen (15) people. Gatherings of more than twenty (20) people in a residence hall lounge must be approved in advance by the CD of the residence hall. Gatherings deemed disruptive may be disbursed at the discretion of the Campus Life staff or Campus Safety.

### **Traditional Hall Restroom Use**

For the comfort and consideration of residential 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.

### **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 committed to working with students to find the best housing accommodations possible. Students wishing to be housed based on gender identity should contact the Office of Campus Life.

### **Quiet Hours**

Quiet hours exist to ensure an individual's right to sleep and study. All residence halls have established and 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 from 9:00 p.m. to 8:30 a.m. the following morning.
- Friday and Saturday nights from 12:00 a.m. to 10:00 a.m. the following morning.
- Twenty-four (24) hour quiet hours are in effect during the week of final examinations.

Failure to comply with residence hall quiet hours and/or 24-hour quiet hours during final examinations will be subject to disciplinary action. Disturbances outside the residence halls that negatively impact the living-learning environment will result in disciplinary action. The University reserves the right to limit the use of or close communal areas, including residence hall lobbies, the Eagles Nest, picnic tables, and other common areas.

### **Roommate Conflict Resolution**

Residential 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 possible resolution, including a Roommate Agreement Form.
3. If you still have concerns, speak to your CD about mediating the situation.

### **Decorations**

If damage is not done to the room or furnishings, residents may decorate rooms to their liking. However, students are not permitted to paint a residence hall room. The Office of Campus Life reminds students that tape, tacks, hooks, and nails cause damage to walls. Any damage is billed to the resident(s) of the room. When decorating, residents are expected to exercise every precaution to prevent fires. To this extent, no more than one half (1/2) of any wall or door may be covered with decorations. Residents are also reminded that they cannot hang any decorations from the ceiling of their room or in the hallways of their residence hall.

### **Bicycles**

Bicycles are permitted in the residence halls, but they cannot be ridden indoors or stored in public areas (e.g., hallways, stairwells) for safety reasons. Bicycles left in these areas will be removed. Residential 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.

### **Pets**

Pets are defined as domestic or tamed animals that are kept for companionship or pleasure. All pets are prohibited. Students found with pets violating these guidelines will be subject to disciplinary action up to and including dismissal and a fine of \$150. If found with a pet, the student must make immediate accommodations for the pet, which must be promptly removed from the residence halls. Full-time professional live-in staff members may only have pets if approved by the Dean of Students.

### **Emotional Support Animals**

An Emotional Support Animal (ESA) is an animal offering 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 expected to follow University 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 Director of Title IX and Disability Services 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 directly threatens 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 before any animal comes to campus.

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

Approved ESAs are allowed in the owner's designated room(s) within the residence halls and outside 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 or rooms on campus (e.g., Leever Student Center, Traurig Library, classroom buildings). Students utilizing an ESA on campus must ensure the animal is properly trained and housebroken. They must also ensure that the animal and its environment are maintained healthily and cleanly. A Campus Life staff member will conduct bi-weekly animal health and safety inspections.

## **RESIDENCE HALL SAFETY**

The University takes various measures to ensure residence hall safety.

### **Emergency Response**

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

### **Evacuation and Fire Drills**

All residents and visitors must 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 should an alarm activate. Residents must evacuate the building promptly and without panic. Individuals not cooperating 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.

### **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 activates.

Fire alarm pull stations, smoke detectors, emergency exit signs, alarm units, sprinklers, and fire extinguishers are located throughout the residence halls and provided for use in emergencies. These fire control items are only to be used during a fire. Tampering with misuse of this equipment is a serious matter and will lead to disciplinary action, a fine, and possible legal action taken by the University. Students found tampering with, disabling, or covering smoke detectors or taking any other actions which may impair the detection of smoke or fire, in their residence hall may be put on final warning or dismissed from the residence halls or University, depending on the nature of the offense. 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, all residential community members must make a consistent effort to keep these

doors closed. Fire doors should be used for emergencies only. Any doors found propped open will result in community fines.

### **False Alarms**

Post University follows the laws of the State of Connecticut regarding sounding a false alarm. The following is a statement from Section 53a-180 of the Connecticut Statutes:

A person is guilty of falsely reporting an incident in the first degree when, knowing the information reported, conveyed, or circulated to be false or baseless, such person:

- Initiates or circulates a false report or warning of an alleged occurrence or impending occurrence of a fire, explosion, catastrophe, or emergency when it is likely that public alarm or inconvenience will result; or
- Reports, by word or action, to any official or quasi-official agency or organization having the function of dealing with emergencies involving danger to life or property, an alleged occurrence or impending occurrence of a fire, explosion or other catastrophe or emergency which did not in fact occur or does not in fact exist.

Falsely reporting an incident in the first degree is a class D felony.

### **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. Residential students must use their assigned key or student ID to access their residence hall. Non-residential students and guests are not allowed into locked buildings unless accompanied by their resident host. Students found granting access to visitors (by providing their keys or keycard to another person) while not present themselves are subject to disciplinary actions, including dismissal from the residence halls or University and responsibility for any actions of said visitor.

### **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 Director of Campus Life or Director of Campus Safety. This may include a visual search and/or searches of closets, drawers, containers, refrigerators, mattresses, personal belongings, and other areas where objects could be concealed. A University administrator may request students to open locked belongings and/or personal items. All present may be asked to empty their pockets, purses, backpacks, etc. Failure to comply with the search process will result in disciplinary action and/or police contact.

### **Health and Safety Inspections**

The University reserves the right to enter all rooms at any time to ensure compliance with all health and safety codes and/or to remove prohibited items that University staff thinks threaten the community's safety, health, and welfare. Campus Life staff will regularly conduct health and safety inspections for every resident and every residence hall throughout the school year. These inspections are crucial to maintaining a safe and healthy environment on campus. Campus Life staff will enter the room to inspect whether the student is present.

### **Confiscation**

The University reserves the right to confiscate any items against the policy or deemed potential fire or safety hazards. All confiscated items are documented and held by the Office of Campus Life or Campus Safety. Items that violate federal or state regulations (e.g., 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 substance's legality.

### **Restricted Items**

Due to electrical limitations, fire codes, and general safety, certain items may not be used or stored in student rooms. Campus Life will confiscate restricted/prohibited items found, and discipline will be administered based on the severity of the situation. In cases determined to be serious by University staff, dismissal from the residence hall or University may be administered. Prohibited items include but are not limited to: (\*New items are regularly added to this list. Please see Campus Life for any updates after publication)

- Full Size Refrigerators
- Air conditioners
- Hot plates/hot pots/open coil burners
- Stoves or fryers (unless used in the 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 the designated kitchen area)
- Dartboards
- 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 (e.g., gasoline, lighter fluid, charcoal, propane tanks, etc.)
- Hoverboards
- Motorized bikes or other combustible engines
- Live holiday trees or wreaths
- Dangerous and flammable room decorations
- Weapons (please see the “Firearms, Ammunitions, Knives, Hazardous Chemicals, and Other Dangerous Weapons” section on page 22 for more information)
- Weapon replicas or items that look like weapons (Orbeez guns, Airsoft guns, etc.)

### **Screens, Windows, and Roofs**

Screens must always remain in residence hall windows. 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 in an emergency (e.g., fire). Students will be subject to a fine if found violating this policy. Students are prohibited from accessing any campus-owned property roof. Violators will be subject to immediate disciplinary action.

### **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 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 violating this policy (or possessing a prohibited appliance) will be subject to disciplinary action. Special exceptions to this may occur only with written permission obtained from the Community Director and Dean of Students

### **Post University Identification Cards**

At all times, students are required to possess their Post University identification card (ID) while on campus. The lending or alteration of an ID card is considered a violation of University policy. 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 Dining Hall, Drubner Athletic Center, and other designated facilities.

Students must show their ID card when requested by any University staff member. Any student 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 University Services for a new one for free. However, lost IDs will be replaced by University Services for a fee. Please report any lost IDs immediately to be replaced and/or deactivated.

### **Fire Code Capacities**

The number of people in any residential hall area at any given time may not exceed the published or posted fire code capacities. Fire code capacity is according to room type: six (6) in a designated single, eight (8) in a designated double, or ten (10) in a designated triple; maximum capacity in any Okinaga Hall apartment is fifteen (15) people.

### **Residence Hall Safety Guidelines**

The following activities or items are prohibited within the Residence Halls to ensure student safety. Students found in violation may be subject to disciplinary action and/or fines.

- Removal or opening of any residence hall screen
- Throwing of objects from any window or being on any campus building roof.
- Dartboards.
- Hoverboards.
- Use of skateboards, rollerblades, hockey equipment, bicycles, and other potentially hazardous items.
- Leaning, sitting, or standing out on a window ledge or window.
- Hall sports including, but not limited to, football, bowling, golf, basketball, running, etc.
- 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 face disciplinary action.
- Students with rooms determined to be unsafe or unsanitary living environments by the Office of Campus Life.
- 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.
- 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.

### **Identification Guidelines**

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

### **Room Responsibility Guidelines**

- Rooms/apartments may not be used by any person(s) without an assigned resident present.
- Each resident is responsible for all activity in their room and/or apartment.

## **RESIDENCE HALL GUEST POLICY**

Residents are strongly encouraged to communicate with their roommate(s) before hosting guests. Post University reserves the right to refuse guest entry and revoke guest privileges for a residence hall, specific floor, and/or individuals at any time. Residents and Commuters who remain in another resident's room after 12 a.m. are considered overnight guests,, and the following requirements must be honored:

1. Residents may not have an overnight guest for more than three nights in a seven-day period. In addition, residents may host overnight guests no more than six nights per calendar month.
2. Resident students are allowed at maximum 2 non-Post University guests at any given time without prior approval of the Director of Campus Life or their designee.
3. Hosts must always accompany guests.
4. Residents are responsible for the actions of their guest(s) on campus.
5. There is a no-guest policy in effect during 24-hour quiet hours (including, but not limited to, final examinations and all Post University academic breaks). Students who do not comply will be subject to disciplinary action, which may include removal from housing

### **Firearms, Ammunition, Knives, Hazardous Chemicals, and Other Dangerous Weapons**

This section is inclusive of the Connecticut Penal Law. Offenders will be subject to campus disciplinary action (dismissal from the University) and criminal prosecution and are subject to civil prosecution. In compliance with applicable law, Post University will not keep or hold firearms, ammunition, or dangerous weapons belonging to any individuals.

Firearms, ammunition, knives, hazardous/dangerous chemicals, and dangerous weapons (including replicas) are prohibited on the Post University campus. Firearms include, but are not limited to, pistol, revolver, shotgun, or rifle. Knives and dangerous weapons include but are not limited to illegal knives, switchblades, Swiss army knives, multi-tools, pocket-knives, bows and arrows, nunchakus, martial arts stars, kendo sticks, stun guns, tasers, brass knuckles, and billy clubs. The University also prohibits the following: air guns (Airsoft), paintball guns, B-B and pellet guns (Orbeez), model weapons, lifelike toy guns, and slingshots. Due to the importance of student safety and security, model weapons, replica weapons, and lifelike toy guns will be treated as dangerous weapons under this section.

Students possessing the above, including model weapons, replica weapons and lifelike toy guns, will be immediately dismissed from the resident halls and/or University. If students should find any of these items or witness another student with them, they must report it immediately to Campus Life and/or Campus Security.

### **Explosives/Fireworks**

The University considers the use and/or possession of explosive devices and fireworks to be in violation of the Student Code of Conduct. Explosives or explosive devices containing an explosive, flammable compound producing a visible or audible effect by combustion are prohibited from all Residence Halls and the Post University campus. The University considers the use or possession of fireworks a dangerous act. Violators will be subject to disciplinary action. This regulation may be conditionally waived for temporary periods by University officials for University-sanctioned public fireworks displays.

### **Gambling**

Gambling is defined as wagering money, credit, deposit, or other items of value on the outcome of a contest, as stated in the Connecticut General Statutes. Post University offers personal counseling for individuals concerned about their onsite and/or online gambling behavior.

Gambling in any form is prohibited on the Post University campus. Gambling devices, including but not limited to, electronic gambling machines and furniture intended to facilitate gambling, are prohibited from all areas of campus.

### **Littering**

Littering constitutes the throwing, dumping, or depositing of trash of any kind outside of normal, accepted trash

receptacles. Littering destroys the campus environment and detracts from its appearance. Cigarette butts are considered trash and will be considered litter if thrown on the ground. Please do your part to take care of the Post community.

### **Tobacco and Smoking**

Tobacco smoking and electronic cigarettes are prohibited in all Post University-owned and operated buildings and grounds except in designated areas at least fifty (50) feet from a building. Doorway areas are considered part of the building. Smoking is also prohibited in vehicles owned and operated by the University.

The odor of smoke, covering of any smoke detectors, residue (e.g., ashes, cigarette butts, burns), and/or other means of smoking in the residence halls are prohibited. Faculty or staff may determine tobacco use by using any combination of methods, including finding a towel or other item(s) blocking the door, fans directing air out through a window, and the excessive odor of air freshener used for concealment. Understanding the addictive nature of smoking and that breaking the smoking habit is extremely difficult for many people, the University will try to assist those who elect to stop smoking. Interested students and employees should contact the Counseling Center and Health Services for more information. For the University's policy on marijuana, please see page 33 in the Student Handbook.

### **Motor Vehicles and Motorcycles**

Motor vehicles and motorcycles operated and/or parked on the campus are subject to campus regulations and local, state, and federal laws. Rules affecting the operation and parking of vehicles are described in the "Vehicular and Traffic Rules and Regulations" section. Students will be notified at least one week prior to changes in parking regulations.

- All motor vehicles and cycles must be registered with Campus Safety.
- Snowmobiles and all-terrain vehicles are not permitted on University grounds.
- Motor vehicles, motorcycles, mopeds, or other fuel-powered engines (assembled or disassembled) are prohibited in residence halls unless authorized by an appropriate University official.

## **RESIDENCE HALL AMENITIES**

### **Maintenance Requests**

Students needing Maintenance or help with their residence halls should first contact their RA. The RA will determine the urgency and initiate the process of remediation. Students who wish to email their concerns should email [Campuslife@post.edu](mailto:Campuslife@post.edu) and include the following (urgent matters should not be emailed):

1. Student name.
2. Residence hall room number and letter (if applicable).
3. Detailed description of the problem.
4. Day and time you are available to be in your room.

A Resident Assistant will visit the room during their hours on duty to check in with the filed issue. By filing a maintenance request or asking for one to be filed, the student gives University Services authorization to enter their room to complete a repair or inspection. University Services will only enter a student's room after knocking and properly announcing themselves. Students responsible for damage will be reported to the Community Director for billing purposes.

### **Laundry**

Washers and dryers are available in each residence hall. All students can go to: <https://www.automaticlaundry.com/mobile-payment-app-2/> and download LaundryConnect Pay on their mobile devices. Post University is not responsible for money lost by washers and dryers. If you are experiencing problems with a washer, dryer, or laundry app, please contact your Community Director.

### **Recycling**

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

**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 Campus Life. All promotions of events or services sponsored by outside entities are prohibited unless previously approved by the Director of Campus Life or the Dean of Students.

**Soliciting and Selling**

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

**Student 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 a description of coverage. Students are suggested to insure for personal liability, personal property loss, or damage. Student property insurance policy brochures are available for students seeking coverage in the Office of Student Finance.

## Chapter Four: 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 are served at our grill and hot buffet lines.
- Pop-up menus highlighting cuisines from around the world.
- A selection meats and cheeses in made-to-order sandwiches served at Swoop's Deli station in Swoop's Landing.
- Healthy menu options at the salad bar and other stations.
- Sustainable Fair-Trade Coffee from Sun Coffee Roasters.
- And more!

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. Speak with a Dining Services manager, send us an e-mail, or fill out a comment card located in the Dining Hall. In addition, feel free to visit our website at [www.dineoncampus.com/post](http://www.dineoncampus.com/post), or in the dining hall section of the Post Mobile App.

Please note: All students living in a traditional campus residence hall must 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. Your student ID card gives you access to the Dining Hall.

#### **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. You must select your meal plan based on your academic schedule and desired eating patterns 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 before 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?**

Yes! Meals and dishware may not be carried out of the dining hall, but to-go containers are available.

#### **What happens if I violate policies in the Dining Hall?**

Chartwells works following 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 Campus Safety or the Office of Campus Life. Those individuals will notify Chartwells of the missing ID, and we will accommodate you while a new one is processed.

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

The Dining Hall is 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

<b>DINING HALL HOURS</b>	
<b>Monday through Friday</b>	
Breakfast	8:00 a.m. - 9:45 a.m.
Lunch	10:45 a.m. - 2:00 p.m.
Continual Service	2:00 p.m. - 4:00 p.m.
Dinner (Mon – Thurs)	5:00 p.m. - 8:00p.m.
Friday Dinner	5:00 p.m. - 6:30 p.m.
<b>Saturday and Sunday</b>	
Brunch	11:30 a.m. - 1:30 p.m.
Dinner	5:00 p.m. - 6:30 p.m.

Dining Hours are subject to change and will be announced via notices posted in the Dining Hall.

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

# Chapter Five: Student Conduct

## CODE OF CONDUCT

### University Code of Conduct

It is the expectation that all persons and organizations directly or indirectly affiliated with the University will treat all persons and entities with respect and dignity. The University is committed to promoting an environment that is supportive of an 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.

### Student Code of Conduct

In addition to the University Code of Conduct, students must adhere to federal and/or state laws and policies. Additionally, any student behavior that interferes with the success of the University's mission statement will constitute student misconduct and a violation of the Code of Conduct.

If the University determines that a student's conduct creates an imminent danger or threat to any person or property, the University reserves the right to immediately remove that student from the campus and/or from classes.

### Statement Regarding Student Conduct Off-Campus and Online

Post University students, both Main Campus and online, may be held accountable for their actions or behavior off campus or online when such actions or behavior negatively impacts the Post University community, with sanctions ranging from formal warning to suspension or dismissal from the University. Various factors may be considered when adjudicating any alleged off-campus or online policy violations.

## CIVILITY CODE

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

### Civility Code

Post University is committed to having an educational environment that welcomes diversity of opinion and experiences, which recognizes the need to protect independent thought and expression. Civility is the key to forming an inclusive university community. The Post University community promotes respectful communication and actions. All members of the University have the right to express their opinions and ideas in an environment that fosters freedom of expression in a non-demeaning and professional manner.

Post University requires all students within our community in academic, social, and athletic environments to uphold the following expectations for civility when on campus, online, at a Post sponsored event, through Post University branded social media, or acting in any capacity as a representative of Post University. Accordingly, the Post University student community shall abide by the following civility standards:

- Abstain from actions that are intimidating, intolerant, bullying, harassing, demeaning, or hostile to another person.
- Respect and encourage all opinions regardless of professional title, status, and personal/social identity (race, gender, gender identity or expression, sexual orientation, political viewpoints, primary language, etc.).
- Remain open-minded, listen, and recognize that others may have different views than oneself.
- Communicate and act courteously when expressing one's viewpoints.

- Maintain civil use of language and tone in all interactions and modes of communication while fostering respectful behavior.
- Recognize the importance of having an inclusive environment that generates a healthy discussion on topics that enable us to learn from each other.
- Exercise patience with each other when making decisions and solving problems.
- Recognize and respect people's individual space and property and treat it with respect.

Violations of Post's Civility Code will not be tolerated and should be reported promptly. Post University's goal is to achieve and maintain a high standard of civility for all University community members. Any person reporting a violation of the above expectations can do so freely and without the worry of receiving any form of retaliation for reporting the specific incident.

Depending on the severity of a violation of the Civility Code, the appropriate administrative or academic personnel may include the Program Chair, the Dean who oversees the area where the incident occurred, Academic Dean of the student's major, and/or a designee assigned by University personnel who will review each violation to determine the appropriate repercussions. Consequences for a violation of the Civility Code range from a warning up to expulsion from the University, depending on the severity and/or frequency of the offense. Students who have violated the Civility Code but are permitted to remain at the University will receive guidance based on their violation of the Civility Code. Students may appeal the sanction resulting from a Civility Code violation with the appropriate Dean. If the sanction has been issued by the Dean, the determination may be appealed to the Provost for sanctions issued by an Academic Dean, and to the Senior Vice President for sanctions issued by the Dean of Students or the Dean of Campus Life.

#### **Examples of Civility Code Violations:**

##### **Acts of Intolerance**

Post University is committed to providing an environment free from bias, harassment, and other forms of intimidation. The University condemns and will not tolerate any harassing or abusive behavior for any reason, including behavior directed at any individual or group because of their race, ethnicity, ancestry, national origin, religion, sexual preference, age, gender, gender identity or expression, or physical or mental disability. Examples of harassing or abusive behavior include but are not limited to, the use of derogatory names or foul language, 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 must be treated with dignity and in a fair and equal manner. Those individuals who engage in behaviors or activities that are threatening, harassing, foster intolerance, or act in a manner inconsistent with the mission of Post University may face dismissal from the University.

##### **Bullying and Harassment**

Post University strictly prohibits 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.

##### **Definitions 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 University community member must refrain from actions that intimidate, humiliate, or demean a person or group. Furthermore, University community members must refrain from abusive behavior directed at the race, ethnicity, ancestry, national origin, religion, gender, gender identity or expression, sexual orientation, age, or physical or mental disabilities of a person or group.

Using technology, including but not limited to digital cameras, cameras or camcorders, cellphones or computers, to record another person without the person's permission and/or transmit harassing electronic messages (e.g., e-mails, text messages, voicemails, social media applications, etc.) is prohibited.

## **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 various 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 respectfully.
- 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.

## **No Contact Orders**

Post University professional staff members can issue no contact orders between two or more parties during conflicts. This is a binding agreement that the individuals will refrain from contacting one another (e.g., face-to-face interactions, texting, social media applications, etc.). Students who violate these no contact orders will be subject to disciplinary measures. No contact orders can be lifted at the discretion of appropriate University personnel including those in Campus Life.

## **DISORDERLY AND IRRESPONSIBLE CONDUCT**

Post University and the student body are responsible for fostering 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 enough to warrant immediate suspension and may include a hearing and referral to appropriate authorities.

### **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:

1. Physical violence.
2. Obscenities, abusive language, or other violations of the Civility Code.
3. Physical/verbal conduct that is inciting and/or provoking.
4. Physical/verbal conduct that is lewd or obscene.
5. Physical/verbal conduct that is destructive or disruptive.
6. Physical/verbal conduct that is harassing or threatening.
7. Physical/verbal conduct that endangers self or others.
8. Any act of intolerance that attempts to injure, harm, or harass a person because of race, religion, color, national origin, physical/mental limitation, age, gender, gender identity or expression, or sexual orientation. Such behavior includes acts or attempts that cause physical or psychological harm or threat of harm.

### **Vandalism**

1. Inciting or participating in unauthorized activities resulting in destruction of property is prohibited.
2. Tampering with or destroying telephones, computer equipment, software, cable equipment, fire equipment, vending machines or laundry facilities on campus is prohibited.
3. 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.
4. Damaging or destroying the personal property of another individual is prohibited.
5. Removing, damaging, or destroying approved posters, advertisements, bulletin boards, door decorations, or signs on campus is prohibited and punishable with a student fine.

## **Theft and Fraud**

Incidents 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.

1. Providing false information through statements (written or oral) is prohibited.
2. Theft of services is prohibited.
3. Inappropriate or unlawful use of telephones and computers (e.g., 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.
4. Possession of stolen property is prohibited.
5. Possession and/or use of another person's University ID card or residence hall room key(s) or key fob is prohibited.

## **Residence Life and Housing**

1. 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.
2. Inappropriate use of technology for personal gain or malicious intent is prohibited.

## **Misrepresentation**

1. 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.

## **Failure to Comply**

1. 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 the performance of their duties and responsibilities will be subject to disciplinary action.
2. Failure to appropriately respond to official communication from University representatives will be subject to disciplinary action.
3. Failure to comply with an official disciplinary sanction will be subject to further disciplinary action.
4. Failure to attend a scheduled disciplinary hearing forfeits one's right to offer a statement to be considered during the disciplinary process.

## **ELECTRONIC MESSAGES**

Electronic messages from any source sent to students, faculty, or staff considered to be harassing or intimidating in any way will not be tolerated. Inappropriate text or instant messages can and will be used as evidence in the conduct process.

## **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.

### **General Alcohol Guidelines**

The University's policies regarding alcohol are as follows:

- In accordance with federal and Connecticut state law, persons under the age of 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.
- Alcohol paraphernalia (e.g., kegs, excessive empty cans or bottles, taps, funnels, etc.) are not permitted on campus. Collections of special bottles/cans are not permitted.
- 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 the outside of a residence hall room.
- 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.
- Consuming or possessing alcoholic beverages at public events such as plays and other performances, concerts, trips to off-campus venues, or athletic events, 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).

- Consuming/possessing 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.
- 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.
- 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 all off-campus sites used/rented by or on behalf of the University.
- 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.
- 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 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.
- No student may be in public areas on campus with an open container (solo cups, etc.). This includes lounges, hallways, picnic tables, etc.

### **Alcohol Guidelines for Students of the Legal Drinking Age**

The University permits persons of state-mandated legal drinking age (21 or older) to possess or consume alcoholic beverages in moderation 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 must be decided by each person for themselves. The University requires that all in the Post community respect the decisions of those who choose to abstain. The University stresses 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.

The University's policies regarding alcohol for students of the legal drinking age are as follows:

- Persons of legal drinking age may consume or possess alcohol in the privacy of their bedroom if it is a single room or if his/her roommate(s) are 21 or older. For the policy on alcohol, 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 only possess alcohol in their apartment common areas if the quantity possessed is less than one case of beer (24 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.
- Persons of legal drinking age may transport closed (sealed) containers of alcohol through public areas (e.g., between a vehicle and their room/apartment or between of-age students' rooms). Any student transporting alcohol may be stopped for inspection by University officials and/or Resident Assistants.
- 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. Campus 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.
- At any one time, a maximum of one case of beer (24 12-oz. containers) or four containers of liquor or wine, either empty or full, is permitted per room or apartment common area.
- 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.

- Providing alcohol to a person under the age of 21 is prohibited.
- Being in the presence of alcohol, quantity consisting of a maximum of one case of beer (24 12 oz. containers) and/or a maximum of four containers of liquor or wine, with a person under the age of 21 is prohibited; University officials may determine intent to provide to minors.

## **MARIJUANA AND OTHER DRUGS**

### **General Guidelines for Marijuana and Other Drugs**

As of July 1, 2021, the state laws in Connecticut changed to indicate possession of limited amounts of marijuana are legal for those over 21 years of age. However, federal laws continue to prohibit the use, possession, and/or cultivation of marijuana on the property of educational institutions. Therefore, the use, possession, and/or cultivation prohibited in or on any Post University facility or property. Post University will enforce its current policies regarding controlled substances, and any student who violates the policy will be subject to disciplinary action.

Federal law also penalizes the manufacture, distribution, possession with intent to manufacture or distribute, or possession of drugs ("controlled substances"). [Controlled Substances Act, U.S.C. Sections 841, 843-846 (1988).] Post University complies with the Drug-Free Schools and Campuses Regulations. Possession, use, sale, manufacture, or distribution of illegal or controlled substances violates federal and/or state law and Post University policies.

The State of Connecticut law prohibits possession, use, manufacture, or distribution of illegal substances or drug paraphernalia or of any illegal drug or narcotic, including barbiturates, hallucinogens, amphetamines, cocaine, opium, heroin, or any other substance not chemically distinguishable from them except as authorized by medical prescription. For the safety of students, faculty, and staff, and following all federal and state laws, Post University expressly prohibits the use, possession, distribution, or sale of illegal and/or unprescribed drugs, inhalants, or any other substances being used for purposes other than the manufacturer's intended use. The University reserves the right to confiscate and surrender substances to local authorities for testing if there is a question regarding its legality.

Post University's policies regarding marijuana and other drugs are as follows:

- Use, possession, being in the presence of, or loitering with the intent to use controlled substances or marijuana will be subject the student to University disciplinary action, independent of other action which civil authorities may take, possible referral to the local authorities, and/or referral to the University's Mental Health and Wellness Services. 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 Athletic Center, residence halls, vehicles, and University events.
- 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 Athletic Center, residence halls, vehicles, and University events.
- Reasonable suspicion that a controlled substance or marijuana has been used will result in disciplinary action. Faculty or staff may determine the 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 (e.g., ashes, burns, roaches), the apparent physical/behavioral condition of the student, and the excessive odor of air freshener used for concealment.
- 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 and possible criminal action and/or referral to the University's Mental Health and Wellness Services.
- Public drug/marijuana intoxication (up to and including obvious physical or mental impairment) is prohibited.

- 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.
- Selling/intent to sell or providing controlled substances or marijuana to any person may result in referral to the local authorities and disciplinary action.
- Drug paraphernalia (e.g., bongs, pipes, spoofs) are not permitted on campus and/or Post utilized off-campus sites and will be confiscated by the University.
- Drug promotional items (drug posters, signs, etc.) must not be placed in residence hall windows, displayed on the outside of room/apartment doors, or in public lounges, or be visible outside a residence hall room.
- 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.

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.

### **General Sanctions for Alcohol and Drugs**

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

#### **Alcohol**

Low Level (health and safety violation, alcohol paraphernalia- funnels, empty bottles, etc.).

- **1<sup>st</sup> Offense** – Written warning.
- **2<sup>nd</sup> Offense** – Probation, 5 hours of University service.
- **3<sup>rd</sup> Offense** – See 1<sup>st</sup> Offense High Level sanctions.

High Level (all other violations).

- **1<sup>st</sup> Offense** – Probation, 10 hours of University service, educational assignment, parents/guardians of underage students notified.
- **2<sup>nd</sup> Offense** – Extended probation, 20 hours of University service, education assignment, counseling, parent/guardian notification for underage students.
- **3<sup>rd</sup> Offense** – Removal from residence halls at the discretion of the University, probation extended up to graduation, parent/guardian notification for both underage and of-age students.

#### **Drugs**

Low Level (scent, paraphernalia- bong, pipes, hookahs, bowls, etc.).

- **1<sup>st</sup> Offense** – Written warning, educational assignment.
- **2<sup>nd</sup> Offense** – Probation, 10 hours of University service, educational assignment.
- **3<sup>rd</sup> Offense** – See 1<sup>st</sup> Offense High Level sanctions.

High Level (drugs found).

- **1<sup>st</sup> Offense** – Probation, 20 hours of University service, educational assignment, counseling, parent/guardian notification.
- **2<sup>nd</sup> Offense** – Removal and potential ban from residence halls, probation extended, parent/guardian notification.

A violation of any law regarding alcohol and or illegal drugs is also a violation of the University Student Code of Conduct and will be treated as a separate conduct matter through the University conduct system. Drug and alcohol education programs are provided yearly at new student orientation, peer health educator programs, Mental Health and Wellness Services, and Student Life.

## **Further Outcomes**

Despite the listing of sanctions above, the University reserves the right to remove or dismiss students immediately for an alcohol or drug violation depending on the nature of the incident, the associated circumstances, the type of drug or quantity found and/or the determination of intent to sell. Students found in violation of the alcohol and drug policy through the report of a sexual assault or psychological or medical emergency will be subject to sanctions up to and including, dismissal from the University.

## **SOCIAL MEDIA**

### **Summary**

Post University strives to build and maintain a strong presence on social media channels (Facebook, Instagram, Etc.), and a mobile application that features University clubs and the University schools. Post University engages proactively and responsibly through these channels in dialogue that influences branding, recruitment, retention, student experience and alumni to engage and share their experiences in a positive way.

### **Post University's Social Media Policy**

Social media helps to make our Post University communications both PERSONAL and FUN!

It is an important part of keeping our vibrant Post community authentic and informed, while providing a means to share information, images, and video, celebrate our students, associates, community successes, and diverse points-of-view.

The University recognizes the importance of building and maintaining a strong presence on several social media channels, as it provides the opportunity for the Post community to engage proactively and responsibly in dialogue that can influence our conversations, student and associate recruitment and retention, alumni relations, as well as our personal and institutional branding and credibility. As a result, Post encourages its faculty, staff, and students to actively engage and share their experiences in a positive, sensible, personal, and fun way.

The following guidelines are designed to help social media users do so responsibly and appropriately. Additionally, the guidelines are intended to clarify to Post users how to balance personal use of social media on their personal accounts with their affiliation with the University.

### **POST COMMUNITY STANDARDS**

Social media is a public forum. This may seem obvious to most, but remember, if you choose to post or in any way engage on Post social media outlets understand that your postings, as well as information publicly shared on your social media profile(s), may be viewed and/or shared by all participants within that social network. Please adhere to the following standards and expectations when using or posting on any of Post's social media outlets:

- Behave in a manner that promotes and encourages a positive social and academic environment,
- Respect faculty, staff, students, guests, and all Post property, policies, rules, and regulations,
- Promote the exchange of ideas and diverse opinions through tolerance, integrity, dignity, and respect while upholding academic integrity to the highest standard,
- Communicate in a professional and courteous manner,
- Abstain from actions that are harassing, discriminatory, intimidating, bullying, demeaning, or hostile to another person,
- Respect the copyrights and intellectual property rights of others,
- Don't disseminate confidential information that is prohibited from disclosure under the University's Confidential Information policy, or any other policy or applicable law, including, e.g., FERPA, HIPAA, privacy laws and NCAA regulations. Maintain the confidentiality of proprietary and protected information of Post, its faculty, staff, and students,
- Take personal responsibility for your choices and actions and understand that there may be consequences resulting from the failure to comply with these basic community standards and
- Know that Post reserves the right to delete any content posted on its social media accounts that violates University policies, including these community standards. If the post is from a student, faculty member,

or staff member, the issue may be escalated to Post administration and may result in disciplinary action up to and including dismissal. Think before you post.

### **Guidelines for Associate and Student Use of Social Media on Behalf of Post University**

These guidelines apply to social media operated on behalf of Post University by authorized users ("Post users"). In operating Post social media, Post users must abide by the following:

- Adhere to Post's Privacy Policy. <https://post.edu/privacy-policy/>
- Do not disclose Personal Information (as outlined in Post's Privacy Policy) or otherwise violate the Privacy Policy.
- Do not create or develop social media accounts, profiles, or initiatives bearing Post's name without prior approval from the Marketing and Communications department.
- Avoid engaging in behavior that could raise actual or apparent conflicts of interest and conflicts of commitment on social networks. Examples include using Post resources or property for personal gain, using confidential or privileged information acquired in connection with your Post-supported activities for personal gain, accepting gratuities or unsolicited gifts from private or public organizations, and using Post resources for any purpose other than the Post user's employment-related or authorized purposes.
- Do not use Post social media accounts to post content containing your personal views or opinions. Ensure that all posts using the Post social media accounts reflect the content you have been asked to post to the social media page.
- Do not express political opinions purported to be those of Post or otherwise engage in activity that creates the appearance that you are speaking or acting for Post on political matters.
- Do not endorse commercial partners. This includes a prohibition on ad placement for commercial partners on social media and using Post's name or mark for corporate promotion.
- Maintain the confidentiality of proprietary and protected information of Post, its faculty, staff, and students.
- Obtain the prior written permission of others of whom you wish to cite, reference, and/or post a picture.
- Do not violate intellectual property rights and laws. More specifically, using third-party copyrighted or trademarked material or using a person's likeness without permission in digital content is prohibited. Doing so may be illegal and expose Post and/or the Post user to legal liability and reputational damage.
- Maintain appropriate security safeguards to social media accounts and profiles.
- Use good judgment. Your actions can affect not only yourself but also others at Post and the University as a whole. It is important to remember that social media posts can be replicated, taken out of context, and will remain in the public for an indeterminate amount of time.

### **Guidelines for Associate and Student Personal Use of Social Media**

These guidelines apply to social media utilized by associates and students in their personal capacity. The line between professional (or academic) and personal sometimes seems blurred. There are many concerns that may arise from your use of social media. Most importantly, the information you post on social media can be permanently connected to you and duplicated by others. Your posts can be found by anyone, including Post, current or perspective employers, graduate school admissions offices, and many more. As such, associates and students are encouraged to follow the below Guidelines when using personal social media:

- Do not create or develop Post social media accounts or profiles without prior approval from the Marketing and Communications Department,
- Be thoughtful in decisions to "friend," "like," "link," "follow," or "accept" a request from another person. It is important to recognize that there is a great potential for misinterpretation of matters on social media.
- Review the content of your communications before posting. If the content of your communication would not be acceptable for an in-person conversation, over the phone, or another personal medium, it is likely inappropriate for social media.

- Social media is not private. Think before you post in the public domain, as these posts may be permanently connected to you, copied, or forwarded to others.
- Be civil and respectful to others and their comments.
- Understand and use privacy settings on social media. If you fail to use privacy settings, your information may be available worldwide.
- Think twice before publishing your personal information on social media, such as your address, telephone number, or date of birth.
- When using personal social media or speaking with the media and identifying yourself as an associate or student of Post, you should indicate that any views you express are your own and not necessarily those of Post. Unless specifically authorized, you are not permitted to speak on behalf of Post, must avoid doing so, and must avoid giving the impression you are doing so. Do not use the Post name, logo, image, or other intellectual property on your personal social media in a manner that would create the appearance that you are speaking or acting on the behalf of Post.
- Immediately direct any inquiries from the media seeking Post's position on an issue to the Director of University Communications,
- You are responsible for any content you publish on social media and may be liable for activity violating the law.

### **We Are Serious About the Enforcement of These Guidelines**

Any associate or student who violates these Guidelines may be subject to appropriate disciplinary action.

### **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 consequences.
- Communicating in a professional and courteous manner in all platforms (e.g., verbal, non-verbal, written, or electronic).
- Abstaining from intimidating, bullying, demeaning, or hostile actions to another person.

### **Facebook's Community Standards**

Post University reserves the right to delete any content posted on its wall that violates Facebook's terms and policies, particularly its Community Standards: <http://www.facebook.com/communitystandards>.

Before deleting, the Social Media Manager will take a screenshot 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 appearing on the Facebook wall or the Mobile Application.

### **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, they will act as an official representative of the University with the potential to create a significant

impact on reputation. To properly portray and promote the University, a group must receive the Department of Communications approval to become a recognized account.

- Accounts will be reviewed and approved through an e-mail application process. Individual(s) interested in creating a group on social media must provide a summary (including an explanation of the account concept, purpose, and goals) to the Director of Communications at ([makeitpersonal@post.edu](mailto:makeitpersonal@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 on the site. For example, "Welcome to Post University's MBA Program on Facebook! This page is maintained by the MBA program director".
- 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. If a student is a page administrator, a full-time associate will monitor and review page activity. At least one administrator must log into the page at least four (4) times a week to respond to page activity.
- If the page administrator is unsure how to respond to certain activity on the page, they 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.
- At its discretion, the University may withdraw its recognition of any organization, club or group.

## **GENERAL STUDENT COMPLAINT PROCEDURES**

Post University takes pride in providing a high-quality education and exceptional student support. We also understand that students may be concerned about decisions or outcomes and may seek a means to get these concerns resolved. Students are welcomed and encouraged to bring all complaints or grievances to the attention of the Administration. Please follow these procedures when filing a complaint.

### **Step One**

Many complaints or grievances can be addressed and resolved through an open and honest conversation. Students with a complaint are welcomed and encouraged to request an individual conference with their instructor or any staff member to discuss their concerns.

### **Step Two**

If a satisfactory resolution is not reached through a conversation with the faculty or staff member in step one, students may seek guidance from the Director or Dean who oversees the Department or School in which the concern originated.

Department	Contact Information
General Academic Complaints/Concerns (faculty issues, program concerns, readmission requests, classroom concerns, etc.)	School of Arts & Sciences: Dylan Clyne <a href="mailto:dclyne@post.edu">dclyne@post.edu</a> John P. Burke School of Public Service and Education: James Whitley <a href="mailto:jwhitley@post.edu">jwhitley@post.edu</a> The Malcolm Baldrige School of Business: Alisa Hunt <a href="mailto:ahunt@post.edu">ahunt@post.edu</a> American Sentinel College: Kimberly Nerud, <a href="mailto:knerud@post.edu">knerud@post.edu</a> or fill out the <a href="#">American Sentinel feedback form</a> .
Academic Advising	Main Campus Students Email: <a href="mailto:advising@post.edu">advising@post.edu</a> Phone: 203.596.4539 Online/Accelerated Degree Students Email: <a href="mailto:asc@post.edu">asc@post.edu</a> Phone: 203.591.7101
Registrar	Email: <a href="mailto:PostRegistrarOffice@post.edu">PostRegistrarOffice@post.edu</a> Phone: 800.345.2562, press 1 then press 5
Internship/Career Services	Email: <a href="mailto:careerdev@post.edu">careerdev@post.edu</a> Phone: 203.596.4505
Admissions/International Student Services	Main Campus Students Email: <a href="mailto:admissions@post.edu">admissions@post.edu</a> Phone: 203.596.4555 Online/Accelerated Degree Students Email: <a href="mailto:adpadmissions@post.edu">adpadmissions@post.edu</a> Phone: 800.345.2562
Information Technology	Email: <a href="mailto:ict@post.edu">ict@post.edu</a> Phone: 203.591.5671
Financial Aid	Main Campus Students Email: <a href="mailto:finaid@post.edu">finaid@post.edu</a> Phone: 203.596.4527 Online/Accelerated Degree Students Email: <a href="mailto:postadpfinancialaid@post.edu">postadpfinancialaid@post.edu</a> Phone: 800.345.2562
Disability Services	Email: <a href="mailto:jlabate@post.edu">jlabate@post.edu</a> Phone: 203.596.6027
General Miscellaneous Concerns	Email Office of Academic Affairs <a href="mailto:chilton@post.edu">chilton@post.edu</a>
Tutoring Services	Email: <a href="mailto:gdennis@post.edu">gdennis@post.edu</a> Phone: 303.557.9826
Honor Societies	Email: <a href="mailto:dharris@post.edu">dharris@post.edu</a> Phone: 203.591.5126

Honor Program	Email: <a href="mailto:lkobylarz@post.edu">lkobylarz@post.edu</a> Phone: 203.591.7419
Anonymous Submissions	Students may submit anonymous feedback at the following link by selecting "Make a Report": <a href="https://secure.ethicspoint.com/domain/media/en/gui/80333/index.html">https://secure.ethicspoint.com/domain/media/en/gui/80333/index.html</a>

### Step Three

If the student is not satisfied with the resolution provided by the Director or Dean, the concern should be addressed in writing to the Interim Provost or the Senior Vice President, who will address the concern promptly and may request to meet or speak by phone with the student. They will communicate the final decision to all concerned.

Assistant Provost (all academic-related concerns): Sandra Wilson, JC, at [swilson@post.edu](mailto:swilson@post.edu).

Senior Vice President (all other concerns): Scott Allen at [scallen@post.edu](mailto:scallen@post.edu).

Complaints relating to Post University activities or personnel should first be resolved with the Student Complaint Procedure as described above. If the complaint is not answered to the student's satisfaction, the student should send a written complaint to Kimber Summers, Chief Regulatory Officer and General Counsel ([ksummers@post.edu](mailto:ksummers@post.edu)), who will review the documentation and decide within seven (7) business days.

### Step Four

If the complaint is not answered to the student's satisfaction, the student should send a written complaint to Kimber Summers, Chief Regulatory Officer and General Counsel ([ksummers@post.edu](mailto:ksummers@post.edu)), who will review the documentation and make a decision within seven (7) business days.

### Step Five

If after the steps above have been followed, the student feels the complaint or concern has not been adequately addressed, the student may contact the Connecticut of Higher Education or the University's accrediting agency, the New England Commission on Higher Education (NECHE).

Regulatory Agency	Address	Complaint Information
Connecticut Office of Higher Education	450 Columbus Boulevard, Suite 510 Hartford, CT 06103-1841 800.947.1800	<a href="http://www.ctohe.org/studentcomplaints.shtml">http://www.ctohe.org/studentcomplaints.shtml</a>
New England Commission on Higher Education (NECHE)	301 Edgewater Place, Suite 201 Wakefield, MA 01880 781.425.7785 <a href="mailto:info@neche.org">info@neche.org</a>	<a href="https://www.neche.org/for-the-public/comments-complaints/">https://www.neche.org/for-the-public/comments-complaints/</a>

[Contact information for additional state regulatory bodies can be found on Post's \*\*STATE-BY-STATE COMPLAINT PROCESS\*\* page.](#)

### Tracking Complaints

Formalized complaints made to the Chief Regulatory Officer will be tracked for quality assurance purposes. Individual departments and/or colleges may track informal grievances according to their own processes.

## Chapter Six: University Conduct System

### ADMINISTRATION OF DISCIPLINE

The following individuals hold certain positions and are authorized to act according to the descriptions included below:

- Campus Life professional staff are authorized to sanction with the maximum sanction of institutional dismissal. If the student fails to meet with the Campus Life professional staff member, the professional staff member will consider all evidence and assign an appropriate sanction. A sanction for violation of the University's code of conduct by Campus Life may be appealed to the Dean of Students. For sanctions of residence hall removal and dismissal, students may appeal to the Senior Vice President.
- The Campus Life professional staff, Dean of Students, and Senior Vice President are authorized to conduct special administrative hearings when there is a question of safety for people or property or the welfare of the student is in question.
- The Senior Vice President reviews written appeals concerning a decision or sanction rendered by the Dean of Students. The Provost reviews written appeals concerning a decision or sanction rendered by an academic dean.
- The Senior Vice President of the University may choose to review a case without an appeal.
- Other Hearing Officers: The Senior Vice President or their designee may appoint other individuals to review and resolve cases to ensure maximum objectivity.

### INSTITUTION OF COMPLAINT OF MISCONDUCT

Any member of the University community who believes that a student has engaged in misconduct may give written notice of the alleged misconduct to the appropriate administrator within thirty (30) days of the alleged misconduct. If sufficient grounds exist, and the matter is one where there is a conflict between students and the University must weigh and consider varying student perspectives, the appropriate administrator will proceed with the hearing process as described below. The hearing process will not be utilized when the University has sufficient information to proceed with sanctions related to the complaint of misconduct.

The Incident Report is the communication tool utilized to document potential Code of Conduct violations or violations of other University policy. If residence hall staff or a Post University student feels an occurrence warrants review by appropriate University staff, he or she may choose to file an Incident Report with a Community Director. Incident Reports may only be filed through the Campus Life professional staff, Campus Safety Office, Dean of Students, or the Senior Vice President.

### IMMINENT DANGER/ALTERATION OF STUDENT STATUS

The University acknowledges that there are times when special actions are necessary. This occurs when a complaint brought against a student presents a reasonable question as to the prudence of allowing the student to remain at the University or in a residence hall prior to adjudication. Reasons for special actions include but are not limited to:

- When there exists a reasonable question as to the imminent health, safety, or wellbeing of the student.
- When there exists a reasonable question as to the imminent health, safety or wellbeing of other individual(s) or the University community.
- When University property is in serious jeopardy.
- When there are circumstances that the Student Life staff deem special actions to be necessary.

### NOTIFICATION OF PARENTS/GUARDIANS AND OTHERS

Should a student be found in violation of the University's alcohol or drug policy, or if there is an articulable and significant threat to the health/safety of a student, individual, or community, the University may disclose the information to any person, including parents, whose knowledge of the information is necessary to protect the health/safety of the student or other individuals. Additionally, should any student leader, athlete, or international student be involved in a conduct violation, the appropriate office will be notified (e.g., should an athlete be involved in a policy infraction, the Athletic Director and/or coach may be notified). It is our hope that with the encouragement and support of other professionals on campus the student will move past their mistakes and continue to be a valuable member of the community.

## **NOTICE OF HEARING AND CHARGES**

After the initiation of a complaint involving a conflict between students where the University must weigh and consider varying student perspectives, or in a situation where the University does not have sufficient information to proceed with sanctions related to the complaint of misconduct, an investigation shall be conducted and one of the following resolutions must be completed:

- The student alleged to have committed misconduct has admitted responsibility for the policy violations(s) and the appropriate administrator has assessed sanctions. No hearing takes place in the event of a student admission.
- The complaint against the student is found to be without merit, or insufficient evidence exists to warrant a hearing. The case is dismissed.
- The charges are serious enough to warrant dismissal from the residence halls or the University, and are denied by the student alleged to have committed misconduct, and a hearing will be conducted.

If the circumstances warrant a hearing as described above, the student generally will be given a minimum of forty-eight (48) hours written notice of the time, place, and date of the hearing. Hearing notices to a student will include the regulations that have been allegedly violated and the potential sanction the student may face. The student shall also be advised in writing that they have the right to call witnesses who can testify on their behalf, to have advisors from within the University community, and to have a fair hearing that is free from bias.

## **THE HEARING**

1. The student has the right to an advisor of their choice from within the University community to aid in the presentation of defense. An advisor may assist and advise the student during the hearing but may not question witnesses, the hearing officer, or other participants or answer on behalf of the student.
2. The hearing will be open only to the student charged, their advisor, the administrator who is presenting/hearing the case, an advisor for the University (if any), members of the hearing board, and witnesses who may submit statements in writing and can testify to factual matters regarding the alleged charges. Students' parents are not permitted to attend hearings.
3. The student will be given notice as to the time, place, and date of the hearing to allow time to prepare an adequate defense. However, in cases where an imminent danger to person or property exists, the University reserves the right to hold a special administrative hearing immediately.
4. The student will be informed of all charge(s) and the potential sanction(s) that may be imposed.
5. A student may call witnesses to testify on his/her own behalf. Witnesses must provide written statements at least twenty-four (24) hours prior to testifying.
6. A student will have the right to review, but not retain a copy of, all written evidence.

The burden of proof will rest upon the person(s) bringing the complaint to the University, or the University in the event the University has brought the complaint to a hearing itself. The University reserves the right to take immediate action when there is a question of health and safety. All matters on which the decision may be based must be introduced into evidence at the hearing and the decision will be based solely upon the evidence introduced during the hearing. There will be a recording made of each hearing.

Students may have legal counsel accompany them in an institutional hearing only when there is coincident criminal or civil litigation. Any legal counsel allowed by the University to accompany a student in a disciplinary hearing may only observe the proceedings and may not participate. The University requires twenty-four (24) hour advanced notification that the student being charged is bringing legal counsel.

## **NOTICE OF HEARING RESULTS**

Following the completion of the hearing(s) and conclusion of the investigation, the University will notify the involved students in writing of:

1. The decision reached, including the reason or basis for the decision.
2. The process by which the decision may be appealed, including University hearing procedures in which the sanction may be dismissal from the residence halls or dismissal from the University.

The Appeal Procedure is set out below.

## **OFFICIAL UNIVERSITY SANCTIONS**

If a student's conduct is found to be unacceptable, the student is subject to penalties commensurate with the gravity of the offense. Students are always accountable for their actions and the actions of their visitors to the Post University campus.

Sanctions relating to minor offenses may range to a maximum of disciplinary probation and fines. For major offenses, a student may face the maximum penalty of dismissal from the residence halls and/or fines, or institutional dismissal.

### **Formal Admonition**

Formal admonition is a verbal statement to a student about their violation of University policies.

### **Disciplinary Warning**

Disciplinary warning is a written notice to a student indicating that specific behavior or activity is in violation of University policies.

### **Restitution**

Restitution is the payment for damage to, or misappropriation of, University, University affiliate(s), or individual property.

### **Educational Assignment**

Educational assignment is a mandated training through assigned Judicial Educator Module or on-campus programming.

### **Fine**

A fine is an establishment of a charge for a violation of a policy.

### **Campus Restrictions**

Campus restrictions are the loss of designated campus privilege(s).

### **Social Media & Mobile App Platform/Account Restrictions**

Access to post, comment, reply on various or all platforms may be suspended or terminated.

### **University Service Hours**

University service hours mandated services hours on campus.

### **Mandated Counseling**

Mandated counseling consists of sessions with Mental Health and Wellness Services for a period determined by the conduct officer.

### **Disciplinary Probation**

Disciplinary probation is a designated period in which a student is formally put on notice for their 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.

### **Residence Hall Reassignment**

Residence hall reassignment is mandatory reassignment from one residence hall to another for inappropriate behavior. Loss of visiting privileges in the former building may accompany this sanction.

### **Residence Hall Suspension**

The University reserves the right to suspend a student's Housing Agreement for any specified period. This period may range from one day to one semester or more.

### **Residence Hall Dismissal/Ban**

A student can be dismissed and/or banned from the University residence halls. Students must apply for re-entry to the Senior Vice President

## **Institutional Suspension**

Institutional suspension is the disciplinary suspension of a student's registration for a specific period. Residential students' Housing Agreements 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 Senior Vice President

## **Institutional Dismissal**

Institutional dismissal is when a student's attendance at the University is terminated, constituting the maximum disciplinary penalty. Students are banned from all campus facilities, grounds, and events. Re-admission may be granted only by the Senior Vice President or their designee.

## **APPEAL PROCEDURE**

### **Basis for Appeal**

The written appeal must be submitted to the appropriate University official within forty-eight (48) hours and must include specific grounds the student considers appropriate to support their challenge of the decision or sanction.

The appeal must establish that:

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

### **Appeal Process**

Appeals of decisions and sanctions rendered by Campus Life professional staff go to the Campus Conduct Officer up to residence hall removal. For sanctions beyond residence hall removal students may appeal to the Senior Vice President. Appeals of decision by the Campus Conduct Officer go to the Senior Vice President.

### **Appeals Time Guidelines**

The student must file the appeal, in writing, within forty-eight (48) hours of notice of a decision. During special periods of the academic year, this may be reduced to facilitate a timely resolution.

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 Senior Vice President may, in special circumstances where they believe the student's academic standing or wellbeing may be jeopardized, suspend the sanctions until the decision about the appeal is rendered, and communicated to the student.

## **INVOLUNTARY INSTITUTIONAL DISMISSAL**

All involuntary dismissal from the University, and/or from University housing, if, after evaluation by a Mental Health and Wellness Services/Health Service professional/designee, is determined that the student is suffering from either a physical disorder and/or a mental disorder, and because of this disorder:

- a. Engages, or threatens to engage, in behavior that poses a danger of causing imminent, serious physical harm to the student or to others.
- b. Engages, or threatens to engage, in behavior that would cause significant property damage, or directly and substantially impede the lawful movement of others.

The Senior Vice President, or their designee, may refer a student for evaluation by Mental Health and Wellness Services, Health Services, and/or an independently licensed physician, psychiatrist, or psychologist chosen by the University, if the Senior Vice President or their designee believes that the student may meet either the criteria set forth in sections a or b above. The designated professional who completes the evaluation is requested to recommend to the Senior Vice President, or their designee, whether the student be immediately dismissed from the University. Students referred for evaluation shall be informed in writing either by personal delivery or by certified mail.

An interim institutional dismissal may be implemented immediately if the Senior Vice President, or their designee, determines that a student may be suffering from a physical or mental disorder that poses an imminent danger as set forth in either sections a or b above. A student subject to an interim dismissal shall be given written notice of the dismissal either by personal delivery or by certified mail. The student shall then be given an opportunity to appear before the Senior Vice President, or an impartial person designated by the Senior

Vice President, at an informal hearing to be held within forty-eight (48) hours from the effective date of the interim dismissal to review the following issues only:

1. The reliability of the information concerning the student's behavior Whether or not the student's behavior poses a danger of causing imminent, serious physical harm to the student or others, or significant property damage, or poses a danger of directly and substantially impeding the lawful movement of others.
2. Provision to show cause why the student should not be subject to an involuntary institutional dismissal from the University.
3. Whether or not the student should be referred immediately for an evaluation in accordance with these standards and procedures.
4. Establishment of a date for a formal dismissal hearing. Students subject to an involuntary institutional dismissal shall be accorded a hearing before the Senior Vice President, or an impartial designee. This hearing will be held within five (5) business days after the University has received the results of the evaluation and any accompanying recommendation from the appropriate designated professional. The student will remain dismissed from the campus, or appropriate sections thereof, on an interim basis pending completion of the dismissal hearing.

# Chapter Seven: Sexual/Gender-Based Misconduct, Domestic/Dating Violence, and Stalking

## 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 those 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 one's rights, options, and resources, and describes actions individuals may take if they experience an incident of sexual misconduct, domestic/dating violence, and stalking or are accused of those violations.

Post University recognizes that part of a student's 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.

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 a Title IX Coordinator to coordinate Post's compliance with and response to inquiries concerning Title IX.

For more information about Title IX, please contact the University's Director of Title IX and Disability Services, Jennifer Labate, at (203) 596-6027, [JLabate@Post.edu](mailto:JLabate@Post.edu), 800 Country Club Road, Waterbury, CT 06723. One may also contact the Title IX and Disability Assistant Coordinator, Rachel Powell, at (203) 591-5231, or the Deputy Title IX/Sexual Misconduct Response Coordinators, Karin Mann, at (203) 596-4669, and Crystal Vuole at (203) 596-4553. A complaint may also be filed 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.

The Post University Annual Security Report is available online <https://post.edu/security-report> and a printed copy of the report is available, upon request, at the Campus Security office.

## SEXUAL/GENDER-BASED MISCONDUCT VIOLATION DEFINITIONS

Post University prohibits conduct on the basis of sex that satisfies one or more of the following:

- 1) An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;
- 2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; or

3) Sexual assault, defined as:

Sex Offenses—Any sexual act directed against another person, without the consent of the Complainant including instances where the Complainant is incapable of giving consent.

- Rape - Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the Complainant.
- Sexual Assault With An Object - To use an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the Complainant.
- Fondling - The touching of the private body parts of another person (buttocks, groin, breasts) for the purpose of sexual gratification, without the consent of the Complainant.
- Incest - Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by Connecticut law.
- Statutory Rape - Sexual intercourse with a person who is under 16 years old, the statutory age of consent.

4) Dating Violence, defined as: violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

5) Domestic Violence, defined as: a felony or misdemeanor crime of violence committed—

- By a current or former spouse or intimate partner of the Complainant;
- By a person with whom the Complainant shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner;
- By a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of Connecticut;
- By any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of Connecticut.

Domestic Violence and Dating Violence may be physical, sexual, emotional, economic, technological or psychological actions or threats that influence another person. They include 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 include:

- Physical abuse refers to actions that threaten or harm an intimate or romantic partner's physical safety.
- Sexual abuse (see sexual assault).
- Emotional abuse includes words and/or actions, which manipulate or hurt an individual emotionally and psychologically.
- Economic abuse includes words and/or actions which restrict a person's access to money, assets, credit, or financial information; unfairly use a person's personal economic resources, including money, assets, and credit, for one's own advantage; or exert undue influence over a person's financial and economic behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or conservatorship, or failing or neglecting to act in the best interests of a person to whom one has a fiduciary duty.
- Technological abuse includes an act or pattern of behavior that is intended to harm, threaten, intimidate, control, stalk harass, impersonate, exploit, extort, or monitor, except as otherwise permitted by law, another person, that occurs using any form of technology, including but not limited to: internet enabled devices, online spaces and platforms, computers, mobile devices, cameras

and imaging programs, apps, location tracking devices, or communication technologies, or any other emerging technologies.

- Verbal abuse is the use of words or the withholding of conversation to manipulate and/or hurt a romantic or intimate partner.
- 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.

Examples 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.

- 6) Stalking, defined as: engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
- Fear for the person's safety or the safety of others; or
  - Suffer substantial emotional distress.

For the purposes of this definition—

- Course of conduct means two or more acts, including, but not limited to,
- acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.
- Reasonable person means a reasonable person under similar circumstances
- and with similar identities to the Complainant.
- Substantial emotional distress means significant mental suffering or
- anguish that may but does not necessarily require medical or other professional treatment or counseling.

Stalking can include:

- a. Repeated, unwanted, intrusive, and frightening communications by phone, mail, e-mail, text, social media, etc.
- b. Following or lying in wait at places such as home, school, work, or recreation place.
- c. Repeatedly leaving or sending unwanted items or presents.
- d. Making direct or indirect threats of harm against the Complainant, their children, relatives, friends, or pets.
- e. Damaging or threatening to damage the Complainant's property.
- f. Harassing the Complainant through the Internet.
- g. Posting information or spreading rumors about the Complainant on the Internet, in a public place, or by word of mouth.
- h. Obtaining personal information about the Complainant (outside the context of a conduct process) by accessing public records, using Internet search services, hiring private investigators, going

through their garbage, following them, contacting their friends, family, work, or neighbors, etc.

To an outsider, stalking behavior can appear friendly and unthreatening, such as showering the Complainant with gifts or flattering messages. The Complainant 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.

7. *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, 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 to make the person submit to sexual activity.
8. *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:
  - a. 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;
  - b. 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;
  - c. 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.
9. *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 individuals 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.
10. *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.
11. *Retaliation*: Retaliation is prohibited against any individual who has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding or hearing under regulations implementing Title IX. Independent action may be taken against anyone engaging in retaliation. This includes any Complainants, Respondents, witnesses, Advisors, or any Sexual Misconduct Board Members. The exercise of rights under the First Amendment does not constitute retaliation. Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this part, constitutes retaliation.

#### **AFFIRMATIVE CONSENT AND RELATED DEFINITIONS**

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. Affirmative consent may be revoked at any time during the sexual activity by any person engaged in the sexual activity. It is the

responsibility of each person to ensure that he or she has the affirmative consent of all persons engaged in the sexual activity to engage in the sexual activity and that the affirmative consent is sustained throughout the sexual activity. The existence of a past or current dating or sexual relationship between the student or employee reporting or disclosing the alleged violation and the responding student and employee, in and of itself, shall not be determinative of a finding of affirmative consent. 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.

2. 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 incapacitation, unconsciousness, coercion, 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 lessens the consequences. Consent can NEVER be given by anyone under the age of sixteen.
3. *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.
4. *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 or 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 considering all 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 before 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 sleep or 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.

## **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, domestic/dating 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, Mental Health and Wellness Services, Health Services or the Title IX Coordinator. 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 protective order, apply for a temporary restraining order or seek enforcement of an existing protective or restraining order. You may also have a campus authority make a notification for you. Campus authorities will also honor any lawful protective or temporary restraining orders.
- 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 (5) 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 domestic/dating 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 domestic/dating 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.

## **REPORTING RESOURCES**

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. The Complainant can then be provided 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 University's required reporters are officials with authority who are required to share your disclosure with the Title IX Coordinator. This excludes employees who are employees of Mental Health and Wellness Services and Health Services, who can keep your disclosure confidential. Mental Health and Wellness Services and Health Services are fully confidential reporting sources. They do not file reports with the Title IX 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.

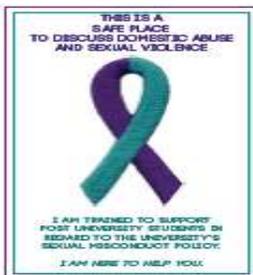
## **INTERPERSONAL VIOLENCE RESPONSE TEAM**

Post University's Interpersonal Violence Response Team supports students by providing services and guidance regarding 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 can 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 Complainant.

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 can 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 regarding 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 Coordinator. For confidential resources, see [www.post.edu/healthservices](http://www.post.edu/healthservices) for Health Services, and [www.post.edu/counseling](http://www.post.edu/counseling) for Mental Health and Wellness Services.

### SEXUAL MISCONDUCT SAFE PLACE STICKER



### 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 wellbeing 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 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 given permission by the person who disclosed the information; there is an imminent threat of harm to self or others; the conduct involves the suspected abuse of a minor under the age of 16; or 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: <https://post.edu/title-IX-reporting>. This complaint will be sent to the Title IX Coordinator.

### 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	9:00 a.m.-5:00 p.m.	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
Mental Health and Wellness Services* Dr. Renée Pitre Aubrey Fappiano Nakia Miller George Hayes	Center for Mental Health and Wellness - North Hall Room 116	M-Th 9:00 a.m.-6:00 p.m. F 9:00 a.m. – 4:00 p.m.	Confidential	Licensed counselors are available for students and staff. Services are free. (203) 596-4585
Brittany Henderson	Drubner Athletic Center			
Health Services *	East Annex	M-TR: 10:00 a.m.-4:00 p.m. F: 10:00 a.m.-2:00 p.m.	Confidential	Medical assistance and referral for students. (203) 596-4503
Kellie Brown				
Title IX/Sexual Misconduct Response Coordinators * Jennifer Labate, Rachel Powell Karin Mann, Crystal Vuole	North Hall Room 116, Drubner, Traurig Lower Level	9:00 a.m.-5:00 p.m.	Limited Confidential	Informs a student of their rights, as well as support services.  (203) 596-6027 (203) 591-5231 (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 Community Director On duty (203) 228-8706
Campus Life Staff*	Lower Level Leever	M-F: 9:00 a.m. - 5:00 p.m.	Limited Confidential	Will provide support and resources and assist the Complainant 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 Complainant 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="https://post.edu/title-ix-reporting">https://post.edu/title-ix-reporting</a>	24/7	Anonymous	Your anonymous report will be sent to the Title IX Coordinator

\* *Interpersonal Violence Response Team Members*

## **SIGNIFICANT THREAT TO THE COMMUNITY**

In cases where the Respondent poses a significant risk to the general safety of the campus community, the Title IX Coordinator will contact the Sexual Misconduct Board Chair. If they conclude that a significant threat exists, they will take necessary action to protect the community while preserving the Complainant's privacy, which includes, but is not limited to issuing a temporary ban to the Respondent from Post University's campus.

## **REPORTING TO LAW ENFORCEMENT**

Because sexual misconduct, domestic/dating 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 a student's decision whether 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 enough 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 may not wait for the conclusion of any criminal investigation or proceedings to commence its own investigation and provide supportive measures to protect the parties and the University community, if necessary.

### **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 your case will be prosecuted by considering factors such as the amount of evidence available to prove the charge(s) in court.

## **STUDENT CONDUCT PROCESS FOR SEXUAL/GENDER-BASED MISCONDUCT**

### **Definitions of Participants**

- a. *Complainant*: The person filing a complaint of a violation of the Sexual/Gender-Based Misconduct Policy by another student or employee that could constitute sexual harassment. The person must be participating in or attempting to participate in an educational program or activity.
- b. *Respondent*: The student accused of violating the Sexual/Gender-Based Misconduct Policy by committing an act that could constitute sexual harassment.
- c. *Trained Sexual/Gender-Based Misconduct Support Person for the Complainant and Respondent*: The Support Person is a Post Community staff or faculty member appointed by the Sexual Misconduct Board Chair who is trained to support and to provide information regarding the University's Sexual Misconduct Policy and the Campus Conduct process.
  - Support Persons are available upon request.
  - Individuals 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 throughout the Campus Conduct Process, including being present at the conduct hearing. They are trained to help understand the nature of the formal complaint and to discuss the policy and all processes involved, including the alleged violations, severity of the accusations and possible sanctions.

- 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
- d. *Advisor:* The Complainant and the Respondent may each bring an Advisor to the Hearing. The Advisor is an ally who provides comfort and helps the Complainant or Respondent. 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 Misconduct Board Chair prior to the Hearing. The selected Advisor may attend any informal or formal meeting. The Advisor will be responsible for cross-examining the opposing party and any witnesses during a live hearing.
- e. *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 domestic/dating 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.
- f. *Title IX Coordinator:* The Title IX 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 individuals are aware of their rights as well as support services regarding 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 Complainant decides to file a formal complaint, the Coordinator, as a neutral party, will investigate the incident; notify and interview the Complainant, the Respondent, and witnesses; obtain and review relevant documents; and present the Investigation Report at the Sexual Misconduct Board Hearing. The Investigation Report will make no findings, conclusions or recommendations.

The Coordinator also receives annual training regarding the dynamics of sexual misconduct, stalking and domestic/dating 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.

### **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 Respondent 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 Complainant in identifying external reporting options and may take other appropriate action.

Upon receipt of a report, the University will impose reasonable and appropriate supportive 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. Supportive measures may be imposed regardless of whether formal disciplinary action is sought by the Complainant or the University. A Complainant or Respondent may request a No Contact Order or other protective measure, or the University may choose to impose supportive 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 a supportive measure. The University will take immediate and responsive action to enforce a previously implemented measure. Supportive measures will be kept private, to the extent that maintaining the confidentiality would not impair the ability of the University to provide the supportive measures.

These measures are non-disciplinary and non-punitive individualized services, and they are offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a formal complaint or where no formal complaint has been filed. They are designed to restore or preserve equal access to educational programs or activities without unreasonably burdening the other party.

### **Range of Supportive Measures**

Supportive measures will be implemented at the discretion of the University. Potential remedies, which may be applied to the Complainant and/or the Respondent, 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.
- Aiding 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.

### **Interim Suspension or Leave**

Where the report of sexual harassment, sexual violence, stalking, or domestic/dating 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. Students may be placed on interim suspension at the discretion of the Sexual/Gender-Based Misconduct Chair. This will be done on an emergency basis only after undertaking an individualized safety and risk analysis. The Respondent student will be provided notice and an opportunity to challenge the decision; a non-student employee Respondent will be placed on administrative leave during the pendency of the process under existing procedures. 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.

## **SEXUAL/GENDER-BASED MISCONDUCT REPORTING RESOLUTION**

### **Meeting with Title IX Coordinator**

Upon receipt of any allegation of sexual/gender-based misconduct, the Title IX Coordinator will schedule a meeting with the Complainant. At the meeting, the Coordinator will provide the Complainant with a general understanding of this Policy and identify forms of support or immediate interventions available to the Complainant. This may involve accommodations regarding the Complainant's housing, academic schedule,

University employment or transportation options, and other protective remedies outlined in the Supportive Measures section above. This also includes No Contact Orders.

The Complainant has the right to choose how to proceed after the allegation has been made. There are internal options within the University, as well as options with local law enforcement. The Complainant has the right to decide upon the course of action to be taken after the allegation has been filed. The Complainant 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 Complainant 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 decide that further action is required even if the Complainant desires no action or an Informal Resolution. As set forth in this 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 Complainant.

In making this determination, the University may consider:

- The seriousness of the alleged conduct.
- The respective ages and roles of the Complainant and Respondent,
- Whether there have been other complaints or reports of harassment or misconduct against the Respondent.
- The rights of the Respondent to receive notice and relevant information before disciplinary action is sought.
- If circumstances suggest there is an increased risk of the Respondent committing additional acts of sexual misconduct or other violence.
- Whether the Respondent 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 Coordinator in consultation with the Sexual Misconduct Board Chair will balance the Complainant's request with its obligation to provide a safe and non-hostile environment for the campus community.

### **Informal Resolution**

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

The University will not compel or require the parties to participate in any Informal Resolution process, and the parties should voluntarily consent in writing. The parties should receive a written notice disclosing: the allegations; the requirements of the Informal Resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations; the right to withdraw

from the Informal Resolution process and resume the formal process with respect to the complaint; any consequences resulting from participating in the Informal Resolution process, including the records that will be maintained or could be shared.

The Informal Resolution process, even if voluntary, **may not** be used in cases involving sexual harassment of a student by an employee. The decision to pursue an Informal Resolution will be made when the University has enough information about the nature and scope of the conduct, which may occur at any time. An Informal Resolution will typically be completed within thirty (30) business days of the initial report.

## **APPEAL PROCEDURE FOR INTERIM SUSPENSION OR INFORMAL RESOLUTION**

### **Basis and Process for Appeal**

The written appeal will be submitted to the Senior Vice President 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, and/or
- d. There was a conflict of interest or a bias against one of the parties by the decision maker.

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 Senior Vice President 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.

### **Formal Resolution**

If the Respondent is a currently enrolled student, any person who has experienced an incident of sexual/gender-based misconduct may file a formal written complaint with the Director of Title IX and Disability Services, Jennifer Labate, (203) 596-6027. 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 decide.

Please see the following for a flow chart of the investigation and hearing process. <https://post.edu/docs/sexual-misconduct-process-investigation-and-hearing-flow-chart/>

### **Responding to a Formal Complaint**

The Respondent shall receive written notification of the filing of a formal complaint, along with a copy of the formal complaint, after the Title IX Coordinator has received the complaint. The Respondent must arrange and meet with the specified Sexual Misconduct Board Chair or designee within three (3) business days after receiving the complaint in order to discuss the nature of the complaint, the rights and responsibilities of the Respondent, and the Hearing process. The Respondent shall receive a written copy of this policy at that time.

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

### **Investigation Report**

The University will respond to the allegation in a prompt, impartial, procedurally fair and effective manner. Upon receipt of the allegation, the University will strive to complete the investigation and adjudication processes (excluding the appeal process) within sixty (60) calendar days. The Title IX Coordinator will write an Investigation Report appropriately summarizing the investigation and all relevant evidence obtained. Prior to completion of the Investigation Report, the Title IX Coordinator will send to each party and the party's Advisor, if any, all evidence obtained that is directly related to the complaint, to review in an electronic format or a hard copy, including the evidence upon which the University does not intend to rely in reaching a determination

regarding responsibility, and inculpatory or exculpatory evidence whether obtained from a party or other source.

The parties will be given at least ten (10) days to submit a meaningful written response, which the investigator will consider prior to completion of the Investigation Report. The University shall make all such evidence subject to the parties' inspection and review and give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination, whether included as relevant in the Investigation Report or not.

The Title IX Coordinator will finalize the Investigation Report that fairly summarizes relevant evidence and, at least ten (10) days prior to a hearing, send to each party and the party's Advisor, if any, the Investigation Report in an electronic format or a hard copy, for their review and written response.

### **Prehearing Process**

- The University reserves the right to extend any time periods identified in this policy in accordance with the law.
- Once the Respondent has been notified of the formal written complaint, the Complainant and Respondent will be kept informed of all developments and will be advised of the procedures that will guide the resolution of the complaint.
- A formal complaint cannot proceed strictly under Title IX from anyone outside of the United States; if the conduct did not occur in the University's education program or activity; if the conduct did not occur against a person in the United States; or if at the time of filing a formal complaint, a Complainant is not participating in or attempting to participate in the education program or activity of the University. However, while a formal complaint cannot proceed strictly under Title IX in these limited circumstances, Connecticut law and this policy permit advancement of this action under these processes.
- All relevant reports and documents are to be made available to the Respondent and Complainant once they are prepared and no later than ten (10) business days prior to the Hearing.
- The Respondent and Complainant have the right to petition that any member of the Sexual Misconduct Board be removed based on bias or conflict of interest at least three (3) days prior to the Hearing.
- Each Board Member must indicate to the Sexual Misconduct Board Chair within three (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 (1) week prior to the Hearing, the Respondent and Complainant will be informed in writing of the date and time of the Hearing.
- The Respondent and Complainant 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.
- After the Investigation Report has been sent to the parties and before reaching a determination regarding responsibility, Sexual Misconduct Board Chair must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. These questions and answers will not be provided to the Hearing Board. Because the Sexual Misconduct Board Chair is not a voting Hearing Board member, any information learned will not impact deliberations in the event a party refuses to participate in cross examination. The Sexual Misconduct Board Chair must explain to the party proposing the questions any decision to exclude a question as not relevant.
- The Respondent and Complainant must notify the Sexual Misconduct Board Chair of any Advisors, support people, and witnesses attending the Hearing five (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 private to the extent possible and as allowed by law.
- The University will attempt to select a hearing date within fifteen (15) business days after the Respondent has received the formal complaint.

### **Rights of Both the Complainant and Respondent**

- 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 burden of proof and the gathering of evidence sufficient to reach a determination regarding responsibility rests on the University and not on the parties.
- The right to be treated equitably and have any provisions, rules, or practices applied equally to all parties.
- The right to seek appropriate off-campus resources and outside remedies.
- The right to a live hearing.
- The right to have all relevant evidence, including both inculpatory and exculpatory evidence, evaluated objectively and to have credibility determined without respect to a person's status as a Complainant, Respondent or witness.
- The right to discuss the allegations under investigation and to gather and present relevant evidence.
- The right to a hearing that does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.
- The right to have a parent or guardian act on behalf of a Complainant, Respondent, party or other individual, including the ability to file a formal complaint, if given consent to do so or if they have the legal right to act on their behalf.
- The right to reasonably prompt time frames for the conclusion of the hearing process, including appeals. This process allows for temporary delays or limited extension of time frames for good cause with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action. Good cause may include considerations such as the absence of a party, a party's Advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- The right to have a Trained Support Person, Advisor and Attorney present during the Hearing, provided that these parties do not cause the meeting to be unduly delayed or postponed. The Complainant and Respondent have the right to consult with an attorney at their own expense. The Support Person, Advisor and Attorney can participate in the sexual misconduct campus conduct process, in an advisory capacity.
- 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 based on bias or conflict of interest.
- 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 provide a written Impact Statement to be read by the Board at the conclusion of the Hearing provided the Respondent was found to have violated the Sexual Misconduct Policy, and to have that statement considered by the Board in determining its sanctions.
- The right to be free from retaliation.

- The Complainant and the Respondent 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 private, 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 Complainant or the Respondent, except as necessary to carry out a disciplinary proceeding or as permitted under state and federal law.
- Post University shall not restrict any rights guaranteed against government action by the U.S. Constitution, including the First Amendment, the Due Process clauses of the Fifth and Fourteenth Amendments, and the Fourth Amendment. Post University will also not deny any individual's rights under Title VII of the Civil Rights Act of 1964, 42 U.S.C. 2000e et seq. or any regulations promulgated thereunder.

## **SPECIAL PROCEDURES**

1. *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.
2. *Leniency/Amnesty:* For the Complainant: 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 or amnesty towards a Complainant with respect to taking action for other violations of the Student Code of Conduct.
3. *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 aid 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 or amnesty towards the Good Samaritan with respect to taking action for other violations of the Student Code of Conduct.
4. *Past Sexual History/Character:* If, in the past, a Respondent 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 like the present complaint; and he previous violation indicates a pattern of behavior and substantial conformity with that pattern by the Respondent.

Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the Complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

## **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 and transcript will be made available to the Complainant and/or Respondent for inspection and review and in the event a request for an appeal is filed.
- Except for 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 Respondent and Complainant may be accompanied by their Support Person and Advisor. The Support Person and Advisor are present to act as counselors and to support the Respondent and Complainant, and to provide advice on procedural matters. 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 and Advisor is not able to attend, the Complainant/Respondent should arrange for a substitute.

- If the Respondent or Complainant 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.
- The Sexual Misconduct Board Chair must permit each party's Advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Sexual Misconduct Board Chair must first determine whether the question is relevant and explain any decision to exclude a question as not relevant.
- Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's Advisor of choice and never by a party personally.
- If a party does not have an Advisor present at the live hearing, the University must provide without fee or charge to that party, an Advisor of the University's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party.
- Individuals testifying before the Board may not communicate with each other during the hearing process.
- At the start of the Hearing, the Chair shall ask the Respondent if they have received the formal complaint, and if they understand the nature of the formal complaint. The Hearing Board will presume that the Respondent is not responsible for the alleged misconduct until a determination regarding responsibility is made at the conclusion of the hearing process.
- Hearings may be conducted with all parties physically present in the same geographic location or, at the University's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other. At the request of either party, the University must provide for the live hearing to occur with the parties located in separate rooms with technology enabling the Sexual Misconduct Board and the parties to simultaneously see and hear the party or the witness answering questions.
- The Title IX 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 Complainant.
  2. Opening statement from Respondent.
  3. Board questioning of Complainant and Respondent.
  4. Complainant and Respondent's cross examination of opposing parties, including previously submitted questions.
  5. Board questioning of witnesses (each witness will be questioned separately).
  6. Complainant and Respondent questioning of witnesses, including cross examination.
  7. The chair will facilitate questions by the Complainant and Respondent.
  8. Final questions from the Board.
  9. Complainant's closing statement.
  10. Respondent's closing statement.
- The Board will deliberate in private and make an appropriate determination based on the information and evidence presented during the Hearing. 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.
- The Board, by majority decision, will determine whether the Respondent 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 Complainant and Respondent 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 Coordinator will notify both the Complainant and Respondent simultaneously in writing of the Board’s decision.
- The written determination must include identification of the allegations; a description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held; findings of fact supporting the determination; conclusions regarding the application of the University code of conduct and policies to the facts; a statement of, and rationale for, the result as to each allegation, including any disciplinary sanctions imposed on the Respondent and whether remedies designed to restore or preserve equal access to the University’s education program or activity will be provided to the Complainant.
- The determination regarding responsibility becomes final either on the date that the parties are provided with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

### **Formal Appeal Process**

- Both the Complainant and the Respondent 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 or irregularity 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 influenced 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 enough information presented to allow reconsideration of the Hearing Board’s decision.
- Appeals must be made, in writing, to the Senior Vice President within five (5) business days of the notification of the decision. If one party files an appeal, the other party will be notified in writing. The parties will be given a reasonable, equal opportunity to submit a written statement in support of or challenging the outcome. Appeals procedures will be implemented equally for all parties.
- The Senior Vice President will review the appeal and render its decision within five (5) business days after receiving the notice of appeal.
- The decision of the Senior Vice President is final.

### **Official University Sanctions**

1. *Formal Verbal Warning:* A verbal statement to a student about their violation of University policies.
2. *Disciplinary Warning:* A written notice to a student indicating that specific behavior or activity is in violation of University policies.
3. *Campus Restrictions:* Loss of designated campus privilege(s).
4. *Community Service:* Mandated service hours on campus or with off-campus business organizations.
5. *Education:* Mandated educational course with professional staff for a period determined by the University’s designee.
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.
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.
8. *Residence Hall Suspension*: The University reserves the right to suspend a student's Housing Agreement for any specified period. This period may range from one day to one semester or more.
  9. *Residence Hall Dismissal/Ban*: Dismissal and/or ban from the University residence halls. Students must apply for re-entry to the Senior Vice President.
  10. *Institutional Suspension*: Disciplinary suspension of a student's registration for a specific period. Residential students' Housing Agreements 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 Senior Vice President.
  11. *Institutional Dismissal*: Attendance at the University is terminated, constituting the maximum disciplinary penalty. Students are banned from all campus facilities, grounds and events.

### **Record Keeping**

The University will maintain the following records for a period of seven years:

- Each sexual harassment investigation including any determination regarding responsibility
- Any required audio or audiovisual recording or transcript
- Any disciplinary sanctions imposed on the Respondent
- Any remedies provided to the Complainant designed to restore or preserve equal access to the University's education program or activity
- Any appeal and the result therefrom
- Any Informal Resolution and the result therefrom
- Records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment
- Documentation of the basis for conclusions
- Documentation that measures designed to restore or preserve equal access to the University's education program or activity were taken
- All materials used to train Title IX Coordinators, the Sexual Misconduct Board, and any person who facilitates an Informal Resolution process; these training materials will be available on the University's website and will be made available upon request for inspection by members of the public.

This Sexual/Gender Based Misconduct Policy contains the most current University language in compliance with the laws of the State of Connecticut, the United States Department of Education's Office of Civil Rights Title IX Amendments, and the Violence Against Women Act.

## Chapter Eight: Informational Technologies

For detailed information on the many IT support services available to all students, please visit [www.post.edu/ICT](http://www.post.edu/ICT). IT support is available 24/7 by calling 888. 458.POST or at [www.post.blackboard.com](http://www.post.blackboard.com).

### 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 7:00 a.m. to 6:00 p.m. by calling 888-458-POST. 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 twenty-four (24) hour time frame. Questions can also be submitted to the Help Desk at [help@post.edu](mailto:help@post.edu).

### TELEVISION STREAMING

Post University uses Xfinity On Campus for our television and streaming service. You can access this from any device that has internet access. Directions can be found at <https://www.xfinity.com/support/articles/xfinity-on-campus-getting-started-with-stream>

### TELEPHONE USE

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

### CAMPUS PRINTING

Campus printing is done by using the Post computers in either the library or one of our Student computer labs. Documents can be accessed through Microsoft 365. 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.

### 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.

### TERMS AND CONDITIONS OF NETWORK USE

Students are required to accept the following terms and conditions by logging onto and/or using Post University's Local Area Network computers, and/or using the Post University email system and the Internet with a personally owned computer:

1. Users must operate within the appropriate federal or state laws and Post University policies and must not engage in any conduct that presents a risk to the operating integrity of the systems and their accessibility to other users.
2. Users must abide by the terms of all software licensing agreements and copyright laws.
3. Users must not share or make copies of, download or make available on the network, any copyrighted material, unless permitted by a license.
4. Users must not share any material, software, data, document, sound, picture, or any file that is specified as illegal by any federal or state law, statute, proclamation, or decree.
5. Users must not share any material software, data document, sound, picture, or any file that is proprietary, privileged, private, or otherwise vital in the operation of Post University including, but not limited to, personnel, student, financial, strategic records and documents, or any material governed by federal and state regulations.
6. Users must not use the network resources of Post University to gain or attempt to gain unauthorized access to remote computers, networks, or systems.
7. Users must not use Post University networks to access, produce or distribute pornography either on the Internet or on Post University networks.

8. Any network traffic exiting Post University is subject not only to provisions of this policy, but also to the acceptable use policies of any network through which, or into which, it flows.
9. Users must notify the ICT Office, system administrators and the appropriate authorities about violations of computer laws and policies, as well as about potential loopholes in the security of its computer systems and networks by sending an email to [abuse@post.edu](mailto:abuse@post.edu).
10. Users must respect the rights of other users, including their rights as set forth in other Post University policies for students, faculty, and staff. These rights include, but are not limited to privacy, freedom from harassment and safety of tangible and intellectual property.
11. Users must not place on any Post University-owned computer system any type of information or software that infringes upon the rights of another person or gives unauthorized access to another computer account or system.
12. Users must not misrepresent themselves or their data on the network.
13. Users are responsible for the use of their own accounts. No user may give anyone else access to his or her account or use a Post University computer account assigned to another user. A user must not attempt to obtain a password for another user's computer account.
14. Users are responsible for the security of their passwords. This includes making sure no one else knows it. A user who suspects someone knows his or her password should contact ICT to have that password changed by calling 888.458.7678.
15. Users must not attempt to monitor other users' data communications, nor read, copy, download, change or delete other users' files or software without permission of owner(s).
16. Users must not attempt to circumvent data protection schemes or exploit security loopholes.
17. Users must not deliberately perform acts that are wasteful of computing resources or that unfairly monopolize resources to the exclusion of other users.
18. Users must not deliberately perform acts that will seriously impair the operation of computers, terminals, peripherals, or networks. This includes, but is not limited to, tampering with components of a local area network (LAN) or the high-speed network, otherwise blocking communication lines or interfering with the operational readiness of a computer.
19. Users must not run or install, or give to another user, a program that could result in the eventual damage to a file or computer system and/or the reproduction of itself on any of the computer systems of Post University. This is directed towards, but not limited to, the classes of programs known as computer viruses, Trojan horses, and worms.
20. Users must not use Post University computer systems or networks for solicitation of funds or for commercial purposes. This includes solicitations for charitable or community organizations.
21. Users must not use Post University networks to distribute chain letters.

Post University treats policy violations of computing facilities, equipment, software, information resources, and network privileges seriously. All violations must be reported to Residence Life staff or directly to ICT by stopping by the ICT Office in Hess Hall or sending an email to [itdepartment@post.edu](mailto:itdepartment@post.edu). Failure to comply with this policy will result in disciplinary action, including loss of computing privileges, fine/restitution, and other sanctions deemed necessary. Alleged violations of the policy shall be processed according to judicial processes outlined in the Student Handbook. Post University may also prosecute abuse under the Computer Fraud and Abuse Act of 1986 or other appropriate laws.

All students are given a username and password to access the Local Area Network. This username and password will remain in effect throughout the student's tenure at Post University and is deleted upon termination (withdrawal, dismissal, or graduation). Each year, prior to the start of fall classes, Post University reviews student mailbox use and storage limits. A user account may be deleted if the student is not registered prior to the first week in August. If the student re-enrolls, a mailbox will be reestablished on the network for campus use. Post University reserves the right to access user mailboxes and deactivate or restrict use of campus email accounts at any time.

Each residence hall room is equipped with a network jack. Students are encouraged to purchase personal computers and to use them in their residence hall rooms. It is the responsibility of the students to ensure that proper care is taken in protecting their computer and the data stored therein. If a user is found to have

knowingly violated a network responsibility, his or her network access may be suspended. Depending on the seriousness of the violation, the user may also be subject to other disciplinary actions. Violations of federal or state laws will result in referral to the appropriate legal authorities. Students who violate these conditions face judicial action.

#### **POLICY STATEMENT REGARDING ANTI-VIRUS SOFTWARE**

Because of the inherent dangers associated with the introduction of viruses into computer systems, Post University requires that all students who are authorized to attach their personal computers to the network have virus protection software. This means that students must have current anti-virus software installed and running on their computers and that new virus definition files are downloaded daily. Expired software or out-of-date definition files is equal to having no anti-virus protection.

It is each student's responsibility to purchase, install and update his or her own anti-virus software. Post University reserves the right to regularly check students' machines via manual or automated processes for compliance with this requirement and block access to the network until anti-virus software with up-to-date definitions has been verified. Post University reserves the right to block access to the network if it is believed that a student's computer is infected, the student is running software that has the potential to disable the network, the student is exhibiting malicious behavior such that the campus network is compromised, or if the student is performing actions that are illegal under federal, local, or state law. Post University also reserves the right to take a single or series of computers off-line to ensure the protection of the system.

# Chapter Nine: Campus Safety and Emergency Management

## ADMINISTRATOR

### Robert Maxwell

Director of Campus Safety and Emergency Management

Phone : (203) 596-4501

E-mail : [rmaxwell@post.edu](mailto:rmaxwell@post.edu)

Office Location: First floor of Okinaga Hall

## MISSION STATEMENT

The Department of Campus Safety's mission is to enhance the educational and work experience at Post University by promoting and providing a safe and secure environment through a professional staff dedicated to the protection of life and property, campus safety education and emergency preparedness.

## OVERVIEW

The Office of Campus Safety and Emergency Management at Post University is established for the safety and protection of our students, faculty, and staff. It is committed to the philosophy of "Community Caretaking" through providing a full range of services and working with our students and associates to build meaningful and lasting partnerships. If you have any safety-related concerns, you are encouraged to meet with the Director of Campus Safety and Emergency Management and the Campus Safety staff. The presence of any unusual or questionable individuals or occurrences on campus should be reported to Campus Safety at once.

Your safety is of paramount importance, and Campus Safety is always here for you. Do not hesitate to call or stop by if you have any questions or concerns. The Director of Campus Safety and Emergency Management's office hours are Monday through Friday from 9:00 a.m. to 5:00 p.m. Safety 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.

## PHOTO IDENTIFICATION CARDS

Students and associates must carry their University issued photo identification card (commonly referred to as an ID) at all times and present it to University personnel upon request; these IDs can be acquired by contacting Campus Life (Leever Student Center) or The Office of Campus Safety (first floor of Okinaga Hall). Your ID card must also be presented when entering and using University facilities and services. Please report any lost IDs immediately and they will be replaced. Please note that there is a \$20 ID replacement fee.

## 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, associates, and visitors who operate or park a motor vehicle on campus.

Students may park on the upper campus in alignment with the Post University Parking Policy (see below).

### 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, always.

### **ABANDONED CARS**

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

### **OUTSIDE DISTURBANCES**

To maintain community standards and protect the rights of others to study and sleep, loud music, or loud conversation in or around any residence hall is strictly prohibited during quiet hours. Students should lower their music 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 subject to disciplinary action and/or fines from Campus Safety, or Campus Life. Repeat offenders may face loss of campus driving privileges.

### **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 Motor Vehicle Registration (MVR) and license information by completing a Drivers Protection and Privacy Act (DPPA) 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 by the position description, must be infrequent. If the driver is under twenty-one (21) years old, the driver may not transport other passengers.

### **PARKING POLICY**

#### **PERMIT REQUIRED**

All students who will possess or operate a motor vehicle on any Post University campus are required to display a valid Post University parking permit on their vehicle. Permits **MUST BE PERMANENTLY AFFIXED** on the inside of the front windshield in the lower corner on the driver side. Vehicles not properly displaying a valid parking permit will be given Written Documentation and may be subject to tow. The permit must be affixed to the vehicle's windshield. Permits are only valid for the current academic year.

All Post Associates- staff and faculty- who will operate a motor vehicle on any Post University campus are required to display a valid Post University vehicle hang tag. Hang tags are to be affixed to the vehicle's rear-view mirror. Tags are available by request from the Office of Campus Safety.

#### **OBTAINING A STUDENT PARKING PERMIT**

Resident Students:

Resident Student Parking Permits are limited to the first 190 resident students who apply and pay. There is a \$150 Resident Student parking fee per semester which can be paid online through the Post Student Portal. When payment is confirmed, permit stickers will be issued at the South Gate Guardhouse between the hours of 7AM to 2PM, Mon- Fri., or by appointment. Permits will be given out by presenting your driver's license, vehicle insurance certificate, and Post University ID. Resident students with vehicles who do not obtain a resident student parking permit will follow the process for commuter students, and park in designated commuter student lots.

Purchase resident student parking permit online or see Campus Life Housing Coordinator:

Post Student Portal: Go to Website (<https://my.post.edu>)

In the Upper Right-hand corner click Login and select "Student Portal Homepage"

Sign in with your Post student email and password

On a computer/laptop on left-hand side select "Student Finance", If on a cell phone select the 3 horizontal bars top right corner  
Select "Make Payment Online"  
Select either Credit Card or Bank Account  
Add payment information and amount (\$150).  
Click Pay!

#### Commuter Students:

Commuter Student permit stickers will be issued out at the South Gate Guardhouse between the hours of 7AM to 2PM, Mon- Fri., or by appointment. Permits will be given out by presenting your driver's license, vehicle insurance certificate, and Post University ID. There is no fee for commuter permits. \*Commuters students are allowed to park in the North and Drubner parking lots only.

A fee of \$25 will be charged to students to replace a lost or stolen permit. This fee will be applied to your student account and can be paid at the Office of Student Finance. Students who have outstanding unpaid parking violations may have a hold placed on their account.

Vehicles on campus with more than two written documentations and/or without a valid parking permit are subject to tow.

Obtaining a permit by impersonating another, misrepresenting oneself, theft, fraud, or in any other illegal or improper manner will result in a loss of current or future parking privileges, disciplinary proceedings, and possible arrest.

#### **PARKING RESTRICTED BY PERMIT TYPE -STUDENT AND STAFF PARKING AREAS**

••Resident Students may park in the Residential parking lots only. Resident students may also park in North Lot if the residential area parking is full. Residential parking lots include the Okinaga, East, and West parking lots. \* There is no Student Parking in the Visitor's, Leever (w/ exemption), MacDermid or Drubner lots.

••Commuter Students may park in North lot. There is no overnight parking for Commuter's without a Visitor Pass. There is no Commuter Student parking in the Visitor, Leever (w/ exemption), or MacDermid lots.

•• Associates. Staff may park in any the Leever and North Lots. The MacDermid parking lot is Faculty only. Each associate may register an additional vehicle with the Office of Campus Safety.

Violations of parking by students may include written documentation, loss of parking privileges, disciplinary action from the Office of Campus Life and/or towing at the owners' expense.

Violations of parking by Associates may include written documentation, loss of parking privileges, disciplinary action from Associate Experience and/or towing at the owners' expense.

#### **EXCEPTIONS**

Students normally restricted from the Leever Lot may park in that lot:

••During dinner hours (5:00pm to 7:30pm) Monday through Friday and during Café times on Saturday and Sunday

#### **GUESTS**

Guests must register their vehicles with Campus Safety at the South Gate and display a Visitor/Guest pass.

Faculty/Staff guests may park in the Visitor's or North Lot

Student guests must park in the North Lot.

\*Parking in Visitors Lot in spaces that are marked "Prospective Students" requires notice to Admissions Office. Violators parking in these spaces – and/or any "RESERVED" spaces are subject to immediate towing.

#### **PARKING FOR PERSONS WITH DISABILITIES**

Connecticut state law (Sec. 14-253a) restricts parking in designated handicapped parking spaces to those vehicles displaying a valid handicapped parking permit issued by the State of Connecticut or any other state or country. The use of this permit is only valid and legal when the person with the disability is the driver or a passenger in the vehicle. Any misuse of this privilege will result in Written Documentation, and the

vehicle may be towed at the owner's expense. These vehicles must also display a Post University parking permit if the owner/operator is a student or employee of the University.

### **SNOW AND OTHER EMERGENCIES/EVENTS**

The University reserves the right to modify the parking rules during snow events, emergencies, or any other event when vehicles may have to be moved or parking prohibited in order to facilitate lot clearing or campus functions. Non-resident parking is prohibited during snow emergency conditions or impending snow emergencies, and the operators of all vehicles parked on campus must be available to move their vehicles, as directed.

### **A VEHICLE IMPEDING SNOW REMOVAL OR OTHER EMERGENCY OPERATIONS MAY BE TOWED AT THE OWNER'S EXPENSE.**

### **SPEED LIMIT**

The campus speed limit is ten (10) mph.

### **ENFORCEMENT**

Parking regulations on Post University campus are strictly enforced. All vehicles must be operated in a safe manner on campus. Unsafe operation includes, but not limited to, excessive speed/acceleration, driving on sidewalks, failure to yield to pedestrians, failing to adhere to stop or one-way signs, failure to stop for school buses, or reckless driving as defined under Conn. Gen. Stat. Section 14-222.

#### **Towing:**

Post University reserves the right to remove any vehicle that creates a hazard to life and property on campus and/or is parked in fire lanes, 10 feet of a fire hydrant, tow away zones, handicapped spaces, unauthorized parking in any parking lot, no parking sticker/tag or guest pass, on grass, and other no parking areas without notice to the owner/operator. Towing of vehicles generally occurs at the expense of the owner/operator and the recovery of the vehicle is the responsibility of the owner/operator. The College does not assume responsibility for alleged or actual damages resulting from a vehicle being towed. The ticketing and towing of a vehicle, along with possible storage charges from the tow company will cost the vehicle owner approximately \$105.00 for cars and \$250.00 for trucks. No part of this towing charge is controlled or received by Post University.

#### **Chronic Violators:**

Students that are identified as chronic violators will lose their privilege to park on campus. Vehicles that are identified three times for parking or minor moving violations, in the same academic year, will be considered chronic violators. Severe moving/ parking violations may result in immediate placement onto the chronic violators list. Chronic violators are subject to disciplinary action, loss of campus parking privileges, and loss of any paid parking fees.

For the safety of the entire community, everyone is expected to observe the 10-mph speed limit, use their seat belts and avoid the use of cell phones while operating a vehicle. By applying for a Post University parking permit, you are agreeing to abide by all rules and regulations pertaining to the operation and parking of any motor vehicle under your control.

### **APPEAL PROCESS**

A Violation or Towed Vehicle appeal must be submitted within 7 calendar days of the incident. To appeal a violation or towing of a vehicle go to the Office of Campus Life, Monday thru Friday 9AM to 4PM. ALL APPEAL DECISIONS ARE FINAL.

### **QUESTIONS?**

Call Campus Safety at (203) 596-4502

REMEMBER, CONNECTICUT LAW REQUIRES THE USE OF SEAT BELTS AND PROHIBITS THE USE OF CELL PHONES WHILE DRIVING. ALL PERMITS EXPIRE 7/31 of the current academic year.

**The following parking violations will always be enforced on campus:**

- Expired or no parking permit.
- Parking in fire lanes.
- Parking in faculty, staff, or visitor's lots.
- Parking on the grass.
- Speeding and reckless driving.
- Disobeying Security Officer instructions.
- Violating posted signs.
- Blocking other parked vehicles.
- Blocking entrances to walkways, driveways, or loading zones.
- Misuse of handicapped parking spaces.

Repeated vehicular violations may result in disciplinary action.

# Chapter Ten: Mental Health and Wellness Services

## OFFICE INFORMATION

**Primary Location:** Center for Mental Health and Wellness; North Hall Room 116

**Secondary Location:** Drubner Athletic Center; Athletic and Wellness Counseling office

**Crisis Referral Hotline:** (203) 228-8706, available 24/7

## MENTAL HEALTH and WELLNESS COUNSELORS

### Renée Pitre, Ph.D., RDT/BCT, LPC

Director, Mental Health and Wellness Services

B.A., University of Alberta; M.A., Concordia University; Ph.D., Lesley University;

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

### George Hayes, LCSW

Part time Counselor

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

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

Mental Health and Wellness Services offers yearly internships for students in the athletic wellness counseling, mental health counseling, and expressive arts therapies fields and often hosts multiple interns within their department.

### Dr. Robert McWilliam, MD

Off-Campus Psychiatrist

*B.A. and M.D., University of Vermont*

Psychiatric appointments may be arranged with your counselor.

## MISSION

Post University's Mental Health and Wellness Services' goal is to provide mental health and wellness services to students so that they can achieve their full potential in their academic, personal, and professional lives.

## SERVICES

Mental Health and Wellness Services provides students with an opportunity to explore their problems and concerns confidentially with a professional and licensed counselor. Students have access to psychiatric services from an outside contracted psychiatrist at no additional cost. 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 and wellness policies and initiatives.

See the University calendar on [www.post.edu](http://www.post.edu) for the times and dates of our programming. Our individual counseling services are available 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

OFFICE HOURS	
Day	Hours
Monday	9:00 a.m. - 6:00 p.m.
Tuesday	9:00 a.m. - 6:00 p.m.
Wednesday	9:00 a.m. - 6:00 p.m.
Thursday	9:00 a.m. - 6:00 p.m.
Friday	9:00 a.m. - 4:00 p.m.

Appointments may be made by visiting the Center for Mental Health and Wellness, located in North Hall Room 116 or e-mailing [counseling@post.edu](mailto:counseling@post.edu).



Post cares about your well-being and success. The defining tenet of Post is to make your journey personal and extraordinary. Student Online Assistance Resource (SOAR), provides 24/7 access to several important services, including counseling, financial resources, legal support, and personal convenience services. SOAR is the result of a partnership with <http://www.compsych.com/>, the world's largest employee assistance program provider. With over 35 years of experience in the field, ComPsych provides services to more than 56,000 organizations, including many major universities, throughout the United States and 190 countries.

Student Online Assistance Resource (SOAR) services include the following:

1. **Counseling Services** – Crisis calls and up to three confidential counseling sessions per issue per year to address personal, emotional, and psychological concerns by contacting licensed, professional counselors.
2. **Financial Resources** – On-staff Certified Public Accountants stand ready to assist you with financial planning, debt resolution, tax guidance, and more.
3. **Legal Support** – Unlimited access to “on-call” licensed attorneys to provide legal guidance on matters such as divorce, custody, adoption, home purchase or sale, will preparation, and more.
4. **Personal Convenience Services** – Specialists are available to provide qualified referrals for child and elder care, pet care, food and housing needs, college planning, buying a car, and more.
5. This service, at no extra charge, is confidential and available to family members living within the same household as a Post student.

**To access SOAR, go to <https://post.edu/soar>.**

**First-time users will need to register and will need a Post Web ID. To obtain the SOAR Post Web ID students can login to the Student Portal.**

## Take care of your health.

Find tips and tools for everything from your mental and physical health, to friendships and finding balance. It's all here at Post University.

LOG IN

GET STARTED

🔒 100% free & confidential. Really.



**You@Post** is an online tool that can help you with your roadmap to success. Combining small quizzes and informational material, you can choose what topics matter to you the most. You@Post's programming will gather your preferences and craft a roadmap just for you! Follow along with notifications and informational material that will guide along your road to success.

# Chapter Eleven: Health Services

## OFFICE INFORMATION

**Location:** East Hall Annex

**Phone:** (203) 596-4503

**Fax:** (203) 841-1179

## STAFF

**Kellie Brown, R.N.**

Director Student Health Services

**LeaAnn Hogrefe, R.N.**

Part-time Nurse

**Audrey Corvino, APRN**

Part-time Nurse Practitioner

## MISSION

Health Services is designed to maintain, protect, and improve the health of all students; counsel and educate students and Resident Assistants regarding 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 Monday through Friday from 9:00 a.m. to 5:00 p.m. The office may be closed at times due to meetings, vacations, illness, and other unforeseen events. If closed; for all medical emergencies call 911, non-emergencies call 203-596-4503. Messages will be returned within 24 hours.

## HEALTH AND IMMUNIZATION REQUIREMENTS

At Post University, student health is taken very seriously. The Health Services Office is staffed by a fulltime nurse, part-time nurse, nurse practitioner, and the Post University physician is available on a weekly basis. Students wishing to make individual appointments with the physician or nurse practitioner should do so through the Health Services Office. The medical staff is here to provide students with access to first aid, education and information related to health and wellness, and information on other health specialists and facilities near the campus. The Health Services Office is in the East Hall Annex and is open Monday through Friday during the academic year. Summer hours and semester break hours are posted well in advance. The office can be reached via telephone at 203.596.4503 or email at [HealthServices@post.edu](mailto:HealthServices@post.edu) or [Kbrown@post.edu](mailto:Kbrown@post.edu). Paperwork can be faxed to 203.841.1179 or mailed to Health Services, 800 Country Club Rd, Waterbury, CT 06708, and PO Box 2540.

Full-time students are required to have a complete physical examination, signed by a physician, along with an updated immunization record on file in the Health Services Office prior to beginning classes each year. Students who have not met Connecticut state immunization requirements will not be able to attend classes. All students are required by the State of Connecticut to show proof of the following immunizations:

### 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.
- Tuberculin skin exam (PPD), or qualified test, 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. See school

health TB assessment page for further instructions.

- Meningitis vaccine within five years prior to moving into a residence hall

#### **Recommended**

- Tetanus/Diphtheria
- Hepatitis B series vaccination dates (three dates)
- Polio immunization dates
- Meningitis B
- Completed COVID immunizations approved by the WHO

#### **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.
- Tuberculosis skin exam (PPD), or qualified test, with results within one year prior to the beginning of classes. If positive results, must have proof of negative chest x-ray, or completed treatment. See school health TB assessment page for further instructions.

##### **Recommended**

- Tetanus/Diphtheria
- Hepatitis B series vaccination dates (three dates)
- Polio immunization dates
- Meningitis
- Meningitis B
- Completed COVID immunizations approved by the WHO

#### **Online Students with Site Courses:**

##### **Required**

- Two (2) MMR (Measles, Mumps, Rubella) vaccine dates or blood results showing immunity.
- Two (2) Varicella (chicken pox) date or dates of disease or blood results showing immunity.

##### **Additional Requirements for Student Athletes**

- First time freshmen and incoming transfer students must provide results of a sickle cell test.

\*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 webpage at the following link: <https://post.edu/student-services/health-services>. Health Services can be reached by phone at (203) 596-4503 or via fax at (203) 841-1179.

#### **PREGNANT AND PARENTING STUDENTS**

A student may notify the Title IX and Disability Coordinator for assistance seeking academic support, leaves of absence, and other possible accommodations during pregnancy, childbirth, pregnancy loss, and recovery from childbirth. For further information, contact Director of Title IX and Disability Coordinator Jennifer Labate via e-mail at [jlabate@post.edu](mailto:jlabate@post.edu).

#### **GENDER IDENTITY POLICY**

Post University supports all students' rights to express their gender identity in an environment free from harassment and discrimination. Students may opt to identify themselves with a chosen name rather than their legal one. Chosen names may be used in class, on Identification Cards and via email addresses. However,

legal names may be required on transcripts, as well as documentation regarding financial aid, employment, insurance and the like.

For name and email address changes, please complete the Chosen Name and Email Change Form. Please contact Jennifer Labate, Director of Title IX and Disability Services, at 203.596.6027 for assistance. Students can note their pronouns by editing their signature on Outlook.

<https://support.microsoft.com/en-us/office/create-and-add-a-signature-to-messages-8ee5d4f4-68fd-464a-a1c1-0e1c80bb27f2>

Most Post University buildings are equipped with unisex bathrooms and/or single bathrooms, and students may also choose to utilize the bathroom specified for their gender identity. Transgender students may also seek housing options based on their gender identity. Please contact Campus Life at 203.596.4540 [campuslife@post.edu](mailto:campuslife@post.edu) for assistance.

### **HEALTH INSURANCE**

All full-time students must have health insurance coverage. Students will automatically be enrolled in Post University's insurance plan unless a waiver of personal insurance coverage is submitted, verified, and approved before the first day of classes. Students who are not enrolled for the full academic year will pay a prorated health insurance fee. For more information please visit:

<https://post.edu/financial-aid/student-insurance/>

### **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 considerations 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 University. 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 University.

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 University 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.

## Chapter Twelve: Opioid Antagonist Policy

### **Purpose**

The purpose of this policy is to establish guidelines and regulations governing the administration and use of Opioid Antagonists by members of Post University. The objective is for trained individuals to have access to certain designated drugs to treat suspected opioid overdoses, as outlined in *Public Act No. 19-191, An Act Addressing Opioid Use*, to reduce injuries and fatalities before emergency medical assistance arrives on the scene.

### **Definitions**

#### **EMS**

An acronym for “emergency medical services,” referring to the medical professionals who respond to 911 calls, and who treat and transport people in crisis health situations.

#### **Campus Safety Officer**

Campus Safety Officers are officials of the University who are dedicated to protecting the safety and security of students and associates. Safety is their number one priority. Campus Safety Officers are available 24 hours a day, 7 days a week by calling 203-596-4502.

#### **Incident Report**

The incident report is the communication tool utilized to convey alleged student concerns and Code of Conduct violations

#### **Narcan**

The brand name of Naloxone Hydrochloride, the most known Opioid Antagonist.

#### **Opioid Antagonist**

A manufactured drug used to counteract the effects of an opioid overdose. When delivered through a nasal spray, an Opioid Antagonist restores normal breathing to a person whose breathing has slowed or stopped because of an opioid overdose.

#### **Trained Staff Members**

Post University staff trained on the use of Opioid Antagonists.

### **Policy and Procedure**

#### **Initial Training**

The University Health Center coordinates with the Waterbury Police Department to train designated Campus Staff regarding the proper use of Opioid Antagonists, which will include:

- how to safely carry and administer the drug,
- how to assess potential overdose victims (e.g., signs/symptoms of overdose),
- universal precautions,
- rescue breathing techniques,
- how to seek medical attention, and
- a general overview of relevant Connecticut statutes.

#### **Continuing Education**

The University Health Center will provide additional classroom training to designated staff, as needed.

#### **Procedure for Administering Opioid Antagonist Spray**

1. A trained staff member who encounters an individual on campus who appears to be experiencing a possible opiate overdose (regardless of whether the officer was dispatched to the scene), must immediately report the incident to a Campus Safety Officer, who will immediately notify 911.

2. In deciding whether to use an Opioid Antagonist to treat a possible overdose victim, the trained staff member will rely upon their training for guidance, but in all instances, will:
  - follow universal safety precautions,
  - assess the physical state of the potential victim for alertness, shallow and slow breathing, or the absence of breathing and/or pulse, and,
  - apply and/or recognize patient's responsiveness to painful stimuli.
3. If the trained staff member has reason to believe that an individual is experiencing an actual opioid overdose, the Trained Staff member must administer an Opioid Antagonist to the individual.
4. The trained staff members, consistent with their training, should always take precautions to not expose themselves or others to dangerous and harmful substances that often are present on the scene of an opioid overdose, including cocaine, heroin, fentanyl, and associated paraphernalia.
5. The trained staff member will report to a Campus Safety Officer immediately whether an individual was found in a possible opiate overdose state, and whether the trained staff member used an Opioid Antagonist to revive the individual.
6. Upon receiving notice that a trained staff member has administered an Opioid Antagonist to a subject on campus, the Campus Safety Officer will call 911 immediately, inform the operator of all relevant facts, and request that the operator deploy EMS to the scene.

### **Post-Opioid Antagonist Use Protocol**

1. Responding personnel shall support the EMS response.
2. In any case in which a trained staff member treats an individual with an Opioid Antagonist, the individual will be transported to the hospital for further evaluation and treatment, ideally via ambulance.
3. The Community Director-On-Call, or the Senior Vice President will be contacted for assistance in enforcing this policy, and to convey to the importance of the individual seeking follow-up care.
4. In any apparent opioid overdose, the Campus Safety Officer familiar with the case must notify the Campus Safety Director and the Student Life Staff.
5. The Campus Safety Officer responding to an apparent opioid overdose shall thoroughly document all facts of the response including, but not limited to:
  - observed symptoms of the patient,
  - factors influencing the decision to administer an Opioid Antagonist,
  - the patient's response to treatment; and
  - follow-up care.
6. Student Life Staff involved must promptly conduct any follow-up investigative interviews and evidence collection, and complete appropriate incident reports and supplemental reports.
7. Staff involved must promptly complete an Incident Report.

### **Awareness Campaigns**

The Director of Post University's Health Center is responsible for the Awareness Campaigns for the availability of opioid antagonists for students, faculty, and staff.

University Health Services  
Kellie Brown, Nurse RN

## Chapter Thirteen: Student Employment

### CONTACT INFORMATION

**Lisa Grzywacz**

Associate Experience Administrator

Phone: (203) 596-4615

E-mail: [LGrzywacz@post.edu](mailto:LGrzywacz@post.edu)

### FEDERAL WORK STUDY

The Federal Work-Study program provides employment opportunities 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. To determine Federal Work Study eligibility, the students must follow the instructions listed [here](#). Additionally, the student must meet all University and federal eligibility requirements, including, but not limited to, United States citizenship or eligible non-citizenship and satisfactory academic progress. Employment is limited to twenty-five (25) hours per week during the school year and may be full-time during annual vacation periods.

### POST UNIVERSITY'S WORK STUDY

Post University's Work-Study Program provides employment opportunities for students who may not qualify for Federal Work-Study due to lack of financial need or citizen status. Employment is limited to twenty-five (25) hours per week during the school year and may be full-time during annual vacation periods.

### SECURING A WORK STUDY JOB

Students can explore the [Career Opportunities](#) webpage on the Post University Website to access a comprehensive list of open student worker positions. Throughout the hiring process, students will collaborate closely with the hiring manager and the Associate Experience team. To initiate the application process, students can submit their application online, which will be thoroughly reviewed by the respective hiring manager. After reviewing eligible applications, the hiring manager will reach out to potential candidates to schedule interviews. Additionally, all students may attend the Student Employment Job Fair at the beginning of the Fall semester, or whenever offered on campus or online.

### 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. The total dollar amount the student is eligible to earn through the Federal Work Study program is determined by the student's financial aid award through Post University.

### INTERNATIONAL STUDENTS/NON-IMMIGRANTS EMPLOYMENT

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. F-1 student employment must be authorized prior to starting any work by the designated school official. Unauthorized employment, or excess work hours, will result in the termination of the student's SEVIS record.

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. Students holding F-1 or J-1 visas are not eligible for Federal Work-Study funds.

(Student Handbook Revised January 24, 2024)  
(Student Handbook Revised January 15, 2024)  
(Student Handbook Revised August 28, 2023)  
(Student Handbook Revised July 15, 2023)  
(Student Handbook Revised April 1, 2023)  
(Student Handbook Revised September 28, 2022)  
(Student Handbook Revised August 9, 2022)  
(Student Handbook Revised June 10, 2022)  
(Student Handbook Revised March 17, 2022)  
(Student Handbook Revised January 10, 2022)  
(Student Handbook Revised December 14, 2021)  
(Student Handbook Revised August 25, 2021)  
(Student Handbook Revised August 16, 2021)  
(Student Handbook Revised August 9, 2021)  
(Student Handbook Revised July 9, 2021)  
(Student Handbook Revised October 2, 2020)  
(Student Handbook Revised August 14, 2020)  
(Student Handbook Revised July 22, 2020)  
(Student Handbook Revised May 18, 2020)  
(Student Handbook Revised January 24, 2020)