THE UNIVERSITY OF BRIDGEPORT

Mission Statement

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

*Adopted by the Board of Trustees on April 23, 2004*

Property of: ____________________________________________
Address: ______________________________________________
Phone #: ____________________________________________

In case of emergency, please notify:

Name: ________________________ Phone #: ________________________
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2014-2015 Key to UB

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

The University of Bridgeport does not discriminate on the basis of sex, race, color, age, religion, creed, sexual orientation, national or ethnic origin, handicap or any other basis prohibited by law in the administration of its educational policies, admission policies, scholarship and loan programs, athletic programs and other University-administered programs. All University students are accorded the same rights and privileges and given the same access to programs and activities. The University of Bridgeport is an affirmative action/equal opportunity employer.

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

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

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

Here at UB on our beautiful seaside campus, we welcome outstanding students from 81 different countries and 42 states, from many different religions and cultures. Nowhere in America will you find greater diversity! All are equal and all are welcome! Both in the classroom and in social activities, UB students interact with their counterparts from all corners of the globe. The small average class size helps to ensure that all students receive the personal attention of their professors as well as opportunities to participate in informative, often exciting discussions.

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

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

It is our sincere hope that you will come to call UB your home away from home. Our peaceful campus, located on the New England shores of Long Island Sound, has a proud, 87-year tradition of educating students who have gone on to make a difference in the world. We encourage our students to take advantage of the many opportunities afforded them here on campus and in the region, including New York and Boston’s many cultural offerings.

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

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

Neil Albert Salonen
President
Greetings from the Division of Student Affairs

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

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

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

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

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

Best regards,

Edina Oestreicher
The Division of Student Affairs Staff
About The University of Bridgeport

The University of Bridgeport began as The Junior College of Connecticut which was founded in 1927. It was the first junior college chartered by a legislature in the 11 northeastern states. In 1947, responding to increased student demand, the Connecticut legislature granted a new charter creating a four-year institution out of the former Junior College. Shortly thereafter, UB moved from its original site on Fairfield Avenue to the former P.T. Barnum estate at Seaside Park, gradually expanding from 22 acres in 1950 to over 50 acres today. Arnold College in Milford, Connecticut, which was the nation’s first co-educational school of physical education and founded in 1886, merged with the university in 1953.

The range and diversity of the University was established in those early years. With the Junior College as a basis, the newly chartered University added colleges of Arts and Sciences, Business Administration, Nursing, Education and Engineering. To the Junior College itself were added the Weylister Secretarial School and the Fones School of Dental Hygiene. Fones is the first school of dental hygiene in the world.

Now, through its International College, Schools of Arts and Sciences, Business, Education, Engineering, Continuing and Professional Studies, Fones School of Dental Hygiene, the College of Chiropractic, the College of Naturopathic Medicine, the English Language Institute, the Acupuncture Institute, and the Human Nutrition Institute, the University of Bridgeport offers many challenging courses and degree programs in many areas of study. These include many programs where a certificate or an Associate Degree may be earned.

The University continues to evolve and expand its course offerings. In 2010 the Shintaro Akatsu School of Design was established with the generous support of the University alumni. Students began enrolling in the Physician Assistant program in January 2011. Also in 2010 the University announced collaboration with the University of Connecticut relating to admission of University of Bridgeport graduates to the University of Connecticut Pharmacy program. The University of Bridgeport also offers doctoral degrees in Educational Leadership, Computer Science, Engineering, Naturopathic Medicine and Chiropractic. The University today services students from nearly half the countries in the world and from more than 45 states.

University Seal

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

#### FALL SEMESTER 2014

Every effort is made to ensure the accuracy of the information contained in the Academic Calendar, but the University of Bridgeport reserves the right to make changes without prior notice. For any updates to the academic calendar, please check online at [http://www.bridgeport.edu/academics/academic-calendar/undergraduate-and-graduate-academic-calendar/](http://www.bridgeport.edu/academics/academic-calendar/undergraduate-and-graduate-academic-calendar/)

<table>
<thead>
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<th>Date</th>
<th>Event</th>
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<tr>
<td>Friday - Wednesday, 5/9 – 8/27</td>
<td>Change of Schedule period</td>
</tr>
<tr>
<td>Tuesday, 8/19</td>
<td>Residence Halls Open for New International Students</td>
</tr>
<tr>
<td>Wednesday, 8/20</td>
<td>New International Student Orientation</td>
</tr>
<tr>
<td>Thursday, 8/21</td>
<td>Residence Halls Open for New Domestic Students</td>
</tr>
<tr>
<td>Thursday, 8/21</td>
<td>New Domestic Student Orientation</td>
</tr>
<tr>
<td>Sunday, 8/24</td>
<td>Residence Halls Open for Returning Students</td>
</tr>
<tr>
<td>Monday, 8/25</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Monday, 9/1</td>
<td>No Classes – Labor Day</td>
</tr>
<tr>
<td>Friday, 9/5</td>
<td>Last Day to Elect Pass/Fail and Last Day to Add Courses</td>
</tr>
<tr>
<td>Friday, 9/12</td>
<td>Last Day to drop classes without academic penalty</td>
</tr>
<tr>
<td>Monday – Friday, 10/13-10/17</td>
<td>Mid-Semester Examination Week</td>
</tr>
<tr>
<td>Monday, 10/20</td>
<td>Mid-Semester Grades Due</td>
</tr>
<tr>
<td>Friday, 10/31</td>
<td>Last Day to Withdraw from Classes with “W” Grades</td>
</tr>
<tr>
<td>Monday-Friday, 11/13-12/12</td>
<td>Register for Spring 2015 Semester</td>
</tr>
<tr>
<td>Saturday, 11/15</td>
<td>Last Day to Apply for December Graduation</td>
</tr>
<tr>
<td>Wednesday–Sunday, 11/16-11/30</td>
<td>Register for Spring 2015 Semester</td>
</tr>
<tr>
<td>Friday, 12/5</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Monday – Saturday, 12/8-12/12</td>
<td>Final Examination Week</td>
</tr>
<tr>
<td>Monday, 12/15</td>
<td>Final Grades Due (UG/G)</td>
</tr>
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</table>
# GRADUATE and UNDERGRADUATE ACADEMIC CALENDAR

## SPRING SEMESTER 2015

Every effort is made to ensure the accuracy of the information contained in the Academic Calendar, but the University of Bridgeport reserves the right to make changes without prior notice. For any updates to the academic calendar, please check online at [http://www.bridgeport.edu/academics/academic-calendar/undergraduate-and-graduate-academic-calendar/](http://www.bridgeport.edu/academics/academic-calendar/undergraduate-and-graduate-academic-calendar/)

<table>
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<th>Date</th>
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<tr>
<td>Friday-Wednesday, 12/12 – 1/22</td>
<td>Change of Schedule Period</td>
</tr>
<tr>
<td>Wednesday, 1/14</td>
<td>New International Student Orientation Begins</td>
</tr>
<tr>
<td>Thursday, 1/15</td>
<td>New Domestic Student Orientation Begins</td>
</tr>
<tr>
<td>Friday, 1/16</td>
<td>New Student Registration w/ Advisors</td>
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<tr>
<td>Sunday, 1/18</td>
<td>Residence Halls Open for Returning Students</td>
</tr>
<tr>
<td>Monday, 1/19</td>
<td>No Classes – Martin Luther King Day</td>
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<tr>
<td>Tuesday, 1/20</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>Friday, 1/30</td>
<td>Last Day to Elect Pass/Fail and Last Day to Add Courses</td>
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<tr>
<td>Friday, 2/6</td>
<td>Last Day to drop Courses Without an academic penalty- No “W” Grades</td>
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<tr>
<td>Monday, 2/16</td>
<td>President’s Day – No classes/Offices Closed</td>
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<td>Monday-Friday, 3/9-3/13</td>
<td>Mid-Semester Examination Week</td>
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<tr>
<td>Sunday, 3/15</td>
<td>Last Day to Apply for May Graduation &amp; Participate in Commencement</td>
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<tr>
<td>Sunday-Sunday, 3/15-3/22</td>
<td>Spring Break-No Classes</td>
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<td>Monday, 3/23</td>
<td>Mid-Semester Grades Due</td>
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<td>Monday-Friday, 3/30-5/8</td>
<td>Register for Summer and Fall 2015 Semesters</td>
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<td>Friday, 4/3</td>
<td>Last Day to Withdraw from Classes with “W” Grades</td>
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<td>Friday, 5/1</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Monday-Friday, 5/4-5/8</td>
<td>Final Examination Week</td>
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<td>Saturday, 5/9</td>
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<td>Final Grades Due (undergraduate/graduate)</td>
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Chapter One
Student Resources and Services

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

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

BOOKSTORE
The UB Bookstore by Sodexo, powered by BBA Solutions.

- The UB Bookstore is located in the newly renovated garden level of the John J. Cox Student Center.
- We work with every student’s budget by offering: a Financial Aid Program, Deferred Payment Plans, Rentals, eBooks and Charge Accounts.
- The largest inventory of used books, ensuring low prices.
- We offer online textbook reservation for faster store pickup.
- Extended bookstore hours during peak seasons.
- A year-round buyback program.
- The UB Bookstore carries resident hall supplies, clothing and gift items in addition to all the required textbooks, bringing a fresh look of UB branded apparel to show your UB Pride!

For further information, please call (203) 576-4086.

BUS SERVICE
UB, through a special arrangement with the Greater Bridgeport Transit Authority (GBTA), provides full-time students with a free bus pass that allows unlimited rides on the GBTA system. Stickers can be picked up at Campus Security between 8 am and 4 pm. Part-time students, staff and faculty can purchase a GBTA sticker for $42.00 from the Bursar’s office in the Garden level of the Library from 8:30 – 5:00 pm.

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

Bus schedules for all of GBTA's comprehensive routes are available at Campus Security, the Student Center Information Desk or online at www.gogbt.com.
UNIVERSITY OF BRIDGEPORT SHUTTLE BUS

UB owns two shuttle buses, one 14-passenger vehicle and one 20-passenger vehicle. The University offers a free shuttle-bus service providing pick-ups/drop-offs at various locations around campus to students seven days a week. Service is also provided to the Bridgeport Transportation Center (bus/ train/ferry) and areas in downtown Bridgeport, several grocery stores on Saturday and the Trumbull Mall on Sundays. For the most current shuttle-bus operating schedule, please pick up a schedule from Campus Security, the Student Center Information Desk or go to http://bridgeport.edu/files/8314/0234/5594/shuttle_schedule_for_grocery_stores.pdf. For more information, please contact Security at (203) 576-4913.

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

BURSAR SERVICES /STUDENT FINANCIAL SERVICES

Responsible for the University’s Accounts Receivable. This includes: Issuing billing statements; providing student account information; processing payments for tuition; registration fees and miscellaneous campus charges; collection of delinquent accounts; delivering refunds; disbursing financial aid awards. The University of Bridgeport has an online payment options through (Tuition Management System) at afford.com. Students may pay their tuition bill using VISA, MasterCard, American Express or Discover Card.

OFFICE HOURS

Monday through Friday, 8:30 a.m. to 5:00 p.m.

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

CAMPUS SECURITY

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

While crime prevention is the primary concern of Campus Security, the department also coordinates emergency medical transportation, via vouchers, for cab service to and from St. Vincent’s Hospital in Bridgeport, CT. Security supervisors are trained in CPR, First Aid and AED. Other services available to students include ID cards, monitoring of the Personal Alarm Locator System (PAL), and walking escorts on campus.

Personal Alarm Locator (PAL)

Each full-time student at the University is provided a small personal alarm locator (PAL) that allows him/her to signal for help instantly from anywhere on campus in an emergency. Small and easily carried, a PAL helps students summon help with the touch of a button. The signal is transmitted to the central computer in the Campus Security Office which identifies it and immediately provides information to the security dispatcher about who the student is; their vital information, a picture of the student, and a map of where the student set off the PAL. Assistance will be on its way in a short period of time.
How to Use the PAL
The PAL should be carried at ALL times, especially outdoors. It should be kept in hand so that it could be easily accessible in an emergency. Carrying it in a backpack or in areas that take time to reach is not advisable. With the PAL in hand, help is summoned by pressing the button on the device until the red light comes on (fifteen seconds). The light only indicates the device has been activated. The PAL should only be used in a security emergency, or a threatening situation for oneself or others. Fire and medical emergencies would also justify the activation of the PAL.

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

Procedure for Returning the PAL
Returning students should keep their PAL for the following semester. All non-returning students, whether transferring or graduating, must return their PAL in order to have the PAL deposit refunded (Students who enrolled prior to the 2014 Fall Semester were not assessed a PAL deposit and will not receive a refund). PALs may be returned anytime 24 hours a day, 7 days a week to the Campus Security Office located in Norseman Hall.

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

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

Driving Escort
Campus Security will provide a driving escort throughout the perimeter of campus up to Railroad Ave. with the exception of bars, clubs, and package stores. The hours for this service will run from 6:00 PM to 2:00 AM during the Fall/Winter season and from 7:00 PM to 3:00 AM for the Spring/Summer season, 7 days a week. We encourage anyone desiring to use this service to call 203-576-2413 during the designated hours.

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

**Procedures to Report Criminal Activities on Campus**

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

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

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

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

- Arnold Bernhard Center- all elevator cars
- Barnum Hall-outside main entrance
- Bodine Hall-outside main entrance and elevator cars
- Carlson Hall- elevator car
- Cooper Hall-outside main entrance
- Charles Dana Hall of Science-elevator car
- Seeley Hall-outside main entrance
- South Hall-outside main entrance
- Wahlstrom Library -all four elevator cars
- Warner Hall-outside main entrance and elevator cars

**CENTER FOR CAREER DEVELOPMENT**

The Center for Career Development assists students in developing skills that match employer expectations and relate their major to a variety of career options. Individual appointments with staff are scheduled daily from 8:30 a.m. to 4:30 p.m., Monday through Friday. Assistance with career decision making, career assessment, major choice, resume preparation, job and internship search strategies, graduate school applications and interview techniques is provided. Evening appointments are available upon request. Meetings at the Stamford and Waterbury Campuses may be arranged as well. Job and internship postings are received daily and most are available online. Students seeking work are encouraged to let us know by registering with our online job and
Key to UB 2014-2015

internship search system. The Center for Career Development also sponsors a variety of skill development sessions, career fairs, and campus recruiting events throughout the year.

For further information on these services, students may visit the Center for Career Development on the garden level of Wahlstrom Library, Rm 119 or for questions contact (203) 576-4466 or email careercenter@bridgeport.edu.

COMMUNITY SERVICE

It’s easy to make a difference for a cause that you believe in. Volunteer for one of the many outreach opportunities in the UB community! To explore some of these opportunities, visit the Office for Campus Activities and Civic Engagement in Rm. 231 of the Student Center. There are many opportunities available, so commitments will vary. Remember that getting involved will MAKE A WORLD OF DIFFERENCE!

COUNSELING

Counseling Services

Counseling Services offers a private atmosphere for students to talk about their personal concerns regarding college life or life in general. All services enhance our students’ ability to fully benefit from the University environment and academic experience. Services for enrolled undergraduate students include short-term individual counseling, couples and group counseling, psychiatric evaluation and follow-up, mental health screenings, crisis intervention and outreach workshops. There is a limit of 12 individual sessions per student per academic year. Referrals to treatment providers in the community are made as needed. Counseling Services may be reached at 203-576-4454 to make an appointment.

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

Counseling Related Emergencies

During Counseling Services office hours, emergencies are handled immediately. Please call Counseling Services at 203-576-4454. In case of an emergency after hours, on-campus students should call Residential Life Staff and/or Security at x4911. If appropriate, an ambulance may be called to transport a student to a local emergency room. If a student lives off campus, 911 should be called in case of an emergency.

Location/Hours

Counseling Services is located on the 2nd floor of Carstensen Hall, 174 University Avenue, and is open Monday through Friday; 8:30 a.m. to 4:30 p.m. throughout the academic year. Visit our webpage, www.bridgeport.edu, for extensive information about Counseling Services.
Substance Abuse Referral
Counseling Services can assist students in need of help for substance abuse. If an individual needs help and wants to access treatment independently, he or she can refer to the list of Off-Campus providers below.

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

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

DINING SERVICES
Sodexo Dining Services and the University of Bridgeport offer flexible meal plan choice for resident student as part of the easy living plan. Meal plans range from 10 meals per week to 19 meals per week and all plans include Dining Dollars. Dining Dollars can be used at the Café Scribe; the HUB; Sandella's; the Knight’s Pantry or at Marina Dining Hall to buy an extra meal, snack or coffee for yourself or a friend. Marina Dining Hall is the main cafeteria on campus serving a variety of hot entrée including vegetarian option, a salad bar, deli bar and an ice cream bar. Café Scribe is an upscale coffee shop located on the 1st floor of the library. The HUB at Marina offers, burgers, burritos, tacos, Thai and Vietnamese Cuisine, sandwiches, soups, baked goods, desserts, snacks, coffee, milkshakes and refreshments. The café is located in the Marina Building. Sandella’s offers flatbread pizzas, burritos, salads, quesadillas and the Pantry is your on campus convenience store, both of these locations are located in the fully renovated student lounge area with tables, comfortable seating, and docking stations to charge electronic devices, as well as an area for live entertainment.

Commuter meal plans are also available for nonresident students and for graduate students living in graduate residence halls such as North Hall and South Hall. For more details on meal plans and other useful information, please visit us at https://bridgeport.sodexomyway.com or call (203) 576-4086.

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

To receive services or accommodations, students must provide appropriate documentation. Disability Services is located on the 2nd floor of Carstensen Hall, 174 University Avenue. Please contact Disability Services at (203) 576-4454, or disabilityservices@bridgeport.edu, when requesting accommodations.
EMAIL ACCOUNTS
All Students are required to have a Bridgeport.edu email account. UB email accounts are free and are the official means of communication for the University community. To sign-up for your account, go to www.bridgeport.edu/ubnet, click on “new account,” and follow the simple directions. Your account will be activated within 24 hours of your registration.

EMERGENCY NOTIFICATION PHONE LINE
The University of Bridgeport will remain open for students, faculty and staff and will maintain regularly scheduled classes at its Bridgeport campus and satellite centers unless weather conditions or other problems cause a delay in opening, a cancellation of scheduled classes, or a campus-wide closing. We will notify you through the media listed below. You should keep in mind that radio and television media offer a limited menu of display message options. For a more informative notification, please use the Notification Phone Line (203) 576-4159, website www.bridgeport.edu (under News on UB Home Page), or MyUB Portal website https://myub.bridgeport.edu.

• Channel 3 WFSB-TV, CBS
• Channel 30 WVIT-TV, NBC
• Channel 8 WTNH-TV, ABC
• Channel 12, News 12 Connecticut
• 88.0FM WCBS (www.wcbs880.com)
• 99.1 FM WPLR
• 600AM WICC
• 107.9FM WEBE
• 1400AM WSTC
• 1350AM WNLK
• 96.7FM WKHL
• 95.9FM WEFX
• 1240AM WWCO
• 1360AM WDRC
• 610AM WSNG
• 1470AM WMMD
• 102.9FM DRC-FM
• 1010AM WINS
• 960AM WELI
• 101.3FM WJCI
• 106.3FM WFAS
• 103.9FM WFAS
• 99.9FM WEZN
• 1320AM WATR

EMERGENCY NOTIFICATION SOCIAL MEDIA
When an emergency occurs on campus, keep close watch on the university’s official Twitter account (@UBridgeport), website, portal or Notification Phone Line. To ensure that proper information is obtained by the university community, it is important that faculty/staff/students, please refrain from posting emergency information on social media that does not mirror the information provided through the university’s official outlets, including but not limited to, weather event, campus emergencies, closures, and delays.

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

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

INTERNATIONAL STUDENT SERVICES
International Student Services (ISS) is part of the Division of Student Affairs. Our goal is to ensure institutional compliance with federal regulations and to assist international students and scholars, their dependents, and prospective students with immigration matters and adjustment to life in the United States. We strive to facilitate an environment where students can develop a clear understanding of their immigration status requirements that will support the pursuance of their degree programs. We provide information on a wide range of topics including maintaining status, travel, employment eligibility, social and cultural differences, and personal concerns.

We endeavor to facilitate the acclimation of our international students and exchange visitors by offering regular events such as Coffee Hours, Piece of Your World, International Talent & Fashion Show, International Festival, and a monthly newsletter, Life@UB. Seminars and workshops related to immigration and employment issues are offered on a regular basis and free VITA Tax Advising for international students and scholars is offered each Spring semester.

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

Please visit the International Student Services website at www.bridgeport.edu/iss for more detailed information, applications and general assistance. Individual appointments with an International Student Advisor can be made by calling the office at (203) 576-4395. We may also be reached by fax at (203) 576-4461 and e-mail at internationaloffice@bridgeport.edu. ISS is located in the Wahlstrom Library, Garden Level, Room 133.

LOST AND FOUND
The lost and found is located at the main office of Campus Security. If you come into possession of a lost item, immediately bring it to Campus Security for safekeeping and documentation. Lost items are held by Campus Security for 30 days before they are donated or discarded.

NEWSPAPER
Since 1929, The Scribe, UB’s undergraduate student newspaper, has provided campus and community news, features, and editorials regarding UB students. A major source of information and communication, The Scribe is available at the Campus Information Center (Student Center) and in the lobbies of all academic and residential buildings. The newspaper is published biweekly during the school year. The Scribe office is located in the Student Center, Rm. 211. Contact the editor at scribe@bridgeport.edu for further information.

OFF CAMPUS RESOURCES

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

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

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

### Fall Sports
- Flag Football
- Co-ed Soccer
- Cricket
- Co-ed Volleyball

### Winter Sports
- Co-ed Volleyball
- 5 on 5 Basketball
- Cricket
- Racquetball
- 3 on 3 Basketball
- Wiffleball

**REGISTRAR**

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

**STUDENT EMPLOYMENT**

University of Bridgeport’s Student Employment is an opportunity for students at the University to learn about the work environment while obtaining a degree. Preauthorization form must be filled out and the requirements met every semester before you are eligible to work on campus. The requirements and other information can be found in the myUB portal under Student Services, Student Employment. Here you will find information for students who desire to work on campus or you can reach us at 203-576-4841 or 203-576-4469.

**STUDENT HEALTH SERVICES**

Student Health Services provides urgent care for common medical illnesses and injuries, follow-up care, and referrals for ongoing health problems. Student Health Services is located in Room 119, 60 Lafayette Street, and is open Monday through Friday from 8:30 a.m. to 4:30 p.m. The phone number is (203) 576-4712.
Each student accepted to the University of Bridgeport, with the exception of part-time domestic Graduate students and IDEAL students, must file a Health Examination Report completed in full and signed by a physician. Particular attention should be paid to the section pertaining to one’s immunization history. The content of the student’s health record is confidential and is not incorporated into the college record. Contact Student Health Services to make an appointment.

Medical or Psychological Emergencies

In the event of a medical or psychological emergency after hours, students should call their Resident Hall Staff and/or Campus Security at (203) 576-4911. If appropriate, an ambulance will be called to transport the student to a local emergency room. If a student independently goes to the emergency room, the student should notify Campus Security as soon as possible. Campus Security will then notify Student Health Services or Student Counseling Services, as appropriate. Residence hall students are required to promptly follow up with Student Health Services (203) 576-4712 or Student Counseling Services 203-576-4454 no later than 48 hours after treatment at an emergency room or release from a hospital. Any student who fails to follow a University administrator or health professional’s referral for evaluation/treatment or who neglects to contact Student Health or Counseling Services as required above may be placed on involuntary medical leave and/or suspended from campus housing or the University.

Hepatitis B Notification and Advisement

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

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

Student Health Insurance

Mandatory student health insurance coverage is required for all full-time undergraduates, international students, students in campus housing and students participating in the Physician Assistant Program. Students in these categories are automatically enrolled in the Student Health Insurance plan provided by the University and are billed on their student accounts. Waivers for domestic students are allowed if the student can prove comparable coverage is carried. Please go to this link for more information under Student Health Insurance: http://www.bridgeport.edu/life/student-services/health-services/student-health-insurance/. For questions about health coverage, please contact UB Student Health Services at (203) 576-4712, or Susan Leeming, CPCU, Vice President at Risk Strategies, (800) 385-9622, or email sleeming@riskstrategies.com.

Students who are not required to carry the mandatory insurance may be eligible to enroll on a voluntary basis. Send an e-mail to ubstudentinsurance@risk-strategies.com with your name, UB student ID number and your student relationship with UB (i.e. Education Grad Student, part-time under grad student, etc.) You will receive a reply with enrollment eligibility and instructions.
Student Health Services Communicable Disease Protocol

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

Vaccination and PPD Requirements

The Health Examination Forms and Immunization requirements can be found on [www.bridgeport.edu/healthforms](http://www.bridgeport.edu/healthforms)

### MMR

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

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

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

3. **TUBERCULOSIS TESTING or IGRA**

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

4. **MENINGITIS VACCINATION**

   - If it is medically contraindicated for the student to receive the Meningitis Vaccination, the student must present a signed certificate from a physician stating that, in the opinion of the
physician, vaccination with meningococcal vaccine is contraindicated because of the physical condition of the student.

- Connecticut law mandates all students who reside in on-campus housing provide certified proof of having received a Meningitis Vaccine. The University requires a Meningitis vaccine within the past 5 years for incoming students who will be residing in campus housing.

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

**STUDENT IDENTIFICATION CARDS**

Your UB ID can be obtained at Campus Security Monday through Friday between the hours of 8:30 AM - 12:00 pm and 1:00 PM - 3:30 PM. If you cannot come to the office during that time, please call to set up an appointment to obtain your ID. Your ID has multiple purposes. It is used as your library card, your meal plan (if you purchase one), and, for some, it is a proximity card to access the residence hall in which you reside. Your ID card helps to establish your presence on UB property. Accordingly, students are required to keep their ID card with them whenever they are on campus and outside of their residence hall rooms. If you lose your ID card, you must contact Campus Security immediately so that activation of access and your meal plan (must be deactivated by Marina Dining Hall) can be deactivated. This will prevent anyone from using your card. A new card will be issued at a non-refundable cost.

**VETERANS’ AFFAIRS**

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

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

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

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

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

A high standard of ethical conduct is expected of students in their academic activities. The University does not tolerate cheating in any form. This term, as defined below, is used to include dishonest use of another individual’s aid in preparation of written, oral, and artistic assignments, as well as during a classroom testing period The standard procedures for the preparation of term papers and the like, as established by the English Department, form the basis for decisions in cases of plagiarism (See “Definition of Plagiarism”). The student must be familiar with those regulations. Disciplinary action will be imposed for any form of detected cheating or plagiarism, regardless of the student’s motive or intention.

Any accusation of academic dishonesty shall be promptly reported to the Dean of the School wherein the student is enrolled. The Dean shall conduct an investigation, and in the event the accusation is substantiated, the student will be notified of the violation and the proposed penalty. As a general rule, the penalty for a first offense is “F” for the assignment; for a second offense, “F” in the course; and for the third offense, separation for one year or expulsion from the University. If the student denies the violation(s), he or she may request a hearing before the
Committee on Academic Integrity by notifying the Dean of Students within 14 days. In the event the student does not request a hearing, the violation and discipline shall be entered on the student’s permanent record. If the student requests a hearing, the Dean of Students shall promptly convene a hearing before the Committee on Academic Integrity. At the hearing, the Dean (or his or her designee) shall present the case and the student shall have the opportunity to respond. The rights and procedures generally applicable to student disciplinary hearings (see pp. 78) shall apply. The Committee shall determine whether or not the violation was proven by a preponderance of the evidence. The student shall be notified in writing of the Committee’s decision and if the charge is substantiated, the violation and discipline, as determined by the Committee, shall be entered in the student’s record.

Definition of Cheating
The term “cheating” includes, but is not limited to: 1) use of any unauthorized assistance in taking quizzes, tests or examinations, 2) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments, 3) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff, 4) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion, or 5) by use of electronic means (calculator, mobile phone, tablet, camera, etc…) copying or transmitting answers, questions, or parts of tests to other students.

Definition of Plagiarism
INTENTIONAL AS WELL AS UNINTENTIONAL FAILURE TO ACKNOWLEDGE SOURCES AS WELL AS THE USE OF COMMERCIALLY AVAILABLE SO-CALLED “RESEARCH PAPERS” WITHOUT FULL RECOGNITION OF THE SOURCE.

Students are responsible for distinguishing clearly between their own facts, ideas, and conclusions and those of other sources. To use someone else’s words, opinions, or conclusions without giving them credit is plagiarism. Students must be able to distinguish their own ideas, conclusions, discoveries, etc., from those read or heard. Check with your professor(s) for the appropriate guidelines that should be followed.

ACADEMIC RESOURCE CENTER
The Academic Resource Center (ARC), a service for undergraduate students only, is located in Wahlstrom Library on the 5th floor, Suite 506. Regular hours are 9:00 am to 6:00 pm Monday through Thursday and 9:00 am – 1:00 pm on Fridays. The Center provides academic tutoring, free of charge, in a variety of subjects. Students are accepted by appointment or on a walk-in basis. Appointments are preferable, especially during certain peak periods. Online tutoring is also available for undergraduate students who are automatically pre-registered at the beginning of the academic year. Online tutoring can be accessed at www.etutoring.org. The start dates for both online and onsite tutoring will be posted on campus and on the ARC page on the UB Portal. If you have questions or problems, contact the Academic Resource Center. The telephone number is (203) 576-4290.

GRADUATE AND RESEARCH RESOURCE CENTER (GRRC)
Academic assistance in writing, research, and limited subject areas in available through the Graduate and Research Resources Center. Appointments can be made by emailing GRRC@bridgeport.edu. Confirmation of the appointment will be made by email. Appointments can also be made by stopping by Suite 506 on the 5th Floor of Wahlstrom Library.

The GRRC also sponsors several research oriented workshops throughout the semester. Details about these workshops will appear on the UB Portal.
ACADEMIC STATUS
It is the responsibility of all students to be aware of their academic standing, and to comply with all requirements set by their college or school. For concerns and academic questions, consult your academic advisor. Please refer to the University of Bridgeport Catalog under “Academic Regulations and Procedures” for additional information on academic standing, policies, and procedures.

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

COMPUTER FACILITIES/TECHNOLOGY

Media Services
Media Services provides audiovisual support to student activities and the classrooms. All requests must be made 2 weeks in advance of any event. For more information please contact Media Services at 203-576-4743 or email mediaservices@bridgeport.edu

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

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

General Computer areas are available in Mandeville Hall room 301, Wahlstrom Library and the Engineering and Technology Building, room 111. Hours for each area vary so please check with staff for the most current operating hours. Wireless areas are available in Wahlstrom Library, in the Student Center Knight’s End Café and in each study lounge area of each residence hall, as well as numerous other areas on campus. Please check the Portal (myub.bridgeport.edu) on the Information Technology page for more information about wireless services on campus.

Problems with your UBNet account, wireless, or other technology on campus?
• Call x 4606 (on campus) or 1-855-333-UBIT(8248) (off campus, toll-free)
• Have your student ID number ready
• Record the number of your help ticket and the technician’s name in case a follow-up call is needed
• The IT Service Desk can be called 24 x 7
COOPERATIVE EDUCATION AND INTERNSHIPS

Cooperative Education and internships integrate classroom studies with supervised, paid, and unpaid work experience in a professional environment. Each program, however, has different requirements. Interested students should consult with their academic advisor, director or dean.

COURSE REGISTRATION

A normal full-time undergraduate course load is between 12 and 18 credit hours per semester. Undergraduates registering for more than 18 credit hours per semester require the approval of their academic dean and will incur additional tuition charges. Students must consult their academic advisor about course selection and registration forms must be signed by both the student and the academic advisor prior to processing by the Registrar. On-line registration is available for continuing students, if approval is granted by their academic advisor. Students should refer to the On-line academic calendar for time limitations for registering or withdrawing from courses.

CREDIT FOR LIFE WORK EXPERIENCE PROGRAM (CLWEP)

The University of Bridgeport recognizes that undergraduate students may have acquired college-level learning through a variety of non-credit sources and that credit toward a degree may legitimately be granted if the learning is verifiable. The process whereby a student may acquire academic credit for experiential learning is the CLWEP Program (Credit for Life/Work Experience). Please refer to the University of Bridgeport Catalog for additional information under “Academic Regulations and Procedures.”

EDUCATION ABROAD

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

GRADUATION REGULATIONS AND PROCEDURES

Graduation applications must be presented to your academic advisor in time to be filed with the Dean of your school or college by the application deadline. Students should consult with their academic advisor a semester before their graduation date so that a Graduation Checklist can be completed. Such consultation enables the advisor to check the student’s records for discrepancies and allows some time during the last semester to resolve any problems that might appear. The fulfillment of graduation requirements is the student’s responsibility. Participation in the Commencement ceremony does not necessarily imply a student has met the requirements for graduation from their academic program. Please refer to the University of Bridgeport Catalog under “Academic Regulations and Procedures” for additional information.

Deadlines for graduation are:

- For December graduation, on or before NOV 15. *
- For May graduation, on or before APRIL 15.
- For August graduation, on or before JUNE 15. *

(*) Students within 18 credits of graduating are welcome to participate in the May Commencement Ceremony. However they are required to submit their graduation application on/or before April 15.
The University of Bridgeport holds one graduation ceremony in May of each year. A graduation fee is due at the time the graduation application is submitted. This fee must be paid whether or not you participate in the ceremony. Students participating in the Commencement Ceremonies must conform to all regulations. Transcripts and diplomas will not be released until all balances due to the University are satisfied.

**MAGNUS WAHLSTROM LIBRARY**

Wahlstrom Library offers a rich collection of scholarly materials. More than 80 major research databases, offering millions of articles, are available. Students and faculty can search each individually or use our search box to search across multiple products at a time. Librarians can be consulted whenever the library is open or they can provide instruction in the classroom. At the corner of Park & Linden, the 1st through 4th floors of the Wahlstrom building are a newly renovated Learning Commons, open seven days a week. Team collaboration rooms and Skype rooms can be reserved at the Information Desk; photocopying, scanning or printing can be done in the Print/Copy Center on the 1st floor; and 60+ computer workstations/20 laptops are available for student use. For students who need quiet to study and learn, the 4th floor offers this, as well as the print journal collection. The 3rd floor offers the print book collection, an adaptive technology room and a place for reflection. Call 203-576-4747 or email reference@bridgeport.edu to find out more about our services.

**OFF-CAMPUS STUDY**

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

ATHLETICS AND CAMPUS RECREATION PROGRAMS

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

To Become Eligible for Participation in Intercollegiate Athletics:

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

Intercollegiate Athletics

The University Athletics program offers the following intercollegiate Athletic Teams:

**Fall**
- Men’s Soccer
- Men’s Cross Country
- Women’s Soccer
- Women’s Volleyball
- Women’s Cross Country

**Winter**
- Women’s Gymnastics
- Men’s Basketball
- Women’s Basketball
- Men’s Swimming
- Women’s Swimming

**Spring**
- Men’s Baseball
- Women’s Lacrosse
- Women’s Softball

The University’s intercollegiate athletic program participates actively in the East Coast Conference (ECC), Eastern College Athletic Conference (ECAC), and the National Collegiate Athletic Association (NCAA).

The Harvey Hubbell Gymnasium is the center for intercollegiate athletic programs. The multipurpose field, Knights Field, located behind Hubbell Gymnasium, is home to the UB men’s and women’s soccer teams and the women’s lacrosse team. The Wheeler Recreation Center is home to the men’s and women’s swimming and women’s gymnastics programs. Harbor Yard Baseball Stadium, located a few blocks from campus is home to the University’s baseball program and the softball team plays at its new home field in Seaside Park.

Intramurals

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

Wheeler Recreation Center

The Wheeler Recreation Center (WRC) provides a wide variety of recreation activities and facilities for UB students with a current Student ID. Facilities include a 25-meter swimming pool, a multi-purpose field house, weight room, a Cardio-Theater with treadmills, ergo meters, and stair steppers, racquetball court, martial arts center and a coed steam room. Membership/use of the
WRC for all full-time graduate and undergraduate students is included in tuition fees for the academic year. UB faculty & staff, their families and others from the UB community may purchase a Recreation Membership for use of the WRC facilities. WRC hours of operation during the academic year are Monday – Friday. 7:00 am – 11:00 pm and Saturday and Sunday from 12noon – 5:00 pm.

**CAMPUS ACTIVITIES & CIVIC ENGAGEMENT**

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

Regulation of alcohol use is discussed below and elsewhere in the Key.

**Alcohol at Events Procedure**

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

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

**Procedures for an Event**

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

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

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

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

1. Only authorized persons may be admitted to the event. IDs must be checked by event hosts.
2. Campus Security will determine security requirements.
3. The organization’s advisor must be present for social events.
4. Band members and entertainers must be dressed in good taste.
5. Attendance may not exceed the determined room capacity.
6. Any and all decorations and tablecloths must be fireproof to comply with state fire laws.
7. The rooms and adjacent lobby areas are to be left as neat and clean as possible.
8. No tape may be used on walls.
9. Secure the return of all borrowed equipment.
10. University owned equipment may only be used on University property.
11. All advertisements of the event must meet University guidelines.

Other important plans to review are:

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

REGISTRATION FOR EVENTS

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

Admission to Events

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

1. Admission shall be through one entrance only.
2. When admission is not by ticket, a numerical counter or wristbands shall be used to count admissions.
3. When the event is a concert, the sponsoring group shall make every effort to insure that all seats have been filled. Under no circumstances will sitting on the floor or the blocking of aisles be allowed.

Advisors

One faculty/staff member must be designated as advisor for the event. The advisor’s signature, stating that he or she will be present during the entire time of the event, is required in order to complete the event registration form.

Conduct and Closing

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

There are no exceptions to the registration procedures.

Expectations and Standards for Off-Campus Functions

Organizations that are recognized by UB and host any off-campus UB endorsed event(s) are expected to regard themselves as representatives of the campus community and accept responsibility for behavior that will reflect well upon the campus community. Failure to do so may result in removal of recognition by the University as an approved campus organization. The organization’s advisor must approve and be aware of all the planning stages for endorsed off-campus events, and must be present at the event. The Code of Community Standards shall apply to conduct that occurs on University premises, at University-sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives; therefore, students participating in University-sponsored activities, even if they are off campus, must still abide by the Code.

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

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

1. The person entering an agreement with representatives of the organization for the use of his or her premises must be informed that the University is not a signatory to any agreements.
2. Organizations may not use the name of the University in any advertising, promotions, publications, etc., whether advertising is on or off campus.
3. Organizations are encouraged to purchase insurance.

Forms

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

Responsibilities of the Security Officers

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

Security Officers will:

1. Remain stationed at the entrance until students have stopped admitting guests.
2. Make periodic checks of the rest rooms and other rooms.
3. Make periodic rounds of the building to make sure it is secured.
4. Remain at the event until all students have left and the facility is cleaned and locked up.
5. Refrain from socializing with students during the event.

6. Refuse alcohol to any individual who appears to be intoxicated.

7. Secure safe transportation for students who have been ejected from the event due to intoxication.

**Security at Events**

The Office for Special Events, upon receiving the completed Special Events Registration form, will notify Campus Security of the function to be held. Security will be assigned depending on the nature and location of the function. Security reserves the right to decrease or increase the number of security personnel at its discretion. The organization/individual sponsoring the function is responsible for payment for the assigned security protection. Billing will be processed through the Accounts Payable Department. Officers are not to be paid directly. In case of an emergency or disturbance, Campus Security/Polic Officers on duty will assume control and close the event, if necessary. Fire laws may require Fire Marshall(s) to be present at events. All clubs and organizations must confirm with the Director for Special Events whether or not a fire marshal is needed for the event and to plan for that additional expense accordingly. In the event of cancellation of an event, all Campus Security, Bridgeport Fire Department, and Bridgeport Police Department personnel must be paid for four hours if a 48-hours cancellation notice has not been given to Special Events.

**Ticket Sales**

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

**STUDENT ORGANIZATIONS**

Listed below is a sample of organizations that were approved and registered in recent academic years. Graduate clubs and organizations should seek funding through their individual school or college. All clubs and organizations must register with the Director of Campus Activities. If you are interested in obtaining more information about any group or if you have other questions relating to clubs or organizations, confer with the Director of Campus Activities in the Student Center, room 231. UB approved organizations are not authorized to enter into contracts; commitments must be made through the Director of Campus Activities.

**2014/2015 List of Registered Clubs and Organizations (subject to change)**

- African Student Association
- Alpha Kappa Alpha Sorority, Inc.
- Black Student Alliance
- Build-on
- Caribbean Service Association
- Chess Club
- Model UN Club
- National Society of Black Engineers (NSBE)
- Psychology Club
- Purple Light Charity Club
- Sigma Gamma Rho Sorority, Inc.
- SLAM (Sophisticated Lovers of the Artistic Mind)
Key to UB 2014-2015

- Chi Upsilon Sigma National Latin Sorority, Inc.
- Collegiate Association for the Research of Principles (CARP)
- Future Leaders of Hip Hop (FLOH)
- Greek Council
- Gospel Choir
- Kappa Alpha Psi Fraternity, Inc.
- Lambda Sigma Upsilon National Latin Fraternity, Inc.
- Student Government Association
- Student Programming Board
- Taekwondo Club
- UB Dramatics
- United We Step
- University Singers
- W.E.A.C.T.

Forming a New Undergraduate Student Organization

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

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

2. The organization’s executive board must consist only of undergraduate students.

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

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

5. For student organizations (new or existing) to be recognized by the University, they must have a Constitution on file with Student Government Association and must register with the Director of Campus Activities annually.

6. In the case of a new national fraternity or sorority, admission to the Greek Council (I.F.S.C.) is also required. The fraternity or sorority must supply the National bi-laws and criteria of the national organization.

An inactive undergraduate student organization may become reactivated by:

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

2. Submitting to the Director of Campus Activities, the names of the new officers and the name of the faculty/administrator who accepted the group’s invitation to be its advisor.

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

4. Conferring with the Director of Campus Activities.
STUDENT ORGANIZATIONS/CLUBS

Commuter Student Association

Through various social and academic programs, the Commuter Student Association involves all commuters in University life. The Association is open to new ideas and invites all commuters to become involved in its activities. The Commuter Student Association is committed to keeping the commuters active and informed about the University. The President of the Commuter Student Association is an elected member of the Student Government Association.

Fraternities and Sororities

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

Funding of Student Clubs and Organizations

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

1. Register its organization with the Campus Activities Office.
2. Have an approved constitution on file with the Campus Activities Office at the time of the request.
3. Follow the procedures for requesting funds from the Student Government Association CFO.

Office Space

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

Student Government Association

The Undergraduate Student Government Association (SGA) is the representative form of student government for the undergraduate student body. The Constitution is available in the SGA office, room 117, Student Center or http://www.bridgeport.edu/life/campusactivities/clubsandorganizations/studentgovernment.aspx

In striving to promote good citizenship and democratic fellowship, the University of Bridgeport representative student government gives individual students the experience of active participation in governmental procedure and further develops in each student a sense of personal responsibility for the welfare of the University Community.

STUDENT-SPONSORED EVENT POLICY

I. Definition

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

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

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

II. Off-Campus Advertising for Student Sponsored Parties

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

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

III. Admission to Student Sponsored Parties

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

Students from Area Universities: Students from area universities, (Fairfield, Housatonic and Sacred Heart) must present a valid student ID from their school. All ID’s will be scanned at the door.

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

IV. Entrance Requirements for Student Sponsored Parties

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

V. Available Days and Times for Parties

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

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

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

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

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

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

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

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

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

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

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

**Hand Wanding Procedure**

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

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

**Prohibited Items**

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

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

OUR MISSION STATEMENT AND GOAL

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

Our residence halls are dynamic and diverse environments with students from throughout the country and all over the world! Our dedicated staff is committed to supporting your academic pursuits, personal growth, and respect for the diverse residential community of the University of Bridgeport.

We work with students, faculty, and staff to plan and implement programs and social activities to enhance your experience as a member of the campus community and create an atmosphere where you cultivate positive life-long relationships and connections with other students, the faculty, and staff of the University of Bridgeport. All residents are empowered to make individual choices and, in so doing, take full responsibility for their actions. Each resident brings diverse experiences to the hall community that maximizes chances for receiving a holistic college education. Residents are expected to contribute to, and respect, the choices of their respective hall community.

OUR RESIDENCE HALLS

Barnum Hall
150 Marina Park Circle, Bridgeport, CT 06604

Barnum Hall, located near Marina Dining Hall, is a traditional coeducational building that houses 200 students. Barnum Hall is the home to the Compass Living Program designed, in partnership with the School of Business, to provide business and marketing students with extra support and opportunities for their academic growth. The main floor offers residents a recreation room, laundry room, community kitchen, and television lounge.

Bodine Hall
80 University Ave, Bridgeport, CT 06604

Bodine Hall, located near Knight’s Field, is the campus’ largest residential building, housing around 400 students in double occupancy and select triple occupancy rooms. Located in the basement is a recreation room providing residents with a big screen television, table tennis, pool table and community kitchen area. Bodine Hall is home to the First Year Achievement Program which provides student mentors, a computer resource room for students in the program and specialized programming opportunities promoting academic success.
Chaffee Hall
411 University Ave, Bridgeport, CT 06604

Chaffee Hall offers a traditional coeducational living style to 140 students who have over 60 credits in traditional two-person rooms, as well as a select number of single occupancy rooms. Located adjacent to Marina Dining Hall, Chaffee Hall provides an ideal environment for students finishing their undergraduate careers and/or those taking graduate courses. Renovated in 2012, Chaffee Hall provides residents with the comfort of air conditioning within all residential rooms.

Cooper Hall
400 Linden Ave, Bridgeport, CT 06604

Cooper Hall is a traditional coeducational residence hall housing roughly 100 students on three floors. The first floor of Cooper Hall is used by the ELI program as classroom space. Located adjacent to Marina Dining Hall, Cooper Hall offers standard two-person rooms, as well as a select number of single occupancy rooms. Each floor provides students with a community lounge area, kitchenette space, and a communal laundry center. Renovated in 2013, Cooper Hall provides residents with the comfort of air conditioning within all residential rooms.

North and South Hall
170 Lafayette Street, Bridgeport, CT 06604

North Hall is a traditional coeducational residence hall housing more than 200 graduate students and is located near Knight’s Field. Each floor includes a large kitchen for use by students, as well as access to laundry facilities. Students in North Hall are not required to be on a meal plan; however, they may purchase one for an additional cost or add dining dollars to their card by contacting Dining Services.

Seeley Hall
490 Waldemere Ave, Bridgeport, CT 06604

Seeley Hall is a traditional coeducational residence hall housing 200 students. Seeley Hall is also home to the UB the Change--Community Service and Social Justice Living Community, which gives students a chance to give back to the community. Seeley Hall is conveniently located near the Marina Dining Hall and houses the Office of Residential Life and Student Conduct. The main floor of Seeley offers students a television lounge and recreation room area, as well as a laundry room and community kitchen.

OUR STAFF

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

The Director of Residential Life and Student Conduct (DRL), with the assistance of the Associate Director of Residential Life and Student Conduct (ADRL), are responsible for overseeing the entire residential living community structure. S/he coordinates a diverse staff of Resident Directors (RD), Graduate Hall Directors (GHD), Resident Assistants (RA), Community Assistants (CA), First Year Mentors (FYM), Office Assistants (OAs), and Guest Relations Associates (GRA) to ensure that resident concerns and hall community issues are addressed in a timely and effective manner.

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

Staff includes:

**Director of Residential Life and Student Conduct (DRL)**—The DRL provides overall supervision and direction of the department, including budgeting, facilities management and the housing assignment process, as well as, serving as the Conduct Officer for the university.

**Associate Director of Residential Life and Student Conduct (ADRL)**—The ADRL assists in the overall supervision and direction for the department, directly supervises and mentors professional staff, coordinates staff trainings and assists in student conduct matters.

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

**Graduate Hall Directors (GHD)**—The GHDs are graduate students pursuing a degree in College Student Personnel Administration at the University and assist residents with personal and academic concerns, supervise the student staff, promote intentionally designed programs and manage the residence hall in pursuit of the mission of the department.

For information on the different leadership opportunities for students within the Office of Residential Life and Student Conduct, please see the section “Student Leadership Positions in Residential Life”.

**YOUR RIGHTS AND RESPONSIBILITIES**

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

- You have the **RIGHT** to a living environment that is as reasonably safe and secure as possible. Therefore, you have the **RESPONSIBILITY** to abide by the guest visitation policy at all times, to keep your room as secure as possible by always locking your door, to keep the residence hall secure by never letting unknown individuals into the hall and to follow directives by Campus Security and Residential Life staff.

- You have the **RIGHT** to sleep, study and live in a relatively peaceful space with the appropriate level of quietness. Therefore, you have the **RESPONSIBILITY** to observe the Quiet and Courtesy Hours Policy, to act in a manner which is not disrespectful to others and to be aware of how your actions impact your roommate and others in the hall.

- You have the **RIGHT** to reside in a community that does not condone or tolerate sexual assault, intimate partner violence or stalking. Therefore, you have a **RESPONSIBILITY** to familiarize yourself with and abide by the University’s code of conduct and to speak up in support of a safe and respectful campus environment.

- You have the **RIGHT** to privacy within your room, to freely use the appropriate amount of space given to you in your room and to be free from unwanted guests within your room. Therefore, you have the **RESPONSIBILITY** to speak with your roommate about your personal preferences regarding sleep, studying and guests in the room and to work respectfully with your roommate regarding these preferences.
• You have the **RIGHT** to enjoy a variety of programs and events designed to promote your personal growth and to live in a supportive living environment. Therefore, you have the **RESPONSIBILITY** to become actively engaged as a member of your living community, to inform Residential Life staff of ideas regarding programs/events and to promote university events among your peers.

• You have the **RIGHT** to speak with other students about how his/her behavior may be impacting you within the residence hall. Therefore, you have the **RESPONSIBILITY** to speak with other students in a respectful manner and to be aware of how your actions and behaviors may be impacting them.

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

• You have the **RIGHT** to be assisted by University Staff and Administration, including staff members of the Office of Residential Life and Student Conduct. Therefore, you have the **RESPONSIBILITY** to notify staff, in a timely manner, of your concerns, to cooperate with them as they respond to your issue and to realize that staff may not always be able to fully resolve concerns right away.

• You have the **RIGHT** to be treated fairly and respectfully by university staff. Therefore, you have the **RESPONSIBILITY** to comply with reasonable instructions by University and Residential Life staff and to provide University personnel with access to your room in the normal process of staff working to carry out their duties.

**ACCOMMODATIONS AND ROOM ASSIGNMENTS**

While the Office of Residential Life and Student Conduct makes every effort to assign students into requested residence halls and match roommates by preferences stated in their housing contract we do not guarantee all requests will be possible. Since the university celebrates diversity, the Office of Residential Life and Student Conduct does not make any room assignment based on race, creed, religion, national origin, language or any other difference.

**ALCOHOL**

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

**APPLIANCES**

The only UL approved appliances that are permitted in the residence halls are razors, fans, coffee makers, radios, stereos, typewriters, computers, TVs and lamps (**Halogen and touchier type floor lamps are strictly prohibited**). North and South Hall resident students are allowed to use rice cookers in kitchen areas only. Because they are safety hazards, students are not permitted the use of broilers, toasters, hot plates, candles, halogen lamps, touchier floor lamps, deep fryers, pressure cookers or other items specified by residence life staff. Use of such items will be subject to fine and removal. Personal air conditioners and space heaters are also prohibited due to their power loads and our concern for fire safety. Since microfridge units are provided in each room,
outside units are prohibited. For additional items not allowed within the residence halls please see Prohibited Items.

**BREAK HOUSING**

Housing is available during the Winter and Summer periods at an additional charge for students living in the residence halls, excluding North Hall. As North Hall is open throughout the entire year, the cost of living in North Hall is included in the regular housing charge. For more information about Break Housing contact the Office of Residential Life and Student Conduct.

**BICYCLES**

Bicycles/Motorcycles/Mopeds are not permitted within any residence hall and must be stored outside of the building.

**CABLE SERVICE**

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

**CANDLES AND INCENSE**

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

**CHECK-IN/CHECK-OUT PROCEDURES**

Returning residents must present proof of registration, clearance from the Bursar/Student Financial Services, proof of immunization, and picture proof of identity before moving into the residence hall. New residents must be fully registered within one week of the beginning of classes. All residents must maintain full-time status, a cumulative GPA of 2.0 or higher, and meet all health requirements to be admitted to and remain in a residence hall. Permission must be granted from the DRL or ADRL to waive any of these requirements. Students are required to notify their RA if they will be absent from their Residence Hall for two consecutive nights.

**Checking In:**

Students may check-in for the semester shortly before classes begin (dates will be stated in published literature).

- No one is admitted prior to that time without permission from the DRL or ADRL. There is a daily charge of $26.00 for early arrival.
- Except in North Hall, forfeiture of a student's assigned room is effective if the occupant(s) fail(s) to check-in by the end of the first week of classes. Another room will be assigned if one is available after that time. The occupant is still financially responsible until such time as s/he is determined to be a "NO SHOW" by Residential Life staff.

**Checking Out:**

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

- Any damages or missing furniture will be billed to the responsible student.
- Any questions concerning damage charges should be directed to Residential Life staff immediately. Both occupants will share charges if there is a dispute over who actually caused the damage(s).
• If a student fails to check out properly, a $75.00 fee will be assessed to the student's account and the student cannot contest any applied charges.

• Students residing in North Hall must pay a $200 Housing Application Processing Fee and a $125 Maintenance Fee at the time of assignment. Upon permanently leaving North Hall, s/he the $200 Housing Application Processing Fee will be credited onto the account of the student with the university, pending there are no damages in the room. This credit will be applied to the total balance owed to the university by the student at the time of the credit being applied to their account.

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

• Community Kitchens—stovetops located conveniently throughout the hall allow students the ability to do light cooking.

• Community Lounges—With 46” Flat-Screen TVs, the community lounges are the main space for students to come together and enjoy themselves in the hall.

• Recreation Rooms—Offering pool tables, ping pong or foosball tables, these are great places in the halls for students to hang out! Residential Life also offers the free use of an XBOX 360, Playstation 3 or Nintendo Wii.

• Laundry Facilities—Each hall has multiple washer/dryer units for students to use at no charge throughout the semester.

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

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

To register:
1. Visit the WebAdvisor website at www.bridgeport.edu/webadvisor
2. Select that you are a ‘Student’ then select ‘Emergency Notification Info’ and update your contact information—THAT’S IT!!!! In less than 30 seconds you’re Connected!

CUSTODIAL STAFF
Residents are responsible for the cleanliness and upkeep of their room including taking out all garbage and keeping the room in a clean and presentable condition. Custodial staff clean the common areas of the residence hall daily—bathrooms, kitchens and lounges. Students are expected to remove all garbage to the garbage room and take care in keeping the common areas clean out of respect for their hall-mates. A cleaning schedule between roommates is a helpful tool to keep the room clean and to keep issues from occurring throughout the semester.
DAMAGE POLICY
As indicated in the Residence Hall Contract, resident students will be held responsible for room
and public area damages. Public area damage will be assessed for each student in a particular hall
or floor/wing on a prorated basis. Unclaimed damage to rooms and public areas will be divided
among occupants and affected floor and/or hall residents respectively.

Such common area damages as flooding caused by intentionally vandalized plumbing, intentional
elevator vandalism, and the pulling of false fire alarms, for example, will be billed equally to all
hall/floor residents of that hall/floor unless the responsible parties can be determined or take
responsibility for their actions.

DINING AND MEAL PLAN OPTIONS
Residence hall students, (excluding those in North Hall) may select one of four meal plans which
is automatically included in the price of on campus housing. North Hall students may request a
meal plan at an additional charge or they may elect to put Dining Dollars on their UB ID card for
use in the dining venues on campus.

Each meal plan includes a set number of meals per week the student can use at Marina Dining
Hall. Additionally, each meal plan includes an amount of Dining Dollars which can be used in
place of cash at a variety of dining locations on campus. Students may request to change their
meal plan, online through the MyUB Portal, during the first three weeks of the semester ONLY.

MP19 – includes 19 meals per week at Marina Dining Hall and $75 in dining dollars per semester
(ELI students receive $37.50 in dining dollars)

MP17 – includes 17 meals per week at Marina Dining Hall and $125 in dining dollars per
semester (ELI students receive $62.50 in dining dollars)

MP12 – includes 12 per week at Marina Dining Hall and $200 in dining dollars per semester
(ELI students receive $100 in dining dollars)

MP10 – includes 10 per week at Marina Dining Hall and $400 in dining dollars per semester
(ELI students receive $200 in dining dollars)

Sodexho provides a variety of dining locations on campus

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

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

The hUB – Located in Marina, UB’s new food court features four stations: Ultimate Baja, with
south-of-the-border fare and Grill 155, featuring standard American favorites like burgers and
sandwiches. Star Ginger, created by celebrity chef Mai Pham, boasts a variety of Southeast Asian-
style noodle dishes, curries, soups, and other vibrant offerings from the region. Full wireless and
comfortable seating create a fun environment to meet friends or study outside the classroom.

Sandella’s Café – Located in the Knight’s End area in the bottom floor of the Student Center,
Sandella’s offers a variety of flatbread wraps and pizzas.
Knight’s Pantry - Located in the Knight’s End area in the bottom floor of the Student Center, Knight’s Pantry offers a variety of prepackaged and fresh food options.

ELIGIBILITY REQUIREMENTS TO LIVE WITHIN THE RESIDENCE HALLS

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

1. S/he must be a full-time, matriculated undergraduate or graduate student of the University of Bridgeport. Full-time status is defined as being registered for 12 or more credits as an undergraduate and 9 or more credits as a graduate student. Students enrolled in the Pathway to Nursing Program are allowed to reside within the residence halls during their clinical rotation, pending verification of their continual enrollment status in the program. Current residence hall students must be registered for courses for the Spring semester prior to the end of the Fall semester or (a) s/he must remove all belongings from the residence hall at the end of the term, (b) s/he will be removed from on-campus housing for the spring term and (c) s/he will have to pay the $200 housing deposit and reapply for on-campus housing for the spring term once s/he is registered.

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

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

4. The university reserves the right to remove a student from the residence halls and/or university community if s/he demonstrates a refusal or inability to abide by the rules of the university, the Student Code of Conduct and/or the rules of the Office of Residential Life and Student Conduct, including any student involved in physical or sexual violence, illegal drugs, or abuse of other controlled substances.

5. The university may suspend any student from residence halls and/or the University whose behavior presents an immediate danger to the life, health, welfare, safety or property of any member of the university community or renders them unable to function in a residential or university setting without harming themselves, others, or disrupting the university community and who refuse or cannot be helped by medical or emotional treatment.

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

FIRE EVACUATION

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

B. If You Are In a Burning Building

1. If there is smoke in the room, keep low to the floor.
2. Call x4911 and/or 9-911 to report an emergency from your campus room phone, or call (203) 576-4911 or 911 on your cell phone to report your location and the nature of the emergency.
3. Stay calm and report the emergency accurately.
4. If possible, put a wet towel over your mouth and nose.
5. Before passing through any doors, feel the metal doorknob. If it is hot, do not open the door. Attempt exit through a window if it is low enough to the ground.
6. Open the window from the top, if possible, (to let out the smoke and the heat) and from the bottom (to let in fresh air).
7. If you cannot exit out the window, hang something up in the window to attract the attention of the Fire Department, such as a pillowcase or shirt.
8. If you can open the door, brace yourself against the door and open it slowly in order to make sure there is no heat or heavy smoke on the other side. If there is, then close the door again.
9. If you are able to leave the room through the door, close it as you exit.
10. Go to the nearest exit or stairs. DO NOT USE THE ELEVATORS.
11. If it has not already been activated, activate the fire alarm system by pulling on the bar marked "PULL" or following the directions as stated on the alarm station.
12. If the nearest exit is blocked by fire, heat, or smoke, go to an alternate exit.
13. If all exits on the floor are blocked, go back to your room, close the door, open the window as described, wave something out the window, and shout for help.
14. After evacuating the building, stand clear of it by crossing the street or evacuating to a SAFE ZONE. Allow the fire-fighters and fire-fighting equipment to maneuver around the building as necessary.

C. Safety Standards

1. Fire doors in halls and stairwells must be kept closed at all times.
2. Do not take any chances with fire. Even a small one can get out of control within seconds. In case of a fire, the alarm should be activated, the building evacuated, and Campus Security Department called.
3. If you are in a room where a fire starts, leave quickly. Close the door to confine the blaze to that one room as long as possible and do not lock the door.
4. Make a habit of keeping a towel and slip-on shoes near the door.
5. Always close and lock the door to your room when you go to bed.
6. If you wake up at night and smell smoke, do not open your door until you feel it with your hand. If it is hot, leave it closed. Use your cell telephone to call for help or go to the window and call for help unless you can get through other rooms that do not lead into the corridor. DO NOT JUMP!
7. Know the location of all fire exits, fire alarms, and fire extinguishers before you need to use them. Make it a practice to know the emergency exit or pathway from any room you...
are in and a habit of counting how many steps it would take to get from your room to a hall
door if you were blinded by smoke.

8. Only extension cords with integrated UL approved surge protectors (internal breaker or
GFI) are permitted for use within the residence halls. All other types of extension cords are
prohibited. Do not string wires or extension cords under rugs, over hooks, or in any place
where these may be subject to wear or mechanical damage. All electrical cords should be
checked periodically for wear or damage. Use only authorized appliances and only those
that are Underwriter Laboratories (UL) listed.

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

FLOOR/HALL MEETINGS
Throughout the semester, Residential Life staff will hold floor/hall meetings. These meetings are
mandatory for all residential students to attend as they include a variety of important topics
related to living in the residence halls.

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

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

GUEST POLICY AND OVERNIGHT GUESTS
A guest/visitor is defined as anyone not assigned to that specific residence hall as an occupant.
Upon entering the hall and leaving a valid picture ID, guests will be given a guest pass which
they must carry at all times while visiting the residence hall and which they must return upon
leaving the hall. Guests without valid photo ID will not be allowed to enter the residence hall. The
only forms of valid ID accepted for visiting the residence halls are (1) a current state issued
driver’s license or identification card including a photo, (2) a current passport, (3) a current
military ID or (4) a current University of Bridgeport ID. No other forms of ID will be considered
valid.

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

1) Students of the University of Bridgeport which live in a residence hall other than the one s/he is visiting
2) Students of the University of Bridgeport who live off campus or Individuals who are not current students of the University of Bridgeport

The following guest visitation policy only relates to guests who are students of the University of Bridgeport which live in a residence hall other than the one s/he is visiting: These guests must be signed into the residence hall, using their UB ID card, through the front desk every time s/he enters and leaves the building. The status of all guests stating they live on campus will be verified prior to being admitted into the residence hall as a guest. They are not required to officially sign in as an overnight guest; however, they are not allowed to stay overnight as a guest more than two (2) days in a week. A week is defined as Sunday – Saturday.

The following guest visitation policy only relates to: (a) students of the University of Bridgeport who live off campus or (b) Individuals who are not students of the University of Bridgeport: These guests must be signed into the residence hall, using one of the valid forms of ID listed above, through the front desk every time s/he enters and leaves the building. Guests who will be leaving before midnight (12:00am) do not need to be approved prior to their arrival by Residential Life staff. If the guest fails to leave before midnight the resident s/he is visiting will be written up for violation of the policy and will lose the ability to have future guests, in addition to other sanctions. Guests under the age of 18, unless a student of the University of Bridgeport, must be accompanied by his/her Parent or Legal Guardian. Exceptions to this requirement may be made, at the discretion of the Director of Residential Life and Student Conduct, or his/her designee, only for guests as part of visiting campus for recruitment purposes.

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

If students are expecting a guest for more than a two-day period, they must obtain special permission from their roommate and the building’s GHD/RD. No guest may stay overnight in a residence hall community, or any other residence hall community, for more than two nights in any seven-day period without permission from the GHD/RD, the ADRL and/or the DRL. Specifically, this means that within any seven-day period, a guest may only stay for two nights within the residence hall system as anyone’s guest. After the first two nights, the guest must get special permission from the GHD/RD of that building and the ADRL or DRL before spending another
night in any residence hall on campus. If a guest stays more than two nights in a seven day period without permission, the resident hosting will be billed $25.00 per night and may face additional student conduct action. Repeat offense(s) may result in arrest for trespassing and the student's guest privileges will be revoked for the remainder of the school year.

Residential Life Professional Staff reserve the right to deny any individual access to the residence hall including revoking previously approved overnight guest passes and regular guest passes.

Certain guest policies may be enacted during the semester, break periods, and emergencies to protect against vandalism, large party nights, and emergency situations. The University will make every attempt to notify residents of these events, when possible, to ensure compliance and good student service.

HEALTH AND SAFETY INSPECTIONS
Residential Life staff reserve the right to conduct Health and Safety Inspections of all residence hall rooms on a bi-weekly basis. These inspections are important ways for Residential Life to staff to verify the status of maintenance requests, inspect rooms for health/safety concerns and to interact with residence hall students that are present at the time – though it is not required that students be present during them. Residents are expected to actively work to keep the residence hall environment clean and safe of hazards. Excessive garbage, prohibited items, unclean rooms and any behaviors which contribute to an unhealthy living environment are not allowed.

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

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

IDENTIFICATION CARDS (UB ID CARD)
All students, Faculty and Staff of the University of Bridgeport are issued official UB ID Cards and are expected to carry this card at all times while on university grounds. The ID card must be presented to campus security officials or any University official upon request. Furthermore, the UB ID Card provides access to the residence hall and must be presented, by all students, when entering a residence hall, even if s/he lives there. No person may falsify, alter or duplicate his/her ID card, nor may someone use the other individuals ID card to gain access to the residence hall, university buildings/offices or to utilize dining options on campus.

INDOOR SPORTS
Due to concerns regarding potential injuries and/or damages to the residence hall, indoor sports are not allowed. “Indoor Sports” are defined as, but are not limited to, using balls, bats, Frisbees, skateboards, rackets or other objects in the halls. Additionally, racing, wrestling or other sport-like behaviors are not allowed in the residence halls.
INAPPROPRIATE/DISRUPTIVE BEHAVIOR
As the residence hall is a community with several hundred people living together in one space, it is important that all residents are aware of their personal behavior; how it affects others and that they conduct themselves in a respectful and appropriate manner. Any inappropriate and/or disruptive behavior, which is deemed to negatively affect the hall or campus community, will be addressed through the Student Conduct Process and may result in sanctions up to and including removal from the residence halls or university.

INTERNET CONNECTIONS AND NETWORK USAGE
All residence hall rooms are equipped with the ability to connect to the internet through a standard Ethernet cord which students must provide. Wireless access is limited within the residence halls to select common areas and lounges. All residents and guests, which access the computer network on campus or in the residence halls, must abide by the Computer Network: Acceptable Use Guidelines stated in Chapter 6: Policies of the University of Bridgeport in the Key to UB: Student Handbook.

LAUNDRY SERVICES
Each residence hall offers laundry machines for use by students free-of-charge. Washers and dryers are located, either on every floor or in one laundry room on the main floor of the residence hall, and are accessible 24/7 by students. While there is no charge for use of the machines, we ask students to use them responsibly and not waste water/electricity by washing laundry excessively.

KEY CONTROL AND LOCKOUTS
Students are issued a UB identification card that also acts as a meal and access card for those living in residence. Residents who lose their proximity/UB ID card may be issued another for a charge and must contact Campus Security IMMEDIATELY to get a new card.

Occasionally, a student may need to be let into his/her room. If so, the student should contact the Service Desk of the residence hall to gain assistance. The CA/RAs can open residents’ room doors, but only for the occupants of that room with proof of identity. After three lockouts students will be billed $5.00 to their university account for each additional time s/he needs to be let into his/her room.

Students who lose their room key must report the lost key to Residential Life staff IMMEDIATELY. When a key is lost, the lock to the room much be changed for security reasons. Students who lose a room key will be charged $64.00 for a lock change. Once the lock is changed, the locksmith will place a sign on the door informing the occupants to pick up their new keys from the Hall Office during regular business hours as stated above. If the key is not picked up by 4:30pm on the day the lock is changed, the key will be brought to the residence hall RA/CA office and the occupants of the room may pick their keys up from the RA/CA on duty from 7:00pm to 10:00pm in the RA office. Both the UB ID proximity card charge and the $64.00 lock change charge must be paid to the Cashier once the charge(s) are placed on the resident’s housing bill.

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

Print and Mail Center
225 Myrtle Ave, Bridgeport, CT 06604
Tel: 203.576.4012
Monday – Friday 9AM-5PM (closed on weekends and holidays)

The Print and Mail Center receives all incoming mail and packages and provides mail/shipping guidance as well as shipping materials for students, faculty and staff.

1. How do students get packages and mail?
   • An email notification is sent to students as soon as packages arrive.
   • To retrieve packages students must come to the Print and Mail Center, present their UB ID and indicate which residence hall or off-campus location s/he resides in.
   • Students must sign for their package and list their UB ID number. The UB ID is the only accepted form of identification to retrieve packages.
   • To protect students’ privacy, information about packages will only be released to the package addressee.
   • Packages not picked up within 15 days, are returned to sender. Any expenses incurred through the return are the students’ responsibility.
   • To request domestic forwarding of packages send an email to mailroom@bridgeport.edu with the following information: full name, UB ID number, email address, phone number, package tracking number, and mailing address to which the package is to be forwarded to. If the package was not originally shipped using US Post Office (USPS) then a prepaid shipping label must be included.
   • All incoming letter mail for on-campus students is processed by the Office of Residential Life and Student Conduct at Seeley Hall (rear entrance) and then delivered to the respective residence halls’ mailboxes. We do not accept letter mail for students living off-campus.

2. How to order packages?
   • When ordering items, address information must follow postal standards, see sample below. Students’ full name must be listed on the package. Any packages with incomplete names or information will be returned to sender. Any expenses incurred through the return are the students’ responsibility.
     Ms. Sample Student
     Bodine Hall, Room #313
     80 University Ave.
     Bridgeport, CT 06604
   • Carriers deliver to our facility daily. After safety check, packages are processed and then stored at our location for pick up.

3. How do students mail or ship something?
   Packages and letter mail may be dropped off at our location as long as it is fully labeled and postage affixed. While shipments can be created from a personal computer, a shipping station is also available at our location that provides online access to UPS, USPS and FEDEX. From this station shipments can be prepared, paid for and labels printed. Free shipping materials (for some carriers) are also available. We hold no responsibility for packages dropped off at our location. All questions about shipped packages must be directed to the carrier.
4. Where to get stamps and mailing supplies?

Stamps and mailing supplies may be purchased at the bookstore located in the John J. Cox Student Center. Stamps are also available at the ATM at Campus Security. Students are welcome to contact us with questions, recommendations and feedback via email at mailroom@bridgeport.edu.

MAINTENANCE AND HOUSEKEEPING

Please notify your RD/GHD or RA/CA of any problems. The housekeeping staff assigned to each building is responsible for cleaning bathrooms and public areas only. The following is a sample list of maintenance and repairs that should be reported to your GHD/RD or RA/CA immediately:

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

Residents may submit, non-emergency maintenance requests, 24 hrs. a day by emailing the respective email address below:

- Barnum Hall - barnumhall@bridgeport.edu
- Bodine Hall - bodinehall@bridgeport.edu
- Chaffee Hall - chaffeehall@bridgeport.edu
- Cooper Hall - cooperhall@bridgeport.edu
- North Hall - northhall@bridgeport.edu
- Seeley Hall - seeleyhall@bridgeport.edu

MEDICALLY RELATED HOUSING REQUESTS

Students with a documented short/long term medical condition may request special housing arrangements based on their condition. These requests may relate to having special room assignments (example: 1st floor) or a single room. Students must submit a “Request for Special Housing Arrangements”, and all supporting documentation from their Physician, to the Director of Student Health Services. The “Request for Special Housing Arrangements” is available through the Residential Life website or by contacting Health Services or the Office of Residential Life and Student Conduct. Upon receipt required materials, the Director of Health Services will review all materials and speak with the Clinician for more details—if needed—to determine the medical necessity of the request. The Director of Health Services will issue a recommendation and the Director of Residential life and Student Conduct will make a final decision regarding the request submitted by the student.

OFF-CAMPUS HOUSING

Undergraduate students who are 21 years of age or older before the first day of class, have more than 90 credits, and/or are married and can produce a marriage certificate may live off campus. Graduate students may reside off campus. The University does not arrange for off-campus housing. Please see the following link for area realtors: http://www.bridgeport.edu/life/servicesforstudents/offcampus
OFFICE OF RESIDENTIAL LIFE AND STUDENT CONDUCT
The Office of Residential Life and Student is open from 8:30am-4:30pm, Monday-Friday and is located in Seeley Hall.

Contact Information for the
Office of Residential Life and Student Conduct

t. 203.576.4228
f. 203.576.4536
e. reslife@bridgeport.edu

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

PARKING
Students may choose to bring their vehicle to campus and park for no additional charge. It is highly encouraged that any student, who brings a vehicle to campus, officially register it with Campus Security so they may contact the student if needed. Since the campus of the University of Bridgeport includes streets controlled by the City of Bridgeport, students with vehicles understand that they may need to move his/her vehicle at certain times, as required by the City of Bridgeport, due to inclement weather or other needs.

PEST CONTROL
Residential Life maintains a contract with a licensed pest control company to provide extermination services within the residence halls. Should students have a pest control related concern, s/he should contact their residence hall staff and submit a work order. Residents requesting treatment will be responsible for preparing the room properly based on the recommendations of the pest control company. Resident rooms not properly prepared may not be treated. Residents are required to comply with all steps of the Pest Control process and students who do not comply with the process will be subject to adjudication under the Student Conduct Process.

PETS
Due to health concerns, the only animals allowed in the residence halls are fish maintained in aquariums no larger than 10 gallons in size. Residents bringing other animals into the residence halls will be subject to adjudication under the Student Conduct Process. Students requiring a Service Animal under the American with Disabilities Act, must first meet with the Office of Counseling Services to obtain an exception to this policy.

PLAIN VIEW DOCTRINE
Residential Life staff members are obligated to report evidence of policy violations based on a "plain view" doctrine. This means that if hall staff discovers any violations of University/Hall policies, State, and/or Federal laws during the course of executing official routine business, the GHD/RD must be contacted immediately and a report filed. This includes the confiscation of illegal property (weapons, candles, drug paraphernalia, etc.) that may be used as evidence. For confiscation, hall staff must comply with the "Right to Inspect Room" policy. Evidence will be turned over to Campus Security for documentation until disposition of the incident. In some cases, the police will be called.
POLICY ON PERSONAL PROPERTY, ABANDONED PROPERTY AND STORAGE

The University does not assume responsibility for personal property loss due to theft, damages, floods or any other cause. Any loss should be reported immediately to Campus Security at ext. 4913. All residents are encouraged to obtain home owners or renter’s insurance before residing on campus.

If a student leaves items behind, after officially checking out of the residence hall, the items will be considered abandoned and disposed of by University staff. Students will be subject to an improper check out fee of $200 and any additional costs associated with the disposal of items. Residential Life does not store items for students at any point in time.

PROCEDURES FOR ROOM CHANGES

Because adjusting to a new person in your life takes time and compromises, students desiring a roommate change must wait until the beginning of the second week of classes. This is also the grace period students have to arrive on campus to retain their room assignment. After this time, if a student feels his or her roommate situation is still not conducive to his or her academic or personal success, he or she should see the RA to resolve any personal conflicts that may be present. If not already completed, residents will be asked to complete a "Roommate Agreement" to better resolve their differences. If after meeting with the RA/CA, a room change is still desirable, students can seek out their RD/GHD for in-hall room changes or between-hall changes. Dates for the start and end of these room change periods will be posted in the halls. Final approval for a room change must come from the RD/GHD, ADRL and/or DRL. Only after the necessary paperwork has been completed by all parties can residents move to their new room. A student must carry his or her room change form until his or her name appears on the housing list. Copies should be given to one's RA/CA, RD/GHD and Mail Center.

The University reserves the right to assign additional roommates or change room assignments if necessary. Students in less-than-fully-occupied double or triple rooms must keep the empty bed(s), desk(s), drawer(s), closet(s), etc., free and available at all times throughout the year so that a new student may move in at any point during the year or semester break. As we are an international university serving the world community, students may need to arrive at different times during the year. Please help us to make all students feel welcome by keeping your room's unoccupied space(s) available.

Residential Life staff will make every attempt to communicate with students when a new roommate will be arriving; however, this may not always be possible. Students who improperly take over the unoccupied portion of their room will receive a fine of $200 for each day that the infraction occurs.

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

Procedure for Changing Rooms

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

1. If an acceptable reason is given for the room change, the student meets with the RD/GHD or an official in the office of Residential Life to discuss available spaces and to approve the change if within hall.

2. If approved, Residential Life staff completes an Occupancy Change Form and forwards that information to an RA/CA, who completes a room check-in form and coordinates new room key arrangements.

3. After the student has moved all of his or her belongings into the new room, he or she must
contact an RA/CA to complete the old room check-out form and return the old room key within 48 hours. Residents may not have keys to two rooms for more than 48 hours. Students who do not return keys or have a check-out form completed will be fined for improper check-out, may be forced to move back to his or her former room, and may be referred to their Residential Life staff for disciplinary action.

4. Any damages or repairs noted on the room check-out form will be reported on a maintenance form and the student responsible will be billed.

PROGRAMS AND EVENTS BY STAFF
Residential Life and Student Conduct Staff regularly provide educationally/culturally focused programs and social events to promote community and connections within the residence hall population. It is highly recommended to students that they participate in these events to meet their peers, network and grow on the personal level as a member of the campus community. Students are encouraged to inform their residence hall staff of ideas for programs and events so staff efforts can be best utilized in the residence halls.

PROHIBITED ITEMS
The following are considered safety violations and are not allowed within the residence halls. This list should not be considered all inclusive and the Office of Residential Life and Student Conduct reserves the right to alter/change the status of any item as prohibited/allowed within the residence halls. An immediate $50.00 fine will be imposed on room occupants for these violations. Residential life staff may also immediately confiscate the objects listed below:

1. LIT AND UNLIT CANDLES AND INCENSE ARE NOT ALLOWED IN THE RESIDENCE HALLS AT ANYTIME
2. Cooking units or hot plates with exposed heating elements.
3. Pressure cookers, deep fryers.
4. Immersion coils of any type.
5. Electrical appliances with frayed or damaged cords.
6. Octopus-like electrical cord arrangements.
7. Cloth, paper, or wood draped under or covering the ceiling or ceiling light fixtures, radiators, or electrical outlets.
8. Cloth and/or paper that covers or surrounds outlets or electrical appliances.
10. Christmas or string lights not "Underwriters' Laboratories" listed.
11. Christmas trees or cut plants larger than three feet in height.
12. Flammable decorations. Hanging wall and ceiling products, such as tapestries, posters, and flags, may not cover more than 50% of any one wall space. This is to prevent the item from igniting and spreading the fire faster.
13. Halogen, floor touchier lights.
15. Extra refrigerators.
16. Air conditioners.
17. Wireless routers.
18. Weapons or any items which could be reasonably considered a weapon.
19. Extension cords (without integrated UL approved surge protectors)
20. Cinder blocks.
22. Furniture that is not approved.
23. Electric Blankets

If the above violations are found, a student will be fined an immediate (no hearing held) $50.00 on initial inspection and an additional $50.00 every time an inspection (announced or unannounced) is conducted and for every day that a residence hall staff member views the violation. Repeated failure to comply will result in disciplinary action in addition to fines. Unapproved or unacceptable materials may be confiscated and stored until arrangements are made for proper handling.

Small electrical appliances that generate heat such as hair dryers, curling irons, clothes irons, and the like are permitted, but need to be used properly and not left unattended. Students need to examine their own appliances periodically for faulty wiring. If you are unsure the appropriateness of a specific appliance, ask your RA/CA or RD/GHD before bringing it into your room. Not knowing an item is prohibited will not be accepted as an excuse for having a prohibited item in your room.

**PROPPING OF DOORS**
Due to fire codes, room doors are not allowed to be propped open.

**QUIET HOURS AND COURTESY HOURS POLICY**
24 hour courtesy hours are in effect all the time, seven days a week. Courtesy hours require that noise and activity be maintained at a level that does not disturb other residents. As a rule, if a resident's door and window are closed, other residents should not be able to hear the noise, music, etc., from outside that room.

Quiet hours are not negotiable. Quiet hours are 10:00 p.m. to 8:00 a.m. Sunday through Thursday and 11:00 p.m. to 10:00 a.m. on Fridays and Saturdays. Noise that can be heard outside of a room at a level that disturbs residents is not permissible. Students are strongly encouraged to speak with offenders. Residential Life staff may enter a room that is the source of a present noise disturbance if the occupant of that room fails to open the door. The sole purpose of this entry is to stop the noise, but any other violations witnesses in plain sight during this entry will be addressed as appropriate. Residents may have to remove sound systems or television sets if they continue to be the source of disturbing noise.

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

**RECYCLING AND SUSTAINABILITY**
Recycling has never been easier! Containers are located throughout each of the residence halls and allow for “single-stream processing” which means you can dispose of glass, plastic, cardboard and mixed paper all in one location! Help UB help the planet and **RECYCLE**! Plus, don’t forget to turn off the lights and electrical devices when you head out of your room.
RECREATIONAL OPPORTUNITIES AND INTRAMURAL SPORTS

The Wheeler Recreation Center provides the students, faculty, staff, and the greater Bridgeport community with recreational and fitness opportunities that are geared to increase an individual’s overall health and well-being. Separate locker rooms are provided for men and women with saunas, and a co-ed steam room located on the pool deck. The Recreation Center offers a variety of recreational programming consisting of six intramural sports and wellness programs. Learn-to-swim, age group swimming, and lifeguard training are available for the entire University of Bridgeport community.

Facilities include:

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

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

<table>
<thead>
<tr>
<th>Fall Sports</th>
<th>Winter Sports</th>
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<tbody>
<tr>
<td>Flag Football</td>
<td>Co-ed Volleyball</td>
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<tr>
<td>Co-ed Soccer</td>
<td>5 on 5 Basketball</td>
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<tr>
<td>Cricket</td>
<td>Cricket</td>
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<tr>
<td>Co-ed Volleyball</td>
<td>Racquetball</td>
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<td></td>
<td>3 on 3 Basketball</td>
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<td></td>
<td>Wiffleball</td>
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RESIDENCE HALL LINENS PROGRAM

Our residence hall rooms have extra-long mattresses, which were selected with the comfort of all students in mind and require specially-sized sheets, blankets and comforters. That’s why we are excited to offer the Residence Hall Linens program to our students. We offer a wide assortment of custom-sized linens guaranteed to fit your residence hall bed. To make things even easier, we provide a wide selection of other room necessities such as extra-long thermal blankets, extra-long comforters, extra-long mattress pads, storage solutions and anything else you might need.

Best of all—orders can be sent DIRECTLY to campus so they are waiting for you when you move in! To order—visit the website at [www.bridgeport.edu/life/reslife](http://www.bridgeport.edu/life/reslife) and select “Linen Purchase Program”.

RESIDENCE HALL PUBLIC AREA USAGE

Please obtain the guidelines for using a Residence Hall Public Area from the Professional Residential Life staff before planning any event. No signage may be hung within the residence halls without the express approval of the Director of Residential Life and Student Conduct or his/her designee. All signage, for approved events, must be delivered to the Office of Residential Life and Student Conduct for processing once authorized by the Office of Campus Activities and Civic Engagement for posting.
RESIDENCE HALL REFUND POLICY
No reduction in charges is made for temporary absence from the residence halls nor is any refund made if a student is suspended, dismissed, or leaves the residence hall for any reason during the academic year, September to May, or the summer session, May to August. Students living in the residence halls which withdraw from the university will be refunded housing fees based on the following schedule. Residential Life staff will use the official withdrawal and/or check-out date to determine which level of refund the student is entitled to receive:

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

RESIDENCE HALL SECURITY
All exterior doors are locked 24/7 including all stairwell doors and main access doors to the residence halls. Students have access to their residence hall with their UB ID card and show them upon entering the residence hall for verification to the front desk staff. Each front desk is staffed 24/7 with either specially trained student staff known as Guest Relations Associates or members of Campus Security that coordinate the guest visitation process and respond to student concerns. At no times should students/guests open an exterior emergency exit to let someone into the residence hall. Residents must escort their guests at all times within the residence hall and properly sign them in/out through the guest visitation process.

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

Of course, no matter how secure we strive to make the residence halls, the best thing you, as a resident, can do to help, is be proactive and responsible with your own safety and the safety of all those in your residence hall.

NEVER let anyone borrow your ID card or room key.
NEVER let someone you do not know into the residence hall.
NEVER sign in someone you do not know.
ALWAYS let a staff member know when something is wrong or concerning.
ALWAYS say something if you see something wrong.

RESIDENCY REQUIREMENT AND REQUEST TO MOVE OFF CAMPUS
All full-time undergraduate students are required to live on campus unless they meet one of the following qualifications:

1) They are living at a residence within a 60-mile driving distance from the University with a mother, father, grandmother, grandfather, U.S. court-appointed legal guardian, sister, and/or brother over the age of 21,
2) They have completed more than 90 credits of academic work,
3) They are married and provide a copy of his/her marriage license, or
4) They are over the age of 21 as of the first day of classes. Students turning 21 after the first day of classes and who wish to move out may do so at the end of that semester only.
Plans for off-campus release by any student in any of the above categories must be approved by the Director of Residential Life (DRL) prior to the first day of classes. Part-time students may live in a residence hall during the summer if they meet summer housing requirements. Failure to obtain approval may result in loss of deposit, a semester's or summer's charge, and/or the ability to matriculate. For fall and/or spring semesters, a student dropping to part-time status, going on co-op, or falling below a 2.0 cumulative GPA must file a Provisional Status form with the Office of Residential Life to enter or remain in the Residence Halls. Violation of this contract may result in financial penalties.

Residents moving off campus permanently, if not transferring, graduating, or asked to leave, must contact the DRL or ADRL for authorization and completion of appropriate forms. Permission from the DRL or ADRL must be granted before moving off campus. Failure to do so will result in charges for the full housing cost contracted. Housing contracts are for at least one semester. Please refer to the Residence Hall Refund Policy as stated in the Key to UB.

**RIGHT TO INSPECT/SEARCH ROOMS**

The right to inspect rooms is retained by the University. Rooms may be searched without notice to the student if the University reasonably believes that there is the presence of property or activity in the room that violates any University policy or criminal law or constitutes an immediate hazard to the safety, health or welfare of any occupant of the residence hall. Upon reasonable notice, or without notice at the University's sole discretion, rooms may be entered by University personnel for extermination, maintenance, and repair and/or to turn off loud music. In cases when there is probable cause, except for maintenance and noise elimination situations, the Dean of Students, DRL, ADRL, or designee must grant verbal and/or written approval prior to inspecting a student's room. In addition, to preserve the aesthetic physical structure of the living community and to ensure that rooms are being taken care of, residence life staff will conduct bi-weekly room inspections to check the overall condition of the room.

**ROOM AMENITIES AND FURNISHINGS**

Each student is provided with a twin bed, desk, desk chair, closet, an overhead light, and a bureau. Each room has a Micro-Fridge, a one-unit combination refrigerator, a microwave oven, and a freezer. No items/furniture are allowed to be removed from the room by students. All rooms have an outlet for a TV connection to our cable television provider, Cablevision of Connecticut. Cable television, and a High Speed Internet connection, is included in your residence hall bill. Students must provide their own cable and Ethernet cords. Common area or hall televisions may be available in the social and main lounges of each residence, but this varies from hall to hall.

**ROOM AND PUBLIC AREA PAINTING**

Students may not paint residence hall rooms.

**ROOM CONVERSION PROCESS**

After the start of the semester, Residential Life will provide students, assigned to double rooms but with no roommate present the ability to (a) convert their room to a double-as-a-single for an additional charge, (b) to relocate within the residence hall(s) to be with another student or (c) to keep their room as a double-as-a-double with no roommate at that point in time. This process generally will take place during the 3rd & 4th weeks of the semester. Students which convert their room to a double-as-a-single understand that s/he is responsible for the additional charges that are placed on their account with the university. Students which decide to keep their room as a double-as-a-double with no roommate at that point in time understand that s/he may be assigned a roommate at any point in time during the remainder of the semester; therefore, s/he must keep ½ of the room clear and ready for a potential roommate. Failing to do so will result in a fine of $200 per day the room is not kept in proper condition.
ROOM, WALL, AND DOOR DECORATING
Decorations that stick to doors or walls permanently, or require metal fasteners or anything that might leave permanent markings are not permitted. Students will be billed for any damages or repairs needed as a result of room and door decorations. The use of decorations that are flammable are not permitted. No more than 50% of each wall can be covered with decorations to prevent a fire from spreading. Posters must have at least four inches of space around their perimeters to prevent the spread of fire. All decorations must be removed when a student checks out or fines will be placed on the student's account. Doors may not be painted. Door numbers must be visible at all times. At no time can more than 50% of the exterior or 50% of the interior of any residence hall room door be covered with decorations or materials. This is to prevent the door from becoming engulfed in flames which would prevent easy egress from the room. The interiors of residential rooms must conform with all university policies, including, but not limited to, the policies against sexual and other harassment, hazing, discrimination, and hate crimes. No holes may be drilled in any wall within the residence hall.

ROOMMATE TIPS
Living with a new roommate is exciting and can help make your college experience amazing! The key to having a great roommate relationship is communication!

Contact your roommate as soon as you receive their contact information, introduce yourself and talk about each other’s likes and dislikes. Don’t forget to talk with your roommate about what items to bring.

You may feel a little awkward talking with your new roommate for the first time—don’t worry, that’s natural. Stay upbeat, positive and respectful of your roommate’s right to his or her opinions, expect some differences and talk honestly so you can create an open line of communication between the two of you!

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

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

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

Remember, you are your roommate’s roommate too!

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

Of course, there might be times when you will disagree with each other. It’s important that you speak HONESTLY and RESPECTFULLY to each other as you discuss these things. And remember, the RA and other Residential Life staff are here to help you, and your roommate, should a disagreement occur!
ROOM SELECTION PROCESS
Each spring semester current students living in all residence halls, except North Hall, are given the ability to participate in the Room Selection Process for the upcoming fall semester. Only students, who pay the $200 room deposit, by the posted deadline, are eligible to take part in the room selection process. Room Selection gives students the ability to select his/her room for the upcoming year, including roommate, based on space availability and any requirements of specific residence halls/living communities. Students who do not pay the room deposit on time may not participate in the room selection process and will need to apply separately for on campus housing over the summer term. While the Office of Residential Life and Student Conduct works hard to meet the requests of our students, we do not guarantee that all requests will be fulfilled.

SAFETY POLICIES AND PROCEDURES IN RESIDENCE HALLS
Important residence hall policies and procedures are listed below. The University reserves the right to change these policies and procedures as conditions warrant.

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

1. Explosives of any kind: Gasoline, kerosene, lighter fluid, or other flammable liquids
2. Motorcycles, motor scooters, or other gas-powered motors
3. Guns, firearms, or replicas thereof, fireworks, explosives, and weapons of all types, including, but not limited to: pellet guns, BB guns, paint ball guns, cross bows, bows and arrows, spear guns, hunting knives, fighting knives, butterfly knives, throwing knives, knives longer than four inches, slingshots, clubs, brass knuckles, ice picks, and straight razors, stun guns, tasers, etc.
4. Incense
5. Fireworks
6. Illegal drugs or drug paraphernalia
7. Potentially hazardous quantities of Biological or Chemical agents
8. Stolen property of any kind

Misuse of Fire Safety Equipment
If a fire alarm system is intentionally activated as a false alarm or a fire is set in a residence hall, violators will be subject to a severe disciplinary action, including arrest, suspension, expulsion, and damage billing. A person identified as responsible for the removal or misuse of fire extinguishers, standpipe hoses, valves, horns, emergency exit signs, glass coverings, etc., will be subject to severe disciplinary action, including arrest, expulsion and damage billing.

Persons having information relating to the setting of fires or false alarms are expected in all cases to notify a university staff member. Any person who knowingly withholds information from university staff that relates to setting fires or false alarms will be subject to disciplinary action and fine.

University Reward for the Identification of a Person making a False Fire Alarm
The University will credit $1,000.00 to the account of any student who gives information regarding anyone creating a false fire alarm, providing that information leads to the identification, arrest and conviction of the person(s) responsible. This may require testifying in a court of law.
University Reward for the Identification of a Person making Bomb Threat(s)
The University will award a full semester's tuition for information leading to the identification, arrest, and conviction of any person or persons making bomb threats.

Solicitation Policy
Merchandise may be displayed in lobbies or presented to groups in lounges with permission from the Director of Residential Life and Student Conduct or his/her designee. Door-to-door sales and/or canvassing are not permitted by a student, club, or organization. Student or club sales and advertising must be cleared through the Director of Residential Life and Student Conduct or his/her designee. Non-students wishing to sell or advertise must be cleared through the Department of Residential Life and Student Conduct. Residents may not use the residence halls, or any part thereof, to operate private enterprises.

Anyone found violating these policies may be escorted out of the building by residential life staff and/or Security. Outside violators may be banned from entering residence halls and University-owned facilities in the future, and/or arrested.

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

Safety and Security Policies in the Residence Halls or any other Building Owned or Leased by UB
The following actions are violations of the Student Conduct Code and are cause for disciplinary action and fines:

1. Water fights in the residence halls.
2. Frisbee or ball-playing in the halls.
3. Not following security policies as stated in this Key to UB or procedures.
4. Propping doors.
5. Throwing items off of roofs or out of windows.
6. Not maintaining healthy living conditions.
7. Withholding information related to incidents that place residents' safety at risk.
8. Falsely reporting an emergency or policy violation.
9. Moving off campus improperly (one semester's housing cost).
10. Switching rooms without authorization.
11. Failure to check out properly or return keys: $75.00 fine.
12. Living in the residence hall illegally over vacation periods: whole rate of stay will be charged.
13. Inappropriate housing of guests: $26.00 per extra night stay.
14. No room may be occupied by eight people at any one time.
15. Furniture may NOT be removed from any residence hall room except by residence hall staff. Removal of furniture from the building will be considered theft of University property
16. Misuse of University property: $50.00 fine.
17. Not keeping kitchenettes, stoves, ovens, and/or microwaves clean. All kitchenettes and University-owned cooking appliances must be maintained and monitored by residents.
Failure to maintain these may result in the area being shut down and the appliances being removed indefinitely.

18. Affixing anything to a university housing structure with the intent of making it permanent without the express written consent of the Director of Residential Life or designee.

19. Unauthorized painting or decorations.

20. Littering inside, outside, or by throwing garbage out of windows ($50.00 fine, removal from residence halls, and/or expulsion).

21. Fish are the only pets allowed in the residence halls. Only fish tanks with a capacity of fewer than ten gallons of water are permitted. Fish tanks must be shut off during vacation periods unless the resident has paid to live in residence: $100.00 fine for possessing other pets.

22. Ignoring Quiet Hours: Students are under a continuous obligation to maintain a quiet study atmosphere in the residence halls: $50.00 fine for repeated loud music violations to separation from housing.

23. Public Area Policy violation.

24. Continued violation of any residence hall or University policy.

25. Violation of any other act as found elsewhere in this handbook.

26. Failure to show student identification when requested by residential life, security personnel, and/or other university officials.

27. Failure to carry University ID. Students are required to carry their UB ID at all times and provide it to university staff/campus security upon request.

28. Interference with operation of Residential Life or Campus Security staff.

SPECIAL INTEREST LIVING COMMUNITIES

"Special Interest" (e.g., healthy living) room assignments/residence halls are voluntary. However, during times of overcrowding, students may be assigned to these areas. Students assigned to a special interest area will be referred to their RD/GHD if they violate the theme of the special interest living environment. Once established, the students in these areas meet to develop group activities and rules consistent with the theme of the special interest house/floor/area. Residents who violate the theme of this special interest will be removed from that environment and moved to another living situation immediately or be removed from the residence halls entirely, depending on the violation.

Current “Special Interest Living Communities” include:

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

**First Year Achievement Program (FYA)**
Located in Bodine Hall, the FYA Program is designed to provide first year students with a comprehensive support system for academic success, the FYA program offers academically focused programming, personal academic support resources from our First Year Mentors, referrals for studying/student support services and much more. It is **HIGHLY** recommended that first year students enroll in the First Year Achievement Program and gain a strong start to their academic pursuits at the University of Bridgeport by **ACTIVELY** taking part in the program.
Compass: Explore, Engage, Connect – Located in Barnum Hall, this community is a collaborative agreement between the Office of Career Services, The School of Business, and the Office of Residence Life. This residential living learning community is devoted to School of Business students, followed by all students interested in being active participants in their own career development, and eventually becoming members of the Delta Epsilon Iota Academic Honor Society. Members of Compass attend special academic support and career-oriented programs, and learn how to network with alumni and with members of the local Fairfield County business community as an integral part of their unique career development.

UB the Change: Community Service Living Community
Located in Seeley Hall, the UB the Change: Community Service Living Community is designed for students with an interest in Community Service, Civic Engagement and Social Justice and provides students with a variety of options to support the UB and local community. Students participate in 4 hours of community service per week, as well as, a larger community service activity supporting the UB and local community on a monthly basis. Students on work-study may apply their community service time towards their work-study credit.

Upperclassman Living Community
Located in Chaffee Hall, the Upperclassman Living Community offers traditional style housing including community bathrooms and kitchenettes on each floor with a laundry room on the first floor. Newly renovated and including air conditioning, the Upperclassman Living Community provides graduate students year-round housing in a comfortable and education-focused living environment. Students living in Chaffee Hall must have a minimum of 60 credits or be a Graduate Student.

STUDENT LEADERSHIP POSITIONS IN RESIDENTIAL LIFE
There are more than 125 student and professional staff throughout our six (6) residence halls working with one goal in mind - to provide our students with a safe, secure and enjoyable living environment during their time at the university. Through these leadership positions within the department, students gain valuable professional experience, grow as individuals as part of a diverse community and make personal/professional connections that will last a lifetime. Each position offers a unique perspective, focusing on a different aspect of the overall on-campus living experience and include:

Senior Resident Assistant (SRA)/Senior Community Assistant (SCA) - The SRA and SCA are undergraduate/graduate paraprofessional staff members which assist their respective AC/RD in the mentoring of the RA/CA staff and the implementation of activities promoting the mission of the department.

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

First Year Mentors (FYM) - The FYMs are undergraduate/graduate paraprofessional staff members that work directly with first year students as part of the First Year Achievement Program. The FYM staff works to create community among the first year students, provide intentionally designed programs promoting student engagement and academic success and serve as a resource for first year students as they adjust to the university.
Office Assistants (OA) - The OAs are undergraduate/graduate paraprofessional staff that assist in the daily operations of either the main Residential Life Office or the office within each residence hall.

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

TELEPHONES
Every resident student will have access to a house telephones in his or her residence hall that will have the ability to make on-campus and local calls. Students wishing to make long distance telephone calls will need to purchase a telephone calling card. Many students rely on cell or mobile telephones, but be careful when choosing a cell phone company and cell telephone, as the residence halls are constructed of reinforced concrete and many telephones will have intermittent service reception, if at all.

TOBACCO AND SMOKING POLICY
Smoking in all residence halls and cafeterias is against Connecticut State law. Students in violation of this policy and State law will be fined and face disciplinary action. Smoking is also prohibited with 20 feet of the entrance to any campus building. Chewing tobacco use is also prohibited on campus.

TRANSPORTATION OPTIONS
Don’t have a car? NO PROBLEM! The University of Bridgeport offers several different opportunities to get around the campus and greater Bridgeport area.

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

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

To obtain your city bus pass, contact:

Campus Security
Norseman Hall
221 University Avenue
203-576-4913
ubsecurity@bridgeport.edu

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

Don’t have a car but need to head off campus for a bit and don't want to take a bus? Not a problem! Take part in the Zip-Car car-sharing program and you can rent a car for a low cost right on campus! For more information, please visit http://www.zipcar.com/bridgeport.
Chapter Five
Student Conduct

PHILOSOPHY

The primary purpose for the imposition of discipline in the University Student Conduct System is to protect the health, welfare, safety and educational mission of the University community. The University’s student conduct system emphasizes the development of each individual’s acceptance of his or her own personal and social responsibilities.

An educational and humanistic approach to discipline is employed whenever possible. The student conduct system and appeals processes are designed to provide and help maintain an atmosphere within the University community that is conducive to academic pursuits. Severe disciplinary action against a student, such as separation, is considered and invoked only for serious or repeated offenses which adversely impact member(s) of the University community or which may jeopardize the University’s mission.

DEFINITIONS

The term “student” includes all persons:

- taking courses at the University of Bridgeport, either full-time or part-time,
- and/or persons pursuing undergraduate, graduate, or professional studies;
- and/or persons who withdraw or graduate after allegedly violating the Code of Community Standards,
- and/or persons who are not officially enrolled for a particular term, but have a continuing relationship with the University,
- and/or persons who have been notified of their acceptance for admission are considered “students”,
- and/or persons who are living in University residence halls, although not enrolled at the University;
- and/or persons who have not yet received their degree.

This Code of Community Standards applies to students wherever located, including if they are enrolled in online courses and at all locations of the University, including campuses in foreign countries and satellite campuses in and out of the State. All students at the University of Bridgeport are subject to the provisions of the Code of Community Standards and the laws of the United States, the State of Connecticut, and the City of Bridgeport.

As the University attempts to maintain a safe environment for minors, students, and staff from other cultures who may not be familiar with their rights in our community, the University may take such action(s) as it deems necessary to protect the community and its members under all circumstances.
The term “faculty member” means any person hired by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.

The term “university official” includes any person employed by the University performing assigned administrative or professional responsibilities.

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

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

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

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

The term “Student Conduct Administrator” (SCA) means a University official authorized on a case by case basis by the University Student Conduct Officer to impose sanctions upon any student(s) found to have violated the Code of Community Standards. The University Student Conduct Officer may authorize a Student Conduct Administrator (SCA) to serve simultaneously as a Student Conduct Administrator and the sole member or one of the members of the Community Standards Hearing Board. The University Student Conduct Officer may authorize the same SCA to impose sanctions in all cases.

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

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

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

The University Student Conduct Officer is that person designated by the University to be responsible for the administration of the Code of Community Standards.

The term “policy” means the written regulations of the University as found in, but not limited to, the Code of Community Standards, Residence Life Housing Contract, Meal Plan Contract, any of the University’s catalogs, Key to UB, any of the University’s college handbooks, the University’s web page(s), and the computer use policies.

The term “Complainant” means any person who submits a charge alleging that a student violated this Code of Community Standards. When a student believes that s/he has been a victim of another student’s misconduct, the student who believes s/he has been a victim will have the same rights under this Code of Community Standards as are provided to the Complainant, even if another member of the University community submitted the charge itself.

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

Any question of interpretation or application of the Code of Community Standards shall be referred to the University Student Conduct Officer or his/her designee for determination.

The Code of Community Standards shall be reviewed every year under the direction of the University Student Conduct Officer, but may be updated at any time by the University.

The Director of Residential Life and Student Conduct or designee shall serve as University Student Conduct Officer. Nothing in the document will be construed to limit the authority of the Dean of Students or in his/her absence, the Acting Dean, the Assistant Dean of Students, the University Student Conduct Officer or the Title IX Coordinator or the Deputy Title IX Coordinator, to suspend or otherwise sanction students on an immediate and emergency basis where s/he reasonably believes that such action is necessary or desirable to preserve the health, welfare, safety, and educational mission of the campus community and of the individuals associated with it.

JURISDICTION

University Policies shall apply to conduct that occurs on University premises, at University-sponsored activities, and to off-campus conduct that adversely affects the University community and/or the pursuit of its objectives. Such policies apply to all such conduct by a student, while a student, even if it occurs outside of an academic term, when the student is not otherwise enrolled at the University. Moreover, the University continues to have the authority to administer the Code with respect to any such conduct by a student, while a student, even if the student subsequently graduates, withdraws, takes leave or is otherwise absent from the University, and even if the University does not learn of such conduct until after the student graduates, withdraws, takes leave, or is otherwise absent from the University. The Code of Community Standards shall apply to a student’s conduct even if the student withdraws from school while a disciplinary matter is pending.

The University may withhold the award of a degree or the privilege of participating in graduations while a disciplinary action is pending.

The University Student Conduct Officer shall develop policies for the administration of the student conduct system and procedural rules for the conduct of Community Standards Hearing Board hearings that are not inconsistent with provisions of the Code of Community Standards.

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

Cases of alleged violations of the Code of Community Standards will be reported to the University Student Conduct Officer. Matters of academic dishonesty will be addressed by the process outlined in the Academic Integrity Principals.

The University Student Conduct Officer shall decide whether the University policies shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion or in consultation with the Title IX Coordinator or Deputy Title IX Coordinator if the incident is deemed to fall under Title IX guidelines as outlined in Chapter 6.

Students whose behavior violates civil and/or criminal law are considered in violation of University policies and will be subject to University disciplinary action and, in some cases, arrest by public safety officers. Residence on a University campus does not relieve students of responsibility to society at large. Any act that disrupts or impairs the purposes of the University
and its community is subject to penalty under University policies whether this act takes place on or off the main campus. This is the general principle for determining whether a violation has occurred even if the action does not violate criminal law. Behaviors that violate University Policies may also violate criminal or civil law and as such may be subject to proceedings under the legal system as well. University disciplinary proceedings may impose sanctions regardless of the outcome of criminal proceedings arising from the same incident. As the University is charged with maintaining a safe environment, especially, although not only, for students, or staff from other cultures who may not be familiar with their rights in our community, the University may take such action as it deems necessary to protect the community and its members under all circumstances regardless of whether a student is believed to have committed a violation of law.

VIOLATIONS OF THE CODE OF COMMUNITY STANDARDS

Students alleged to have violated the following policies or committed the following acts, and others not listed, are subject to the disciplinary procedures found in this Code and any fines/actions associated with them:

1. **ACADEMIC DISHONESTY** - Any act of academic dishonesty; such allegations will be handled through the Academic Integrity Policy. This includes, but is not limited to, cheating, plagiarism, or other forms of academic dishonesty,

2. **ACTIONS OF GUEST** - Students are responsible for the actions of their guests at all times. Should a guest violate any University policy, the host will also be responsible (resident students will be held accountable for the actions of anyone they sign into the building regardless of whether or not the resident is present when the guest violates a University policy),

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

4. **ARSON** - A) Maliciously, voluntarily, and willfully setting fire to a building, buildings, or other property of another or the University, B) burning one’s own property for an improper purpose, C) recklessly setting fire to a building, buildings or property of another or the university.

5. **ASSAULT** - A) Causing any physical injury to a member of the University community, a campus visitor, or oneself. This may include, but is not limited to, murder, attempted suicide, non-negligent manslaughter, and aggravated assault, B) verbal or physical abuse, coercion and/or other conduct which threatens or endangers the health and/or safety of any person, this includes assault which takes place during hazing of any kind.

6. **BIAS CRIME** - A crime motivated, in whole or in part, by hatred or bias against a victim based on his or her perceived membership in a certain group, including, but not limited to, race, color, ethnicity, religion, age, creed, ancestry, workplace hazards to reproductive systems, sex (gender identity, gender expression, sexual harassment), marital status, civil union status, sexual orientation, genetic information, pregnancy, national origin, physical/mental/learning disability, veteran status and any other group protected by civil rights laws.

7. **COMPUTER ABUSE** - This includes, but is not limited to, plagiarism of programs, misuse of computer accounts, unauthorized destruction of files, creating illegal accounts, unauthorized possession of passwords, and disruptive or annoying behaviors on the computer.
8. **DAMAGE** - Damage to, removal of or destruction of University-owned or University-managed property without proper authorization.

9. **DEFAMATION OF CHARACTER** - Causing harm to the reputation of any student or University official through verbal or written statements that are defaming in nature.

10. **DISORDERLY CONDUCT** - A) Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University or members of the academic community, B) conduct causing inconvenience and/or annoyance which includes any action which can reasonably be expected to disturb the academic pursuits or to interfere with or infringe upon the privacy, rights, privileges, health or safety of members of the University community, C) any unauthorized use of electronic or other devices to make an audio or video of any person while on University premises without his/her prior knowledge, or without his or her effective consent when such a recording is likely to cause injury or distress. This includes, but is not limited to, surreptitiously taking pictures of another person in a gym, locker room, or restroom, D) engaging in any conduct that does not reflect credit upon the University community or does not model good citizenship.

11. **DISRUPTIVE CONDITION** - A) Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its service functions on or off campus, or of other authorized non-University activities when the conduct occurs on University premises, B) participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operations of the University and/or infringes on the rights of other members of the University community, C) leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area, D) obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University Sponsored or Supervised functions, E) violent behavior including, but not limited to, riots after sporting events, destruction of property, the overturning of cars, the tearing down of goal posts, and associated behaviors before, during, or after campus events.

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

13. **FAILURE TO COMPLY** - A) Violation of any University policy, rule or regulation published in hard copy or available electronically on the University website or compact disk, B) failure to comply with any sanction, restriction or condition imposed as the result of a previously held disciplinary hearing, C) violation of any of the University’s safety policies and procedures, D) failure to pay a fee or fine by the specified date, E) failure to comply with directions or requests by a University official and/or law enforcement officer, including requests for identification, F) failure to maintain correct address and telephone information with the Office of the Registrar and the Department of Residential Life.

14. **FALSIFICATION** - A) Lying to University personnel or distortion or misrepresentation of information before a Student Conduct Board, B) influencing or attempting to influence another
person to commit an abuse of the Student Conduct system, C) institution and pursuit of a
Student Conduct proceeding in bad faith, D) false reporting of an emergency, including any
misuse of the Personal Alarm Locator (PAL), E) Filing a false complaint or providing false
information to a University official, faculty member or office, F) Misuse of University
documents or services including, but not limited to, forging, transferring, altering or otherwise
misusing any student fee card, identification card, course registration material, schedule card or
other University document or record whether in electronic or other format or abuse of library
services, G) Providing false information or documentation to any university office or
administrator.

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

16. **FIRE SAFETY** - Misuse of fire safety equipment, including, but not limited to, the
unnecessary discharge of fire extinguishers, intentionally setting off a false alarm or covering a
fire detection device in any way.

17. **FRAUD** - Fraud in any form, including mail fraud.

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

19. **HARASSMENT** - A) Harassment, attempted intimidation or any conduct which threatens to
cause perceived or physical harm to persons or damage to their property, including harassment
or attempted intimidation of persons involved in a University disciplinary proceeding or persons
in authority, B) Engaging in a course of action which attempts to denigrate or ridicule an
individual;

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

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

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

23. **RESIDENCE HALL RULES AND REGULATIONS** – A) Failure to follow the guest
visitation policy including, but not limited to, hosting an unauthorized overnight guest, B) Failing a Health and Safety Inspection including, but not limited to, the presence of prohibited
items in a residence hall room, C) Violations of Courtesy and/or Quiet Hours within the
residence halls, D) Failure to follow any published rule/regulation related to living within the
residence hall community.
24. **RETLAATORY ACTS**— Any intimidating or threatening actions, harassment or physical harm against an individual who is (a) reporting a violation of Code of Conduct; (b) assisting someone with reporting a violation; or (c) participating in any manner in an investigation or resolution of a violation.

25. **SEXUAL MISCONDUCT** – Sexual misconduct may be committed against a woman or a man, regardless of sexual orientation or gender identification, may result in physical and psychological harm, may be committed against a victim who is intoxicated or otherwise unable to give consent, may be committed against an intimate partner and may be committed by person(s) both known and unknown to the victim. Sexual misconduct includes, but is not limited to, the following categories:

   (a) **Sexual assault/Rape** includes any conduct prohibited by Connecticut General Statutes or any conduct classified as a federal forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. It includes any nonconsensual, unwanted, coerced, forced or threatened sexual contact and/or sexual intercourse. Where one of the participants is physically or mentally incapacitated, such as by a drug, alcohol or other intoxicant, consent may not be legally given; therefore, sexual contact is in violation of the Code. Sexual contact is defined as, but is not limited to, any contact with the intimate parts of a person either directly or through clothing with a clothed or unclothed body part or object. “Consent” is an understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. The lack of a negative response is not consent. Past consent of sexual activity does not imply ongoing future consent.

   (b) **Sexual Harassment** is any unwelcoming sexual conduct or advances related to any condition of employment, evaluation, student performance or which creates an intimidating, hostile or offensive environment, including, but not limited to, unwarranted sex-related comments, sexually explicit comments or graphics, unwelcome touching, derogatory jokes based upon sex, using crude or offensive language, spreading rumors about a person’s sexuality, placing a compromising photograph on the web, ogling, unwanted sexual advances, intimate partner violence or retaliation against an individual reporting sexual harassment.

   (c) **Sexual exploitation** includes, but is not limited to sexually engaging another person without having explicit consent; allowing a third party sexual access to a person impaired by drugs/alcohol; the prostitution of any person; electronically recording or transmitting sexual activities without permission; allowing someone to be watched during sexual activity without permission; spreading sexual related information about a person; voyeurism; or knowingly transmitting sexually transmitted diseases to a sexual partner.

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

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

28. TOBACCO - Any violation of the University’s Tobacco Policy (non-smoking policy found in Chapter Six)

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

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

31. VIOLENCE - Actual or threatened assault on another individual, including but not limited to (a) DATING VIOLENC?, which means violence committed by a person who is or has been in a romantic or intimate relationship with the victim (which will be determined based upon the reporting person’s statement and the length and nature of the relationship) and includes sexual or physical abuse or threats of abuse; (b) INTIMATE PARTNER VIOLENCE, which means physical or sexual harm inflicted upon a current or former spouse or person in a dating relationship that results from sexual assault, stalking or family violence as defined by Connecticut criminal statutes; or (c) DOMESTIC VIOLENCE, which includes any crime of violence committed by a current or former spouse, intimate partner, or person residing in the same household, or in violation of Connecticut family violence statutes.

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

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

Introduction
University disciplinary proceedings may be initiated against a student charged with conduct that potentially violates either the criminal law or University Policies without regard to the pending civil or criminal litigation in court or criminal arrest and prosecution. Proceedings regarding University policies may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the University Student Conduct Officer. Determinations made or sanctions imposed under this Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his/her status as a student. If the alleged offense is also being processed under the Code of Community Standards, the University may advise off-campus authorities of the existence of University policies and of how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

University Policy Violation Procedures
Any member of the University community, Campus Security, Federal, State, or local authorities may file a complaint against a student for violations. A complaint shall be prepared in writing and may be directed to the University Student Conduct Officer explaining which policy was violated. Any complaint should be submitted as soon as possible after the event takes place, preferably within thirty (30) calendar days. Level I Hearings address minor violations of University policies or violations of the Rules and Regulations of the Office of Residential Life and Student Conduct. For Level I Hearings the Professional Staff of the residence hall in which the student(s) reside(s) shall be designated as the Student Conduct Administrator. Level II Hearings address more severe violations of the Code of Community Standards by residential students or violations by non-residential students. For Level II Hearings the Student Conduct Administrator shall be designated as the Director of Residential Life and Student Conduct or his/her designee.

Alone or in collaboration with other University authorities, the Student Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted to and/or cannot be disposed of by mutual consent, the Student Conduct Administrator may later serve in the same case as the Community Standards Hearing Board or a member thereof. If the charges are admitted to by the respondent, the Student Conduct Administrator may dispose of the case by administrative hearing.
Mediation

In an effort to create a more hospitable campus environment, the University of Bridgeport may decide, (only) with students' consent, to utilize conflict mediation to resolve interpersonal conflict as an option to the traditional disciplinary process. It will not be utilized in cases involving allegations of sexual assault; dating, domestic or intimate partner violence, or stalking. However, in other instances where the matter is appropriate for mediation, it may be referred to the Director of Residential Life and Student Conduct (DRL) by an administrator, faculty member, or student. The Director of Residential Life and Student Conduct will then either forward the case to a mediator or through the disciplinary process. All students will be sent “charge” letters stating whether they have the option of utilizing the disciplinary or mediation process. If all the students involved agree to a mediation process, the case will be assigned to a mediator. All the parties must agree to go to mediation. If they do not agree, the case will be handled through the disciplinary process. If the mediation does not take place within the set time, the case will revert back to the disciplinary process.

This process has the potential to provide students, faculty, and staff with more constructive options for dealing with interpersonal conflict. If all parties agree to resolve the conflict using mediation, their case will be sent to one of the University’s mediators. The mediator will provide the four basic ground rules that must be followed during the mediation, all the parties must agree: 1) to solve the problem, 2) not to resort to name calling, 3) not to interrupt one another, and 4) to tell the truth. In resolving the conflict, the parties will first decide who will speak first. The first person will report what happened and how he or she feels. The second person will then speak telling his or her side of the story and repeating back what the first person said. This will continue until all parties have told their side of the story and summarized everyone else’s views. Each person in turn will then be asked to provide solutions to the problem(s). The mediator will then work with the students to find a solution with which they can all agree. After resolution is reached, all parties are to complete a written agreement.

If you are interested in being a mediator for the University of Bridgeport, please contact the Office of Residential Life and Student Conduct by calling 203-576-4228, or emailing reslife@bridgeport.edu.

Adjudication of Cases

Level I Cases: In Level I Cases the responsible Student Conduct Administrator shall alone or in collaboration with other University authorities conduct an investigation into the alleged violations of the University policy and determine if the charge(s) have merit. The Student Conduct Administrator shall issue a Summons Letter to each student alleged to have committed a violation informing him/her of the potential charge(s) and the date/time of the required meeting to discuss the reported incident. Should the student(s) take responsibility for the alleged charge(s) the Student Conduct Administrator will adjudicate the case through an Administrative Hearing and issue a sanction to the student(s). Sanctions issued through an Administrative Hearing are final and may not be appealed. If the student(s) do/does not accept responsibility for the alleged charge(s) or fails to attend the required meeting, the Student Conduct Administrator will make a determination, based on all evidence, if the student(s) charged violated a University policy and assign sanctions if appropriate. Sanctions issued under this process are subject to appeal.

Level II Cases: In Level II Cases the responsible Student Conduct Administrator shall in collaboration conduct an investigation into the alleged violations of a University policy and determine if the charge(s) have merit. The Student Conduct Administrator shall issue a Summons Letter to each student alleged to have committed a violation informing him/her of the potential
charge(s) and the date/time of the required meeting to discuss the reported incident. Should the student(s) take responsibility for the alleged charge(s) or does not attend the required meeting; the Student Conduct Administrator shall adjudicate the case through an Administrative Hearing and issue a sanction to the student(s). Sanctions issued through an Administrative Hearing are final and may not be appealed. If the student(s) do/does not accept responsibility for the alleged charge(s) a Community Standards Hearing Board shall be convened to hear the case.

Student Rights during Community Standards Hearing Board Hearings

All charges shall be presented to the Respondent in written form. A time shall be set for a Community Standards Hearing Board hearing, not fewer than five nor more than 15 calendar days after the student has been notified unless the student waives these time limits. Maximum time limits for scheduling of Community Standards Hearing Board hearings may be extended at the discretion of the Student Conduct Administrator.

The student may attend an information session during which the student can view all documentation related to the complaint, receive instruction regarding the disciplinary process and the student’s rights, and confirm the forum in which the case will be heard.

Parent(s) and legal guardians of dependent students under the age of 21 at the time of the alleged offense may also be notified of pending charges at the discretion of the SCA and pursuant to the processes outlined in the Family Educational Rights and Privacy Act (FERPA).

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

1. Community Standards Hearing Board hearings shall be conducted in private.

2. The Respondent, and their advisors, if any, shall be allowed to attend the entire portion of the Community Standards Hearing Board hearing at which information is received (excluding deliberations). Admission of any other person to the Community Standards Hearing Board hearing shall be at the discretion of the Community Standards Hearing Board and/or its Student Conduct Administrator.

3. In the Community Standards Hearing Board hearings involving more than one Respondent, the Student Conduct Administrator, in his or her discretion, may permit the Community Standards Hearing Board hearings concerning each student to be conducted either separately or jointly.

4. The Complainant(s) and the Respondent(s) have the right to be assisted by an advisor they choose, at their own expense. The advisor cannot be an attorney except in cases in which allegations of Sexual Misconduct are included. The Complainant and/or the Respondent are responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in a Community Standards Hearing Board hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the Community Standards Hearing Board hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.

5. The Respondent and the Community Standards Hearing Board, at the option of the Student Conduct Administrator, may arrange for witnesses. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the Complainant and/or Respondent at least two weekdays prior to the Community Standards Hearing Board hearing. Witnesses will provide information to and answer questions from the Community Standards Hearing Board. Questions of whether
potential information will be received shall be resolved in the discretion of the chairperson of the Community Standards Hearing Board.

6. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a Community Standards Hearing Board at the discretion of the chairperson. The Respondent shall be permitted to respond to the charges in a written or oral statement of reasonable length.

7. All procedural questions are subject to the final decision of the chairperson of the Community Standards Hearing Board.

8. After the portion of the Community Standards Hearing Board hearing concludes in which all information deemed pertinent by the Student Conduct Administrator or Community Standards Hearing Board has been received, the Community Standards Hearing Board shall determine (by majority vote if the Community Standards Hearing Board consists of more than one person) whether the Respondent has violated each University policy which the student is charged with violating.

9. The Community Standards Hearing Board’s determination shall be made on the basis of whether it is “more likely than not” that the Accused Student violated the Code of Community Standards. This is also known as “a preponderance of the evidence.”

10. All hearings will be prompt, fair and impartial and will use a fundamental fairness standard when assessing whether the information presented constitutes a preponderance of the evidence.

11. A student may submit a challenge to the impartiality of any member of a hearing board before the hearing commences. The Student Conduct Administrator will decide whether the student’s challenge has merit and if that member of the Community Standards Hearing Board should be removed.

12. Formal rules of process, procedure, and/or, such are applied in criminal or civil court, are not used in Community Standards Hearing Board proceedings.

13. During time periods in which any of the Community Standards Hearing Board cannot be officially constituted, the University Student Conduct Officer or designee may choose an appropriate alternative to the Community Standards Hearing Board.

14. Any provisions of the Community Standards Hearing Board hearing guidelines may be varied in the discretion of the Student Conduct Administrator and/or Community Standards Hearing Board Chairperson. University policy must be interpreted and enforced in the context of an academic community. Concepts such as fairness and impartiality may be interpreted differently in a school than in a court, as the likelihood of pre-existing relationships between the people involved is high, one of the major goals of the process is educational, and University proceedings are not criminal in nature.

Recording and Notifications
At the option of the Title IX Coordinator, University Student Conduct Officer or Chairperson of a Community Standards Hearing Board/University Grievance Committee, there may be a single verbatim record of all Community Standards Hearing Board/University Grievance Committee hearings before Community Standards Hearing Board/University Grievance Committee (not including deliberations). Deliberations shall not be recorded. The record shall be the property of
the University. Unauthorized recordings by participants in the Community Standards Hearing Board/University Grievance Committee proceedings and/or meetings with a Student Conduct Administrator are not allowed. If a Respondent, with notice, does not appear before a Community Standards Hearing Board/University Grievance Committee hearing, the information in support of the charges shall be presented and considered even if the Respondent is not present.

Notice of a hearing will be sent via email to on-campus and off-campus students via the university provided email account. Off-campus students will also receive a hard-copy letter sent via certified mail.

If a letter is sent to the addresses given to the University by the student, the student’s parents, or his/her legal guardian(s), and the letter can be delivered, then the Respondent will have been properly served. It is the student’s responsibility to ensure that his or her mailing address is current and accurate with the University’s student data system.

**Discipline File Record-Keeping**

The Office of Residential Life and Student Conduct maintains disciplinary files on all cases.

**Removal of Discipline Files**

Upon awarding of a degree, the student’s disciplinary record may be expunged of disciplinary actions other than residence hall separation, suspension, expulsion or revocation or withholding of a degree, upon application to the Dean of Students. Cases involving the imposition of sanctions other than residence hall separation, suspension, expulsion or revocation or withholding of a degree may be expunged from the student’s confidential record seven years after final disposition of the case. The Dean of Students reserves the right to refuse such a request depending on the seriousness of the violations. Suspension and dismissal records shall be permanently retained as official records unless the student is readmitted and successfully completes a degree, at which point, the record may be removed seven years beyond the date of readmission. Expulsion records shall not be removed from the official files under any circumstances. Any records kept beyond these limits for statistical purposes will not be considered or released as official disciplinary records.

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

**SANCTIONS**

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

1. **Deferred Suspension** – The student’s behavior warrants suspension, but due to mitigating circumstances, there is a desire to allow the student an opportunity to mature and/or the student has demonstrated s/he has learned from the experience. Such sanction is imposed with the understanding that any further violations of University rules or regulations will result in automatic suspension or expulsion. The student may not represent the University in any extra-curricular activity, run for, or hold office in any student group or organization.

2. **Disciplinary Probation** – A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional policies during the probationary period. The student shall not run for, or hold office in any student group or organization while
on probation. Other restrictions, conditions may be imposed.

3. **Disciplinary Warning** – A notice in writing to the student that the student is violating or has violated institutional regulations. This sanction for minor violations may also include some penalty, work experience, or other sanction(s).

4. **Dismissal** – Separation from the University for an indefinite period of time – a minimum of two years. Readmission is possible, but not guaranteed and will only be considered after two years from the effective date of the dismissal, based on meeting all readmission criteria and obtaining clearance from the Dean of Students or designee.

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

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

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

8. **Loss of Privileges** – Denial of specified privileges for a designated period of time. This may include having guests, visiting other part of campus, attendance of certain campus activities, etc.

9. **Other Sanctions** – Other sanctions may be imposed, e.g. anger or stress management training, sexual harassment sensitivity training, restitution, work/research assignment or project, community service, or restrictions.

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

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

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

13. **Substance Abuse Counseling and/or Evaluation** – For any disciplinary action which is substance abuse related, the student may be required to receive counseling, on or off campus or be required to complete an online educational program related to alcohol and/or substance abuse prevention.

14. **Suspension** – The student is separated from the University for a definite period of time, (up to two years) after which the student is eligible to return. Conditions for readmission may be specified. The student may be barred from the University’s premises and may not participate in any University-sponsored activities. Suspensions may be imposed in an administrative hearing
if the charges are admitted to or if the facts of the case presented to the University Student Conduct Officer or the Title IX Coordinator in the administrative hearing do not dispute the charges presented in the hearing.

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

More than one of these disciplinary sanctions may be used for any single violation. Other than University expulsion or revocation or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent record, but shall become part of the student’s disciplinary record.

In situations involving both a Respondent(s) (or group or organization) and a student complainant(s) claiming to be the victim of another student’s conduct, the records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Respondent(s) and the Complainant because the educational career and chances of success in the academic community of each may be impacted.

The following sanctions may be imposed upon groups or organizations:

1. Those listed above for students.
2. Loss of selected rights and privileges for a specified period of time.
3. Deactivation. Loss of all privileges, including University recognition, for a specified period of time.

In each case in which a Community Standards Hearing Board determines that a student and/or group or organization has violated the Code, the sanction(s) shall be determined and imposed by the Student Conduct Administrator. The Student Conduct Administrator is not limited to sanctions recommended by members of the Community Standards Hearing Board.

The University Student Conduct Officer and/or Student Conduct Administrator reserve the right to impose sanctions that may not fall into one of the above categories. The University Student Conduct Officer and Student Conduct Administrator may also consider any past disciplinary record of the accused when making a decision.

**Sample infractions of University policies and their possible sanctions:**

<table>
<thead>
<tr>
<th>Offense</th>
<th>Sanctions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attempted or threat of non-sexual physical assault on a student, faculty member, staff member, or Security Officer</td>
<td>Disciplinary Warning/probation to one year suspension</td>
</tr>
<tr>
<td>Candles, burned or unburned, halogen, torchier lamps</td>
<td>Disciplinary Warning, $50.00 fine, to removal from housing</td>
</tr>
<tr>
<td>Damage of University property</td>
<td>Progressive discipline and restitution</td>
</tr>
<tr>
<td>Failure to comply with a request for identification</td>
<td>Progressive discipline, monetary fines, and temporary separation from the residence halls</td>
</tr>
<tr>
<td>Fighting</td>
<td>Removal from the residence halls for no less than four academic months to expulsion</td>
</tr>
<tr>
<td>Harassment or Intimidation (of a non-sexual nature)</td>
<td>Disciplinary Warning to suspension</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
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</tr>
<tr>
<td>Lying to Security Officers or other personnel</td>
<td>Disciplinary Warning to removal from housing, fines</td>
</tr>
<tr>
<td>Lying to University personnel</td>
<td>Disciplinary Warning; Suspension to expulsion</td>
</tr>
<tr>
<td>Misuse of a meal card</td>
<td>Disciplinary Warning to disciplinary probation</td>
</tr>
<tr>
<td>Misuse of UB ID</td>
<td>Progressive discipline and restitution if appropriate, $50.00 fine</td>
</tr>
<tr>
<td>Misuse of UB PAL</td>
<td>$50.00 fine and progressive discipline</td>
</tr>
<tr>
<td>Possession and/or use of a weapon, or replica of a weapon, or object which might reasonably be mistaken for a weapon</td>
<td>Suspension to expulsion</td>
</tr>
<tr>
<td>Possession of alcoholic beverages by minors</td>
<td>Warning to expulsion</td>
</tr>
<tr>
<td>Setting of a fire</td>
<td>Suspension to expulsion and restitution</td>
</tr>
<tr>
<td>Sexual Misconduct</td>
<td>Disciplinary probation to expulsion</td>
</tr>
<tr>
<td>Stalking</td>
<td>Suspension to expulsion</td>
</tr>
<tr>
<td>Tampering with fire safety equipment</td>
<td>Suspension to expulsion and restitution</td>
</tr>
<tr>
<td>Throwing items out of rooms or out of windows</td>
<td>Fine and/or suspension</td>
</tr>
<tr>
<td>Unauthorized possession of University keys</td>
<td>Progressive discipline, restitution</td>
</tr>
<tr>
<td>Vandalism</td>
<td>Disciplinary Warning to expulsion, depending on severity</td>
</tr>
<tr>
<td>Verbal or physical abuse (of a non-sexual nature)</td>
<td>Disciplinary Probation, being banned from the Residence Halls, to suspension from the University</td>
</tr>
<tr>
<td>Violation of academic honesty policies</td>
<td>Disciplinary Warning to expulsion</td>
</tr>
<tr>
<td>Violation of the Drug Policy</td>
<td>Warning to expulsion</td>
</tr>
<tr>
<td>Violation of the Fire Safety Policy</td>
<td>Disciplinary Warning to suspension</td>
</tr>
</tbody>
</table>

**SUMMARY ACTIONS**

In certain circumstances, the University Student Conduct Officer, or a designee, may impose a University suspension or residence hall separation prior to the hearing before a Community Standards Hearing Board.

Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses an on-going threat of disruption of, or interference with, the normal operations of the University.
During the interim suspension or residence hall separation, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the University Student Conduct Officer or the Student Conduct Administrator may determine to be appropriate.

The interim suspension or residence hall separation does not replace the regular process, which shall proceed on the normal schedule, up to and through a Community Standards Hearing Board hearing, if required.

**APPEALS FOR CASES HEARD BY A STUDENT CONDUCT ADMINISTRATOR/COMMUNITY STANDARDS HEARING BOARD**

A decision reached by the CSHB (Community Standards Hearing Board) or a sanction imposed by the SCA may be appealed by the Respondent(s) or Complainant(s) to an Appellate Board (AB) within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the SCA or his or her designee.

Except as required to explain the basis of new information, an appeal shall be limited to a review of the verbatim record of the Community Standards Hearing Board hearing and supporting documents for one or more of the following purposes:

- To determine whether the Community Standards Hearing Board hearing was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information that the Code of Community Standards was violated, and giving the Respondent a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.
- To determine whether the decision reached regarding the Respondent was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Code of Community Standards occurred.
- To determine whether the sanction(s) imposed were appropriate for the violation of the Code which the student was found to have committed.
- To consider new information, sufficient to alter a decision or relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Community Standards Hearing Board hearing.

Appeals will only be heard if they fit one or more of the criteria above. The USCO (University Student Conduct Officer) or designee will decide, in each individual case, whether or not the appeal will be heard.

Appellate hearings will be scheduled within ten class days of receiving the written request for appeal.

If an appeal is upheld by the Appellate Board (AB), the matter shall be returned to the original Community Standards Hearing Board and Student Conduct Administrator for re-opening of Community Standards Hearing Board hearings to allow reconsideration of the original determination and/or sanction(s). If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

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

Victims must notify the Student Conduct Administrator if they wish to exercise any of the rights listed in this section at least five week days prior to the scheduled hearing. Victims’ privileges apply to the following types of cases:

1. Sexual Misconduct
2. Endangerment.
3. Harassment.
4. Hazing.
5. Property damage.
6. Property theft.
7. Incidents of violence including, but not limited to, verbal and physical abuse, sexual assault, domestic, dating and intimate partner violence, stalking, and assault.

The information which the University discloses about a complainant, victim or others with regard to a pending investigation or disciplinary matter may be limited by privacy laws or regulations. The Community Standards Hearing Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Respondent, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the University Student Conduct Officer or designee to be appropriate. The Student Conduct Administrator and/or Community Standards Hearing Board may in their absolute discretion determine that the circumstances of a particular dispute do not require that the Respondent(s) be permitted to confront the persons providing information supporting the charges.

Both the Complainant and the Respondent shall be informed, in writing, of the outcome of the UGC hearing or administrative process conducted by the Student Conduct Administrator and/or the Title IX Coordinator or designee.
Chapter Six
Policies of the University of Bridgeport

INTRODUCTION

The University of Bridgeport is an academic community comprised of students, faculty, administrators, and staff. All have the ongoing responsibility for setting and maintaining high standards consistent with University policies. Students have the right to make personal decisions and judgments, including participation in social and political activities. The University reserves the right to notify the student’s parent(s) or legal guardian(s) regarding the health, academic, or disciplinary status of the student provided that the University shall conform to all pertinent student privacy rights as mandated by federal, state, or local laws, rules or regulations.

Although a University rule may be the same as or exceed the expectation of civil law, the University does not take responsibility for enforcing civil law. Students are expected to conform to the governing regulations of the University and to civil law. While the University is not responsible for the student who commits, or is alleged to have committed a civil or criminal offense, we reserve the right to activate our internal judicial process, whether the incident occurred on or off campus.

The University also believes that each student is responsible for reaching specific goals as part of a student development philosophy. These growth dimensions in the academic, personal, community, cultural, career and health areas define a healthy, independent individual who is a compassionate and thoughtful member of society.

POLICY ON HARASSMENT, DISCRIMINATION, AND HATE CRIMES

The University of Bridgeport embraces the principles of diversity and pluralism and seeks to uphold respect for and to honor the individuality and dignity of all human beings. The institution will create and maintain an environment that acknowledges differences, encourages freedom of expression and motivates change. Harassment, discrimination and hate crimes are not conducive to this environment.

Therefore, the University of Bridgeport will not tolerate any conduct or speech that has no intent other than to cause embarrassment or pain to any individual or group in our community.

Sexual and other Unlawful Harassment

Any form of harassment based on an individual’s or group’s race, color, national origin, religion, age, sex, gender, sexual orientation, disability, marital status, genetic information or veteran status is strictly prohibited.

The University is committed to creating and maintaining a community where all persons who participate in University programs and activities can work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Every member of the University community should be aware that the University is strongly opposed to sexual harassment, and that such behavior is prohibited both by law and by University policy. The University will
respond promptly and effectively to reports of sexual harassment, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Sexual Harassment means “any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment, grade, benefit or service; (2) submission or rejection of such conduct by an individual is used as the basis for employment, grading or other decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual’s work or academic performance or creating an intimidating, hostile or offensive working or learning environment.”

Examples of sexual harassment include, but are not limited to:

- Physical assaults of sexual nature, such as: (1) sexual assault, sexual battery, molestation or attempts to commit these assaults; and (2) intentional physical conduct which is sexual in nature, such as patting, pinching, brushing against another’s body, etc.
- Unwanted sexual advances, propositions or other sexual comments.
- Sexual or discriminatory displays, publications, or other ritual material on university property.

This policy also prohibits retaliation against a person who reports sexual harassment, assists someone with a report of sexual harassment, or participates in any manner in an investigation or resolution of a sexual harassment report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

**Discrimination**

It is the policy of the University of Bridgeport to prohibit discrimination in admissions, educational programs and employment, and in the provision of services on the basis of legally protected class characteristics (unless there is a bona fide occupational qualification related to employment), or any other unlawful factor. Protected class characteristics include race, color, ethnicity, religion, age, creed, ancestry, workplace hazards to reproductive systems, sex (gender identity, gender expression, sexual harassment), marital status, civil union status, sexual orientation, genetic information, pregnancy, national origin, physical/mental/learning disability, veteran status and any other group protected by civil rights laws.

**Hate Crimes**

Any act of violence or threat of violence based on an individual’s or group’s race, color, national origin, religion, age, sex, gender, sexual orientation, disability, marital status, genetic information or veteran status will not be tolerated.

Moreover, in cases of conflicts between the right to speak freely and the right to be protected from injury of “hate speech,” the University will be guided by the following general policy:

The University recognizes respects, and values the principles, letter and spirit of the First Amendment right to free speech and expression. The essential concepts of academic and personal freedom require that we go to extraordinary lengths to ensure that even ordinarily distasteful opinions and speech be countenanced, whether popular or unpopular, politically correct or incorrect, foolish or wise, naive or sophisticated. At the same time, we expect members of the University community to be responsible and sensitive when exercising these rights. Free inquiry cannot long exist in a community that permits any of its members deliberately to harm, by deed or word, any of the rest of us.
In various handbooks and other policy statements, the University already has prohibited certain acts which may harm others. This policy warrants tougher sanctions when these prohibited acts are based on aforementioned individual or group differences.

**Resolution of Policy Violations**

The Title IX Coordinator is responsible for administration of this policy and its resolution processes. *(Title IX Coordinator: 126 Park Avenue, Bridgeport, CT 06604 (203) 576-4602)*

Any person who believes that he or she is being victimized by an offense as stated in the Policy on Sexual or Racial Harassment, Discrimination, and Hate Crimes may seek resolution of the violation through the processes listed below.

**Formal Process**

The formal grievance process will be activated in all cases involving an alleged violation of the Policy on Sexual or Racial Harassment, Discrimination, and Hate Crimes. The Title IX Coordinator will provide oversight of the investigation process and, upon review of the findings, determine whether the matter is to be referred to the University Student Conduct Officer for adjudication.

If an allegation of a Policy violation is made against a student and the alleged violator(s) admit violation of the Policy, the University Student Conduct Officer, under direction of the Title IX Coordinator, will issue an Administrative Sanction regarding the matter. Both the Complainant and the Respondent will be notified of the Administrative Sanction and the Complainant will retain the right to appeal the decision/sanction(s), in which event the University Grievance Committee will be convened to hear the charges and determine the appropriate sanction. Should the Complainant not submit an appeal, the Administrative Sanction will be final and binding. Should the alleged violator(s) not admit violation of the policy, the University Student Conduct Officer, under the direction of the Title IX Coordinator, shall convene the University Grievance Committee and shall contact the chairperson of the University Grievance Committee to arrange a date, time and place for a formal hearing. Following the hearing, both the Complainant and the Respondent will be notified of the outcome and sanction(s), if applicable.

Any student who believes he or she has been discriminated against or harassed, including sexual harassment, by the University or a University employee in connection with a University service, program or activity in violation of federal or state law, including Title VI or Title IX, should promptly report the matter to the Title IX Coordinator or the Dean of Students. The matter will be promptly investigated and if substantiated, discipline will be imposed in accordance with the University’s personnel policies. The student will be promptly notified of the outcome, including any remedial action. Any student who is not satisfied with the resolution may file a grievance under the University’s Title IX resolution policy.

**TITLE IX POLICY**

The University of Bridgeport is committed to preventing or eliminating all forms of sex-based discrimination in its education programs or activities in accordance with its commitment to Title IX of the Education Amendments of 1972. Consistent with this commitment, it strictly prohibits sexual assault and all forms of intimate partner violence, stalking or harassing conduct. The university endeavors to educate students regarding prevention of sexual assault and to appropriately discipline students who violate the Code of Conduct, as well to provide support and assistance to victims.
Sexual Assault and other forms of Violence

Assistance to Victims

If you or a fellow student has been assaulted or knows of anyone who has been involved in a sexual assault, intimate partner violence, stalking or harassment, it is important to know that the affected individual has options. The University of Bridgeport has a partnership with The Center for Family Justice which provides 24-hour crisis counseling/consultation for victims of sexual assault or other forms of domestic or intimate partner violence. Their phone number is 203-333-2233 or 888-999-5545 after hours.

On Campus Resources include:

- UB Counseling Services (203) 576-4454 - It is important to note that interactions with the Counseling Center on campus are privileged and confidential (except where provided by law).
- UB Student Health Services (203) 576-4712
- Director or Associate Director of Residential Life and Student Conduct (203)576-4228
- Dean of Students (203) 576-4392
- Campus Security (203) 576-4911
- Title IX Coordinator (203) 576-4602; Deputy Title IX Coordinator (203) 576-4304

All of the above resources will identify options for the students, on campus resources, and support services, and will encourage the student to contact the Center for Family Justice for a trained crisis counselor to be assigned to him or her. The trained crisis counselor will accompany the victim to the hospital, and assist the victim through the criminal justice system, which may include a forensic exam, police report, District, Superior or Federal Court.

Get Medical Attention

When your health/safety is in danger, call 911 immediately and/or Campus Security at

- (203)576-4911. If you are on campus you can press your PAL (Personal Alarm Locator). All University students and employees should carry a PAL while on campus. If you do not have a PAL go to UB Security at Norsemen Hall, 221 University Avenue to obtain one.
- Go to a hospital Emergency Room where you can get medical attention for personal injury, sexually transmitted diseases, and/or pregnancy. Follow up testing for HIV is recommended. Medical evidence may also be collected. Call for an ambulance, or ask UB Security to do so, at (203) 866-1121. You may also go to Student Health Services, Room 119, 60 Lafayette St. 8:30 AM -4:30 PM, Monday - Friday.
- Seek care from your personal or family physician.
- Campus Security can assist in securing transportation to a hospital emergency room.

Local Hospitals:

- St. Vincent’s Medical Center, 2800 Main St, Bridgeport, CT 06606 (203) 576-6000.
- Bridgeport Hospital, 267 Grant St, Bridgeport, CT 06610 (203) 384-3566.
Report the Assault

Victims of sexual assault on campus are encouraged to report the incident to Campus Security and/or the Bridgeport Police Department as soon as possible. Students may call the Bridgeport Police (911, for non-emergencies (203) 576-7671), Campus Security (203) 576-4911, Title IX Coordinator (203) 576-4602, and/or the Dean of Students (203) 576-4393. University employees, except for counselors, are required to promptly notify Campus Security if they have knowledge of a sexual assault on campus. Any student or other individual with knowledge of a sexual assault on campus is encouraged to report the matter to Campus Security (203) 576-4911.

Reports of sexual assault may be anonymously submitted in writing to Campus Security. In the event sufficient information is provided to permit investigation, this may result in the University identifying or contacting the individual who submitted the report. Because it is often not possible to investigate an anonymous report, victims and other individuals with knowledge of a sexual assault are encouraged to provide their name and contact information. The University will make every effort to minimize disclosure of victim or reporter identity in accordance with and subject to its procedures for responding to sexual assault and the requirements of federal and state law.

Confidential Counseling Services

Victims of sexual assault are encouraged to seek confidential counseling available through the Counseling Center and Student Health Services. In addition to providing support and counseling, they will also make referrals and talk about your options. You can also contact the Connecticut 24-hour hotline for sexual assault and domestic violence. The Sexual Assault Hotline number for Connecticut is (888) 999-5545.

Protective Orders

The university will support all court issued protective orders. Students are encouraged to notify Campus Security of any court issued protective orders. Students who feel they need protection should report concerns to Campus Security or the Dean of Students.

Disciplinary Proceedings for Sexual Misconduct and other forms of Violence

University disciplinary proceedings may be initiated against a student charged with conduct that potentially violates both the criminal law and the Student Conduct Code without regard to the pending civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Conduct Code (Code) may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the USCO (University Student Conduct Officer, in conjunction with Title IX Coordinator if it involves a Title IX violation.). Determinations made or sanctions imposed under this Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his/her status as a student. If the alleged offense is also being processed under the Student Conduct Code, the University may advise off-campus authorities of the existence of the Student Conduct Code and of how such matters are typically handled within the University community. The University will attempt to cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules or sanctions). Individual students and other members of the University community, acting in their personal capacities,
remain free to interact with governmental representatives as they deem appropriate. Any person who believes that he/she is being victimized by an offense as stated in the Policy on Sexual Assault may seek resolution of the violation through the following processes. The Title IX Coordinator is responsible for administration of this policy and its resolution processes.

Students may request that disciplinary procedures, in Title IX related cases, be handled promptly and all proceedings will be handled by a University official trained in issues related to sexual assault and intimate partner violence. During disciplinary proceedings, both the Complainant and the Respondent may bring an advisor to support him/her, present evidence and witnesses. At the completion of the disciplinary proceedings, both the Complainant and the Respondent shall be notified, in writing, of the results of the proceedings.

If an allegation of a Policy violation is made against a student and the alleged violator(s) admit violation of the Policy, the University Student Conduct Officer, under direction of the Title IX Coordinator, will issue an Administrative Sanction regarding the matter. Both the Complainant and the Respondent will be notified of the Administrative Sanction and the Complainant will retain the right to appeal the decision/sanction(s), in which event the University Grievance Committee will be convened to hear the charges and determine the appropriate sanction. If the Complainant does not submit an appeal, the Administrative Sanction will be final and binding. In the event the alleged violator(s) does not admit violation of the Policy, the University Student Conduct Officer, under the direction of the Title IX Coordinator, shall convene the University Grievance Committee and shall contact the chairperson of the University Grievance Committee to arrange a date, time and place for a formal hearing. Following the hearing, both the Complainant and the Respondent will be notified of the outcome and sanction(s), if applicable, and shall retain the right to appeal the decision of the University Grievance Committee. Should an appeal be submitted by either the Complainant or Respondent, the matter will be referred to the Title IX Coordinator for review and shall be resolved in accordance with the appeals procedures for matters heard by the UGC as set forth in the Appeals from University Grievance Committee Decision in Chapter 6.

Students’ Rights during University Grievance Committee Hearings Regarding Allegations of Sexual Misconduct and other forms of Violence

The Title IX Coordinator, or designee, shall issue all charges to the Respondent in written form and shall set a UGC (University Grievance Committee) hearing, not fewer than five nor more than 15 calendar days after the student has been notified unless the student waives these time limits. Maximum time limits for scheduling of University Grievance Committee hearings may be extended at the discretion of the University Grievance Committee Chairperson.

The student may attend an information session during which the student can view all materials related to the case, receive instruction regarding the disciplinary process and the student’s rights, and confirm the forum in which the case will be heard.

Parent(s) and legal guardians of dependent students under the age of 21 at the time of the alleged offense may also be notified of pending charges at the discretion of the SCA and pursuant to the processes outlined in the Family Educational Rights and Privacy Act (FERPA).

University Grievance Committee (UGC) hearings shall be conducted by a University Grievance Committee according to the following guidelines except when otherwise stated:

1. UGC hearings shall be conducted in private.
2. The Respondent, and their advisors, if any, shall be allowed to attend the entire portion of the
University Grievance Committee hearing at which information is received (excluding deliberations). Admission of any other person to the University Grievance Committee hearing shall be at the discretion of the University Grievance Committee and/or its SCA.

3. In the UGC hearings involving more than one Respondent, the University Grievance Committee chairperson, in his or her discretion, may permit the University Grievance Committee hearings concerning each student to be conducted either separately or jointly.

4. The Complainant(s) and the Respondent(s) have the right to be assisted by an advisor of their choosing, at their own expense, and who may be an attorney in cases in which allegations of Sexual Misconduct are included.

5. The Complainant and/or the Respondent is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in a University Grievance Committee hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the University Grievance Committee hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor.

6. The Respondent and the University Grievance Committee, at the option of the University Grievance Committee Chairperson, may arrange for witnesses. The University will try to arrange the attendance of possible witnesses who are members of the University community, if reasonably possible, and who are identified by the Complainant and/or Respondent at least two weekdays prior to the University Grievance Committee hearing. Witnesses will provide information to and answer questions from the University Grievance Committee. Questions of whether potential information will be received shall be resolved at the discretion of the chairperson of the University Grievance Committee.

7. Pertinent records, exhibits, and written statements may be accepted as information for consideration by a University Grievance Committee at the discretion of the chairperson. The Respondent shall be permitted to respond to the charges in a written or oral statement of reasonable length.

8. All procedural questions are subject to the final decision of the chairperson of the University Grievance Committee.

9. After the portion of the University Grievance Committee hearing concludes in which all information deemed pertinent by the University Grievance Committee has been received, the University Grievance Committee shall determine by majority vote whether the Respondent has violated each section of The Code which the student is charged with violating.

10. The University Grievance Committee determination shall be made on the basis of whether it is “more likely than not” that the Accused Student violated The Code. This is also known as “a preponderance of the evidence.”

11. All hearings will be fair and impartial and will use a fundamental fairness standard when assessing whether the information presented constitutes a preponderance of the evidence.

12. A student may submit a challenge to the impartiality of any member of a hearing board before the hearing proceeds. The Title IX Coordinator or University Student Conduct Officer will decide whether the student’s challenge has merit and another University Grievance Committee should be convened.
13. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in
criminal or civil court, are not used in Student Conduct Code proceedings.

14. During time periods in which the University Grievance Committee cannot be officially
constituted, the Title IX Coordinator or University Student Conduct Officer may choose an
appropriate alternative as the University Grievance Committee.

15. Any provisions of the University Grievance Committee hearing guidelines may be varied in the
discretion of the Title IX Coordinator, the University Student Conduct Officer and/or the
University Grievance Committee Chairperson. The Code must be interpreted and enforced in
the context of an academic community. Concepts such as fairness and impartiality must be
understood differently in a school than in a court, as the likelihood of pre-existing relationships
between the people involved is high and one of the major goals of the process is educational.

16. Alleged victims of sexual misconduct have the right to request that the proceedings begin
promptly and that they are conducted by an official trained on the topics of Sexual Assault and
Intimate Partner Violence.

Recording and Notifications

At the option of the Title IX Coordinator, University Student Conduct Officer or Chairperson of a
Community Standards Hearing Board/University Grievance Committee, there may be a single
verbatim record of all Community Standards Hearing Board/University Grievance Committee
hearings before Community Standards Hearing Board/University Grievance Committee (not
including deliberations). Deliberations shall not be recorded. The record shall be the property of
the University. Unauthorized recordings by participants in the Community Standards Hearing
Board/University Grievance Committee proceedings and/or meetings with a Student Conduct
Administrator are not allowed. If a Respondent, with notice, does not appear before a Community
Standards Hearing Board/University Grievance Committee hearing, the information in support of
the charges shall be presented and considered even if the Respondent is not present.

Notice of a hearing will be sent via email to on-campus and off-campus students via the
university provided email account. Off-campus students will also receive a hard-copy letter sent
via certified mail.

If a letter is sent to the addresses given to the University by the student, the student’s parents, or
his/her legal guardian(s), and the letter can be delivered, then the Respondent will have been
properly served. It is the student’s responsibility to ensure that his or her mailing address is
current and accurate with the University’s student data system.

Appeals from University Grievance Committee Decision

A decision reached by the UGC (University Grievance Committee) or a sanction imposed by the
Student Conduct Administrator may be appealed by the Respondent(s) or Complainant(s) to the Title
IX Coordinator within five (5) week days of the decision. Such appeals shall be in writing and shall
be delivered to the Title IX Coordinator or his or her designee.

Except as required to explain the basis of new information, an appeal shall be limited to a review
of the verbatim record of the University Grievance Committee hearing and supporting documents
for one or more of the following purposes:

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

- To determine whether the decision reached regarding the Respondent was based on substantial information, that is, whether there were facts in the case that, if believed by the fact finder, were sufficient to establish that a violation of the Student Conduct Code occurred.

- To determine whether the sanction(s) imposed were appropriate for the violation of the Code which the student was found to have committed.

- To consider new information, sufficient to alter a decision or relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original University Grievance Committee hearing.

Appeals will only be heard if they fit one or more of the criteria above. The Title IX Coordinator or designee will decide, in each individual case, whether or not the appeal will be heard. Appellate hearings will be scheduled within ten week days of receiving the written request for appeal.

If the Title IX Coordinator decides in his/her exclusive discretion that grounds for an appeal exist, she/he will submit the appeal to the President of the University for review. The President has the ultimate decision and may:

1) Make a final decision personally;

2) Designate an independent panel to hear the appeal and make recommendations with regard to a decision; or

3) Refer the case back to the University Grievance Committee to reconsider and/or make recommendations. In the latter two cases, recommendations will be made to the President whose decision will be final.

Sanctions

Students found in violation of sexual assault, forcible or non-forcible, will be subject to a minimum of one-year suspension up to permanent expulsion. Students found guilty, who plead guilty, or who plead no contest, of sexual assault in a criminal proceeding will be found in violation of this policy and subject to immediate expulsion without the necessity of awaiting the result of any appeal. The Dean of Students, or his/her designee, or the Title IX Coordinator has the authority to take immediate action to protect the safety and well-being of members of the UB community. A preliminary investigation by the Dean/Title IX Coordinator will determine immediate action pending a hearing.

Interim Actions

In certain circumstances, the USCO, or a designee, may impose a University suspension or residence hall separation prior to hearing before a UGC.

Interim suspension may be imposed only: a) to ensure the safety and well-being of members of the University community or preservation of University property; b) to ensure the student’s own physical or emotional safety and well-being; or c) if the student poses an on-going threat of disruption of, or interference with, the normal operations of the University.
During the interim suspension or residence hall separation, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the USCO or the UGC may determine to be appropriate.

The interim suspension or residence hall separation does not replace the regular process, which shall proceed on the normal schedule, up to and through a UGC hearing, if required.

**Policy Prohibiting Stalking**

Stalking is a crime in Connecticut and is strictly prohibited by the University’s Code of Community Standards (Chapter 5). Students who believe they may be victims of stalking should report this immediately to any of the following:

- Campus Security at ext. 4911
- Bridgeport Police at 911 (9-911 from UB Campus phone).
- Director for Residential Life and Student Conduct at ext. 4228

Any student found to be in violation of this policy will be disciplined, up to and including expulsion.

**Policy Prohibiting Hazing**

The Code of Conduct prohibits any form of hazing (see Chapter 5). Hazing is also a crime under Connecticut General Statutes section 53-23a, which states:

“Hazing” means any action which recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization. The term shall include, but not be limited to:

- Requiring indecent exposure of the body;
- Requiring any activity that would subject the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact;
- Confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas;
- Any assault upon the person; or
- Requiring the ingestion of any substance or any other physical activity which could adversely affect the health or safety of the individual. The term shall not include an action sponsored by an institution of higher education which requires any athletic practice, conditioning, or competition or curricular activity.

No student organization or member of a student organization shall engage in hazing any member or person pledged to be a member of the organization. The implied or express consent of the victim shall not be a defense in any action brought under this section. A student organization which violates this statute may be subject to a fine of up to $1,000 and shall forfeit for a period of not less than one year all the rights and privileges of being an organization organized or operating at an institution of higher education. This section shall not in any manner limit or exclude prosecution or punishment for any crime or any civil remedy.

In addition to the above penalties which may be imposed in legal proceedings, the University may discipline any student or organization found to have engaged in hazing, as defined herein, up to expulsion from the university.
TITLE IX GRIEVANCE RESOLUTION POLICY

Any student who believes that he or she has been discriminated against in violation of Title IX of the Education Amendments of 1972 may file a complaint with the Title IX Coordinator. Provided however, that any matter referred to a University Grievance Committee may be appealed only through the procedures set forth in the Appeals from University Grievance Committee Decision section of Chapter 6 and shall not be subject to further review.

The Title IX Coordinator shall meet with the student, review the matter, and determine if the matter is appropriate to be resolved through informal mediation.

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

Second Step: The student may submit a written grievance to the Title IX Coordinator, who shall forward it to the President. The President shall refer the complaint to the appropriate administrator for investigation and response, which shall be communicated to the student through the Title IX Coordinator.

Third Step: In the event that the student is not satisfied with the resolution at Step 2, then the student may submit a written request within fourteen (14) days through the Title IX Coordinator for a hearing before a Title IX resolution committee. The President shall promptly appoint a resolution committee which shall consist of one representative from student services, one administrator and one faculty member. The resolution committee shall convene a hearing and recommend a decision on the grievance to the President, whose decision in the matter shall be final.

OUTSIDE COMPLAINT RESOURCES

The University of Bridgeport endeavors to resolve all student grievances and concerns in a fair and timely manner. In the event a student believes that his or her complaint remains unresolved after following internal procedures, he or she may request that the complaint be reviewed by the Connecticut Office of Higher Education, 61 Woodland Street, Hartford, CT 06105; (800) 842-0229. The University of Bridgeport is accredited by the New England Association of Schools and Colleges (NEASC) and students may contact NEASC at 3 Burlington Woods Drive, Suite 100 Burlington, MA 01803; (855) 886-3272.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Among these rights are:

1. The right to inspect and review the educational records within 45 days of the day the University receives the request for access. Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The University Registrar will make arrangements for access and notify the student of the time and place where records may be inspected. If the Registrar does not maintain the records requested, the Registrar will advise the student of the correct official to whom the request should be addressed.

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

3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is:

- A person employed by the University in an administrative, supervisory, academic or research, or support staff position, including health or medical staff.
- A person elected to the Board of Trustees.
- A person or entity employed by or under contract to the University to perform a special task, such as security, building and grounds, information technology, food service, an attorney, auditor, collection agency or other outside vendor.
- A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.
- A school official has a legitimate educational interest if the official is:
  - Performing a task that is specified in his or her position description or contract agreement, or is customarily performed by such person at the University.
  - Performing a task related to a student’s education.
  - Performing a task related to the discipline of a student.
  - Providing a service or benefit relating to the student or student’s family, such as health care, counseling, job placement or financial aid.
  - Maintaining the safety and security of the campus.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The Dean of Students or designee has the authority to notify parents or guardians when dependent students under the age of 21 are found to be in violation of the University alcohol and/or drug policies for: 1) possession of a keg or large volume; 2) dispensing alcohol to a minor; 3) possession or distribution of controlled substances; 4) under age possession or open container in a public space for a second time; or in cases where a student is subject to residence hall separation, suspension, expulsion or required emergency medical care because the student became ill from the consumption of alcohol and/or drugs. The notification is permissive and at the discretion of the University. The notification of parents or guardians is indicated when: 1) the violation involved harm or threat of harm to persons or property, or 2) the violation involved an arrest in which the student was taken into custody.

Whenever possible, students will be informed that parental notification is planned in advance of their parents receiving the notice. The notification of parents is simply an act of notice and is not subject to appeal.

The Dean of Students or designee may disclose the name and a summary of the information regarding the final outcome of a hearing if the student is found to have committed an act of violence.
Students may file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

FERPA: NOTICE FOR DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the University of Bridgeport, with certain exceptions, obtain your written request prior to the disclosure of personally identifiable information from a student’s educational records. However, the University may disclose appropriately designated “directory information” without written consent. Examples include:

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

Directory information which is information that is generally not considered harmful or an invasion of privacy if released can also be disclosed to outside organizations. Outside organizations include, but are not limited to companies that manufacture class rings or publish yearbooks.

If you do not wish the University to disclose directory information without prior written consent you must notify the University by the tenth day of class in a semester. The student must contact the Registrar’s Office, located on the Garden Level of Wahlstrom Library, and fill out the appropriate paperwork. If a student makes such a request, the University has the option for either (1) withholding all information of the types specified or omitting the student’s name from any published list involving such information or (2) seeking the student’s written permission to release the information.

The University of Bridgeport has designated the following information as directory information:

- Student’s name
- Address
- University electronic mail address
- Telephone listing
- Date and place of birth
- Hometown
- Student’s image
- Citizenship
• Family relations
• Marital status
• Previous schools or training
• Academic year
• Dates of attendance and/or graduation
• Major field of study or academic specialty
• Instructors and courses
• Participation in sports and other officially recognized activities (including position, role, or function)
• Membership in officially recognized honorary, professional, academic, or social organizations
• Academic honors or achievements
• Special awards or recognitions received, scholarships, fellowships, assistantships
• Offices or honorary positions to which elected or appointed
• Eligibility for and performance records in athletics or other recognized forms of competition
• Height and weight of members of athletic teams
• Place and nature of employment
• Post-graduation plans
• Positions or achievements
• Hobbies, interests, and community activities
• Publications or papers presented
• Title of honors or graduate thesis
• For students seeking employment on job interviews, such additional information as has been furnished or cleared by the student with the understanding that it will be used in connection with applications or employment inquiries. Religious affiliation, if volunteered by the students, will be revealed to the campus ministry, local churches, synagogues, and mosques.

PARENTAL/Legal GUARDIAN NOTIFICATION OF ALCOHOL AND DRUG VIOLATIONS

One of the most significant changes a parent/legal guardian experiences in sending his/her son, daughter or ward off to college is a higher privacy standard for educational records at the university than at the secondary school level. The University recognizes students’ interests and rights in privacy. FERPA, the Family Educational Rights and Privacy Act of 1974, is a Federal Law that regulates disclosure of, and access to, educational records of students.

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

i. First violation:

Unless there are aggravating circumstances, the University will generally not notify parent(s) or legal guardian(s) of students under age of 21 of first time violations.

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

• The student demonstrates a reckless disregard for his or her personal safety or the safety of others while under the influence of alcohol; student requires transport to a hospital to receive medical attention;
• The student causes significant property damage;
• The student operates a motor vehicle under the influence of alcohol;
• The violation involves another serious incident;
• The student is arrested or taken into custody by Campus Security or law enforcement officers while under the influence of alcohol, illegal drugs or abusive use of legal drugs, or is charged with violating a federal, state, or local law related to the consumption, possession, sale, dispensation, and/or use of or distribution of alcohol, illegal drugs or the abusive use of legal drugs;
• The student’s violation results in a temporary or permanent separation from the Residence Halls and/or a temporary or permanent separation from the University (e.g. suspension, dismissal or expulsion).

ii. Second and subsequent violation(s):

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

Violations occurring prior to the implementation of this parental/legal notification policy will not be considered.

II. Guidelines and Principles for Parental/Legal Guardian Notification

The University may notify a parent(s) or legal guardian(s) of students under the age of 21 who are found responsible for any incident associated with the use of alcohol, illegal drugs or the abuse of legal drugs. Furthermore, the University may also notify a student’s parent(s) or legal guardian(s) that the student has been found responsible for violating the University’s Student Code of Conduct alcohol and/or drug policies.

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

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

Use of tobacco products, including but not limited to smoking, is not permitted in any facility or vehicle owned, operated or rented by the University. This prohibition applies to all indoor spaces including private faculty and administrative offices, all areas of residence halls, dining facilities and within 20 feet or any structure or athletic field owned or rented by the University. Smoking and tobacco products are not permitted on Knights’ Field, inside the fence and stand adjacent to the Field, or in any other athletic facility owned or operated by the University.

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

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

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

**Exception:**
Classrooms where demonstration smoking or use of tobacco products is taking place as part of a time-limited medical or scientific experiment or academic lesson.

**Procedures:**
The Building and Grounds Department shall be responsible for posting appropriate signage concerning this Policy. Outside areas designated as a “Smoking Area” shall be provided by the university with suitable containers for disposing of smoking materials.

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

Complaints concerning student conduct shall be directed to the Director of Residential Life and Student Conduct for disciplinary action, if appropriate.

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

**Purpose:**
The University of Bridgeport is committed to maintaining tobacco free facilities as permitted by the laws of the State of Connecticut and recommended by the Surgeon General of the United States.
SALE OR FREE DISTRIBUTION OF TOBACCO PRODUCTS

In view of the fact that the University is attempting to create a healthy, tobacco-free campus the sale or free distribution of tobacco and tobacco products on campus is prohibited.

SMOKING CESSATION

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

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

POLICY ON ALCOHOL USE AT THE UNIVERSITY OF BRIDGEPORT

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

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

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

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

1. Kegs and keg events are strictly prohibited on all University premises, including all residence hall rooms.

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

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

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

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

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

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

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

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

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

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

Alcohol Effects

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

Each person’s metabolism reacts uniquely to drugs, including alcohol. A quantity which is within tolerance for one person, such as one of above average size, may have disastrous consequences for another person, especially where the latter is relatively less large. The rate at which alcohol is consumed also impacts significantly on the body’s reactions to the drug. Combining alcohol with any other legal or illegal drug may result in serious, perhaps fatal, consequences. Alcohol may cause damage not only by direct influence on the bodily functions but also by impairing judgment and reducing inhibitions so that a person may take behavioral risks which would not have otherwise been considered when sober.

The correlations between alcohol ingestion and criminal acts, including crimes of a sexual nature, automotive and other injuries, and collegiate hazing incidents, is high, especially among young adults. Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions, and intense feelings of being unwell. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as brain and the liver.

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

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

Sanctions may include, but are not limited to the following as noted on the graph below and on the following page:

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

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

POLICY ON DRUG USE

The University of Bridgeport abides by Federal, State, and local laws. A full listing of Federal, State, and local laws and health risks regarding alcohol and other drugs may be obtained from the University Judicial Officer or Dean of Students. The University reserves the right to amend these policies as it sees fit in accordance with the law and/or community standards.

Connecticut Statutes cover a wide range of drug offenses, including the offer, the sale, the possession with intent to sell, or gift, and the possession of various types of drugs [21a

CONN.GEN.STAT.Section 277, 278, 279 (1988)]. Federal law also penalizes the manufacture, distribution, possession with intent to manufacture or distribute, and simple possession of drugs (“controlled substances”). [Controlled Substances Act U.S.C. Section 841, 843, [b], 844, 845, 846 (1988).] The University of Bridgeport is in compliance with the Drug-Free Schools and Campuses Regulations.

Possession, use, sale, manufacture or distribution of illegal or controlled substances is a violation of University regulations, Connecticut State Law and in some cases Federal Law. In addition, a student is in violation of these regulations if he or she is knowingly present where illegal substances are kept or deposited or in the company of any person knowing that person is illegally in possession of a controlled substance.

University Security or Residential Life staff retains the right to inspect student rooms and property if reasonable suspicion of controlled substance or drug paraphernalia activity exists. (Regarding room inspections see Chapter 4: Residential Life in the Key to UB). Reasonable suspicion may be generated by observable (seeing, smelling, etc.) drugs or drug paraphernalia and/or other physical or behavioral evidence of drug usage, and may result in confiscation of such materials. The University Administration maintains the right to require drug toxicology testing if reasonable suspicion of the use of a controlled substance(s) exists. In certain situations, e.g. any violent and/or antisocial behavior, damage to personal or University property, etc…), the administration may require drug toxicology testing.

Refusal of students to comply with the request for drug toxicology testing will result in immediate, automatic suspension from the University for no less than one semester with additional stipulations.

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

If the initial “Rapid Drug Screen” test is positive, the student elects to obtain a more analytical, outside laboratory test at their own expense, and if that test is positive, then the student will be placed on Deferred Suspension for a period of time with additional stipulations. There is no appeal.

If the initial “Rapid Drug Screen” test is positive, the student elects to obtain a more analytical, outside laboratory test at their own expense, and that test is negative, then depending on the circumstances that prompted the toxicology test, the University Student Conduct Officer (USCO), or designee, can elect to drop the charges or start the regular disciplinary process.
The results of the toxicology tests may be shared with appropriate administrators and/or law enforcement authorities.

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

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

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

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

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

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

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

Substance Abuse Referral List

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

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

Off-Campus:
- St. Vincent’s Hospital, 2800 Main Street, Bridgeport, (203)576-6000.
- Hall-Brooke Behavioral Health Services, (203)362-3900
- Regional Counseling Services, (203)366-5817

POLICY ON EXCUSED ABSENCES

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

**POLICY ON GUNS, REPLICA S OF GUNS, AND OTHER WEAPONS**

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

Students found to be in violation of this policy will be subject to sanctions including immediate suspension from the University. Students who have knowledge of guns or other weapons on campus, or who know of individuals who have threatened to use a weapon, should immediately report this information to any of the following: Campus Security, at (203)576-4911; the Dean of Students, at (203)576-4393; or the Director of Residential Life and Student Conduct, at (203)576-4228.

This prohibition against weapons applies equally to those carried by persons with a government issued permit or license. The only exceptions are listed below:

- University security staff authorized to carry weapons
- Local, state and federal law enforcement officers
- Members of the United States armed forces while on duty
- Martial Arts Weapons in the possession of Martial Arts teacher/student(s)
- There may be activities related to the educational mission of the University (e.g., theatrical productions) that appear to violate the letter, but not the intent of this policy, by using weapon replica(s). In such cases the department or organization coordinating the activity is responsible for notifying the Office of Campus Security or Vice President of Facilities prior to the event.
- Weapons and replicas in violation of this policy are subject to summary confiscation by University staff or security personnel. Any person who is in violation of this policy is subject to referral to governmental authorities for legal sanctions in addition to any disciplinary actions the University may take.

**Martial Arts Weapon Policy Exception**

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

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

In addition, wooden martial arts weapons (with no metal components) may be used in the Wheeler Recreation Center Martial Arts training area with permission from and at the discretion of the Wheeler Recreation Center supervisor on duty. These martial arts weapons will be stored under lock at Wheeler Recreation Center with access limited to the Martial Arts Studies Program.
POLICY ON DINING HALL AND MEAL CARDS

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

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

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

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

5. Your meal card is your responsibility. You must have a card to enter Marina Dining Hall. There is a fine of $25.00 for misuse of a meal card. If you lose your card or have mislaid it, report the loss in the Dining Hall Office immediately. They will issue a new card and new number and invalidate your old number.

6. Dining Hall Office hours for new meal cards and lost meal cards are Monday through Friday, 9:00 a.m. to 1:00 p.m. and 1:30 p.m. to 4:00 p.m. A $10.00 deposit is required at this time for the use of a temporary meal card. You will not be allowed to eat without a valid meal card.

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

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

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

COMPUTER NETWORK: ACCEPTABLE USE GUIDELINES

The University of Bridgeport is pleased to provide students access to its computing and information facilities, for the pursuit of supporting students’ educational goals. Access to the University’s computing facilities and networks is granted subject to Local, State, Federal laws and University Student Conduct Code. These guidelines are designed to promote legal, ethical, and academic honesty, and encourage restraint in the consumption of shared resources. Adherence to these guidelines demonstrates respect for the laws of intellectual property, ownership of data, system security mechanisms, and for an individual’s rights to privacy and freedom from intimidation, harassment, and unwarranted annoyance.

The University of Bridgeport expects students to exercise responsible, ethical behavior according to these guidelines when using its computing facilities. Access to the University Computer resources is granted as long as these guidelines are followed. By connecting and/or logging on to the University computers and networks, the user agrees to the terms and conditions of these Acceptable Use Guidelines as outlined here.
Commercial Use of University Resources
The account is intended for the pursuit of students’ educational goals. Students may not use the University of Bridgeport’s computer resources to solicit sales, conduct business or advertise or sell a service. This also applies to the use of any University resources through your personal computer.

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

Disclaimers
The University is not responsible for any loss of data or damage to the hardware or software on your personal systems at home or in the Residence Halls. The University of Bridgeport believes in the user’s rights to privacy; however, when there is reasonable evident of wrongdoing, the University reserves the right to examine and impound any files, information, or computer systems attached to its networks, including email or instant messages. The University computing system and the data maintained on its network, including any University-owned or leased work stations, belong to the University and there can be no reasonable expectation of privacy of users, including employees, in the University’s property. The University reserves the right to periodically monitor or copy any data or activities on its computing system without any showing of cause are required. Conduct which involves the use of the University resources in an inappropriate manner or which violates any person’s rights may result in revocation of computing usage privileges and is subject to University disciplinary action as outlined in the University’s Policies and Student Conduct Code. Such conduct may also be subject to criminal or civil legal action.

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

Misuse of the Network Systems
Connecting a personal computer or device to the University-owned network and computers must be authorized by the University of Bridgeport’s Information Technology Department. The University seeks to protect the civil, personal, and property rights of those who use its computing resources as well as those student or employment records that are maintained on its computing systems. Any unlawful attempt to access these resources is a serious offense. You may not engage in activities that damage or disrupt hardware, software, or communications, such as virus or worm creation and propagation, or overloading the network with excessive data or requests for service.

You may not monopolize, misuse or waste the system resources by, for example, requesting multiple copies from printers or by playing games in the labs. You may not forge or otherwise misrepresent another’s identity through any form of communication, or use the University computer systems to acquire the identification data of others by false pretense.

You may not attempt to circumvent protection mechanisms or exercise security procedures in any computer or network component.
You may not transmit or make accessible offensive, annoying, or harassing material, such as broadcasting unsolicited messages or sending unwanted mail.

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

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

**Password and Accounts**

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

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

**POLICY ON IDENTIFICATION CARDS**

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

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

Students who attempt to misrepresent their University status, lend their I.D. to others for the purpose of misrepresentation, or attempt to alter or deface their I.D. card are subject to University and possible civil action on the charge of fraud.

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

**POLICY ON VOLUNTARY AND INVOLUNTARY WITHDRAWALS**

Any student who is absent from class for more than 4 class periods or who is unable to continue in his or her program of studies because of medical or emotional problems or other personal hardship may request a leave of absence by submitting a written request to the Dean of Students.
The University may request medical or psychological documentation before acting upon the request.

The university reserves the right to involuntarily place a student on leave of absence in the event the student’s behavior presents an immediate danger to the life, health, welfare, safety or property of any member of the university community or renders them unable to function in a residential or university setting without harming themselves, others, or disrupting the university community and who refuse or cannot be helped by medical or emotional treatment.

A student may apply to reenter the University at such time as he or she is physically or emotionally able to resume a program of studies by submitting a written request to the Dean of Students. The University will require appropriate medical or psychological documentation prior to readmitting the student.

Any student who disagrees with the university's decision regarding a leave of absence or request to reenter the university may submit a written appeal to the Dean of Students, who will schedule a hearing before grievance resolution panel consisting of two administrators and one faculty member. The decision of the grievance resolution panel shall be final.

POLICY ON PARKING

Abandoned Vehicles/Snow and Other Emergencies
University parking lots are intended for the short-term convenience of members of the University community. Users of parking lots must be prepared to move their vehicles on short notice as needs require, for example, snow removal operations, parking lot repair and maintenance, special events, etc. Therefore, a current address and phone number must be available at Campus Security. Vehicles for which no contact can be made with the owner/operator shall be considered abandoned and subject to removal from University property at the owner’s expense.

Improperly parked vehicles will be issued a University Parking Violation Ticket. There are no fines levied for these. If a vehicle receives three (3) tickets in a 12-month period, it will be towed at the owner’s expense on the third violation. Exceptions to the above are vehicles that are parked which present a safety hazard, obstruct the orderly flow of traffic, or a vehicle that is parked in a clearly marked “no parking, tow-away zone.” These vehicles will be towed away immediately under the provisions of Sec. 14-145 of the Connecticut General Statutes. Towing charges must be paid to the garage that towed the vehicle prior to claiming the vehicle. People who wish to appeal their parking ticket must do so within fourteen (14) days of receiving it. Appeals must be in writing and should be sent to the Associate Director of Campus Security at Norseman Hall. The owner/operator may also be subject to disciplinary sanction.

On-Campus Handicapped Parking
The University complies with State law calls establishing parking spaces reserved for the physically handicapped with appropriate permits, as close to the appropriate accessible access/egress points as possible. The number of these reserved spaces is prorated according to the total number of spaces in the parking lot. Besides being inconsiderate, vehicles in violation are subject to ticketing by UB Campus Security, and/or Bridgeport police, impoundments, and/or towing and the owner/operator is subject to disciplinary sanction.

Restricted Parking Area
As the University community continues to grow the need to preserve access for emergency vehicles increases. Vehicles parked in traffic areas designed as fire lanes, blocking dumpster, loading docks and driveways or parked on grass areas, may be subject to impoundments, ticketing and or towing.
Vehicle Registration/Parking Permit
The University reserves the right to impose parking restrictions on campus, including, but not limited to, requiring permits and conditioning the right to receive a permit on such conditions as the University in its exclusive discretion may impose. The University is not responsible for theft or damage to vehicles. Students park at their own risk.

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

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

- All signs, posters, flyers, etc., in buildings and on bulletin boards must bear the name of the organization or person posting the sign.
- All signs, posters, flyers, etc., placed or hung outside buildings may only be placed on approved bulletin boards.
- No signs, posters, flyers, etc., may be placed or hung on windows, doors, or glass panes.
- All signs, posters, flyers, etc., must be placed and/or hung on approved bulletin boards.
- All signs, posters, flyers, etc., must bear the “permission to post” stamp.
- All signs, posters, flyers, etc., must bear the date by which the sign will be removed, which is 24 hours after the event.
- All displays and signs must be removed within 24 hours after the event, or in the case of competitive displays, after they have been judged.
- Approval of a sign, flyers, or posters does not mean that the University endorses the event.
- There may be no reference to alcohol in any sign, flyer or poster.
- All content must be in English or a translation reasonably satisfactory to the Dean of Students (or his/her designee).
- All signs, flyers and posters must be approved by the Director of Campus Activities or his/ her designee before they are posted, and may only be posted on approved bulletin boards.
- No signs, posters or flyers of any kind may be attached in any way to trees, utility poles or on windshields of motor vehicles.
On the University of Bridgeport Internet Server or UBNet Students wishing to have information posted on the UBNet must first have it approved by the Dean of Students or a professional staff member of the Division of Student Affairs. To place an announcement on the UBNet, present the Dean or professional staff members with a hard copy of the announcement. If it is approved (using similar guidelines as those stated above for “On campus” postings), an “Approved for UBNet” stamp will be placed on the announcement. The individual/group must then take the approved announcement to the Web Master, who will review it and post it on the UBNet.

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

POLICY ON THE UNIVERSITY OF BRIDGEPORT WORLD WIDE WEB
The University of Bridgeport recognizes that the World Wide Web serves as a primary means of communication with the on-campus community and the world. The University strongly encourages all members of its community to utilize the Web and has published an official web policy to guide administrators, faculty, staff and students in building and maintaining University web sites. The Webmaster has the responsibility of interpreting and implementing the web policy.

Privacy Requirements
The University and its component shall comply with all applicable Federal, State, or local statutes, regulations, and ordinances, as they may be amended from time to time, relating to the privacy rights of students, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and Graham-Leach-Bliley Act.

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

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

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