



Student Handbook and Planner

2015 / 2016





800 Country Club Rd.
Waterbury, CT 06723
800.345.2562
Post.edu

2015-2016 Student Planner

This planner belongs to:

Name _____

Grade _____

Street Address _____

City, State, Zip _____

Phone _____

Contents

STUDENT LIFE.....	9
Mission Statement	9
Student Involvement and Leadership Development	9
Guests at Student Activities and Events.....	10
Activity Fee	10
Reserving a Room for Meetings or Functions.....	10
Student Government Association (SGA).....	11
Requirements for Holding Office	11
Clubs and Organizations.....	12
Starting a New Club	12
Student Clubs:	13
Fund-Raising Policy and Guidelines	14
I. Policy Statement	14
II. Guidelines and Conditions.....	14
III. Vendor Policy at Post University	16
IV. State Licensing Considerations.....	16
Guidelines for Distributing or Posting Written Materials.....	16
ACADEMIC AFFAIRS.....	18
Academic Civility Code	18
Standards for Academic Success	18
Academic Dishonesty.....	19
Definition of Plagiarism.....	19
Penalties for Academic Dishonesty:	19
Undergraduate Studies Writing Style Policy.....	20
Credit Hour Policy.....	21
Electronic Course Materials and Textbook Ordering Through the Online Bookstore.....	25
Traurig Library/Virtual Library	25
Virtual Library	26
Traurig Library Catalog	26
Ebscohost.....	26
Connecticut Virtual Library	26
State Approvals.....	26
RESIDENCE LIFE	33
Mission Statement	Error! Bookmark not defined.
Office of Residence Life.....	34
Residence Directors (RDs).....	34

Building Coordinators (BCs)	34
Resident Assistants (RAs)	34
Peer Educator Resident Assistants (PERAs)	34
RHA (Residence Hall Association)	35
Residence Hall Guidelines	35
Room Assignments	35
The Check-In Process	35
Housing Contract	35
Room Change Policy	35
Room Consolidation Policy	36
Housing Selection for Returning Students	36
The Check-Out Process	36
Room Inventory Forms (RIFs) and Damage	36
Hall-Wide Community Damage	37
Storage	37
Residence Hall Closings for Academic Breaks	37
Exterior Door Locking	38
Room Access	38
Keys/Key Fobs	38
Lock Out Policy	38
Room Occupancy	38
Traditional Hall Bathroom Use	38
Gender Neutral Housing	39
Roommate Conflict Resolution	39
Room Entry and Search	39
Confiscation	39
Health & Safety Inspections	40
Restricted Items	40
Decorations	40
Bicycles	41
Animals	41
Residence Life Emergency Response	41
Evacuation and Fire Drills	41
Fire, Fire Alarms, & Fire Equipment	41
Food Preparation and Cooking	42
Post University Identification Cards (ID)	42
Maintenance Requests	43
Pregnant Students in Residence Halls	43
Promotional Materials	43
Soliciting and Selling	43

Courtesy Hours	44
Screens, Windows & Roofs	44
Recycling.....	44
Laundry.....	44
Insurance.....	44
General Regulations Regarding Student Conduct.....	45
University Code of Conduct	45
Student Code of Conduct	45
Statement Regarding Student Conduct Off-Campus and Online.....	45
Social Media Policy.....	45
Summary	45
Post University's Community Standards.....	46
Facebook's Community Standards.....	46
Social Media Management.....	46
University-Recognized Accounts.....	47
Civility Code.....	48
Acts of Intolerance	48
Bullying and Harassment Policy.....	49
Section One - Alcoholic Beverages.....	50
Alcohol Guidelines for Students of Legal Drinking Age.....	51
Section Two - Marijuana and Other Drugs	52
Definitions.....	53
General Sanctions for Alcohol and Substance Abuse.....	54
Alcohol.....	54
Drugs.....	54
Section Three - Disorderly and Irresponsible Conduct.....	55
Disorderly Conduct	55
Vandalism	56
Theft and Fraud.....	56
Residence Life and Housing	56
Misrepresentation.....	57
Failure to Comply	57
Quiet Hours	57
Fire Code Capacities.....	58
Residence Hall Safety.....	58
Identification.....	58
Room Responsibility	59
Pets.....	59
Section Four - Sexual Misconduct, Intimate Partner Violence and Stalking.....	59
Post University Statement of Sexual Values:	59
Sexual/Gender-Based Misconduct Terms and Definitions of Violations:	60

Reporting Sources:65



.....67

Communication Types:67

Statement of Confidentiality:67

*Sexual Assault Response Team (SART) Members69

Significant Threat to the Community:69

STUDENT CONDUCT PROCESS FOR SEXUAL/GENDER-BASED MISCONDUCT: Definitions of Participants:70

Trained Sexual Misconduct Support Person for the Accused (Support Person):71

Advisor:72

Informal Procedure:73

Formal Filing Procedure:73

Responding to a Formal Complaint:74

Prehearing Process:74

Rights of the Complainant:75

Rights of the Accused:75

Rights of Both the Complainant and Accused:76

Special Procedures:77

The Hearing:78

Official University Sanctions:80

Short-Term Guests82

Overnight Guests82

Commuter Students82

Section Six – Fire and Safety Equipment83

Section Seven – Firearms, Ammunitions, Knives, Hazardous Chemicals and Other Dangerous Weapons84

Section Eight – Explosives/ Fireworks84

Section Nine – Gambling84

Section Ten – Littering84

Section Eleven – Tobacco and Smoking85

Support.....	85
Section Twelve – Motor Vehicles and Motorcycles.....	85
University Judicial System.....	85
Administration of Discipline.....	85
Institution of Complaint.....	86
Imminent Danger/Alteration of Student Status.....	86
Notification of Parents/Guardians and Others.....	87
Notice of Hearing and Charges.....	87
Notice of Meeting and Charges.....	87
Official University Sanctions.....	88
Appeal Procedure.....	90
Involuntary Institutional Dismissal.....	90
POLICIES GOVERNING INFORMATION TECHNOLOGIES.....	92
Television, Computers, and the Post Network.....	92
Cable Television Use.....	92
Telephone Use.....	92
Computer Use.....	92
Policy Statement Regarding Anti-Virus Software.....	94
Campus Printing.....	95
Cell Phone Usage.....	95
CAMPUS SECURITY.....	96
Mission.....	96
Vehicular and Traffic Rules and Regulations.....	96
Responsibility.....	97
Abandoned Cars.....	97
Outside Disturbances.....	97
Vehicle/Van Policy Guidelines.....	97
Vehicle Registration Procedures.....	98
Mission Statement.....	100
EPIC (Empowering Peers Inspiring Community).....	100
DINING SERVICES.....	101
Frequently Asked Questions.....	101
Dining Hall Hours.....	102
Safety in the Dining Hall.....	102
Student Employment.....	103
Do you need some extra cash?.....	103
All student employees receive.....	103
FINANCIAL AID AND TUITION PLANNING.....	103
Financial Aid Information.....	103

Satisfactory Academic Progress (SAP) Standards' Effect on Financial Aid.....	104
Progress Standards.....	104
Federal Work Study Program	105
Verification Policy and Procedure	105
Office of Student Finance-Student Account Information.....	105
Late Payments.....	106
Failure to Pay Policy	106
Monthly Statements	107
STUDENT EMPLOYMENT.....	107
What is federal work-study?	107
What is Post Work-Study?.....	108
Securing a Work-Study Job.....	108
Students' Salaries.....	108
International Students/Non-Immigrants Employment.....	108

STUDENT LIFE

Erica Peryga

Dean of Students

B.A., Western Connecticut State University; M.Ed., Clemson University

Mission Statement

The division of Student Life strives to work collaboratively with all University departments to enhance student's personal, professional, and educational development.

We encourage students to take an active role in campus life, develop their leadership skills and extend their classroom learning. The Student Life staff empowers students to become responsible and productive citizens in a multi-cultural society. We are committed to fostering an environment that promotes student success.

Student Involvement and Leadership Development

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

The office of Student Involvement and Leadership Development fulfills this mission through providing:

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

Guests at Student Activities and Events

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

- Students are required to accompany their guest to and from each event and remain with their guest at all times.
- All guests must be registered with Campus Security through the Campus Security gatehouse kiosk at the South Gate.
- Guests must register and obtain a guest pass for all Post University events, present a valid photo ID and include the full name of his or her Post University student host. The University reserves the right to hold an ID of any guest until the conclusion of an event, or to deny access to any guest at any time.
- Guests will be asked to leave an event if they are disruptive.
- The Dean of Students and/or the Department of Student Life will take disciplinary action against any host who has guests on campus who disrupt an event or violate any University policy.
- The University reserves the right to ban any guest who does not follow Post University policies from attending future events.
- Post University administrators also reserve the right to contact the police and have a guest removed from campus and charged with trespassing.
- The University may limit the number of guests per student during particular events at any time.

Activity Fee

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

Reserving a Room for Meetings or Functions

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

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

Eagles Nest, Eagles Nest Conference Room, and Leever Lobby

- These spaces may be reserved with the Office of Student Involvement and Leadership Development.
- Rooms must be reserved 2 weeks in advance of an event and are available on a first come, first served basis by sending an e-mail to

agrella@post.edu.

Dining Hall

- The Dining Hall and Cyber Café may be reserved through the Director of Dining Services by sending an e-mail to kedwards@post.edu.

Athletic Facilities

- Includes all courts, fields and classrooms within the athletic department.
- These facilities may be reserved through the Athletic Director in Drubner.

Classrooms, Lecture Halls and Labs

- These rooms must be reserved 2 weeks in advance through the Registrar's Office.

Library

- Library rooms, including the Library Boardroom, must be reserved through the Librarian.

Student Government Association (SGA)

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

SGA Officers are chosen by the student body through an election process each spring. Students interested in holding SGA offices must complete a petition prior to elections and meet the eligibility requirements outlined in the SGA constitution. Petition forms and constitutions are available in the Student Government Office during election periods.

Officers of the 2015-2016 Student Government Association

President: Nicholas Gambacini

Vice President: Andre Wash

Treasurer: Jasana Levy

Secretary: Dericka Sims

Requirements for Holding Office

Students who wish to sit on the SGA Executive Board must have a GPA of 2.5 or higher. All leadership positions, as well as officers of clubs and organizations, must maintain a GPA of 2.25 or higher and be in good academic and disciplinary standing. Grades and disciplinary status are checked each semester. Students not meeting the grade point requirements will not be

permitted to hold office. All leadership positions are held for the full academic year. The University expects student leaders to hold themselves to the highest grading and disciplinary standards in representing the University at on- or off-campus programs, events, conferences or retreats.

Clubs and Organizations

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

Recognition of groups is administered through the SGA.

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

Starting a New Club

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

1. Contact a member of the SGA Executive Board requesting the petition be placed on an SGA meeting agenda a minimum of one week in advance. Representatives of the group must attend the appropriate SGA meeting to give a brief presentation of the organization's purpose and to answer questions the SGA may have.
2. Come to the meeting prepared with an outline of the purpose of the organization that defines officer responsibilities, indicates the structure of meetings and verifies that the group will follow University policy. Clubs or organizations affiliated with a national organization must also submit the national organization's constitution. The University policy supersedes all policy or protocol established by outside organizations.
3. Submit a list of officers who meet the academic requirements, along with a list of interested members. All clubs must maintain a minimum of four (4) active members who also may serve as the club's officers. The list of officers must include e-mail addresses and phone numbers for each officer.
4. Designate an advisor. The advisor must submit a letter to the SGA Administrative Advisor (Allison Grella, agrella@post.edu) confirming his or her intent to assist the organization.
5. Establish the time and location of club meetings
6. Submit a list of proposed activities, fundraisers and community service projects. The Administrative Advisor will recommend to the Student Government Association that new clubs meeting the criteria and approved by the University be recognized and funded by the SGA. Each recognized club will have one vote and hold one senate seat on the SGA for the academic year.
7. Once approved, the organization must complete and submit a club

registration form to the Administrative Advisor to the SGA.

Benefits associated with recognition include the following:

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

Student Clubs:

Accounting Society

A-Team

Art Club

Business Society

Community Service Club

Equine Club

FBLA (Future Business Leaders of America)

GSA (Gay Straight Alliance)

Law Club

Marketing Consulting Group

Newman Club

PUPC (Post University Performance Club)

Psychology and Human Services Club

Science Club

Student Organizations (not affiliated with SGA)

C.A.B. (Campus Activities Board)

Dean's Cup Committee

E.P.I.C (Empowering Peers Inspiring Community)

Post Theatrical Players

RHA (Residence Hall Association)

Sustainability Committee

Fund-Raising Policy and Guidelines

I. Policy Statement

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

II. Guidelines and Conditions

A. University-Recognized Student Organizations and University Students

1. Fund-raising events by University-recognized student organizations and University students must be scheduled two weeks in advance and must be accompanied by an Event Registration Form obtained through the SGA.
2. Where the fund-raising event involves operating concession stands or soliciting funds, an application must be submitted to the SGA by the student or an officer of the student organization at least two (2) weeks prior to the proposed event. The application must state the purpose for which the funds will be used and must identify the place where the event will occur. Additional time for reviewing the application may be required at the discretion of the SGA. (Please note: all events involving operating concession stands need to be pre-approved by the Director of Dining Services.)
3. Unless exceptional circumstances exist, each University student and each University-recognized student organization will be limited to five (5) days a month for operating concession stands and soliciting funds.
4. Revocation of concession or solicitation privileges for up to one calendar year will be used as a penalty for willful violation of the University's policies.
5. University students and University-recognized student organizations may not act as agents for off-campus individuals, firms, organizations, charities or other enterprises. University students and University-recognized student organizations, however, may sponsor such individuals or enterprises, provided these individuals and enterprises have first obtained the permission of the Dean of Students to operate on campus and have further complied with the requirements of section B of these guidelines. The University reserves the right to deny a fund-raising request if it represents a conflict with the business interests of the University.

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

B. Non-Recognized Organizations and Off-Campus Individuals

1. Fund-raising events by non-University individuals, by non-University enterprises, or by University organizations that are not University-recognized, including enterprises sponsored by University-recognized organizations must be scheduled in advance and must receive approval from the Dean of Students. The University reserves the right to deny a fund-raising request if it represents a conflict with the business interests of the University or the University Mission Statement.
2. If the fund-raising event involves operating concession stands or soliciting funds, a special application must be made with the Dean of Students.
3. Individuals and enterprises sponsored by University students or University-recognized student organizations must include in their contract:
 - a. The name of the enterprise, or if an individual, the name of the individual
 - b. The address of the enterprise or individual
 - c. The telephone number of the enterprise or individual
 - d. The Federal Tax Identification Number of the enterprise or the Social Security number of the individual
 - e. The time, location and date of the proposed activity
 - f. The type of products to be sold and the average price of

such products

C. Areas for Concessions or Solicitations

1. Academic buildings and classrooms may not be used for concessions or solicitations.
2. All areas to be used for concessions or solicitations must be approved in writing by the Dean of Students. The following areas are examples of places that have been used for such fund-raising activities in the past
 - a. The Leever Student Center lobby
 - b. The lawn and sidewalk area in front of the Leever Student Center
 - c. The lounge areas in the residence halls, provided the organization or individual seeking this privilege obtains the written consent of the Dean of Students,

and, where appropriate, complies with the guidelines and conditions in the following paragraphs

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

III. Vendor Policy at Post University

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

IV. State Licensing Considerations

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

Guidelines for Distributing or Posting Written Materials

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

1. Materials distributed or posted by a recognized club, committee or organization should be reflective of the mission statement of the University. For that reason, all printed materials must be approved and signed by the Student Involvement Office/Residence Life prior to posting. Any material considered inappropriate will be removed.
2. Materials distributed or posted by a recognized club,

- committee or organization must identify the club, committee or organization. University-recognized clubs and organizations that distribute or post materials without this identification may be decertified and/or may have their budgets frozen.
3. All materials must be posted on bulletin boards. No posting is permitted on windows, doors, or large areas without the prior approval of either the Student Involvement Office or Office of Residence Life by order of the State Fire Marshall. Materials should be posted without defacing, damaging or littering University property.
 4. Due to limited space on University bulletin boards, only one posting per bulletin board for a particular event will be permitted. In addition, postings should not be larger than 21" x 14" without the prior approval of either the Student Involvement staff or the Residence Life staff.
 5. Bulletin boards in the residence halls, Leever Student Center, academic buildings, Torrance Hall, library and Drubner Center may have areas designated and set aside for special purposes by the staff in those buildings. Postings that do not meet these special purposes may be removed.
 6. Materials distributed or posted by any individual, club, committee or organization should be informational and should not advocate or incite unsafe or unlawful action or the use of controlled substances, alcohol or tobacco. In addition, materials distributed or posted by any individual, club, committee or organization must comply with the University's policy against harassment. Materials should not include defamatory or hostile statements that are offensive on the basis of race, religion, national origin, disability, age, gender or sexual orientation.
 7. Student Involvement staff, Residence Life staff, and members of student organizations are responsible for removing outdated postings and written materials that do not conform to these guidelines. The University also reserves the right to remove outdated postings and any written material not conforming to these guidelines.
 8. University property is private property. Therefore, all advertisements for goods or services proposed to be distributed or posted by non-University affiliated individuals, clubs, committees and organizations must be approved and stamped by either the Student Involvement Office or Office of Residence Life.

ACADEMIC AFFAIRS

Academic Civility Code

The Post University community is committed to practicing civility among the students, faculty, staff and administration. Civility is defined as conducting oneself with respect for others and behaving in a manner that promotes and encourages a positive social and academic environment. Post University embraces:

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

The University's goal is to achieve and maintain a high standard of civility to increase our students' capacities to achieve success at the University and in their future careers.

Standards for Academic Success

Education is a key element for a prosperous life and a rewarding career. In order to boost your chances for educational success, you should:

- Attend every class, arrive on time, and remain in class for the full period. Take care of bathroom breaks or any other reasons for leaving the classroom before class begins.
- Turn off and put away cell phones and all other electronic devices and refrain from sending text messages or surfing the Web while in class. Laptops and similar devices should only be used for academic purposes when in a class.
- Respect a quiet and productive learning environment by refraining from talking to your classmates while class is in session
- Come to class prepared to participate. The classroom is not an appropriate place to catch up on sleep.
- Avoid disruptive or inappropriate behavior in the classroom
- Contribute to a respectful classroom environment by not using offensive language in class
- Prepare for each class meeting by bringing your book and other class material, regularly reviewing the syllabus, completing your homework and assignments, and studying for quizzes and exams
- Be committed to the highest level of academic integrity. Avoid even the appearance of academic dishonesty in all of its forms.

- Check your Post University-assigned e-mail account daily. Professors and staff will only send e-mail to your @students.post.edu account.
- Adhere to the Post University Civility Code.
- Students who are unable to comply with the policy will be referred to the appropriate office for judicial proceedings. Sanctions may include loss of privileges, loss of residence or administrative withdrawal from class. Significant and/or continued violations may result in dismissal from Post University.

Academic Dishonesty

The University has the important responsibility to uphold academic integrity and will not tolerate behavior that is academically dishonest. Academic dishonesty includes, but is not limited to, cheating, plagiarism and unauthorized collaboration. Intentionally assisting others in acts of cheating and plagiarism is also considered academic dishonesty.

Definition of Plagiarism

Plagiarism occurs when a student (intentionally or unintentionally):

- Uses someone else's language, ideas or other original materials without acknowledging the source.
- Directly copies someone else's language, ideas or other original materials without using quotation marks, even if a citation is used.
- Re-submits their own previously-written material without acknowledging the source (self-plagiarism). Previously submitted assignments may not be re-submitted without substantial revision.
- Students are required to cite sources correctly according to APA style, or other University approved citation formats, in order to avoid plagiarism. Resources to assist students in proper citation formats include the Learning Center, the Traurig Library, and tutor.com. Please the Writing Style Policy for further information.

Penalties for Academic Dishonesty:

Post University upholds a three-strike policy for acts of academic dishonesty; however, a flagrant violation of academic dishonesty may involve immediate dismissal from the University.

Strike One: The student will receive a zero for the assignment in which the act of academic dishonesty occurred.

Strike Two: The student will immediately fail the course in which the second act of academic dishonesty occurred, even if the first incident occurred in a different course.

Strike Three: The student will immediately be expelled from the University and receive an F on the final transcript.

*The student may appeal the final grade or disciplinary action as stated in the

Grade Appeal or Dismissal Policy. Confirmed dishonesty may result in penalties up to and including dismissal from the University and denial of any financial reimbursements.

Undergraduate Studies Writing Style Policy

Post University uses the most recent edition of the Publication Manual of the American Psychological Association (APA style) for academic writing across most undergraduate programs. The purpose of this approach is to promote and reinforce the development of scholarly writing skills and critical thinking; to ensure a consistent application of increasing rigor in the use of the APA style across writing assignments; and to uphold the standards of academic integrity.

Elements of APA style are required in most undergraduate writing assignments*. Students must use APA style in order to give credit to the original work and ideas of others.

- Minimally, students will be required to provide in-text citations and a reference page. Additional APA style requirements (e.g., title page, abstract) may also be required as defined within the course.
- When written work is supported by research and/or involves the use of words or ideas that are not the student's own, APA style citations are necessary.
- In the case of more informal writing requirements such as online discussion board participation, journal writing, reflection papers, etc., APA style is optional unless the citing of outside resources is a part of the writing assignment.

Instructors communicate writing expectations to students. These expectations increase relative to progress through the curriculum. Students have access to abridged versions of the APA Handbook and other related materials available throughout their education at Post (i.e., Traurig Library front desk, Post University library website, Post University Blackboard home page-library tab, individual course Blackboard shells and on our libguides subject pathfinders page:

<http://researchhelp.post.edu/APAResources>). Instructors reinforce the use of these materials within their courses, when indicated.

*Rather than using APA style, some disciplines such as Humanities (MLA) and Legal Studies (The Bluebook: A Uniform System of Citation) require alternative, university-approved writing styles. In courses where these alternative writing requirements are used, it is clearly stated in the course syllabus. The syllabus also contains references and/or internet links to instructional resources that students can access for additional information on these writing styles. Instruction in the use of these alternative writing styles is provided within the course and by the instructor as needed.

Credit Hour Policy

This Policy defines credit hour at Post University in accordance with applicable federal and state regulations. This policy describes the relationship between instructional contact hours and credit awards, as well as defines engaged academic time at the University.

Definitions

Credit Hour: An academic unit earned for engaged academic time, including classroom instruction or online instruction and outside study

Carnegie Unit: An hour is defined by using the traditional “Carnegie Unit” measurement of 50-minutes.

Engaged Academic Time: Time students are engaged in academic learning activities related to a course. These activities include both in-class, out-of-class, and online activities such as readings, lectures, group work, videos, presentations, webinars, research, writing, surveys, discussions, practice exercises, web development, creating, producing, studying, and any other learning experiences that contribute to the achievement of course outcomes.

In Class Learning: Academic learning activities that occur in the classroom. *Outside Study:* Academic learning activities that occur outside the classroom and may include online learning activities.

Statements

Post University offers a variety of learning modalities: main campus, semester-based courses; accelerated online courses; hybrid site courses; blended courses; independent studies and internships; and experiential learning. Regardless of modality, students are responsible for engaging in 45 hours of academic learning time for each credit of a course.

Main Campus

A credit hour is an academic unit earned for fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study for each class session. Typically, for a three- credit-hour semester course, there is an expectation of three hours of in class learning and six hours of outside study for a total of nine hours of academic work per week. Over the course of 45 sessions, there is 135 hours of engaged academic time per three-credit-hour semester course.

Accelerated Online or Hybrid Site

In an accelerated eight week three-credit-hour online course, there is an expectation of 17 hours of engaged academic work per week. In an accelerated eight week three-credit-hour site course, there is an expectation of three hours of in class learning and 14 hours of outside study for a total of 17 hours of academic work per week. Over the course of 8 weeks, there is 135 hours of engaged

academic time per three-credit hour accelerated course.

Blended

In a blended course, there is an expectation to engage in academic work per week that totals the 135 hours of engaged academic time per 3-credit course. For a blended semester course, there is an expectation for in class and outside study to total nine hours per week. For a blended accelerated eight-week course, there is an expectation for in class and outside study to total 17 hours per week.

Independent Study/Internship

In either an independent study or internship, there is an expectation to engage in academic work per week that totals 135 hours of engaged academic time per 3-credit course. For a semester course, there is an expectation for in class and outside study to total nine hours per week. For an accelerated eight-week course, there is an expectation for in class and outside study to total 17 hours per week.

Experiential Learning

At its discretion, the institution may award credit hours for learning acquired outside the institution, such as Credit for Life Work Experience (CLWEP). When such credit is allowed, it may be used to satisfy degree requirements or to reduce the total number of remaining hours required for a degree.

Undergraduate Academic Degree Progress Standards for the Receipt of Federal Aid

Periodically, the University will conduct a review to determine if students who are having academic difficulty are still in good standing. Students who fall below the required standards may be placed on warning and, if satisfactory improvement is not achieved, then the student will lose aid eligibility and will be dismissed until such time the student regains eligibility. Each case is reviewed and, whenever possible, students are given the opportunity to continue with their education. In order to receive financial aid and continue studies, students must meet the following minimum academic standards:

Freshmen who receive below a 1.0 will be dismissed from the University.

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

Students must also successfully complete at least 67% of the credits attempted (cumulatively). A review of Academic Progress will occur at the end of each Period of Enrollment. Students not maintaining a 67% completion rate for the first time are subject to Probation. Students on Probation who do not raise their cumulative GPA above the required minimum or fail to complete 67% of their coursework will be dismissed from the institution.

Course Registration

Returning students register prior to the start of each semester or MOD and may register in person at the Office of the Registrar or online at register.post.edu/campusweb/. Whether students register in person or online, they must communicate with their academic advisor prior to registration. New Main Campus students will register at the time of their scheduled placement exam, or prior to the start of the semester. No credit will be given for a course unless the student is officially registered in that course prior to the close of the add/drop period.

Course Loads for Undergraduate Students

Main Campus students enrolled for 12 or more credits each semester are considered full-time students. Main Campus students registered for 11 or fewer credits are considered part-time students. The maximum course load is 18 credits. Main Campus students wishing to register for 18 credits or more a term (August–December or January–May) must have a minimum cumulative GPA of 3.0 or permission from the Provost.

University Learning Center

North Hall 116

Monday - Thursday 8 a.m. to 9 p.m.

Friday – 8 a.m. to 5 p.m.

Sunday – 5 p.m. to 10 p.m.

Phone: 203.596.4633, 203.596.4629 or 203.596.4686

Email: ulc@post.edu (Tutoring Requests); Writing@Post.edu (Writing questions); www.post.edu/maincampus/writingcenterform.shtml (to submit a paper)

Tutoring Services

The University Learning Center offers individualized tutoring services in a wide variety of subjects to all full-time and part-time Post University students. Peer and professional tutors assist students in many subjects including accounting, finance, statistics, algebra, biology, sociology and English. In addition to offering course-specific learning strategies, tutors also assist with organizational skills and study skills.

All services are provided in a welcoming environment where students are encouraged to ask questions, seek out additional information, and challenge themselves to reach new academic heights. These services are offered at no additional cost to students.

Tutors are available at the University Learning Center (ULC) during the center's normal operating hours. However, to guarantee a subject-specific tutor will be available, students can visit the ULC, call or email for an appointment.

Writing Services

Post University is dedicated to developing and improving the written communication skills of all our students. The University Learning Center supports this commitment by working with students to improve their writing in all majors and courses. The Learning Center works with students in all areas across disciplines for feedback in professional and academic writing standards.

The goal is to provide students with the necessary personal tools that they need to attain academic success and to become independent writers by writing more independently.

Students seek help at The Learning Center's Writing Services for many reasons:

To brainstorm and generate ideas

- To understand differences in tone and style in differing disciplines
- To develop writing strategies that work
- To seek advice on how to revise and proofread their own writing
- To understand and use grammar correctly
- For help with a research paper for proper APA citation information
- For tips to avoid plagiarism

Students are asked to schedule an appointment for an individualized meeting by calling or stopping by the Learning Center.

Electronic Course Materials and Textbook Ordering Through the Online Bookstore

Electronic Course Materials are course materials that are available in a completely electronic format. They include everything from electronic versions of textbooks to narrated PowerPoint presentations, YouTube videos, articles, case studies, and electronic access codes that allow you to access additional content, among other resources. At Post, ECMs will include materials that are developed and gathered by faculty to address specific program and course outcomes.

By adding Electronic Course Materials to courses, students gain access to your materials on the day you gain access to your courses and we can provide you with customized content that's been developed and gathered by our faculty to help you meet specific program and course outcomes. So, rather than relying on individual textbooks, our faculty will be able to pick and choose a rich set of course materials, including everything from chapters of relevant textbooks to YouTube videos to narrated PowerPoint presentations and more. In some cases, your course will include an electronic version of a textbook, or eBook, that was written by one of our faculty members or by an outside expert.

As Post is continuing to transition courses to Electronic Course Materials, some courses do require students to purchase textbooks. Students should order textbooks two (2) weeks prior to the start date of the course in order to ensure that a text will be available for that class. It is the student's responsibility to place their order with the Online Bookstore at www.postbookstore.com. Students may have the order shipped to their homes or shipped to the University and picked up at the Mail Room at East Hall.

Students who do not order textbooks two weeks in advance may be moved to a waiting list. Whether the course utilizes ECMs or a textbook, the required course materials are listed in the online bookstore at www.postbookstore.com.

Traurig Library/Virtual Library

The Traurig Library and Learning Resources Center is home to a wealth of resources, including over 12,700 print books and media, 35 online databases supporting both the undergraduate and graduate programs, more than 300 print and online periodical titles, a growing e-book and virtual reference collection, a cataloged government documents depository, and specialized collections of legal reference sources and a unique equine management print and media collection. All online resources are available on Blackboard under the Library tab.

Post University also has reciprocal borrowing agreements through the

Connecticut Council of Academic Library Directors as well as area academic libraries. By participating in iCONN, the State Virtual Library, our students have access to an extensive variety of general and subject specific databases, and e-book collections.

Virtual Library

Links to the following library resources can be found on Blackboard under the Library tabs.

Traurig Library Catalog

It is recommended that students access the Library Catalog to determine if the materials needed are available for circulation. If the materials are not available, contact a librarian to inquire about an Inter-library loan at library@postedu.

Ebscohost

Ebscohost consists of over 25 databases, which offer access to more than 10,000 journals across all disciplines including business, sociology, human services, psychology and more. Many of these journals are full text. The eBook collection includes over 125,000 full-text eBooks.

Connecticut Virtual Library

Known as iCONN, these databases include local, national and international newspapers, business journals, and history resources among others. Make sure to click on the "Link to individual databases," and then choose which particular one you'd like to search.

Lexisnexis®

This comprehensive database provides resources for legal, business and in-depth world news.

Reference USA

Search for detailed information regarding more than 13 million businesses in the United States, start your search by clicking on the "Business" link.

Encyclopedia Britannica Online

To search the academic version of this encyclopedia on or off campus, go to <http://search.eb.com>

Proquest Central

Proquest Central is the largest single source of academic research information, covering 160 subject areas and featuring 20,000 periodicals and a huge collection of other scholarly resources, including business case studies, dissertations, and theses.

State Approvals

Some states require additional information be provided to online students

within the University Catalog. The states that require this are listed below. The information provided is current as of July 1, 2014. For the most up-to-date information on state-by-state authorization, please visit <http://www.post.edu/stateapprovals.shtml>.

Post University is approved to operate in the United States, either through licensure, registration, or exemption.

Alabama: Post University has received a Private School License from the State of Alabama Department of Postsecondary Education. The University has received a Certificate of Approval from the Alabama Commission on Higher Education.

Alaska: Post University is exempt from authorization under AS 14.48 and 17.015 because the program is online or distance delivered and does not have a physical presence in the state.

Arizona: The programs of the University are not under the jurisdiction of the Arizona State Board for Private Postsecondary Education. This exemption states the University does not have any physical presence in Arizona.

Arkansas: The Arkansas Department of Higher Education has approved initial certifications for Post University, except BS in Emergency Management and Homeland Security. A certification merely indicates that certain criteria have been met as required under the rules and regulations implementing institutional and program certification as defined in Arkansas Code §6-61-301. The student should be aware that these degree programs may not transfer.

California: The California Bureau for Private Postsecondary Education regulates through licensure all private colleges and universities that are not formally accredited by an agency recognized by the U.S. Department of Education. Post University is accredited by New England Association for Schools and Colleges (NEASC); therefore the University is not required to be licensed by the Bureau.

Colorado: Post University is currently exempt from applying for state authorization. No regulatory authorization is required because under the Colorado requirement we do not create a physical presence. This does not limit the University from enrolling students that live in Colorado.

Connecticut: Post University has received accreditation from the New England Association of Colleges and Schools and Connecticut's Office of Higher Education, which represents the final step in achieving full authorization to operate in the state. No further action is required.

Delaware: Post University is currently approved to offer credit-bearing courses and degree programs by the State Board of Education.

Florida: Post University is currently exempt from applying for state authorization. No regulatory authorization is required because under the Florida requirement we do not create a physical presence. This does not limit the University from enrolling students that live in Florida.

Georgia: Post University is currently exempt from applying for state authorization. No regulatory authorization is required because under the Georgia requirement we do not create a physical presence. This does not limit the University from enrolling students that live in Georgia.

Hawaii: Post University is currently exempt from applying for state authorization. No regulatory authorization is required because under the Hawaii requirement we do not create a physical presence. This does not limit the University from enrolling students that live in Hawaii.

Idaho: Post University is currently exempt from applying for state authorization. No regulatory authorization is required because under the Idaho requirement we do not create a physical presence. This does not limit the University from enrolling students that live in Idaho.

Illinois: Post University is currently exempt from applying for state authorization. No regulatory authorization is required because under the Illinois requirement we do not create a physical presence. This does not limit the University from enrolling students that live in Illinois.

Indiana: Post University is currently exempt from applying for state authorization. No regulatory authorization is required because under the Indiana requirement we do not create a physical presence. This does not limit the University from enrolling students that live in Indiana.

Iowa: Post University is waiting for registration to operate as a provider of distance education programs in the State of Iowa. Students who have questions or concerns about the University may contact: Iowa College Student Aid Commission 430 E. Grand Ave., 3rd floor Des Moines, IA 50309 (877) 272-4456 <http://www.iowacollegeaid.gov/constituentrequest.asp>.

Kansas: Certificate of Approval, #3000411.

Kentucky: In accordance with KRS 164.945-.947 and 13 KAR 1:020, Post University is hereby licensed as a postsecondary, out of state institution in Kentucky to offer our online programs.

Louisiana: Post University has submitted our application and awaiting for State Authorization approval in accordance with R.S. 17:1808.

Maryland: The University is registered with the Maryland Higher Education Commission to enroll Maryland students on its fully online programs. The Maryland Higher Commission or the Office of the Attorney General will receive complaints that were unable to be resolved through the institution's internal complaint process. Complaints should be directed to: Maryland Attorney General, Consumer Protection Division, 200 St. Paul Street, Baltimore, MD 21202 (410) 528-8662 or (888) 743-0823. Please be aware that, if you live in Maryland and are enrolled in the B.S. in Child Studies, the program meets the education standards for the Connecticut State Department of Education's Early Childhood Teaching Credential and that those anticipating to seek licensure in the State of Maryland should consult with the Maryland State Department of Education to determine licensure requirements and eligibility. Also, Due to state regulations, Post University offers Maryland residents an amended refund policy. If you are a student located in Maryland, please contact financial aid at 800.345.2562 for more information regarding Maryland's refund policy.

Massachusetts: The University has registered as a foreign corporation in the Commonwealth of Massachusetts. No formal application for licensure has been submitted.

Michigan: Post University is exempt from licensure since it does not maintain physical facilities or offer instructional programs on the ground within the state.

Minnesota: Post University is registered as a Private Institution with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions."

Please note that Minnesota general education requirements are different from the State of Connecticut. Please contact admissions@post.edu for information on how to satisfy these requirements.

Mississippi: Post University is exempt from licensure since it does not maintain physical facilities or offer instructional programs on the ground within the state.

Missouri: At this time, no formal application for licensure has been submitted/is required.

Montana: Post University submitted accreditation notification to the Office of Commissioner of Higher Education. This will serve as evidence that the University has complied with all of the laws and regulations concerning out-of-state institutions that come into Montana to offer coursework and programs.

Nebraska: Post University is exempt from licensure since it does not maintain a physical presence within the state.

Nevada: Post University is authorized to operate from the Nevada Commission on Postsecondary Education to offer educational courses.

New Hampshire: Post University is authorized to operate in the state in accordance with the New Hampshire Code of Administration Rules, Pos 1008.

New Jersey: Post University is exempt from licensure since it does not maintain physical facilities or offer instructional programs on the ground within the state.

New Mexico: Post University has submitted an application to operate within the state with the New Mexico Higher Education Department.

NOTE: New Mexico Higher Education Department will receive complaints that were unable to be resolved through the institution's internal complaint process. Generally, in order to file a complaint with NMHED, you must have already filed with and received a response from the institution that you are complaining against. If you have legitimate reasons preventing you from filing a complaint with the institution, you must provide supporting documentation to that regard. Please visit this website for additional information:

<http://hed.state.nm.us/Complaint.aspx>.

New York: Post University is exempt from licensure since it does not maintain physical facilities or offer instructional programs on the ground within the state.

North Carolina: Post University is authorized to enroll students in the state. Note: North Carolina students seeking licensure are responsible for contacting the following North Carolina organizations for requirements: North Carolina Board of Licensed Professional Counselors (NCBLPC) and NC Substance Abuse Professional Practice Board (NCSAPPB). Licensure in the Human Services field is a professional process that varies from state to state and area of specialization. Post University's Master of Science in Human Services affords students the opportunity to take additional coursework toward licensure eligibility, but it is not a licensure program.

North Dakota: Post University is exempt from licensure and has filed with the Department of Career and Technical Education, since it does not maintain physical facilities or offer instructional programs on the ground within the state.

Ohio: The following online degree programs that contain on-ground components to be completed in Ohio have been authorized by the Ohio Board of Regents: A.S. in Early Childhood Education, B.S. in Child Studies, B.S. in Sport Management, B.S. in Human Services; and M.S. in Human Services.

Oklahoma: Post University is exempt from licensure since it does not maintain physical facilities or offer instructional programs on the ground within the state.

Oregon: Post University has received approval from the Office of Degree Authorization to offer online courses, certificates, and degree programs to students in Oregon and includes approval to place students at appropriate sites in Oregon.

Due to state regulations, Post University offers Oregon residents an amended refund policy. Please contact financial aid at 800.345.2562 for more information regarding Oregon's refund policy.

Pennsylvania: In compliance with 34 CFR 600.9, The Pennsylvania Department of Education has approved Post University to offer our degree programs in the state.

Rhode Island: Post University is exempt from licensure since it does not maintain physical facilities or offer instructional programs on the ground within the state.

South Carolina: Post University is exempt from licensure since it does not maintain physical facilities or offer instructional programs on the ground within the state.

South Dakota: Post University is exempt from licensure since it does not maintain physical facilities or offer instructional programs on the ground within the state.

Tennessee: Post University is exempt from licensure since it does not maintain physical facilities or offer instructional programs on the ground within the state.

Texas: Post University is currently authorized to enroll students in the state through the Texas Higher Education Coordinating Board. After exhausting Post's University grievance/complaint process, current, former, and prospective students may initiate a complaint with Texas Higher Education Coordinating Board (THECB) by sending the required forms either by electronic mail or by mail to the THECB. Information regarding THECB's process can be found at:

<http://www.thecb.state.tx.us/index.cfm?objectid=051F93F5-03D4-9CCE-40FA9F46F2CD3C9D>

Utah: Post University is currently registered with the State of Utah, Department of Commerce and can enroll students in the state.

Vermont: Post University is exempt from licensure since it does not maintain physical facilities or offer instructional programs on the ground within the state.

Virginia: Post University is exempt from licensure since it does not maintain physical facilities or offer instructional programs on the ground within the state.

Washington: Post University is authorized by the Washington Student Achievement Council and meets the requirement and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Post University to offer field placement components for specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O Box 43430, Olympia, WA 98504-3430.

West Virginia: Post University is exempt from licensure since it does not maintain physical facilities or offer instructional programs on the ground within the state.

Wisconsin: Post University has been approved by the State of Wisconsin Education Approval Board (EAB) as a private school, subject to the provision of Wisconsin Statutes 38.50. A representative for the EAB can be reached at 201 W. Washington Street, 3rd floor, Madison, WI 53708, telephone (608) 266-1996; email eabmail@eab.state.wi.us/.

Due to state regulation EAB 8.05, Post University offers Wisconsin residents an amended refund policy. Please contact financial aid at 800.345.2562 for more information regarding Wisconsin's refund.

Wyoming: Post University maintains approval with the state Department of Education, pursuant to Wyoming Statutes Section 21-2-401 through 21-2-407.

The District of Columbia: Post University is exempt from licensure since it does not maintain physical facilities or offer instructional programs on the ground within the state.

State Authorization Websites

- The National Association of State Administrators and Supervisors of Private Schools (NASASPS)
- State Higher Education Executive Officers (SHEEO)

RESIDENCE LIFE

Mission Statement

The Office of Residence Life seeks to help students reach their full potential by striving to foster a healthy and safe living-learning community. We embrace diversity and promote our vision through individual enrichment and leadership development opportunities.

Office of Residence Life

The Office of Residence Life offers information on University services, sponsors programs and assists with student accommodations. The Office of Residence Life is located in the lower level of the Leever Student Center and is open Monday through Friday from 9 a.m.-5 p.m. In addition to scheduled office hours, a professional staff member is on call 24 hours a day, 7 days a week.

Residence Directors (RDs)

Post University's Residence Directors (RDs) are professional staff members who reside on campus. RDs staff and manage residence halls and are responsible for judicial processes across campus. RDs help ensure that all maintenance and facilities issues are addressed and that the needs of the building population are being met. RDs coordinate room changes, advise and refer students in need of personal assistance, and act as a liaison with other University departments. RDs also directly supervise a group of student para-professional staff members called Resident Assistants (RAs).

Building Coordinators (BCs)

Post University's Building Coordinators (BCs) are professional staff members that also live in the residence halls and work closely with the Residence Life staff to maintain an environment that is conducive to the emotional, social and academic growth of students. The BCs also work as role models, advisors and mentors for all students and residence life staff living in the residence halls.

Resident Assistants (RAs)

Resident Assistants, or RAs, are key student leaders who live cooperatively with other students in the residence halls. They foster and develop a healthy community, enforce policy, and act as a resource and referral agent for students. Through purposeful programming, RAs encourage social interaction and enhance student's co-curricular learning. Programming enhances the community and allows students to build strong relationships with one another and explore their own interests

RAs participate in nightly duty rotations beginning at 7p.m. and ending at 7a.m. the following morning. While on duty, RAs do periodic rounds of the building to ensure safety, answer questions, advise residents and address policy violations. The RA on duty can be reached through Campus Security at 203.596.4502.

Peer Educator Resident Assistants (PERAs)

In addition to the responsibilities of an RA, PERAs assist an instructor with the Career and Self Awareness courses and hold five office hours of tutoring per week in the residence halls.

RHA (Residence Hall Association)

RHA is a student governing organization dedicated to improving the quality of the residential experience at Post University. We assist our residents in fostering a strong community by encouraging leadership, respect, responsibility, programming, community service and campus pride. Our objective is to advocate for residential students and to help create a dynamic campus experience that is both successful and rewarding. In recent years, the RHA has established a presence in the Waterbury community through fundraisers to benefit charitable organizations such as Habitat for Humanity and the Muscular Dystrophy Association.

Residence Hall Guidelines

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

Room Assignments

Students are assigned a room without bias. We do not differentiate based on race, sexual orientation, gender (identity or expression) marital status, color, creed, nationality or veteran status. While we make our best effort to make a compatible match, if students have questions or concerns regarding housing, they may contact the Office of Residence Life at 203.596.4582. Any student who fails to occupy their assigned room within one week after classes are officially scheduled to begin will forfeit his/her room assignment. Appeals may be submitted in writing to the Office of Residence Life.

The Check-In Process

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

1. Residents will be issued residence hall key(s) and key fob (if applicable)
2. Residents will read, fill out, and sign a Housing Contract and complete a Resident Information Card
3. Residents will complete and sign a Room Inventory Form with a Residence Life staff member

Housing Contract

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

Room Change Policy

During the first two weeks of each semester, room changes are not allowed. After this two-week period, each room switch must be pre-approved by the Office of Residence Life. During the academic year, students who change rooms are required to check out of their old room and check into their new room. The check-in/check-out process is:

1. If approved, residence hall keys are issued for the new assignment

2. The student must complete the room change within two business days
3. The Room Inventory Form is completed to assess the condition of old and new rooms. See below for more information regarding the Room Inventory Form and damages
4. Old room key(s) and key fob (if applicable) are returned after move is completed

Failure to comply with the checkout process will result in an improper checkout fee.

Room Consolidation Policy

The Office of Residence Life reserves the right to consolidate single rooms when necessary. Consolidation may occur whenever a double room is occupied by only one student.

Housing Selection for Returning Students

Room selection for returning students takes place every spring semester for the following academic year. Students wishing to register for housing **MUST** complete the following:

1. Register as a full-time student
 - Can be completed at the Registrar's Office
2. Complete a Housing Application form
 - Available at the Office of Residence Life
3. Pay a \$150 non-refundable, non-transferrable room deposit
 - Payable at the Office of Student Accounts or the Office of Residence Life as requested by the Office of Residence Life
4. Complete a proxy form (if applicable)
 - Used when a student cannot physically be present for Housing Selection

The Check-Out Process

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

1. Once all of the student's belongings are removed from the room, call the Residence Life Hotline at 203.228.8706 to begin the checkout process
2. Students will meet a Residence Life staff member at their room and complete the Room Inventory Form to re-assess the condition of the room
3. The student turns in key(s) and key fob (if applicable) to the Residence Life staff member
4. The room is thoroughly inspected by a professional staff member for damage billing purposes

Room Inventory Forms (RIFs) and Damage

During the check-in, check-out, and room change processes, it is essential that the Room Inventory Form (RIF) accurately reflects the condition of the room.

The Room Inventory Form exists as a binding legal contract. Students are responsible for the condition of their room and all room furniture. The occupants of each room will be responsible for any damages that occur unless a written agreement is filed with the Office of Residence Life holding specific individuals financially responsible. Common area spaces in apartment style housing (e.g. living room, bathroom, kitchen, etc.) are the shared responsibility of each roommate and, therefore, each individual is held accountable for damages that may occur.

Prior to check out, Residence Life staff will review the RIF with the resident(s) of the room and require a signature verifying that they understand their accountability and that all information is correct. Residents who do not officially check out with the Office of Residence Life are held responsible for all damage associated with the room or apartment they occupied and, in addition, are subject to an 'improper checkout' fee.

After the residence halls close, a final and more thorough room inspection is completed by the Office of Residence Life and Facilities. Any damages not noted on the RIF, but found during this final inspection may be billed to the student's account.

Hall-Wide Community Damage

Whenever damages occur in a public area and the person(s) responsible can be identified, they will be charged immediately. However, if the person(s) cannot be identified, these community damage charges will be shared equally by all members of the floor or residence hall at the discretion of the Office of Residence Life. These charges cannot be appealed. To keep costs down for everyone, students are asked to report any known damages to the Office of Residence Life. Our motto is: if you see something, say something!

Storage

Due to the lack of space within the residence halls, there is no storage space available beyond what is provided in a resident's room. Students who require storage may contact the Office of Residence Life for a list of outside resources. Items left in residence hall rooms after a student has moved out will be discarded after reasonable attempts are made to contact the student. Students who fail to remove personal belongings will be subject to a fine.

Residence Hall Closings for Academic Breaks

Room and board fees do not include housing and meals during academic breaks when the residence halls are closed (e.g. Thanksgiving break, winterbreak, spring break, and summer break). During scheduled breaks, meal and postal services may not be available. In addition, 24-hour quiet hours and a no visitor policy are in effect and at the discretion of the Office of Residence Life. Students who have received permission to remain in the residence halls during break periods must pay for this non-contracted period of time. Remaining on campus is a privilege, not a right. Students needing on-campus accommodations during scheduled breaks must fill out the proper paperwork with the Office of Residence Life with the understanding that break housing is

not guaranteed. Payment for these break periods can be given to the Office of Student Accounts.

Any student remaining after the residence halls close for a break period without prior authorization from the Office of Residence Life will be assessed an hourly charge.

Exterior Door Locking

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

Room Access

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

Keys/Key Fobs

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

Lock Out Policy

If students are locked out of their rooms, they must contact Campus Security at 203.596.4502 in order to be let into their room.

Campus Security will only admit students into their own room after seeing a valid Post University ID. There is a charge for each time a student needs to be let into his/her room.

Room Occupancy

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

Traditional Hall Bathroom Use

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

appropriate bathroom for their gender. This policy includes student and non-student visitors in the residence hall. Any questions or concerns regarding this matter may be addressed confidentially with your RA or RD.

Gender Neutral Housing

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

Post University is highly committed to working with students in order to find the best housing accommodations possible. Students who wish to be housed based on gender identity, rather than legal sex, should contact the Office of Residence Life at 203.596.4582.

Please note that while we are committed to working with all students in order to find the best housing accommodations possible, the University offers limited housing and not all requests may be honored. We are actively working to improve our offerings.

Roommate Conflict Resolution

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

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

Room Entry and Search

The University reserves the right to enter and/or search any University residence hall room, regardless of whether the occupant is present. If there is a reasonable belief that there are violations of University policy or a concern for the safety, health, and welfare of the community, a search may be conducted. A search may be conducted under the authority of the Dean of Students and may include:

- Visual searches
- Searches of closets, drawers, containers, refrigerators, mattresses and any personal belongings and other areas in the room where objects could be concealed

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

Confiscation

Post University reserves the right to confiscate any items that are against policy or are deemed potential fire or safety hazards. All confiscated items are documented and held by the Office of Residence Life or Campus Security. Items

that appear to be in violation of federal or state regulations (e.g. firearms, controlled substances, etc.) may be turned over to local law enforcement authorities or destroyed. The University reserves the right to surrender substances for testing by local authorities if there is a question regarding the legality of the substance.

Health & Safety Inspections

The University reserves the right to enter all rooms at any time for the purpose of ensuring compliance with all health and safety codes and/or to remove prohibited items that pose a threat to the safety, health and welfare of the community. Residence Life staff will enter the room for the inspection whether the student is present or not. In addition, inspections are conducted whenever there is an upcoming academic break (e.g. Thanksgiving break, winter break, spring break, etc.).

Restricted Items

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

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

Decorations

Provided that damage is not done to the room or furnishings, residents may decorate rooms to their liking. However, no student should paint a residence hall room. The Office of Residence Life reminds students that tape, tacks,

hooks, and nails cause damage to walls and such damage is billed to the resident(s) of the room. When decorating, residents are expected to exercise every precaution to prevent fires.

Bicycles

Bicycles are permitted in the residence halls, but for safety reasons they cannot be stored in public areas, hallways or stairwells. Bicycles left in these areas will be removed. Resident students should seek an appropriate storage area for their bicycles. Gas-powered scooters or other such devices are not allowed inside the residence halls at any time.

Animals

Fish aquariums are permitted up to a combined maximum of 10 gallons. All other animals are prohibited. Students found with pets in violation of these guidelines will be subject to disciplinary action and must find other accommodations for the pet immediately. Due to the nature of their position on campus, professional live-in staff members are not subject to this policy.

Residence Life Emergency Response

In the event of an emergency within the residence halls, students are encouraged to alert Residence Life staff immediately. Residence Life staff are trained to respond to emergencies and will refer extreme situations to proper resources. Campus Security can be reached at 203.596.4502 (24 hours a day, 7 days a week). In the event of a life-threatening emergency, emergency services should be contacted by dialing 9-1-1. Should you need to call these emergency services, please contact Campus Security as well so that they may be an additional support in crisis situations.

Evacuation and Fire Drills

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

Once outside, follow the directions of a University staff member. If time and safety allow, students should close their room window and door as they leave. Wear a coat and shoes and take a towel to aid in breathing should smoke be encountered. Failure to evacuate a building during a fire alarm warrants disciplinary action and potential fines.

Fire, Fire Alarms, & Fire Equipment

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

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

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

False Alarms

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

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

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

Food Preparation and Cooking

Limited cooking is allowed within the confines of traditional residence hall rooms. Due to the electrical structure of the residence halls, the only acceptable appliances within residence hall rooms are coffee makers, hot air popcorn poppers, electric teapots, blenders, and small microwave ovens. Indoor grills (e.g. George Foreman™) are only to be used in residence hall kitchens, not in individual rooms. All other appliances are considered fire hazards and are prohibited.

Any prohibited appliances found within a residence hall room will be confiscated and any student found in violation of this policy (or in possession of a prohibited appliance) will be subject to disciplinary action.

Special exceptions to this may occur only with written permission obtained from the RD and/or the Dean of Students.

Post University Identification Cards (ID)

Students are required to be in possession of their Post University ID card while on campus at all times. The lending or alteration of an ID card is

considered a serious violation of University policy. All residents must have their Post ID validated at the beginning of each semester in the Dining Hall of the Leever Student Center. Specific ID card regulations are listed on the back of each student ID.

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

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

Maintenance Requests

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

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

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

Pregnant Students in Residence Halls

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

Promotional Materials

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

Soliciting and Selling

Solicitation is not permitted in the residence halls. Residence Life staff or Campus Security should be notified of the presence of any solicitors or salespeople.

Trespassers may be subject to arrest and prosecution. Campus groups or organizations wishing to solicit in the residence halls should first contact the Office of Residence Life for approval.

Courtesy Hours

Courtesy hours exist 24 hours a day, 7 days a week in and around the residence halls. All students are expected to show respect for others' rights to sleep or study. Residents are encouraged to hold each other accountable for violations of this policy.

Screens, Windows & Roofs

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

Students are prohibited from throwing or dropping anything from a room window. Shouting or yelling out of a room window may also result in judicial action. Individuals are not permitted to exit or enter the residence halls through a window unless an emergency situation exists (fire, etc.). Students will be subject to a fine if found in violation of this policy.

Students are prohibited from accessing any campus-owned property roof. Violators will be subject to immediate disciplinary action.

Recycling

Post University encourages and expects students to recycle on a regular basis. Large recycling bins are located in the lobby of each residence hall in addition to the upper campus academic buildings and the Leever Student Center

Laundry

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

Insurance

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

General Regulations Regarding Student Conduct

University Code of Conduct

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

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

Student Code of Conduct

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

If it is determined that student's conduct is an imminent danger to other students, faculty, staff (including outside vendors), University property, or the property of

University affiliates, the University reserves the right to immediately remove that student from campus.

Statement Regarding Student Conduct Off-Campus and Online

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

Social Media Policy

Summary

Post University should strive to build and maintain a strong presence on all available social media channels. Through these vehicles, Post University should engage proactively and responsibly in dialogue that can influence branding, recruitment, retention and alumni relations. The

University also encourages its faculty, staff and students to actively engage and share their experiences in a positive way.

Post University's Community Standards

By nature, social media is a public forum, and members of the Post University community (students, faculty, staff and administration) who choose to post or in any way engage on the University's social media outlets understand that what they post, as well as what they publicly share on their social media profile(s), may be viewed and/or shared by all participants within that social network.

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

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

Facebook's Community Standards

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

Social Media Management

The Communications Department has assigned a social media manager who is responsible for managing all Post University social media accounts. This includes setting the social media strategy; crafting daily content for each channel and working proactively with other departments to share

relevant content; signing up for new social media channels; daily monitoring of all social media channels; and responding to postings and other page activity as needed. In this role, he/she acts as an official representative of Post University with the power to influence branding, recruitment, retention and alumni relations.

The social media manager is also responsible for:

- Enabling Facebook and Twitter notifications directly to his/her smart phone to ensure that afterhours postings that need immediate attention are acknowledged
- Conducting a search on social media for the term “Post University” at least once weekly to monitor buzz surrounding the University
- Produce monthly analytics reports to assess the University’s social media presence and identify areas for improvement

University-Recognized Accounts

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

- Accounts will be reviewed and approved through an application process. Individual(s) interested in creating the account should provide a brief summary (including an explanation of the account concept, purpose and goals) to the social media manager
- Once the concept is approved, individual(s) will schedule a briefing with the social media manager to discuss best practices and account management, and to ask any questions or voice any concerns regarding account creation
- Each account will have responsible page administrator(s) assigned. Post University’s social media manager will continue to guide and assist as requested
- Each account must include a disclaimer statement in its “description” or “about” section regarding page management/content contained on the site. For example, “Welcome to Post University’s MBA Program on Facebook! This page is maintained by the Director of the MBA program”

- Account presentation, including logos and other images, must be in accordance with the University's branding guide. Alternative imagery will be suggested and/or created as necessary
- The University's general Social Media Policy, Civility Code, and Code of Conduct also apply to University-recognized accounts. Inappropriate, offensive, and/or illegal content should be removed by account administrators and/or at the direction of the social media manager
- As a page administrator, the individual(s) should act as a Community Manager. At least one administrator must log into the page at least 4 times a week to respond to page activity as needed
- If the page administrator is unsure how to respond to certain activity on the page, he/she should contact the social media manager in a timely matter (Best practices discourage engaging in extensive and/or negative back and forth exchanges on a particular issue; direct communication between the two parties is the preferred way to answer complex questions, resolve issues or respond to negative comments.)
- The Communications Department reserves the right to intercede with poorly managed accounts. Neglect of the account may result in page deletion

Civility Code

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

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

Acts of Intolerance

Post University is committed to providing an environment that is free from bias, harassment and other forms of intimidation. The University condemns and will not tolerate any harassing or abusive behavior directed at any individual or group because of their race, ethnicity, ancestry, national origin, religion, sexual preference, age, gender, or physical or mental

disability. Examples of harassing or abusive behavior include, but are not limited to, the use of derogatory names, inappropriate jokes, anonymous notes, threatening phone calls, electronic messages, and use of message boards, videotaping or other activities that gratuitously draw attention to individual differences.

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

Bullying and Harassment Policy

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

“Bullying” and “harassment” are defined as any pattern of written, verbal, or electronic communication, and/or physical or threatening behavior or act that would create a hostile environment or cause a reasonable person substantial emotional distress and undermine or interfere with his or her ability to work, study or participate in his or her regular life or University activities. Every member of the University community should refrain from actions that intimidate, humiliate or demean a person or group.

Furthermore, members of the University community should refrain from abusive behavior directed at the race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, age, or physical or mental disabilities of a person or group. Using technology that includes, but is not limited to, the use of digital cameras or camcorders without the person's permission, or transmission of harassing electronic messages via computer or cell phone, e-mailing or voice mailing is prohibited.

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

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

appropriately manage their work unit.

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

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

Section One – Alcoholic Beverages

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

- 1.1 In accordance with federal and Connecticut state law, persons under the age of 21 shall not consume or have in their possession alcoholic beverages or alcohol paraphernalia on the Post University campus and Post-utilized off-campus sites
- 1.2 Alcohol paraphernalia (e.g., kegs, excessive empty cans or bottles, taps, funnels, etc.) are not permitted on campus. Collections of special bottles/cans are not permitted
- 1.3 Alcohol promotional/decorative items (beer signs, lamp shades, etc.) are not permitted in residence hall windows, displayed on the outside of room/apartment doors, or in public lounges, or to be visible from outside of a residence hall room
- 1.4 Public intoxication is prohibited. Public intoxication is defined as any intoxication which causes a disturbance or is dangerous to self, others or property, or in any way requires the attention of university staff
- 1.5 Consuming or possessing alcoholic beverages at university-sponsored programs and events is prohibited
- 1.6 Consuming or possessing alcoholic beverages at public events such as plays and other performances, concerts, trips to off-campus venues, or athletic events, is prohibited; for those of legal drinking age, prior approval for specific events where alcohol is present must be obtained from the appropriate University official(s)
- 1.7 Consuming/possession of alcoholic beverages by any student or student organization while riding in University-owned/operated vehicles, or vehicles used in the name of the

- University is prohibited
- 1.8 Post University prohibits activities that encourage increased alcohol consumption. Such activities include, but are not limited to, beer/water pong, Kings, and other drinking games. Party buses are prohibited from all campus grounds and events
 - 1.9 All persons in a room/apartment, lounge, vehicle, or public campus area where alcohol and/or alcohol paraphernalia is present may be subject to disciplinary action and/or referral to the University's alcohol and drug education program. This policy extends to any and all off-campus sites used/rented by or on behalf of the University
 - 1.10 Allowing the consumption of alcohol within your designated residence hall room is prohibited if even one minor is present, whether the occupant is providing the substance or not. Hosts (residents of the room/suite, lounge, or vehicle) where alcohol and/or alcohol paraphernalia are present will be subject to a higher level of responsibility and sanction, and possible criminal action and/or referral to the University's alcohol and drug education program
 - 1.11 Persons driving under the influence of alcohol on Post University grounds will be subject to a higher level of responsibility and sanction, in addition to criminal action and/or referral to the University's alcohol and drug education program
 - 1.12 Community sources of alcohol are prohibited in University residence halls. Community sources include, but are not limited to, kegs, beer balls, garbage cans, and any container that is intended as a primary source of alcohol for one or more people. Possession of a community source of alcohol will be subject to a higher level of responsibility and sanction
 - 1.13 No student shall be found in public areas on campus with an open container (solo cups, etc.). This includes lounges, hallways, picnic tables, etc.

Alcohol Guidelines for Students of Legal Drinking Age

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

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

The use or non-use of alcohol by students of legal age should be decided

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

- 1.14 Persons of legal drinking age may consume or possess alcohol in the privacy of their own bedroom if it is a single room or if his/her roommate is 21 or older. Privacy is defined as a room with the door closed. Residents of legal drinking age residing in Okinaga Hall may consume or possess alcohol in their apartment common areas only if all apartment residents are of legal drinking age
- 1.15 Persons of legal drinking age may transport closed (sealed) containers of alcohol through public areas (e.g., between a vehicle and their room/apartment, or between of-age students' rooms). Any student transporting alcohol may be stopped for inspection at any time by University officials and/or Resident Assistants
- 1.16 Persons of legal drinking age shall not consume or have in their possession an open container (seal broken) of alcoholic beverage in hallways, lounges or public areas. Residence Life staff are authorized to question the contents of any cup or container, and may ask that the contents be thrown out regardless of alcohol content. All alcohol must be kept behind a lockable room door of a person(s) of legal drinking age only
- 1.17 At any one time, a maximum of one case of beer (30 12-oz. containers) or a maximum of four containers of liquor or wine, either empty or full, is permitted per room or apartment common area
- 1.18 It is the responsibility of all students of legal drinking age to have proof of age of anyone consuming alcohol in their presence. For a student's protection, this may require asking for a driver's license, another state-issued photo ID or birth certificate
- 1.19 Providing, consuming, or being in the presence of alcohol with a person under the age of 21 is prohibited

Section Two –Marijuana and Other Drugs

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

Definitions

- The term “controlled substances” when used in the above section includes any substance defined in subdivision (9) of section 21a-240 of the Connecticut Penal Law.
 - The term “marijuana” when used in the above section is as defined in subdivision (29) of section 21a-240 of the Connecticut Penal Law.
 - Post University defines “odor of marijuana” as the distinct scent associated with the burning or use of marijuana
- 2.1 Use, possession, being in the presence of, or loitering with the intent to use controlled substances or marijuana constitutes an illegal act and will be subject to disciplinary action independent of other action taken by civil authorities, possible referral to the local authorities, and/or referral to the University’s Counseling Center. This policy applies to all on- and off-campus Post University utilized sites including, but not limited to, parking lots and areas adjacent to academic buildings, Drubner Center, residence halls and vehicles
- 2.2 The odor of marijuana in or around on- and/or off-campus Post University utilized sites is prohibited. This policy applies to areas including, but not limited to, parking lots and areas adjacent to academic buildings, the Drubner Center, residence halls and vehicles
- 2.3 Reasonable suspicion that a controlled substance or marijuana has been used will result in disciplinary action. Faculty or staff may determine use of controlled substances or marijuana by using any combination of methods including, but not limited to finding a towel or other item(s) blocking the door, fans directing air out through a window, the covering of any smoke detectors, residue (e.g. ashes, burns, roaches), the apparent physical/behavioral condition of the student, and the excessive odor of air freshener used for concealment
- 2.4 Allowing the consumption of marijuana within your designated residence hall room is prohibited, whether the occupant is providing the substance or not. Hosts (residents of the room/apartment or vehicle) where controlled substances or marijuana are being used may be subject to a higher level of responsibility and sanction, and possible criminal action and/or referral to the University’s Counseling Center
- 2.5 Public drug/marijuana intoxication (up to and including obvious physical or mental impairment) is prohibited
- 2.6 Use/possession of controlled substances or marijuana by any student or student organization while riding in Post University-owned/operated vehicles, or vehicles used in the name of the

- University is prohibited
- 2.7 Selling/intent to sell or providing controlled substances or marijuana to any person is illegal and may result in referral to the local authorities as well as disciplinary action
 - 2.8 Drug paraphernalia (e.g., bong, pipes, spoofs) are not permitted on campus and/or Post utilized off-campus sites and will be confiscated at the discretion of the University
 - 2.9 Drug promotional items (drug posters, signs, etc.) must not be placed in residence hall windows, displayed on the outside of room/apartment doors, or in public lounges or be visible from outside of a residence hall room
 - 2.10 Persons suspected of driving under the influence of marijuana/illicit drugs at Post University utilized on- and off-campus sites will be subject to a higher level of responsibility and sanction, in addition to police referral and/or referral to the University's alcohol and drug education program

General Sanctions for Alcohol and Substance Abuse

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

Alcohol

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

1st Offense – Written warning

2nd Offense – Probation, 5 hours of University service

3rd Offense – See 1st Offense High Level sanctions

High Level (All other violations)

1st Offense – Probation, 10 hours of University service, educational assignment, parents/guardians of underage students notified

2nd Offense – Extended probation, 20 hours of University service, educational assignment, counseling, parent/guardian notification for underage students

3rd Offense – Removal from residence halls at the discretion of the University, probation extended up to graduation, parent/guardian notification for both underage and of-age students

Drugs

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

1st Offense – Written warning, educational assignment

2nd Offense – Probation, 10 hours of University service, educational assignment

3rd Offense – See 1st Offense High Level sanctions

High Level (Drugs found)

1st Offense – Probation, 20 hours of University service, educational assignment, counseling, parent/guardian notification

2nd Offense – Removal and potential ban from residence halls, probation extended, parent/guardian notification

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

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

Section Three –Disorderly and Irresponsible Conduct

Post University and the student body have a responsibility to foster an environment that enhances the quality of life in the community and is conducive to academic achievement. Any behavior that jeopardizes the safety of others, the rights of persons, damages property, or is inconsistent with the university code of conduct, civility code, and/or student code of conduct is prohibited. Violations involving assault of any kind that results in serious physical injury shall be considered offenses of sufficient gravity to warrant immediate suspension prior to a hearing and referral to appropriate authorities.

Disorderly Conduct

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

- 3.1a. Physical violence
- 3.1b. Obscenities, abusive language or other violations of the Civility Code
- 3.1c. Physical/verbal conduct that is inciting and/or provoking
- 3.1d. Physical/verbal conduct that is lewd or obscene
- 3.1e. Physical/verbal conduct that is destructive or disruptive
- 3.1f. Physical/verbal conduct that is harassing or threatening
- 3.1g. Physical/verbal conduct that endangers self or others
- 3.1h. Any act of intolerance that is an attempt to injure, harm or harass a person because of race, religion, color, national origin, physical/mental

limitation, age, gender or sexual orientation. Such behavior includes acts or attempts that cause physical or psychological harm or threat of harm

Vandalism

- 3.2a. Inciting or participating in unauthorized activities resulting in destruction of property is prohibited
- 3.2b. Tampering with or destruction of telephones, computer equipment, software, cable equipment, fire equipment, vending machines or laundry facilities on campus is prohibited
- 3.2c. Damaging or destroying property or grounds owned or operated by the University is prohibited. This policy extends to property owned/utilized by contracted services to the University
- 3.2d. Damaging or destroying personal property of another individual is prohibited
- 3.2e. Removing, damaging, or destroying approved posters, advertisements, bulletin boards, door decorations, or signs on campus is prohibited and subjects students to a fine

Theft and Fraud

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

- 3.3a. Providing false information through statements (written or oral) is prohibited
- 3.3b. Theft of services is prohibited
- 3.3c. Inappropriate or unlawful use of telephones and computers (prank or obscene phone calls or messages, harassing calls or messages, etc.) is prohibited. Students will be held accountable for telephone and computer accounts held in their name
- 3.3d. Possession of stolen property is prohibited
- 3.3e. Possession and/or use of another person's University ID card or residence hall room key or key fob is prohibited

Residence Life and Housing

- 3.3f. Removal of University equipment/furniture from residence hall rooms, lounges, public areas, classrooms, or other rooms or offices without written permission from a University official is prohibited and will be treated as theft
- 3.3g. Inappropriate use of technology for personal gain or malicious intent is prohibited

Misrepresentation

- 3.4 No student shall speak in the name of the University or any of its organizations unless such student has been authorized by the University or the organization for which he/she is speaking

Failure to Comply

- 3.5a. Failure to comply with directives issued by authorized University representatives (including Residence Life staff, security, dining services, facility managers, club advisors, lab proctors, contracted services, and event personnel) and/or law enforcement and emergency personnel in performance of their duties and responsibilities will be subject to disciplinary action
- 3.5b. Failure to appropriately respond to official communication from University representatives will be subject to disciplinary action
- 3.5c. Failure to comply with an official disciplinary sanction will be subject to further disciplinary action

Quiet Hours

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

Quiet hours are as follows:

- Sunday through Thursday nights, 9:00 p.m. to 8:30 a.m. the following morning
 - Friday and Saturday nights, 12:00 a.m. to 10:00 a.m. the following morning
 - During the week of final examinations, 24-Hour Quiet Hours are in effect
- 3.6a. Failure to comply with residence hall quiet hours, courtesy hours, and/or 24-Hour quiet hours during final examinations will be subject to disciplinary action.
- 3.6b. Disturbances occurring outside of the residence halls that negatively impact the living/learning environment will result in disciplinary action.

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

Fire Code Capacities

- 3.7 The number of people at any particular time in any residential hall area may not be in excess of the published or posted fire code capacities. Fire code capacity is according to room type: 6 in a designated single, 8 in a designated double, or 10 in a designated triple; maximum capacity in any Okinaga Hall apartment is 15 people

Residence Hall Safety

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

- 3.8a. Removal or opening of any residence hall screen
- 3.8b. Throwing of objects from any window or being on any campus building roof
- 3.8c. Dart boards
- 3.8d. Use of skateboards, rollerblades, hockey equipment, bicycles, and other potential hazardous items
- 3.8e. Leaning, sitting or standing out on a window ledge or window
- 3.8f. Hall sports including but not limited to football, bowling, golf and basketball, running, etc.
- 3.8g. Any items left in common areas (including kitchens, bathrooms, hallways and stairwells) are considered a public safety hazard and will be subject to confiscation. Owners of these items may also face disciplinary action
- 3.8h. Students with rooms determined to be unsafe or unsanitary living environments by the Office of Residence Life will be subject to disciplinary action
- 3.8i. Gaining or permitting access to a residence hall through a window or door other than the one designated as the main entry is not permitted and a fine will be assessed
- 3.8j. Loitering is prohibited in all areas of campus including classroom buildings, residence halls, parking lots, benches, etc. Loitering is defined as waiting around an area without an appropriate purpose as determined by University personnel

Identification

- 3.9a. Failure to wear an official University identification card may subject the individual to disciplinary action
- 3.9b. Failure to provide official University or other proper identification upon request by an authorized University official will subject the individual to disciplinary action
- 3.9c. Unauthorized changes to a Post University identification card are prohibited

- 3.9d. Use of false identification is prohibited
- 3.9e. Providing or lending official University or State-issued identification to another person may subject both individuals to disciplinary action
- 3.9f. Use of another person's identification card is prohibited

Room Responsibility

- 3.10a Rooms/apartments may not be used by any person(s) without an assigned resident present
- 3.10b Each resident is responsible for any and all activity that occurs in his/her own room and/or apartment

Pets

- 3.11 Fish in aquariums no larger than 10 gallons are the only pets permitted in the residence halls. Hermit crabs, rodents, cats, dogs, birds, amphibians, reptiles, etc. are expressly prohibited

Section Four – Sexual Misconduct, Intimate Partner Violence and Stalking

Post University Statement of Sexual Values:

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

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

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

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

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

For more information about Title IX, please contact the University's Title IX /Sexual Misconduct Response Coordinator, Ray Lagasse at 203.596.8535 or the Deputy Title IX/Sexual Misconduct Response Coordinator, Karin Mann at 203.596.4669. A person may also file a complaint with the Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html or calling 1.800.421.3481.

Sexual/Gender-Based Misconduct Terms and Definitions of Violations:

- 4.1 **Coercion:** Unlike seduction, coercion involves unreasonable and unwanted pressure to engage in sexual activity. Engaging in sexual activity should be the result of a freely given choice. Persons should engage in sexual activity because they want to do so, and not because someone has pressured them into it. Threatening and pressuring someone until they finally say "Okay, just get it over with" does not mean an individual has obtained consent.
- 4.2 **Consent:** Consent is the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. A person forced to engage in sexual contact by force, threat of force, or coercion has not consented to contact. Lack of mutual consent is the crucial factor in any sexual assault.

A person who knows or should reasonably have known that another person is incapacitated may not engage in sexual activity with that person. Incapacitation means being in a state where a person lacks the capacity to appreciate the fact that the situation is sexual, or

cannot appreciate (rationally and reasonably) the nature and/or extent of the situation.

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

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

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

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

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

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

Consent CANNOT be given if a person's ability to consent is substantially impaired because of a mental or physical condition. Examples of such mental or physical conditions include, but are not limited to: unconsciousness, physical force, substantial impairment because of a psychological health condition, substantial impairment because of voluntary intoxication; or substantial impairment because of the deceptive administration of any drug, intoxicant or controlled substance. Mutual intoxication or substance impairment does not exonerate any

individual nor lessen the consequences. Consent can NEVER be given by anyone under the age of sixteen.

- 4.3 *Sexual Assault*: Any non-consensual sexual contact with the Complainant's intimate parts is a sexual assault. Physical resistance need not occur to fulfill the definition of sexual assault. Sexual assault includes, but is not limited to the following: rape (e.g. by a friend, classmate, peer, co- worker, partner, etc.), sexual assault with an object, forcible sodomy, forcible oral sex, and forcible fondling. Drug facilitated sexual assault will not be tolerated.
- 4.4 *Sexual Exploitation*: Sexual Exploitation is taking nonconsensual, unjust, or abusive advantage of another in a sexual or intimate context. Sexual exploitation includes, but it is not limited to: sexting, slandering or prostituting another person; engaging in permitting, reproducing, or facilitating nonconsensual viewing, videotaping, photographing, or audio taping of sexual or intimate activity; knowingly infecting another person with a sexually transmitted disease; or secretly giving another person or pushing another person to use drugs or alcohol for the purpose of making the person submit to sexual activity.
- 4.5 *Sexual Harassment*: Sexual Harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical 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 or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the university;
 2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the university;
 3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive work or educational environment.
- 4.6 *Stalking*: Stalking is repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Stalking can include:

1. Repeated, unwanted, intrusive, and frightening communications by phone, mail, email, text, social media,

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

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

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

Forms of intimate partner violence include:

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

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

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

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

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

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

IF YOU BELIEVE THAT AN INCIDENT OF SEXUAL/GENDER-BASED MISCONDUCT HAS OCCURRED:

Post University is committed to providing support and services in order to help you through this process. A student who has experienced an incident

of sexual misconduct, intimate partner violence, or stalking should seek help, support, and information. There are many sources for information, assistance and support. If you have experienced an incident of sexual assault, sexual harassment, sexual exploitation, intimate partner violence, or stalking, you should consider the following immediate actions:

- Remember, you are not alone and this is not your fault.
- Try to get to a safe place.
- Consider notifying a member of Residence Life, Campus Security, the Counseling Center, Health Services or the Title IX/Sexual Misconduct Response Coordinators. Many of these resources have after-hours and emergency contacts (see chart in the Student Handbook for contact information).
- You have the right to notify law enforcement, file a report, or obtain a court-issued restraining order. You may also have a campus authority make a notification for you.
- If you have been assaulted, try to avoid showering, bathing, douching, urinating, or cleaning up in any way. This will prevent the loss of valuable evidence, though evidence can still be collected even if you do. Do not wash any clothes, towels, or sheets that may contain evidence. Evidence can be preserved and collected for up to five days.
- Preserve all evidence in a paper bag (not plastic) or deliver directly to law enforcement.
- Utilize University and community resources for immediate and long-term assistance.
- Go to Health Services or an area hospital (Waterbury or Saint Mary's Hospital). Individuals are encouraged to seek medical attention as soon as possible after an act of sexual assault. Medical care is important to address any injuries you may have and to protect against sexually transmitted diseases and pregnancy.
- Counseling Services are available to all Post University main campus students. Students may call 203.596.4585 to schedule an appointment. These services are free and confidential.
- Post University's Crisis Hotline Available 24/7: 203.228.8706. This is a limited-confidential resource.

Reporting Sources:

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

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

The Counseling Center and Health Services are fully confidential reporting sources. They do not file reports with the Title IX/Sexual Misconduct Response Coordinator. They will keep your information and name confidential unless it is determined that you and/or the campus are in imminent danger.

Sexual Assault Response Team (SART):

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

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

Sexual Misconduct Safe Place Sticker



Communication Types:

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

Statement of Confidentiality:

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

Confidential: Confidential sources will NOT notify any other personnel unless the student is danger of harming themselves and/or others.

Anonymous: If you wish to file an anonymous complaint, you may do so online at <http://www.post.edu/maincampus/sexualmisconduct.shtml>. This complaint will be sent to the Title IX/Sexual Misconduct Response Coordinators.

IMPORTANT PHONE NUMBERS AND RESOURCES

FOR ALL EMERGENCIES—DIAL 9 1 1

Resource	Location	Hours	Type of Communication	Services Provided
Sexual Misconduct Board Chair: Sandra Wilson	Library- Lower Level	9:00am - 5:00pm	Limited Confidential	Hearing board official. Provides students with guidance on procedures and trained advisors. 203.596.4664
Campus Safety *	Security Kiosk	24/7	Limited Confidential	Special confidentiality rules apply regarding sexual assaults. 203.596.4502
Counseling Center * Lisa Antel George Hayes	Leever- First Floor	9:00am - 5:00pm	Confidential	Licensed counselors available for students and staff. Services are free. 203.596.4585
Dean of Students: Erica Peryga *	East Annex	9:00am - 5:00pm	Limited Confidential	Provides support, referrals for students, and guidance with procedures and protocol. 203.596.8527
Health Services *	East Annex	M-TR: 10 am-4 pm F: 10 am - 2 pm	Confidential	Medical assistance and referral for students. 203-596.4503
Title IX/Sexual Misconduct Response Coordinators * Ray Lagasse, Karin Mann, Deputy	Hess 107 Drubner	9:00am - 5:00pm	Limited Confidential	Informs a student of their rights, as well as support services. 203.596.8535 203.596.4669
National 24 hour Sexual Assault hotline	Off campus	24/7	Confidential	Rape, Abuse and Incest National Network hotline 1.800.656.HOPE (4673)
Post's Crisis Hotline	On campus	24/7	Limited Confidential	Connects directly to the Resident Director On duty 203.228.8706
Residence Life Staff*	Lower Level Leever	24/7	Limited Confidential	Will provide support and resources, and assist Complainants at residence halls. 203.596.4540

Safe Haven's Sexual Assault Program *	29 Central Ave. Waterbury, CT	24/7	Confidential	Provides support services, including medical and legal advocacy, for Complainants and survivors of sexual assault and domestic violence. 203.753.3613
St. Mary's Hospital	43 Cole St. Waterbury, CT	24/7	Confidential	Emergency care, including sexual trauma care. 203.709.6004
Statewide 24 hour toll free hotline	Off campus	24/7	Confidential	Connecticut Sexual Assault Crisis Services hotline 1.888.999.5545
Waterbury Hospital	64 Robbins St. Waterbury, CT	24/7	Confidential	Emergency care, including sexual trauma care. 203.573.6500
Waterbury Police *	255 E Main St. Waterbury, CT	24/7	Limited Confidential	Emergency- Call 911. Non-emergency call 203.574.6911
Anonymous Reporting Form	post.edu/maincampus/sexualmisconduct.shtml	24/7	Anonymous	Your anonymous report will be sent to the /Sexual Misconduct Response Coordinator

***Sexual Assault Response Team (SART) Members**

Significant Threat to the Community:

In cases where the Accused poses a significant risk to the general safety of the campus community, the Title IX/Sexual Misconduct Response Coordinator will contact the Dean of Students or designee. If the Dean of Students or designee concludes that a significant threat exists, the Dean or designee will take necessary action to protect the community while preserving the Complainant's privacy, which includes, but is not limited to issuing a temporary ban from Post University's campus.

Reporting to Law Enforcement:

Because sexual misconduct, intimate partner violence, and stalking may constitute both a violation of University policy and criminal activity, the University encourages students to report alleged incidents promptly to local law enforcement agencies. However, it is your decision whether or not to file a criminal report. We encourage you to seek out the support system that feels most appropriate and helpful. Criminal investigations may be useful in the gathering relevant evidence, particularly forensic evidence. Because the standards for finding a violation of criminal law are different from the standards for finding a violation of University Policy, criminal investigations or reports are not determinative of whether

sexual/gender-based misconduct, for purposes of this Policy, has occurred. In other words, conduct may constitute sexual/gender-based misconduct under this Policy even if law enforcement agencies lack sufficient evidence of a crime and therefore decline to prosecute.

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

Law Enforcement Process:

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

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

STUDENT CONDUCT PROCESS FOR SEXUAL/GENDER-BASED MISCONDUCT: Definitions of Participants:

Complainant:

The person filing a formal complaint of a violation of the Sexual Misconduct Policy by another student, employee, or civilian.

Accused:

The student accused of violating the Sexual Misconduct Policy.

Trained Sexual Misconduct Support Person for the Complainant (Support Person):

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

- Support Persons are available at the request of the Complainant.
- Complainants may choose from a diverse list of potential Support Persons and may switch at any point should they choose.

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

Trained Sexual Misconduct Support Person for the Accused (Support Person):

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

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

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

Advisor:

The Complainant and the Accused may each bring an Advisor to the Hearing. The Advisor is an ally who provides comfort and helps the Complainant or Accused. The Advisor may be any member of the Post University community (student, faculty, or staff) or an outside party. The Advisor may be an attorney. The selected Advisor must meet with the Sexual Misconduct Board Chair prior to the Hearing. The selected Advisor may not participate in the Hearing.

Sexual Misconduct Board:

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

Title IX/Sexual Misconduct Response Coordinator:

The Title IX/Sexual Misconduct Response Coordinator (herein Coordinator) manages the day-to-day responsibilities associated with the University's Title IX compliance, the Violence Against Women Act, and Connecticut State Statutes regarding gender-based misconduct. The Coordinator ensures that students are aware of their rights as well as support services in regard to gender-based misconduct. The Coordinator also collects the relevant facts related to the reported incident, and assesses whether a further review or investigation is necessary in order to ensure the safety of the impacted student and the community. If the Complainant decides to file a formal complaint, the Coordinator, as a neutral party, will investigate the incident; notify and interview the Complainant, the Accused, and witnesses; obtain and review relevant

documents; and present these findings and at the Sexual Misconduct Board Hearing.

Informal Procedure:

Informal complaints will be treated confidentially consistent with applicable legal requirements. Use of the informal procedure by a Complainant does not preclude the Complainant from filing a formal complaint at a later date. If a person reports to a University administrator, department head, faculty member or staff member that she or he has been sexually assaulted, that person will be referred to the Title IX/Sexual Misconduct Response Coordinator.

If the student is filing an informal complaint, the Title IX/Sexual Misconduct Response Coordinator will neither investigate nor adjudicate complaints of sexual assault unless there is a threat to the community. In the event of a sexual assault complaint, the Title IX/Sexual Misconduct Response Coordinator ensures appropriate services are made available. This includes:

- Crisis counseling to the Complainant/survivor.
- Appropriate medical referral.
- Optional referral to Safe Haven Sexual Assault programs.
- Referral to the Counseling Center's free and confidential services to meet with a counselor who will provide additional emotional support and assist Complainants in sorting out feelings associated with the assault. .
- Optional creation of No Contact Orders and/or making changes to academic, housing, campus transportation, or working arrangements.
- Provide information regarding the University's sexual misconduct policies and procedures regarding disciplinary action.
- Make every effort to contact Complainants within 24 hours and, while respecting whatever decision they have made, encourage them to get some type of assistance.

Formal Filing Procedure:

If the Accused is a currently enrolled student, any person who has experienced an incident of sexual/gender-based misconduct may file a formal complaint with the Title IX/Sexual Misconduct Response Coordinator, Ray Lagasse (203-596-8535). Incident Reports can be found in Human Resources, Residence Life, the Counseling Center, Academic Affairs, and in the Drubner Center. The complaint shall contain a concise statement of the alleged violations of the Sexual Misconduct Policy and a detailed statement of the facts supporting the alleged violations. Although there is no time limit on the filing of a formal complaint with the

University, the University strongly encourages a prompt filing so that a more satisfactory and complete investigation can be conducted.

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

Responding to a Formal Complaint:

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

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

Prehearing Process:

- The University reserves the right to extend any time periods identified in this policy in accordance with the law.
- Once the Accused has been notified of the formal written complaint, the Complainant and Accused will be kept informed of all developments and will be advised of the procedures that will guide the resolution of the complaint.
- All relevant reports and documents are to be made available to the Accused and Complainant once they are prepared and no later than 3 business days prior to the Hearing.
- The Accused and Complainant have the right to petition that any member of the Sexual Misconduct Board be removed on the basis of bias at least 3 days prior to the Hearing.
- Each Board Member must indicate to the Sexual Misconduct Board Chair within 3 days prior to the Hearing whether they have knowledge of the participants in the case that may impair – or may be perceived to impair – their ability to hear and determine a case impartially, and to recuse them if their participation might compromise the integrity of the Hearing process.
- One week prior to the Hearing, the Accused and Complainant will be informed in writing of the date and time of the Hearing.

- The Accused and Complainant shall have the opportunity to make a request to the Sexual Misconduct Board Chair for witnesses to testify on their behalf. The Sexual Misconduct Board Chair shall determine which witnesses shall testify based on the relevance of their testimony.
- The Accused and Complainant must notify the Sexual Misconduct Board Chair of any advisors, support people, and witnesses attending the Hearing 5 business days prior to the Hearing.
- Any additional scheduling requests must be directed to the Sexual Misconduct Board Chair to be determined.
- If a sexual misconduct case is also being heard by a civil or criminal court, the University retains the right to hear the case before, after, or during the same time as the civil or criminal case, and to implement appropriate actions (such as No Contact Orders, removal from campus residence facilities, removing a student from a class or classes or Interim Suspension, and changing campus transportation and/or working arrangements) to maintain the safety of the campus.
- The Campus Conduct Process shall be confidential to the extent possible and as allowed by law.
- The University will attempt to schedule a hearing within 15 business days after the Accused has received the formal complaint.

Rights of the Complainant:

- The right to be assisted by a Trained Sexual Misconduct Support Person and/or Advisor throughout the Campus Conduct Process.
- The Sexual Misconduct Board Chair is available to inform the Complainant of legal and other appropriate off-campus resources.
- The right to seek outside remedies, such as local law enforcement agencies and Safe Haven.
- The right to provide a written Impact Statement to be read by the Board at the conclusion of the Hearing provided the Accused was found to have violated the Sexual Misconduct Policy, and to have that statement considered by the Board in determining its sanctions.
- For Complainants, alternative testimony options will be provided. Options include, placing a privacy screen in the Hearing room, digital conferencing, or other options that provide a safe space for participation while not depriving the Accused of their rights in the process.

Rights of the Accused:

- The right to be assisted by a Trained Sexual Misconduct Support and/or Advisor throughout the Campus Conduct Process.

- The Sexual Misconduct Board Chair is available to inform the Accused of legal and other appropriate off-campus resources.
- The right to provide a written Impact Statement to be read by the Board at the conclusion of the Hearing provided the Accused was found to have violated the Sexual Misconduct Policy, and to have that statement considered by the Board in determining its sanctions.

Rights of Both the Complainant and Accused:

- All parties involved in a sexual misconduct complaint process have the right to a prompt, fair, and impartial investigation and resolution of the complaint.
- The right to have a hearing.
- The right to have a Trained Support Person and/or Advisor present during the Hearing, provided that these parties do not cause the meeting to be delayed or postponed. The Support Person and/or Advisor may not take part directly in the Hearing itself, though the student may request reasonable breaks to confer with their respective Support Person and/or Advisor.
- The right to request a No Contact Order against a student who has engaged in or threatens to engage in an act of sexual misconduct which presents a danger to the welfare of the Complainant or others.
- The right to request that disciplinary procedures begin promptly and are conducted by a University Official trained in issues related to sexual/gender-based misconduct.
- The right to have a hearing.
- The right to receive written notice of the outcome and sanction(s) of the Sexual Misconduct Board Hearing.
- The right to appeal the finding and sanction of the Sexual Misconduct Board in accordance with the provisions of this policy.
- The right to petition that any member of the Sexual Misconduct Board be removed on the basis of bias.
- The right to bring a Trained Support Person and/or Advisor to all phases of the investigation and hearing.
- The right to present relevant witnesses to the Sexual Misconduct Board, including expert witnesses.
- The rights to have the University compel the presence of student, faculty and staff witnesses.
- The right to be present for all testimony given and evidence presented before the Sexual Misconduct Board.

- The right to be free from retaliation.
- The Complainant and Accused have the right to consult with an attorney at their own expense. Attorneys can participate in the sexual misconduct campus conduct process, in an advisory capacity, except during the Sexual Misconduct Board Hearing. Attorneys may be present at the Hearings; however, they may not participate in the Hearing. If a party wishes to consult with their attorney during the Hearing, they may do so upon request to the Board Chair and if the request is granted, such consultation must occur outside the Hearing room(s).
- The Complainant and the Accused are entitled to be informed in writing of the results of the disciplinary proceeding no later than 1 business day after it concludes and have their identities kept confidential, except as necessary to carry out a disciplinary proceeding or as permitted under state or federal law.
- Post University shall not disclose the identity of the Complainant or the Accused, except as necessary to carry out a disciplinary proceeding or as permitted under state and federal law.

Special Procedures:

A. False Reports

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

B. Leniency

For the Complainant:

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

For the Good Samaritan:

The welfare of students in our community is paramount. At times, students on and off campus may need assistance. The University encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others, for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to assist another

student who experienced an incident of sexual misconduct.) The University will exercise leniency towards the Good Samaritan with respect to taking action for other violations of the Student Code of Conduct.

C. Notification of Determination

The determination made after a hearing is part of the education record of the Accused, and is protected from disclosure under federal law.

However, there are two exceptions as follows:

- Complainants shall be informed of the formal complaint against the Accused, the determination made after a hearing, and any sanctions imposed.
- Students who bring any sort of sexual misconduct complaint against faculty or staff will be informed of the determinations made and sanction imposed.

D. Past Sexual History/Character

1. The past sexual history or sexual character of a student will not be admissible in a Sexual Misconduct hearing.
2. If, in the past, an Accused was found to have violated the Sexual Misconduct Policy (“Past Violation”), the information related to the Past Violation may be considered by the Hearing Board if:
 - The previous violation was substantially similar to the present complaint; and
 - The previous violation indicates a pattern of behavior and substantial conformity with that pattern by the Accused.

The Hearing:

- The Sexual Misconduct Board Chair shall assemble a Board of five trained members of Post’s administration and/or faculty to hear sexual conduct cases. Each Board shall be composed of representatives of both genders.
- All hearings shall be closed to the public.
- All hearings will be audio-recorded. A digital file will be made available to the Complainant and/or Accused in the event a request for an appeal is filed.
- With the exception of the official audio recording of the Hearing, cell phones and electronic devices are prohibited from the Hearing room.
- Board Members shall be provided with access to written information and evidence at least 72 hours prior to the Hearing.
- The Accused and Complainant may be accompanied by their Support Person and/or Advisor. The Support Person and Advisor are present to act as counselors and to support the Accused and

Complainant, and to provide advice on procedural matters. The Support Person and Advisor do not have speaking privileges during the Hearing. A hearing will not be cancelled or postponed in the event a scheduled Support Person or Advisor does not attend. If the scheduled Support Person or Advisor is not able to attend, the Complainant/Accused should arrange for a substitute.

- If the Accused or Complainant fails to appear at the Hearing, the matter will be resolved in their absence.
- Witnesses may be present at the Hearing only at the time they are called to testify. A hearing will not be canceled or postponed if a scheduled witness does not attend.
- Individuals testifying before the Board may not communicate with each other during the Hearing process.
- The Board if approved by the Chair shall consider written and notarized statements of witnesses not in attendance due to extraordinary circumstances.
- In making its determination the Board shall consider only the evidence admitted at the Hearing and the admission of evidence shall be within the discretion of the Board.
- At the start of the Hearing, the Chair shall ask the Accused if they have received the formal complaint, and if they understand the nature of the formal complaint.
- The Title IX/Sexual Misconduct Response Coordinator will present the formal complaint along with the information obtained through the investigative process to the Sexual Misconduct Board. The Hearing Board shall consider only the information and evidence related to the alleged violations set forth in the formal complaint. The remainder of the Hearing shall customarily proceed in the following order:
 1. Opening statement from Complainant.
 2. Opening statement from Accused.
 3. Board questioning of Complainant and Accused.
 4. Board questioning of witnesses (each witness will be questioned separately).
 5. Complainant and Accused questioning of witnesses (each witness will be questioned separately then excused).
 6. The chair will facilitate questions by the Complainant and Accused.
 7. Final questions from the Board.
 8. Complainant's closing statement.
 9. Accused's closing statement.
- The Board will deliberate in private and make an appropriate determination based on the information and evidence presented during the Hearing.

- The Board, by majority decision, will determine whether or not the Accused violated the Sexual Misconduct Policy as alleged in the formal complaint by finding either: “Did violate” or “Did not violate” the Sexual Misconduct Policy. The Board’s determination shall be based on a “Preponderance of the Evidence” standard that means, “It is More Likely than Not” that a violation of the Sexual Misconduct Policy occurred.
- If the Board renders a determination of “Did violate”, the Board will review the Impact Statements provided by the Complainant and Accused and will recommend a sanction consistent with those specified in the Post University Code of Conduct.
- The Board shall have one business day to render a decision.
- The Sexual Misconduct Board Chair will notify both the Complainant and Accused in writing of the Board’s decision.

Appeals:

- Both the Complainant and the Accused may file a written appeal of the Board’s decision. The appeal must be based on one or more of the following:
 - New information directly related to the case that was unavailable during the investigation period or during the Hearing itself.
 - Procedural error that might have affected the decision.
 - Sanction imposed is disproportionate to the violation.
- The purpose of the appeal is not to rehear the underlying case; rather, it is to determine if there is sufficient information presented to allow reconsideration of the Hearing Board’s decision.
- Appeals must be made, in writing, to the Dean of Students within 5 business days of the notification of the decision.
- The Dean of Students may decide the appeal or ask the original Hearing Board to reconsider the case based on new information presented that was unavailable prior to the Hearing.
- The Dean of Students will review the appeal and render its decision within 5 business days after receiving the notice of appeal.
- The decision of the Dean of Students is final.

Official University Sanctions:

Formal Verbal Warning – A verbal statement to a student about his/her violation of University policies.

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

Campus Restrictions – Loss of designated campus privilege(s).

Community Service – Mandated service hours on campus or with off-campus businesses organizations.

Education – Mandated educational course with professional staff for a period determined by the University's designee.

Disciplinary Probation – A designated period in which a student is formally put on notice for his/her behavior, while not severe enough to warrant expulsion, was severe enough to warrant a serious course of action. While on Disciplinary Probation, a student may be subject to expulsion should additional infractions occur. Disciplinary Probation is a status that may include periodic reporting sessions with an appropriate administrator, loss of privilege to represent the University or attend University activities.

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

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

Residence Hall Dismissal/Ban – Dismissal and/or ban from the University residence halls. Students must apply for re-entry to the Dean of Students or designee.

Institutional Suspension – Disciplinary suspension of a student's registration for a specific period. Residential students' Housing Contracts are also suspended during this time. Students removed from the University for conduct that presented a threat to themselves, other persons, or property may not re-enter without prior approval from the Dean of Students.

Institutional Dismissal – Attendance at the University is terminated, constituting the maximum disciplinary penalty. Students are banned from all campus facilities, grounds and events. Only the President or his/her designee may grant re-admission.

Section Five – Guest Policy

Post University permits residents to host guests in the residence halls. Guests are defined as any individual(s) who is not a resident student. Residents are strongly encouraged to communicate with their roommate(s) prior to hosting guest(s). Post University reserves the right

to refuse guest entry and revoke guest privileges for a residence hall, a specific floor, and/or individual(s) at any time.

Residents are required to meet their guest(s) at the South Gate Security Kiosk in order to properly sign in. Guests and commuter students must present a valid form of ID in order to be allowed through the South Gate Security Kiosk and/or signed in to the residence halls. Acceptable forms of ID include: Post University ID, state-issued driver license, government-issued ID, military ID, or passport. Guest IDs will be held at the South Gate Security Kiosk for the duration of the visit and will be returned upon departure. Commuter students may keep their IDs until 5:00 p.m.

Short-Term Guests

Residents are permitted to have short-term guests seven days a week between the hours of 7:00 a.m. and 11:59 p.m.

Overnight Guests

Residents are permitted to have overnight guests no more than three (3) days in a seven (7) day period. Guests and commuter students who remain on campus after 12:00 a.m. are considered overnight guests.

Commuter Students

Post University commuter students are not required to sign-in between 7:00a.m. and 4:59 p.m. At 5:00 p.m. commuter students must properly sign-in at the South Gate Security Kiosk as a guest with a resident host.

- 5.1 Residents must sign in all guests at the South Gate Security Kiosk
- 5.2 Residents may sign in no more than two (2) guests at the same time
- 5.3 Residents may not have an overnight guest for more than three (3) nights in a seven (7) day period. In addition, Residents may host overnight guests no more than six (6) nights per calendar month. This includes both other residents and outside guests
- 5.4 Non-resident guests may only stay on campus three (3) nights in a seven (7) day period. In addition, Non-resident guests may stay on campus no more than six (6) nights per calendar month
- 5.5 Residents must accompany the guest at all times
- 5.6 All guests must properly sign in at the South Gate Security Kiosk. Failure to do so may result in a University ban and/or police action
- 5.7 Guests must carry the issued guest pass at all times and present it when requested
- 5.8 Guests under the age of 16 are not permitted in the residence halls overnight
- 5.9 Guests under the age of 14 are not permitted in the residence halls without the presence of a parent or legal guardian at any time
- 5.10 Guests must abide by all University policies, procedures and

regulations, as outlined in the Student Handbook. Residents are responsible for the actions of their guest(s) on campus

- 5.11 There is a no-guest policy in effect during 24-hour quiet hours (this includes, but is not limited to, final examinations and all University academic breaks.)

Section Six – Fire and Safety Equipment

Post University considers tampering with fire and safety equipment dangerous and violators will be subject to severe disciplinary action including possible suspension or expulsion from University housing. Restitution may be assessed in appropriate situations in addition to disciplinary action.

- 6.1a. Possession and/or burning of candles and incense are not permitted in the residence halls
- 6.1b. Outdoor fires are prohibited unless sponsored by an approved University event
- 6.1c. Tampering with and/or covering fire equipment (alarms, bells, strobe lights, sprinkler heads, emergency blue lights, extinguishers, etc.) and any other safety device is a violation of civil and/or criminal law and is prohibited
- 6.1d. False fire alarms/bomb threats/emergencies are expressly prohibited
- 6.1e. Interfering with emergency operations, such as fire, ambulance or law enforcement personnel, is in violation of Connecticut law and University policy
- 6.1f. Any item placed in hallway (tapestries, posters, large electrical appliances, etc.), front of doorways, and/or windows that impedes entry/ exit is prohibited
- 6.1g. Suspending items or decorations from ceilings is prohibited
- 6.1h. Electrical appliances and flammable/hazardous materials other than those authorized in the Student Handbook are prohibited in residence halls. Specific examples include, but are not limited to, multiple outlet plugs and/or extension cords without surge protection, open coil burners/hot plates, stored flammables (gasoline, chemicals, etc.), and live holiday trees/wreaths
- 6.1i. Failure to comply with University requirements regarding evacuation of buildings during an alarm or fire drill will subject the violator(s) to disciplinary action and/or arrest
- 6.1j. The unauthorized use or propping of any locked exterior/emergency door is prohibited. Violators face disciplinary sanctions and monetary fines

Section Seven – Firearms, Ammunitions, Knives, Hazardous Chemicals and Other Dangerous Weapons

This section is inclusive of the Connecticut Penal Law. Offenders will be subject to campus disciplinary action and/ or criminal prosecution and are liable for civil prosecution. In compliance with this law, Post University will not keep or hold firearms, ammunition, or dangerous weapons belonging to any individuals or other offices or agencies of the institution.

- 7.1a. Firearms, ammunition, knives, hazardous/dangerous chemicals, and dangerous weapons are prohibited on the Post University campus at all times. Firearms include, but are not limited to, any pistol, revolver, shotgun or rifle. Knives and dangerous weapons include, but are not limited to, illegal knives, switchblades, Swiss army knives, multi - tools, pocket knives, bows and arrows, nunchuks, martial arts stars, kendo sticks, stun guns, Tasers, brass knuckles and Billy clubs
- 7.1b. The University also prohibits the following: air guns, paintball guns, B-B and pellet guns, model weapons or lifelike toy guns, and sling shots

Section Eight – Explosives/ Fireworks

The University considers the use and/or possession of explosive devices and fireworks to be in violation of the Student Conduct Code.

- 8.1a. Explosives or explosive devices containing an explosive flammable compound for the purpose of producing a visible or audible effect by combustion are prohibited from all Residence Halls as well as the Post University campus
- 8.1b. The University considers the use or possession of fireworks a dangerous act. Violators will be subject to disciplinary action. This regulation may be conditionally waived for temporary periods by University officials for University-sanctioned public fireworks displays.

Section Nine – Gambling

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

- 9.1a. Gambling in any form is prohibited on the Post University campus
- 9.1b. Gambling devices, including but not limited to, electronic gambling machines and furniture whose intended purpose is to facilitate gambling, are prohibited from all areas of campus

Section Ten – Littering

- 10.1 Littering constitutes the throwing, dumping, or depositing of trash or refuse of any kind outside of normal, accepted trash receptacles. Littering destroys the campus environment and detracts from its

appearance. Cigarette butts are considered trash and will therefore be seen as litter if thrown on the ground

Section Eleven – Tobacco and Smoking

- 11.1 Tobacco smoking and electronic cigarettes are prohibited in all Post University owned and operated buildings and grounds except in designated, marked areas (set at a minimum of 50 feet from a building). Doorway areas are considered part of the building. Smoking is also prohibited in vehicles owned and operated by the University
- 11.2 The odor of smoke, covering of any smoke detectors, residue (e.g. ashes, cigarette butts, burns), and/or other means of smoking in the residence halls is prohibited. Faculty or staff may determine use of tobacco by using any combination of methods including, but not limited to finding a towel or other item(s) blocking the door, fans directing air out through a window, and the excessive odor of air freshener used for concealment

Support

Understanding the addictive nature of smoking and that breaking the smoking habit is extremely difficult for many people, the University will make efforts to assist those who elect to stop smoking. Interested students and employees should contact the Counseling Center and Health Services offices.

Section Twelve – Motor Vehicles and Motorcycles

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

- 12.1 All motor vehicles and cycles must be registered within 72 hours of the start of the semester with the Office of Campus Security
- 12.2 Snowmobiles and all-terrain vehicles are not permitted on University grounds
- 12.3 Motor vehicles, motorcycles, mopeds or other fuel-powered engines - assembled or disassembled- are prohibited in residence halls unless otherwise authorized by an appropriate University official

University Judicial System

Administration of Discipline

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

- Residence Life Professional Staff are authorized to sanction with the maximum sanction of institutional dismissal. If the student fails to meet with the Residence Life professional staff member, he or she will consider all evidence and assign an appropriate sanction. Determination of responsibility and/or sanction may be appealed to the Campus Conduct Officer up to residence hall removal and for sanctions beyond residence hall removal students may appeal to the Dean of Students.
- The Residence Life professional staff, Campus Conduct Officer, and Dean of Students are authorized to conduct special administrative hearings when there is a question of safety for people or property or the welfare of the student is in question.
- The Dean of Students reviews any written appeal concerning a decision of or sanction handed down by the Campus Conduct Officer.
- The President, as chief officer of the University, may choose to review a particular case.
- Presidential review occurs in only the gravest of situations.
- Other Hearing Officers: The Dean of Students or her designee may appoint other individuals to hear and resolve cases to ensure maximum objectivity.

Institution of Complaint

Any member of the University community who believes that a student has engaged in misconduct may give written notice of the alleged misconduct to the appropriate administrator within 30 days of the alleged misconduct. If grounds exist, the appropriate administrator will proceed with the hearing process.

The Incident Report is the communication tool utilized to convey alleged Student Conduct Code violations. If residence hall staff or a Post University student feels an occurrence warrants attention by a hearing officer, he or she may choose to file an Incident Report with the building Residence Director (RD). Students who feel their rights have been violated according to the Student Conduct Code may similarly file an Incident Report with their RD. Incident Reports may only be filed through the Residence Life professional staff, Campus Conduct Officer, Campus Security, or the Dean of Students.

Imminent Danger/Alteration of Student Status

The University acknowledges that there are times when special actions are necessary. This occurs when the complaint brought against a student presents a reasonable question as to the prudence of allowing the student to remain at the University or in a residence hall prior to adjudication. Reasons for exceptional circumstance:

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

Notification of Parents/Guardians and Others

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

Notice of Hearing and Charges

After the initiation of the complaint, an investigation shall be conducted and one of the following resolutions must be completed:

- The student has admitted responsibility for the policy violations(s) and the appropriate administrator has assessed sanctions. No hearing takes place.
- The complaint against the student is found to be without merit, or insufficient evidence exists to warrant a hearing. The case is dismissed.

If the evidence warrants a hearing and the charges are serious enough to warrant dismissal from the residence halls or the institution, the student generally receives a minimum of 48 hours written notice of the time, place and date of the hearing. The notice to the student must include the regulations that have been allegedly violated and the potential sanction he/she may face. The student shall also be advised in writing that he or she has the right to call witnesses who can testify on the student's behalf, to have an advisor (from within the University community) and to have a fair hearing that is free from bias.

Notice of Meeting and Charges

The University will notify the students in writing of:

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

The burden of proof will rest upon the person(s) bringing the complaint to the University. The University reserves the right to take immediate action when there is a question of health and safety.

All matters on which the decision may be based must be introduced into evidence at the hearing and the decision will be based solely upon that factual evidence introduced during the hearing.

There will be a tape recording made of each hearing.

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

Official University Sanctions

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

Post University campus.

Sanctions that may be imposed include, but are not limited to, any of the following or any combination thereof. Sanctions relating to minor offenses may range to a maximum of disciplinary probation and fines. For major offenses, a student may face the maximum penalty of dismissal from the residence halls and/or fines, or institutional dismissal.

Formal Admonition - A verbal statement to a student about his/her violation of University policies

Disciplinary Warning - A written notice to a student indicating that specific behavior or activity is in violation of University policies

Restitution - Payment for damage to, or misappropriation of, University, University affiliate(s), or individual property

Educational Assignment - Mandated training through assigned Judicial Educator Module

Fine - Establishment of a charge for violation of a policy

Campus Restrictions - Loss of designated campus privilege(s)

University Service - Mandated services hours on campus

Personal Counseling - Mandated for a period determined by the University's designee

Disciplinary Probation - A designated period in which a student is formally put on notice for his/her behavior, while not severe enough to warrant expulsion, was severe enough to warrant a serious course of action. While on Disciplinary Probation, a student may be subject to expulsion should additional infractions occur. Disciplinary Probation is a status that may include periodic reporting sessions with an appropriate administrator, loss of privilege to represent the University or attend University activities.

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

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

Residence Hall Dismissal/Ban - Dismissal and/or ban from University residence halls. Students must apply for re-entry to the Dean of Students.

Institutional Suspension - Disciplinary suspension of a student's registration for a specific period. Residential students' Housing Contracts are also suspended during this time. Students removed from the University for conduct that presented a threat to themselves, other persons, or property may not re-enter without prior approval from the Dean of Students.

Institutional Dismissal - Attendance at the University is terminated, constituting the maximum disciplinary penalty. Students are banned from all campus facilities, grounds and events. Re-admission may be granted only by the President or his/her designee.

Appeal Procedure

1. Basis for Appeal

The written appeal will be submitted to the appropriate University official within 48 hours and must include specific grounds the student considers appropriate to support his/her challenge of the decision or sanction. The appeal must establish that:

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

2. Appeal Process

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

3. Appeals Time Guidelines

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

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

Involuntary Institutional Dismissal

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

- (a) Engages, or threatens to engage, in behavior that poses a danger of causing imminent, serious physical harm to the student or to others

(b) Engages, or threatens to engage, in behavior that would cause significant property damage, or directly and substantially impede the lawful movement of others

The Dean of Students, or a designee, may refer a student for evaluation by the Counseling Office, Health Service, and/or by an independently-licensed physician, psychiatrist or psychologist chosen by the University, if the Dean or designee believes that the student may meet either the criteria set forth in section (a) or (b). The designated professional who completes the evaluation is requested to recommend to the Dean of Students, or a designee, whether or not the student be immediately dismissed from the University. Students referred for evaluation shall be informed in writing, either by personal delivery or by certified mail.

An interim institutional dismissal may be implemented immediately if the Dean of Students, or a designee, determines that a student may be suffering from a physical or mental disorder that poses an imminent danger as set forth in either section (a) or (b). A student subject to an interim dismissal shall be given written notice of the dismissal either by personal delivery or by certified mail. The student shall then be given an opportunity to appear before the Dean of Students, or an impartial person designated by the Dean, at an informal hearing to be held within (48) hours from the effective date of the interim dismissal in order to review the following issues only:

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

POLICIES GOVERNING INFORMATION TECHNOLOGIES

Television, Computers, and the Post Network

All residence hall rooms are equipped with cable TV and computer Internet access. Students must provide their own equipment (computer, television) to access the Post University information network. If assistance is needed with one of these items, the ICT Helpdesk is available between the hours of 8 a.m. - 5 p.m. by calling 203.591.7145. A voicemail system will pick up after hours. Students are asked to leave clear and accurate messages with needs and requests, a daytime phone number, and their residence hall room number so that every attempt can be made to address reported issues in a 24-hour time frame. Questions can also be submitted to the Help Desk at ICT@Post.edu.

Cable Television Use

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

Telephone Use

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

Computer Use

Post University treats policy violations of computing facilities, equipment, software, information resources and network privileges seriously. Any such problems must be reported to Residential Life staff or directly to ICT. Failure to comply with this policy will result in disciplinary action including loss of computing privileges, fine/restitution or other sanctions deemed necessary by the sanctioning board. Alleged violations of the policy shall be processed according to the judicial processes outlined in the "Student Handbook." Post University may also prosecute abuse under the Computer Fraud and Abuse Act of 1986, or other appropriate laws.

Post University provides email addresses to all incoming students, faculty and staff. All University communication will be sent to students' Post University email address, so students are encouraged to check them at least once a day. Students' email addresses will continue to be available even after the student graduates. The University reserves the right to access user mailboxes and deactivate or restrict use of campus email accounts at any time.

Each residence hall room is equipped with a network jack, and students are encouraged to purchase personal computers and to use them in their

residence hall rooms. It is the responsibility of the student to ensure that proper care is taken in protecting their computer and the data stored therein. To enjoy the privileges of Post University intranet and Internet access, each network user is expected to meet certain responsibilities and honor certain limitations.

If a user is found to have knowingly violated a network responsibility, his or her network access may be suspended. Depending on the seriousness of the violation, the user may also be subject to other University disciplinary actions. Violations of federal or state laws will result in referral to the appropriate legal authorities.

The following list of responsibilities applies to the use of all University-owned computers, as well as the use of the Post intranet and the Internet with a personally-owned computer. (Additional responsibilities may be associated with specific networks and computers at Post University.)

- Users must operate within the appropriate federal or state laws and Post University policies, and must not engage in any conduct that presents a risk to the operating integrity of the systems and their accessibility to other users.
- Users must abide by the terms of all software licensing agreements and copyright laws. Users must not make copies of, download or make available on the network, any copyrighted material, unless permitted by a license.
- Users must not use the network resources of Post University to gain or attempt to gain unauthorized access to remote computers, networks or systems.
- Users may not use Post University networks to access, produce or distribute pornography in violation of the law either on the Internet or Post University networks.
- Any network traffic exiting Post University is subject not only to provisions of this policy, but also to the acceptable use policies of any network through which, or into which, it flows.
- Users must notify the ICT Office, system administrators and the appropriate authorities about violations of computer laws and policies, as well as about potential loopholes in the security of its computer systems and networks.
- Users are to respect the rights of other users, including their rights as set forth in other Post University policies for students, faculty and staff. These rights include but are not limited to: privacy, freedom from harassment, and safety of tangible and intellectual property.
- Users may not place on any University-owned computer system any type of information or software that infringes upon the rights of

another person or gives unauthorized access to another computer account or system.

- Users may not misrepresent themselves or their data on the network.
- Users are responsible for the security of their passwords. This includes ensuring no one else knows the password. A user who suspects someone knows his or her password should contact ICT to have the password changed.
- Students can change/recover their mailbox and campus computer password by enrolling in the Post University Self Service Password Portal at password.post.edu. This can be accessed on or off campus at any time.
- Users must not attempt to monitor other users' data communications, nor read, copy, download, change or delete other users' files or software, without permission of the owner(s).
- Users must not attempt to circumvent data protection schemes or exploit security loopholes.
- Users must not deliberately perform acts that are wasteful of computing resources or which unfairly monopolize resources to the exclusion of others users.
- Users must not deliberately perform acts that will seriously impair the operation of computers, terminals, peripherals or networks. This includes, but is not limited to, tampering with components of a local area network (LAN) or the high-speed network, otherwise blocking communication lines, or interfering with the operational readiness of a computer.
- Users must not run or install, or give to another user, a program that could result in the eventual damage to a file or computer system and/or the reproduction of itself on any of the computer systems of Post University. This is directed towards, but not limited to, the classes of programs known as computer viruses, Trojan horses and worms.
- Users must not use Post University computer systems or networks for solicitation of funds or for commercial purposes. This includes solicitations for non-University-sanctioned charitable or community events.
- Users must not use Post University networks to distribute chain letters.
- Students who violate these conditions face university judicial action.

Policy Statement Regarding Anti-Virus Software

Because of the inherent dangers associated with the introduction of viruses into computer systems, Post University requires that all students have their computers scanned by the ICT department prior to connecting their PC to

the university network. Students who are authorized to attach their personal computers to the University network must ensure that their computer has virus protection to the same level as University-owned equipment. This means that students must have current antivirus software installed and running on their computers, and that information about new viruses and new virus definition files are downloaded on a daily or weekly basis. Expired software or out-of-date definition files is equal to having no antivirus protection.

Currently, it is each student's responsibility to purchase, install and update his/her own antivirus software. If upon scanning, the ICT department determines that antivirus software is missing or out-of-date, Post reserves the right to deny service to the Network until the issue is resolved. Once the ICT department determines that the proper virus protection exists on the computer and that the computer is virus-free, ICT will issue a verification notice and the student will be connected to the network.

The University reserves the right to enter a student's room if it is believed that the computer within the room is infected and disabling the University network, running software that has the potential to disable the network, or is exhibiting malicious behavior such that the campus network is compromised. Every effort will be made to contact the student prior to doing so. The University also reserves the right to take a single or series of computers off-line to ensure the protection of the University system.

Campus Printing

Campus printing is handled via print management software called Papercut. This system allows us to regulate printing by associating a value to each page printed. Every account is given \$50 per year and the cost is \$0.10 per page to print. If an account is depleted of funds, the user can speak to the librarian about recharging the account at cost to the student. Printing credentials are to be kept private and secure. Do not share your account information. Do not allow other users to print using your credentials.

Cell Phone Usage

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

In keeping with this philosophy, the university requests that all cell phones be turned off or turned to silent mode and that no cell phone conversations or text messaging take place while students are attending class, while working in

open areas of Post University offices, while engaged in university meetings or while attending university events. Also, students may not leave class to have a cell phone conversation.

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

CAMPUS SECURITY

Robert Tansley
Director of Campus Security
203.596.4501 btansley@post.edu
Office located in the East Hall Annex

Mission

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

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

Your safety is of paramount importance. Campus Security is always here for you. Do not hesitate to call or stop by if you have any questions. The Director of Campus Security Office hours are Monday through Friday, 7:00 a.m. to 3:00 p.m. Patrol Officers are available to assist you 24 hours a day, 7 days a week and can be reached at 203.596.4502.

Vehicular and Traffic Rules and Regulations

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

Please note: Student parking on the upper campus is limited to the North Parking Lot only. Parking anywhere else on the upper campus will result in

a ticket being issued. Students may park in the Leever Student Center Lot only during dinner hours (5:00 p.m.-7:30 p.m.) and special events.

Responsibility

1. It is the responsibility of each vehicle registrant and operator to know and comply with these regulations.
2. It is the responsibility of each registrant to maintain public liability and property damage insurance in compliance with the requirements of Connecticut's No-Fault Insurance Laws (\$20,000/\$40,000 and \$5,000 plus \$5,000 No-Fault benefits).
3. Connecticut insurance laws require that any out-of-state registered vehicle operated on Connecticut roads or highways must have No-Fault coverage. Out-of-state registrants are advised to check with their insurance agent or company to be sure they have the required coverage.
4. The individual in whose name any vehicle is registered on campus (the registrant) will be responsible for any penalties associated with violations of these regulations by his or her vehicle.
5. The University does not assume responsibility for any motor vehicle operated or parked anywhere on university property, or for its contents.
6. The University does not assume responsibility for alleged or actual damage resulting from causing a vehicle to be towed.
7. The speed limit of fifteen (15) miles per hour is enforced at all locations on campus.
8. Pedestrians have the right-of-way at all locations on campus, at all times.

Abandoned Cars

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

Outside Disturbances

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

Vehicle/Van Policy Guidelines

Students employed at the University who are required to drive University vehicles in the scope of their position description must authorize the University to obtain personal MVR and license information by completing a DPPA (Drivers Protection and Privacy Act) letter. If the MVR is acceptable and

remains so as noted by the University's insurance company, the employee must attend the driver training course offered at the University. The courses will be announced and supervisors will advise dates and times of the driver training class schedule.

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

Vehicle Registration Procedures

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

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

- faculty use on upper campus Monday through Saturday.
12. Post University is not responsible for damage or theft to vehicles parked or traveling on campus.

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

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

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

No Current Permit	\$25	Disobeying Security Officer's Instructions	\$50
Fire Lanes	\$25	In Violation of Posted Signs	\$25
Parking in Faculty or Staff	\$50	Blocking Another Parked Vehicle	\$25
Parking in Visitors Lot	\$50	Blocking Entrances to Walkways,	\$25
Parking on the grass	\$25	Driveways, Fire Lanes, or Loading Zones	\$10
Speeding and Reckless	\$100	Handicapped	\$10
Driving			

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

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

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

COUNSELING CENTER

Leever Student Center

203.596.4585

Crisis Referral Hotline: 203.228.8706

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

Director of the Counseling Center
B.A., Bates College; M.S.W., Smith College

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

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

Mission Statement

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

Services

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

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

See the University calendar for the times and dates of our programs. Our services are free to all full-time, main-campus students.

Office Hours

Monday & Tuesday 8 a.m. – 8 p.m.

Wednesday 8 a.m. – 4 p.m. & 5:30 p.m. - 7:30 p.m. (groups/programs)

Thursday 8 a.m. – 2 p.m.

Friday 3 p.m. – 6 p.m.

Appointments may be made by visiting the Counseling Center, located in the Leever Student Center, by calling 203.596.4585 or e-mailing Counseling@Post.edu.

EPIC (Empowering Peers Inspiring Community)

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

issues that are important to Post students.

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

DINING SERVICES

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

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

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

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

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

Frequently Asked Questions

How does the meal plan work?

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

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

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

Can I bring a guest in the dining hall?

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

Can I take food out of the dining hall?

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

What happens if I violate policies in the dining hall?

Chartwells works in accordance with all Post University policies. Students who violate

University rules are subject to disciplinary action.

What if I lose my ID card?

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

Where and when can I use my meal plan?

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

Dining Hall Hours

Monday thru Friday

Breakfast

8:00 a.m. - 9:45 a.m.

Lunch

10:45 a.m. - 2:00 p.m.

Continual Service

2:00 p.m. - 4:00 p.m.

Dinner

5:00 p.m. - 7:30 p.m.

Friday Dinner

5:00 p.m. - 6:30 p.m.

Saturday and Sunday

Brunch

11:30 a.m. - 1:30 p.m.

Dinner

5:00 p.m. - 6:30 p.m.

Safety in the Dining Hall

While eating in the dining hall, Chartwells will report any incidents of violent behavior or suspicious activities that we may notice. This includes any situations which involve other students, our associates, visitors, our customers or others. Any threats or acts of violence, aggressive behavior or offensive

comments will not be tolerated and will be subject to

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

Student Employment

Chartwells Dining Services Job Opportunities

Do you need some extra cash?

If you answer yes, Dining Services has the perfect opportunity for you!

Working for Dining

Services is more than just washing dishes! Positions are available for cashiers, catering staff, expeditors and much more. We offer a competitive starting wage.

All student employees receive

- A free meal for every shift worked
- Schedules designed around your academic commitments
- Opportunities to socialize and meet new people
- Opportunities for advancement into student management and supervisory positions
- Convenient on-campus work locations

If you are interested in this great opportunity, simply call us at 203.596.459

FINANCIAL AID AND TUITION PLANNING

Financial Aid Information

The most important thing to remember about financial aid is that **STUDENTS MUST COMPLETE THE FAFSA EVERY YEAR**. Students' Financial Aid packages are reviewed and awarded annually. To be eligible for an award a student must:

- Complete and submit the 2015-2016 Free Application for Federal Student Aid (FAFSA).
- Register for a minimum of 12 credits each semester/2-MOD period (period of enrollment).
- Meet "Satisfactory Academic Progress" (SAP) standards. See "Progress Standards" below.

Students interested in receiving financial aid for the upcoming academic year must complete the FAFSA, available online beginning January 2, 2015 at www.fafsa.ed.gov.

- If you require assistance in completing your FAFSA, you may call your Student Finance Specialist to set up an appointment.

Student Finance Specialists can be reached at 203.596.4527.

- Both Federal and campus funds are limited; therefore, to receive a comparable award to your current package, it is imperative to apply early. Priority is given to those students who apply for financial aid by March 1st of each year and are current with payments due on their account with the Student Accounts Office.
- A financial aid award consists of gift aid (scholarship or grants) and self-help aid (loans and work-study).
- Awards vary depending upon the student's demonstrated need as determined by the FAFSA application.
- Applications for Returning Main Campus Student Scholarships will be available prior to Spring Break 2015 in the Office of Student Finance. The submission deadline will be in April. Watch for the flier or check with the Office of Student Finance for a specific date.

Satisfactory Academic Progress (SAP) Standards' Effect on Financial Aid

Upon completion of each period of enrollment, grades and credits earned are reviewed against the SAP requirements as published in the University catalog. At that time, the University determines a date by which students must meet the Federal SAP requirements. If a student does not meet the required CGPA and/or credit requirement, he or she will be notified by mail and placed on Financial Aid probation, allowing eligibility for aid for the upcoming period of enrollment. Failure to meet SAP guidelines the following period of enrollment will result in the termination of all aid (see Progress Standards). Reinstatement of aid can be reviewed by the Office of Student Finance once the Registrar changes a student's academic status. The award will be based on the available funds at that time and the student's current CGPA.

Progress Standards

After each period of enrollment (semester for Main Campus students and 2-MOD period for ADP students) is completed, the University will conduct a review to determine if students who are having academic difficulty are still in good standing. For a student to be in good standing, the student must give evidence that he or she is making satisfactory progress as described by the University. Students who fall below the required standards may be placed on warning, probation, suspension or be dismissed.

Each case is reviewed and whenever possible, students are given the opportunity to continue.

ACADEMIC DEGREE PROGRESS STANDARD

Total Credits

CGPA

0-30	1.7
31-60	1.85
61+	2.0

Students also must satisfactorily complete 67% of their coursework in each semester, or over each 2-MOD period.

Federal Work Study Program

A Federal Work Study award offers students opportunities for part-time employment while attending school. A "Job Fair" will be held in September. This fair will offer a selection of on-campus, off-campus and community service positions. When seeking a job, a student should choose a position that will complement and enhance his or her education and career goal.

Verification Policy and Procedure

The University will verify those students selected by the U.S. Department of Education. Students are expected to provide required documents if selected. This documentation should be submitted within seven days of the request. However, recognizing that sometimes it is necessary to obtain data from outside sources, which could present a delay that is beyond the student's control, a longer period of time will be permitted if the student provides evidence of having made all efforts to obtain the necessary documents. The deadline for all missing documents is August 1, 2015.

If you have not submitted all requested documents, such as a signed award letter, signed 1040 Federal Tax Transcript copies, signed promissory notes, etc., your aid will be suspended, or possibly cancelled. In addition, you will be responsible for any interest that may accrue on your tuition bill during this delay.

It should be noted that a student's aid package is estimated until verification is completed, and he or she may stand to lose eligibility entirely if documentation is not submitted in a timely fashion. If the required documents are not received by the 14th day, the student's financial aid will be put on HOLD.

Graduating students who received loans are required to complete an EXIT INTERVIEW. There will be exit counseling sessions held by the Office of Student Finance AND students may also complete this requirement online. Please contact your Student Finance Specialist for more information at 203.596.4527.

Office of Student Finance-Student Account Information

Students are required to make payment before the start of classes. Payments or payment arrangements for the fall are due July 15, 2013 and payment or

payment arrangements for the spring are due in mid-December.

Annual fees	2015-2016
Tuition	\$26,250
Okinaga Hall Room & Board (Apartment-Style)	\$11,800
West, South & Papparazzo Room & Board	\$11,000
Middle & East Room & Board	\$10,500

Other fees that May apply to you: please visit the website at <http://www.post.edu/tuition-and-financial-aid>

Monthly Payment Plans

In order to facilitate the payment of annual charges, Post University offers students a monthly payment plan. These charges include tuition, room, board and other fees less any deposits and financial aid. A monthly payment plan agreement can be obtained from the Office of Student Accounts. An established and approved monthly payment plan for up to ten months requires payment be made by the 15th of each month. Details of the Post University Monthly Payment Plan are forwarded to students in April.

Late Payments

Payment of fees is due by July 15th and December 15th, or monthly as determined in the monthly payment plan agreement. Students must pay their fees on or before the set due dates or they will be charged a late payment fee. If circumstances are such that payments cannot be made by the scheduled date, it is critical that the student contact the Office of Student Accounts to make special payment arrangements. These arrangements must be agreed to in writing between the student and the Office of Student Accounts no later than one week prior to the payment due date. An account that is not current will result in (1) denial of registration for courses (2) withholding of transcripts and degrees and (3) assessment of a late fee.

Failure to Pay Policy

If there are outstanding balances, students may not register for classes, receive grades, graduate, or receive transcripts of courses from the University until all amounts due the University or any affiliated organization have been paid. Any outstanding balances, along with all expenses, are subject to collection for as long as they are outstanding.

Exceptions to interest charged on open balances:

1. Interest will not be charged if 100% of any student's open balance is covered by financial aid, all paperwork has been completed, and aid is received within 45 days.
2. Interest will be charged only on the difference between what is owed and what is covered by financial aid as long as all paperwork is complete.
3. Interest will not be charged if students are using work-study funds or are employed as a student worker with the Residential Life Department to settle account balances and have completed the necessary payroll documentation for direct funding to their Post University accounts.
4. Interest will not be charged if students have signed payment plans on file and continue to make payments in accordance with their agreements.

Monthly Statements

Monthly statements will indicate the open balance and activity on your account for the prior month. If you are on a monthly payment plan please follow the terms of the agreement. Any balance not covered by a monthly payment plan is due and payable within thirty (30) days.

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

STUDENT EMPLOYMENT

On-Campus & Community Service

Human Resources Office
Room 107, Hess Hall

Madelaine Kelsey

Human Resources Director
M.S., Human Resources Development
Phone: 203.591.7140
Fax: 203.841.1168
mkelsey@post.edu

What is federal work-study?

The Federal Work-Study Program provides jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. A student's financial need is determined by the Federal Need Analysis Methodology, which specifies that the student's cost of

attendance must be more than the student's expected family contribution and other financial resources available to the student. Additionally, the student must meet all University and federal eligibility requirements, including, but not limited to, U.S. citizenship or eligible non-citizenship and satisfactory academic progress.

What is Post Work-Study?

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

Securing a Work-Study Job

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

Students' Salaries

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

International Students/Non-Immigrants Employment

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



800 Country Club Road · Waterbury, CT 06723

