This handbook is provided to students and applicants for their general information and guidance only. It does not constitute a contract; either expressed or implied, and is subject to revision at the College’s discretion. Lincoln College of New England is licensed by the Connecticut Office of Higher Education and accredited by the New England Association of Schools and Colleges, Inc., through its Commission on Institutions of Higher Education.
LETTER FROM THE PRESIDENT

Welcome to your new school!

On behalf of Lincoln College of New England (LCNE) faculty and staff, allow me to welcome you “home”. For more than 50 years, we have proudly served students in the local communities. Founded in 1966 as Briarwood College, the College has expanded in size and scope of program offerings as we continuously assess the needs of the communities in which we serve. The College offers programs through on-campus, online, and hybrid delivery options to meet the needs of today’s students. These flexible delivery methods allow many students to achieve goals they didn’t even know were possible.

LCNE is a student-centered college focused on preparing students to be career-ready. We take great pride in our low faculty to student ratio. You will never be a mere number in a crowd or a student amidst a crowd of learners in a large assembly hall.

We truly believe that serving our students today, creates a better future for tomorrow. Our primary focus is on our commitment to our students throughout their stay at LCNE and beyond! We invite you to tour our outstanding campus, where you will find faculty and staff ready and willing to help you. I hope that you will begin your academic journey at Lincoln College of New England and experience excellence.

Regards,

Denise Lewicki

President
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The History of Lincoln College of New England

Lincoln College of New England traces its roots to the founding of the Briarwood Secretarial School which opened an office in Bristol, Connecticut in 1966. In early 1967, the School opened its first classrooms in a building that would later be named Dr. John J. LeConche Hall, constructed on a new 33 acre site at the base of Mount Southington on Mount Vernon Road.

In 1979, Briarwood College (previously named the Briarwood School for Women) was granted a charter by the Connecticut General Assembly and authorized to confer degrees and diplomas as are customary in higher education. The College became co-educational and commenced offering Associate of Applied Science degrees and certificates in professionally-oriented programs in Allied Health, Business and Secretarial Studies.

In the years to follow, Briarwood College expanded its degree offerings to include the Associate of Arts degree and such programs as Business Administration and Computer Information Systems. The College increased its campus to include eleven additional acres of land on Mount Vernon Road and made significant improvements to its existing facilities and grounds including a new residence hall, library addition and classrooms equipped with computers and instructional technology. The first two baccalaureate degree programs, Criminal Justice and Funeral Service Management, were approved and accredited by the Connecticut Board of Governors for Higher Education in the fall of 2005.

In December 2008, the College was acquired by Lincoln Educational Services Corporation (LESC). Consistent with its mission and strategic plan, the College began to offer online degree programs in October 2010. More growth followed in 2014, as the College began to offer baccalaureate programs in RN to BSN and Business Management. The following year, a baccalaureate program in Dental Hygiene was offered, and in 2016 expansion continued with the offering of a baccalaureate program in Human Services. Lincoln College of New England is now home to a diverse student body comprised of both full-time and part-time students enrolled in both on-ground and online programs.
General Information

Mission
Lincoln College of New England provides students with a comprehensive education emphasizing career and applied knowledge. Through exceptional curriculum and credentialed faculty, the College positions students to meet the emergent needs of an evolving society.

Vision
Lincoln College of New England continues to offer and expand programs in which our graduates achieve rewarding careers and become responsible and successful members of society.

Student Right to Know Act

As of July 1, 2011, federal regulations require that college and universities notify the public regarding a data feature assuring compliance with the Student Right to Know Act and Gainful Employment regulations. Student consumer information for Lincoln College of New England can be found at LCNE Consumer Information

Academic Information

The College Catalog contains all information regarding academic affairs including but not limited to the following areas:

1. Academic Programs
2. Academic Honesty
3. Attendance Policy
4. Grade Reports
5. Graduation Requirements
6. Academic Advising
7. Canvas Learning Management System (LMS)
8. MyCampusLINC
9. Incomplete Grade Request
10. Registration
11. Status Change
12. Withdraw Policy
13. Satisfactory Academic Progress

Computer Labs

Computer labs will be provided by the College to facilitate academic activities. Use of these labs is subject to the policies governing Information Technology use on campus. In addition to the computers located in some classrooms, computer labs are located in:

1. Library (LeConche Hall)
2. Founders Hall
3. Palmisano Hall
Inclement Weather
Announcement of inclement weather delays, closings, and/or cancellations will be reported to most local television stations, posted on the college’s social media sites and sent through LincAlert. In order to receive notifications via text messaging students MUST register for LincAlert. Students may do so through the Registrar’s Office. You may contact scrombie@lincolncollegene.edu and provide your mobile phone number and the name of the carrier (Sprint, Verizon etc…) in order to be added to the LincAlert system. Please do not call the college telephone number for such information.

General Policies

This section contains a general list of policies and procedures for the College. In addition, the College expects all students to abide by federal, state, and local laws/ordinances.

Alcohol Policy
The College is a “dry campus” which means the use, possession, sale, or distribution of alcohol is not permitted regardless of age. Alcohol containers (empty or not, even if it is just for decoration) are also prohibited including, but not limited to: bottles, cans, bottle caps, shot glasses, kegs, and boxed sets. Students who return to campus intoxicated are also in violation of the alcohol policy, even if the alcohol was consumed off campus (and even if the person is 21 or older).

Damage to College Property
The College takes pride in the appearance of the campus. In the event of deliberate damage, disciplinary action will be taken and students will be billed for any damage to College buildings, grounds, or equipment. Students are responsible for the behavior of their guests, and as such, are responsible for any damage or vandalism their guests cause. Failure to return property may result in legal action. Damage to common areas in apartments or building may result in all residents being responsible. See Appendix A for a list of fees associated with damage to College property.

Drug Policy
The use, possession, sale, or distribution of controlled substances and paraphernalia is strictly prohibited on campus or at a college sponsored event. Controlled substances also include prescription drugs for which the user/possessor does not have a prescription.

Presence of Minors on Campus
The College reserves the right to establish conditions, restrict, or deny access to College facilities by minors at its discretion. All minors, including those participating in Programs, shall be subject to all College regulations while on campus, and may be asked to leave the campus if unable to comply.

Any minor visiting the campus and not directly participating in a College-sponsored Program must be supervised by a parent or guardian at all times. Unsupervised minors not participating in a Program as defined above may be asked to leave by Campus Security.
Gambling Policy
Lincoln College of New England strictly prohibits all forms of gambling among students, including but not limited to:

1. Playing board games or card games for money
2. Playing video games or any other personal games of skill for money
3. Betting on campus sports and other athletic events (including NBA, NFL, NCAA, etc.)
4. Substituting monetary rewards with alcohol or any other tangible or intangible reward is also strictly prohibited

Harassment Policy
Lincoln College of New England opposes all forms of unlawful discrimination, harassment, and/or bullying of any kind in the school environment. Harassment and discrimination can take many forms including but not limited to, racial slurs, ethnic jokes, disparaging or insensitive remarks about an individual’s religion, age, gender, physical ability or sexual orientation, physical or verbal threats, or sexual harassment. None of these, or any other form of harassment, bullying (including cyber-bullying), or discrimination is acceptable in the school environment. All allegations of such activities are fully investigated and students found to have engaged in behavior against this policy are subject to disciplinary action up to and including expulsion from school.

Bullying is defined as repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the school or in any way negatively effecting the learning environment. Examples of bullying include but are not limited to:

1. Verbal Bullying: slandering, ridiculing or maligning a person or family; persistent name calling; using a person as the object of jokes; abusive and offensive remarks. All students regardless of race and regardless of whom they are talking too, should not be referencing themselves or others with words that are unprofessional and if heard or used by others would be considered offensive.

2. Cyber Bullying: using the internet (i.e. e-mail, social media platforms, discussion groups, instant messaging, web pages, etc.), cellular phones, or other interactive and digital devices to send or post text and images with the intention of harming/harassing another person.

3. Physical Bullying: pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person’s work area or property; cornering; stalking

4. Gesture Bullying: non-verbal threatening gestures; glances which can convey threatening or dismissive messages

5. Exclusion: socially or physically excluding or disregarding a person or persons

Sexual Harassment is defined as offensive, unwelcome or unwanted sexual advances, requests for sexual favors, or other conduct of a sexual nature (whether verbal, written, physical or visual) when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education;
2. Submission to or rejection of such conduct by an individual is used as the basis for educational decisions affecting the individual; or
3. Such conduct has the purpose or effect of interfering with an individual’s educational performance or creating an intimidating, hostile, or offensive classroom environment.
In certain circumstances, unlawful sexual harassment may also include conduct of a non-sexual nature that creates an intimidating, hostile, or offensive classroom environment to the extent that conduct is directed towards an individual merely because of that person’s gender.

The College prohibits any form of retaliation against any student filing a complaint under this policy or for assisting in the College’s investigation. However, if it is determined that an individual lodged a complaint of sexual harassment in bad faith or knowingly provided false information during the course of an investigation, appropriate disciplinary action may be taken up to and including expulsion from school.

When reporting any form of harassment, it is important to save (preserve) all evidence and supporting materials such as clothing, text messages, email, social media communications etc.). All reports will be handled by the Student Conduct Board unless otherwise determined by the Dean of Student Services located in LeConche 29.

For detailed policy definition, see Appendix D.

**Hazing Policy**

For purpose of this policy, Hazing is hereby defined as:

“Any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional and/or physical harm, regardless of the person’s willingness to participate.”

– StopHazing.org

No individual can consent to being hazed. Any activity falling within the definition of hazing activities is considered to be a forced activity, subjecting the organization and its members to severe penalties.

Organizations violating this policy will be held accountable by the Conduct Board; if found responsible, such organization will be disbanded. Individual members of these organizations will be subject to suspension or expulsion from the College if found responsible.

**Posting Policy**

All posters, notices, petitions, and other publicity must be approved by the Early Student Engagement Manager prior to posting. Students are also responsible for removing outdated notices. Bulletin Boards are provided for students to post notices.

Any posters, notices, petitions and other publicity that are to be placed in the Residence Halls must be approved by the Manager of Student Engagement prior to posting. Those not approved will be taken down. Clubs/organizations or students requesting approval are also responsible for removing outdated items.

**Sales/Solicitation**

Sales by all student clubs and organizations should be cleared for scheduling through the Club Advisor. All vendors must be sponsored by a recognized student organization or a College department and cite the name of the sponsoring group in its display. Vendors who violate the solicitation policy risk the loss of ability to return to campus.

Solicitation as it applies to commercial, charitable, religious and political endeavors are prohibited on the College premises without prior clearance by the Director of Public Safety. The College reserves the right to refuse permission for recruiting, sales, information dissemination, etc., should it be deemed offensive or not in the best interest of the Lincoln College of New England community as a whole.
**Smoking/Vaping**  
Smoking is prohibited on campus except in designated areas. Any violations will be referred to the Conduct Review Board.

**Student Complaint/Grievance Policy**  
In order to improve the service to students and ensure all students are heard, the College has adopted a Student Complaint/Grievance Policy. Student-initiated complaints are to be received by the Office of the President, and reviewed by a Designated School Official (DSO). The policy and submission forms are located in the central administrative office located in LeConche Hall.  
(https://www.lincolncollegene.edu/pdf/lcne_Student-Complaint-Policy-and-Procedures.pdf)

**Student Records Policy (FERPA)**  
(Abstract from the Family Educational Rights and Privacy Act of 1974, as amended)  
Students at Lincoln College of New England shall not have access to information filed in a student’s record without a written request.

Anyone outside of Lincoln College of New England shall not have access to information filed in a student’s record without the written consent of the student except those officials permitted by law as follows: Teachers, professors, or faculty members or other College officials who have a legitimate educational interest.

a. Officials of another College or post-secondary institution where the student seeks to enroll.  
b. Authorized representatives of the Comptroller General of the United States, the Secretary of the Department of Education, or state and local educational authorities.  
c. Officials in connection with the application for or receipt of financial aid.  
d. State and local juvenile justice systems or their officials or a court if the student or parents have sued the College.  
e. Organizations conducting educational studies.  
f. Accrediting organizations.  
g. Parents of an ineligible student (those students not protected by FERPA regulations) who is considered dependent under the IRS code.  
h. To be in compliance with a judicial order or other lawfully issued subpoena.  
i. In connection with a health or safety emergency.  
j. If designated as directory information.  
k. The parents (of a non-eligible student) or to an eligible student.  
l. An alleged victim of a crime of violence, disciplinary records maintained by post-secondary institutions concerning the alleged crime.  
m. Courts, if the student or parent have sued the College.  
n. An ex parte court order in a terrorism investigation.

Unless notified in writing by a student, the College reserves the right to make available information on Lincoln’s application form, dates of attendance, class degrees, honors and awards received, previous educational institutions attended, and participation in activities and athletics.

**Transportation**

The following are various transportation services available to students. This is informational only and the College does not endorse or sponsor their use. It is strongly encouraged that students protect themselves by hiring only those livery companies that are licensed by the State of Connecticut.
Students who have rented a vehicle must still register the vehicle with the Public Safety and Public Safety Office for temporary parking privileges.

**Amtrak Trains** (Telephone Toll-free 1-800-872-7245). Train service to all major cities nationwide. Their ticket terminal is located at Union Station in Hartford, Connecticut, about a 25-minute drive from Southington.

**Connecticut Limo** (Telephone toll-free 1-800-472-5466 or www.ctlimo.com). This company schedules regular trips to the three New York City area airports - JFK, LaGuardia, and Newark. Their ticket terminal is located at Union Station in Hartford.

**Bonanza Bus Lines, Inc.** (Telephone toll-free 1-888-751-8800). Bus services operate from Union Station in Hartford, and connects with Providence, Boston, Danbury, and New York City.

**Connecticut Fast Track**
To see all bus schedules on the CTtransit website [Click here](#).

CTfastrak provides direct service to and from Waterbury, Cheshire, Southington, Bristol, Plainville, New Britain, Newington, West Hartford, Hartford and Manchester with routes that take advantage of the bus-only CTfastrak roadway. The CTfastrak system provides a one-seat, no-transfer ride to many major regional employment, shopping and healthcare destinations as well as connections to the New Haven Line-Waterbury branch rail in Waterbury and Amtrak rail and Bradley Flyer airport service in Hartford.

**Van Policy**
The van service is provided for students, for shuttling between the college and various locations such as Waterbury (Metro North & City News), Meriden and New Britain Fast Track. Students who are interested in utilizing the van must do the following:

1. Present their LCNE ID card. Due to liability and insurance restrictions, visitors cannot, at any time, ride the Lincoln Transportation System.
2. Sign-in with the driver.
3. Wear a seat belt at all times.
4. Refrain from drinking, smoking, or eating.
5. Refrain from loud, lewd, obscene, or disruptive behavior.

Any disruptive behavior will result in immediate suspension from using the van services and the incident will be referred to the Student Conduct Board.

Schedules are posted at various areas around campus. These schedules are subject to change according to the needs of students. When the schedule changes, a new one will be updated and posted through the College. The College reserves the right to restrict or terminate usage of the transportation system.
Public Safety and Public Safety

Public Safety and Public Safety Officers provide 24 hour coverage 7 days a week. These officers report to the Director of Public Safety and Public Safety and are responsible for the safety and protection of all faculty, staff, and students. Safety Officers are trained in crisis intervention, CPR, First Aid, and AED. They are also responsible for patrols of the campus that are electronically recorded, checking the identification of all persons coming on campus, and enforcement of College Policies. All students and visitors to campus must comply with the rules and regulations of the College as enforced by the Office of Public Safety and Public Safety.

Crisis Response Team
In the event of a medical emergency, natural disaster, act of violence, or criminal offence, the Director of Public Safety & Operations has a prescribed protocol and a team of responders. The core team consists of President, Vice President of Academics Affairs, and the Director of Public Safety & Operations. Students and staff are asked to contact one of these offices immediately. As always, if a medical emergency arises, always seek assistance and call 911.

Sexual Assault Response Team (SART)
In the event of a sexual misconduct act (see Appendix D for full definitions), the Dean of Student Services/Title IX Coordinator has a prescribed protocol and a team of responders. The core team consists of the Academic Dean, Manager of Student Engagement, Advisor, Director of Public Safety & Operations, the Dean of Student Services, and a Sexual Assault Campus Advocate.

Emergency Evacuation
In the event of an emergency necessitating evacuation, students should go immediately to the nearest safe exit. DO NOT gather any belongings. If it is determined that resident students cannot return to the residence hall, College officials and/or the local fire department will provide students with the necessary living facilities.

Fire Drills
There are two Fire Drills held each year to be in compliance with government regulations, one during each semester, including the summer semester. All occupants must evacuate buildings immediately when a fire alarm sounds and remain outside until the fire department official has deemed the building safe for re-entry. Tampering with extinguishers or other equipment, failing to vacate a building during a sounding alarm or setting off false alarms will be handled accordingly to the full extent of the law and may include institutional sanctions such as suspension or removal from housing.

Fire Safety
The following items are not to be tampered with under any circumstances: heat sensors, smoke detectors, fire alarm pull stations, fire horns, emergency lighting, and exit signs. Should you suspect a problem with any of the above items, notify your RA or a Safety and Public Safety Officer. Except as required by law, Lincoln College of New England does not assume responsibility for loss of, or damage to personal articles by fire, theft, or other causes. Residents are encouraged to acquire property insurance coverage.

In the event of a fire, all residents are advised to immediately evacuate the building. The attempt to use a fire extinguisher to extinguish a fire is not advised for residents.
Operation of Vehicles

Loading and Unloading of Passengers

Passengers must enter or exit vehicles at curb side or parking spaces. At no time shall any vehicle allow passengers to sit, stand, or lie on any exterior portion of the vehicle.

Speed Limit

1. All vehicles shall be operated at all times at a speed that is reasonable and proper.
2. At no time shall a speed on any campus roadway in excess of fifteen (15) miles per hour be considered reasonable and proper, except as otherwise posted, and for vehicles engaged in emergency work.
3. At no time shall a vehicle exceed ten (10) miles per hour in any campus parking lot area.

At no time shall any vehicle be operated in any area not specifically designed, intended, or designated for vehicular traffic.

Traffic and Parking Control Signs

Operators are subject to penalties in effect prior to the illegal defacement or removal of such posted signs. Any person who defaces removes, interferes with or destroys any traffic or parking device or sign lawfully erected or placed on the Lincoln College of New England’s grounds shall be subject to disciplinary action.

Parking Policy

All vehicles on campus are parked at the owner’s risk. All students with vehicles on campus must obtain a parking decal from the Public Safety Office on each campus. This decal must be displayed on the driver’s side of the windshield. You may obtain a parking decal by registering your vehicle with the Public Safety office.

Failure of Public Safety to strictly enforce any parking regulations shall not be construed as a waiver for the future enforcement of the regulation. The purpose of these regulations is to expedite the safe and orderly conduct of Lincoln College of New England business and to provide parking facilities in support of this function within the limits of available space. Any unused or abandoned vehicle will be towed off of the property at the owner’s expense. All vehicles must have a valid registration plate to be parked on College property.

Lack of space, mechanical problems, inclement weather, or other factors are not considered valid excuses for failure to comply with the traffic and parking regulations. A parking decal does not guarantee the holder a parking space, but only the opportunity to park within specified areas.

The North, Northeast and Palmisano lots are designated as student parking areas. The Liguori Lot (adjacent to Brook’s Hall) is reserved faculty, staff and college owned vehicles. The Northwest Lot (adjacent to Mount Vernon Rd.) is strictly for Faculty and Staff. Students may not park in any area labeled STAFF and FACULTY.

Permit Requirements

All students that qualify for parking privileges are authorized to have one (1) permit decal issued to them. All students must have a parking permit decal on their vehicle. When applying for a permit decal at the Public Safety Office, you must have your registration to that vehicle, your license, your insurance card and a card from Financial Aid as proof of payment of fees.

1. Students who need a temporary parking pass must obtain that solely through the Director of Public Safety and Public Safety.
2. Parking permit decals are nontransferable. You may not remove it and place it on another vehicle. Vehicles parked without the proper identification may be towed at owner’s expense.
3. We will re-issue new permit decals every semester and there will be a different design for commuters and residents.

Regulations
The following list describes some of the forms of illegal parking.

1. No motor vehicles, including motorcycles or motor scooters, shall be parked so as to obstruct an entrance or egress to or from any Campus building.
2. No vehicle shall be parked within the walks of the residence hall or on land not so appropriately designated or designed for motor vehicle use immediately adjacent to a residence hall or other Campus building unless specifically authorized by the Director of Public Safety. No vehicle shall, at any time, be parked or stored in any residential or Campus building.
3. Motor vehicles, including motorcycles and motor scooters, which are creating a noise or disturbance while parked in the proximity of a Campus building, must be moved or turned off.
4. There is no loitering in any of the campus parking lots.
5. The playing of vehicle stereo’s while a vehicle is parked in any of the Campus Parking lots creates a disturbance to both residents and students attending classes and is hereby prohibited.
6. On any area of the Lincoln College of New England in such a manner as to impede the removal of plowing of snow or ice.
7. On any sidewalk.
8. Within ten (10) feet of a fire hydrant.
9. In front of a driveway.
10. On any way where parking of a vehicle will not leave a clear and unobstructed lane at least ten (10) feet wide for passing traffic.
11. In front of any barricade erected to temporarily or permanently close a way to vehicular traffic.
12. On land not designated for vehicular traffic such as walks, lawns and open fields, except a designated parking lot.
13. In any way that is an entrance to a parking area.
14. Adjacent to any building in a manner that obstructs an exit or entrance.
15. In any area designated as reserved for fire, police, ambulance or other emergency vehicle (yellow painted curb). Alongside any curb (fire lanes).
16. In any area designated "No Parking."
17. In front of a gateway or entrance to a field or open area.
18. In any parking lot, area, stall, or space designated as “Visitor Parking”.
19. Except for official vehicles, in any parking area or space designated as “Official Parking” or for “Official Vehicles Only” or for “Reserved Parking”.

Visitor Parking
At the Southington campus, visitors of any LCNE resident or attending Campus events may park without a permit decal in the northeast lot. Guest must observe all campus parking regulations; restricted spaces for handicapped parking, fire lanes, and snow removal regulations, or as otherwise posted.

Personal Property
To remain as safe on campus as possible, please observe personal safety habits. Lincoln is not responsible for personal property of students, including cars in the College parking lots. Students are responsible for their property as well as personal safety. All apartment doors and bedroom doors should be kept locked at all times. All incidences should be reported to a Public Safety Officer and the Manager of Student Services. It is advisable that you purchase a Student Personal Property Plan if you have valuable personal
property that needs to be insured. Information pertaining to available plans maybe obtain from the Student Life Office.

**Personal Safety**
At night, you should not walk alone and should walk only in well-lit areas. Students are asked to walk on the sidewalks for their own safety from both motor vehicle traffic and dangerous footing. After evening and weekend classes on the Southington campus, everyone should pass by the Public Safety and Public Safety Office. Do not take the path over the bridge.

Should a Safety and Public Safety Officer or other member of the staff not recognize you, you will be asked to produce your student ID. Students should carry their ID at all times. The staff takes pride in knowing nearly every student; but even on a small campus, it is not always realistic to know or recognize everyone. Please cooperate and introduce yourself if asked.

**Restroom Facilities**
Liguori Hall and DiVenere Hall are equipped with handicap-accessible facilities available to all persons. LeConche Hall is equipped with a facility available to all persons. DiVenere Hall is also equipped with a locker room facility available to all persons.

**Search/Seizure**
Lincoln College of New England reserves the right to search vehicles, book bags, back packs, bags, residence hall rooms, apartments and any suspicious looking containers as part of its mission to provide a safe environment in which students may live and learn. The Manager of Student Engagement along with Public Safety and Public Safety Office maintain the right to designate items as unsafe or not permitted in the residence halls and all other campus locations as warranted.

**Public Safety Escort**
Although Lincoln College of New England prides itself in Public Safety, for those who are not comfortable walking alone at night, the Office of Public Safety and Public Safety provides door-to-door walking escorts from dusk until 7:00 a.m. for students and faculty. Please contact the Safety and Public Safety Office and ask for assistance.

**Snow/Inclement Weather**
On days when snow and ice are threatening, the best way to check if there will be a delayed opening, if classes will be canceled, or if the college will be closed you will be notified by LINC Alert and you will be notified via text and/or email. Announcements are also posted on the Lincoln College of New England Facebook (https://www.facebook.com/LCNESouthington/) page. Please note: Although the college also uses television stations to issue weather-closing announcements, there is sometimes a delay before these reports are aired.

Residential and Commuter parking lots shall be cleared on an as-needed basis. In the event of a large snowfall, students may be asked to move their vehicles to a cleared lot to facilitate snow clearing efforts. Ample notification will be given with instructions on where to move vehicles. We ask that you please cooperate fully with all directives to move automobiles.

**Student Activities**
Right about now you’re probably wondering what life is like on a Lincoln College of New England campus...life beyond the classroom, that is! We’re happy to tell you that, just like our students, we realize life does not begin and end with homework, internships and resumes. We understand that a fulfilling life
is all about the connections we have with others, so we go out of our way to make sure you’ll have a chance to enjoy campus life.

To help you connect, the campus offers meeting places where you and your classmates can gather to socialize and keep up with the many activities, clubs and organizations you’ll be invited to join.

**Activities**

**Cancellations**
The College reserves the right to cancel any activity that has been posted. Many cancellations are due to lack of known interest of students. Some activities require a minimum amount of people to attend, please sign up on posted sheets to indicate you will be attending.

**Coordination**
The leadership of clubs and organizations are required to communicate and coordinate activities (dates, times and locations) with the Manager of Student Engagement. Students and faculty interested in chartering new organizations to meet the needs of Lincoln students are requested to bring a list of at least 10 students who are interested (including recommendations for faculty advisor) to the Manager of Student Engagement.

**Costs**
Some campus activities may have an additional cost associated with participation. If an additional cost is associated with an activity it will be clearly written on any material that describes the activity. This will also indicate a date and time the money is due to participate.

**Recreation**
Recreational sports are recognized as an important part of the student’s education. Through participation, the student has the opportunity to exercise, relieve stress, socialize with friends, meet new people, and experience the thrill of competition in a fun, relaxed setting.

Recreation sports are comprised of individual or team competition for all students. It’s here for your enjoyment and recreational needs. Some sports offered are selected based on student interest and the availability of resources and facilities. Some programs offered include: flag-football, basketball, volleyball, softball, soccer, and Wiffle® ball.

All activities may not be available at all times. The Manager of Student Engagement can supply additional information and will organize activities and events according to your interests. Consult campus bulletin boards for changes and additions to event schedule.

**Athletic Facilities**
The athletic fields on the Southington campus are located adjacent to Brooks Hall. Facilities include a volleyball sandpit, soccer/softball field, and a basketball court. Locally, the College enjoys the use of Club Fitness Family Center in Bristol, and indoor and outdoor activities in the area.

Publicity for special activities and events will be prominently displayed on bulletin boards in various buildings. Please check these bulletin boards frequently to learn of such events which may be of interest to you. Special arrangements for student discounts and group rates often apply to these events. These boards are regularly updated.
Wildcat Student Center

The Wildcat Student Center is located adjacent to Brooks Hall. The Student Center provides a gathering place for students and offers a variety of activities including TV/stero, billiards, Ping-Pong and a video game station. The student center is also used for both educational and social programs. The hours are posted outside of the Student Center. Staff members are on duty to open game tables and loan equipment during the hours posted.

Rules
1. No smoking, no alcohol.
2. Programs/events sales and posters must be approved by the Manager of Student Engagement.
3. Tampering with the equipment or machines is not permitted.
4. Gambling is illegal and is not permissible in the Student Centers.
5. A student host must accompany visitors & guests.
6. Students must show Lincoln College of New England ID to borrow equipment.
7. Yelling and fighting are strictly prohibited.
8. No profanity.
9. Game tables are not to be used as seats.
10. Pool balls must remain on the table.
11. Ping-Pong balls should remain at the table.
12. Pool cues are delicate; do not snap or lean on them, or bang them on the floor.
13. Clean up after yourself - no littering.
14. Shirts and shoes required.
15. See on-duty staff for reservations for TV programming (Be on time, reservations voided after 10 minutes).
16. All LCNE owned games must be used within the Student Center.

Student Activity Fee
All commuter and residential students of Lincoln College of New England pay a Student Activity Fee. A portion of this fee covers a broad range of activities available to the Lincoln College of New England community. These activities include leisure, educational, sporting, community service events and parking. This allocation also covers: supplementing costs of on and off campus activities, recreational equipment, maintenance, gas and insurance for campus vehicles, employment costs for game rooms, van drivers, and campus store, and any other expenses deemed necessary.

Student Groups/Organizations

LCNE offers a full range of student clubs and organizations with more being offered each semester. Currently, the College offers the following groups.

Academic and Professional Groups
- **Criminal Justice:** The Criminal Justice Club is an informal organization open to all students at Lincoln College of New England. Meetings are once a week or every other week. Events and speakers are planned which help build the students awareness of current issues and careers in Criminal Justice. The club also sponsors social events such as movie nights, participates in community service events and fund-raising for local charities.
• **Dental Club**: For students in the Dental Hygiene program, this is a great way to meet and support each other. Opportunities for events as well as networking are provided. Like other organizations, students will get out of this what they put into it.

• **Mortuary Science Club**: The Mortuary Club is a great way to meet other students in the Mortuary Science Program. With a large collaboration of students, it offers many ways for the students to connect with employment opportunities, study partners, even friendly scholastic advice. The club also runs various fundraisers to help support local associations, i.e. Toys for Tots. The club takes trips to places associated with the funeral profession, i.e. Dodge Company and Evergreen Cemetery. It’s a great way for students to get involved.

• **Student Occupational Therapy Association**: This is one of several local branches of the national American Student Committee of Occupational Therapy Association. Membership is open to students in the OTA Program whose aim is to foster growth of the organization, educate the community and network with occupational therapists in the community through activities, fundraising events and support of the national association.

**Councils and Governing Organizations**

• **Student Government Association (SGA)**: SGA is the primary organization of student governance on LCNE’s campus. Voting membership is comprised who are elected annually by the student body. Student Government serves as the voice of the student body. SGA also lobbies and advocates on behalf of the students, ensuring that their experience is preserved and protected. Members of Student Government play vital roles on numerous campus committees and have representation on search committees for executive level administrative positions within the College. In addition, SGA helps plan large community and social events. For more information on how to get involved or to speak to someone about your interests or concerns, or for a copy of the Student Government Association Constitution, please contact the Manager of Student Engagement.

**Honorary Organizations**

• **Phi Theta Kappa International Honor Society Of The Two-Year College**: The purpose of Phi Theta Kappa is to recognize and encourage scholarship among two-year College students. All students may be Provisional Members while waiting to meet full eligibility requirements. Students are eligible for full membership after completing 12 credits of college level courses and the required cumulative grade point average of 3.5. Full members will be recognized with a membership certificate. An induction ceremony is held in the spring. In addition, members have access to listings of scholarships designated exclusively for members. In order to remain a member, students must maintain a 3.2 cumulative GPA.

**Recognition of Student Organizations**

Students bring to the College a variety of interests previously acquired and develop many new interests as members of the academic community. Student organizations must be established for purposes that are legal and consistent with the broad educational mission of the College.

Organizations wishing to be recognized by the College must form and operate in compliance with College policies and procedures. Once recognized, groups are required to abide by all applicable local, state and federal laws, including Title IX and College policies, rules and regulations. The recognition of a student organization by the College does not constitute an endorsement of the objectives, policies or practices of that organization, nor does the College assume sponsorship of or responsibility for any of the programs or activities of that organization.
All students of the College are expected to take personal responsibility for their own conduct, including participation in extracurricular activities. The recognition procedures that follow were established by the College to ensure that all student organizations can, on an equitable basis, obtain those rights and privileges that are normally associated with formal recognition.

Recognition Procedures

1. A student organization seeking College recognition must be comprised of LCNE students only currently registered at the College. Membership may also be extended to teaching faculty, administrators and staff members.

2. A student group interested in organizing and applying for recognition may be granted a 30-day permit to use campus facilities for the purpose of completing required procedures and for recruiting interested members. It will not be allowed to sponsor speakers, programs or events; sponsor fund-raising activities; or use the name of the College until it has been formally recognized.
   a. Proposals may be submitted to the Manager of Student Engagement in. Proposals must contain the following information.
   b. Name of the proposed organization.
   c. A statement of purpose.
   d. A statement explaining the potential benefits of the proposed organization to the College and members of the student body.
   e. A statement of the membership policy.
   f. Names of those interested in forming the organization.
   g. Evidence of faculty/staff sponsorship. All student organizations are required to have faculty advisers who are members of the teaching faculty, administration or staff.
   h. Faculty members may be recommended by the organization, but are appointed by and serve at the discretion of the College.
   i. A copy of the proposed constitution.
   j. An organization desiring College recognition of its affiliation with a state and/or national organization must submit a copy of the state and/or national constitution and bylaws. These shall be reviewed as part of the recognition process.

Responsibilities of Faculty Advisors

The faculty advisor has the following responsibilities to an organization:

1. To be knowledgeable about the purpose and program of the organization;
2. To ensure that the officers and members of the organization are informed of College policies, procedures, rules and regulations;
3. To ensure that College policies, procedures, rules and regulations governing student activities and student organizations are followed;
4. To ensure that officers of the organization are selected according to the procedures stated in the organization’s constitution;
5. To ensure that all monies raised through fundraising, are maintained and expended according to the established rules and procedures;
6. To attend and supervise all activities, programs and events sponsored by the organization as required by the Manager of Student Engagement;
7. To ensure that requests for College services or appeals of administrative decisions are processed through the faculty advisor;
8. To inform the Manager of Student Engagement immediately when the organization is disbanded or becomes inactive.
Responsibilities of Organizations to the Advisors

The organization has the following responsibilities to its advisor:

1. To meet with the advisor on a regular basis and to keep the advisor informed of the overall program and activities of the organization;
2. To inform the advisor well in advance of the schedule (date, time and location) of all meetings, activities, programs and events sponsored by the organization;
3. To process requests for College services or appeals of administrative decisions through the faculty advisor;
4. To give the advisor an opportunity to express an opinion on issues that affect the welfare of the organization and the interest of the College.

Responsibilities of Student Organizations

In addition to the rights and privileges that formal recognition carries, responsibility is placed on each organization, including its officers and individual members, to conduct its affairs within the framework of College policies, rules and regulations and the provisions stated in the constitution of the organization.

1. Organizations have the responsibility to take reasonable steps to ensure that all programs and activities sponsored by the organization comply with all applicable local, state and federal laws and with College policies, procedures, rules and regulations.
2. Officers of an organization shall be held accountable and responsible for the programs and activities sponsored by the organization in the event that the organization and/or its members violate established College policies, procedures, rules or regulations.
3. An organization shall be responsible for its members’ behavior when they are acting as members of the organization (with or without official approval) rather than as individual students; when an event is held (officially or unofficially) in the name of the organization; and when the actions or activities of individual students draw attention to the organization rather than to themselves as individuals.
4. An organization shall have an up-to-date copy of its constitution, a Directory Information form on file with the Manager of Student Engagement.
5. Organizations have the responsibility to ensure that all students within the College community, including those with disabilities, are able to participate in and benefit from all programs and activities sponsored by the organization. All publicity for approved trips must include information on accessibility needs.
6. Organizations have the responsibility to supervise their events and ensure the safe operation of their programs and activities.
7. Organizations accept responsibility for any destruction of or damage to College property, equipment or facilities and any costs related to the use of College property, equipment or facilities.
8. Organizations accept responsibility for assuring that facilities are used for the purpose for which they were scheduled.
9. An organization accepts responsibility for any of its programs and activities that interfere with the rights of any member of the College community, with another student organization and/or its guests or with the normal operation of the College.
10. Organizations take responsibility for maintaining contact with their approved faculty advisor and meeting their responsibilities to their faculty advisor as outlined.

Rights and Privileges of Recognized Organizations

1. Use of certain College facilities, equipment and services.
2. Right to schedule meetings and programs in campus facilities.
3. Right to publicize group meetings and other events on campus.
4. Right to disseminate approved information and literature on campus.
5. Right to raise funds or make other permissible solicitations on College property in accordance with written College policies.
6. Right to invite membership.
7. Opportunities to participate as a group in College events and other activities.
8. Right to invite speakers to campus.
9. Right to receive assistance from a faculty advisor.
10. May be granted permission to use the name of the College in connection with its approved programs and activities. No organization, however, shall advertise or promote its programs or activities in a manner that suggests that the College sponsors the function.
11. Each club must provide an executive member to attend all SGA meetings.

Withdrawal of Recognition
1. Should any organization fail to register, it shall automatically lose its recognition and all the rights and privileges associated with formal recognition. It is the organization’s responsibility to keep this information accurate and up-to-date.
2. Any organization that fails to comply with its own constitution; fails to abide by all applicable local, state and federal laws and College policies, rules and regulations; engages in unlawful activities; or violates the rules and procedures governing the use of Student Activity Funds is subject to disciplinary action including, but not limited to, probation, suspension or withdrawal of College recognition by the Manager of Student Engagement.
3. Disciplinary action may be initiated by the Student Government Association or the Manager of Student Engagement. A recognized organization subject to disciplinary action that may result in the termination or suspension of recognition shall be guaranteed the right to a hearing and all the protections of due process.
4. An organization whose recognition was terminated or suspended may petition the Manager of Student Engagement or their designee for reinstatement. The Manager of Student Engagement may set terms, conditions and/or restrictions that the organization must adhere to before and after its recognition is reinstated by the College.
5. Disciplinary action involving suspension or withdrawal of College recognition may be appealed to the President of the College. The decision of the President will be final and binding.

Student Conduct

Lincoln College of New England holds the education and success of students in the highest regard. In line with this belief, the College places great importance on dignity, rights, and individuality. It is critical that all members of the College community behave in a manner that promotes tolerance and respect.

The purpose of Student Conduct policies and procedures is to safeguard the values of the College as well as the academic, professional, and personal growth of the students. The Code of Conduct appears in a later section and will be referred to in this section as the “Code”.

Academic Misconduct
Academic misconduct, including but not limited to plagiarism or cheating, will typically be handled under a separate procedure outlined under the Academic policy in the College catalog. However, a conduct hearing and possible sanctions could be applied for violations in an academic setting that demonstrate actions or behaviors in contrast to the academic learning environment.

Student Conduct Hearing (Non-Academic/Non-Title IX Misconduct)
Please note that academic misconduct violations are handled under a separate procedure as outlined in the Academic Policy section.

In addition, all Title IX related violations are handled through the Title IX Coordinator:
Cynthia Clark, Dean of Student Services/Title IX Coordinator
860.628.4751 Ext 40979
cclark@lincolncollegene.edu

Student Conduct Hearings are conducted when:
1. A violation of the Student Code of Conduct occurs.
2. The accused faces possible loss of housing, suspension, expulsion and/or combination of other sanctions.

Student Conduct Hearing Protocol/Procedures
1. Notification of Documentation: A formal notification of alleged violations will be given to the student within 7 business days of an incident.
2. Hearing: Depending upon the severity of the case, The Dean of Student Services will determine whether or not the student will sit in front of the conduct board or a conduct administrator. The hearing panel may be comprised of two or more faculty, staff, students or any combination.
3. Record of Hearing: The College reserves the right to create a recording of formal hearings. This recording is property of the College and no other recordings are to be made of the proceedings.
4. Opportunity to Present a Defense: The accused student will be afforded the right to present a defense including the submission of evidence and the right to question an accuser in writing.
5. Accused Student Files: After the hearing, students may access any personal data in accordance with federal and state laws.
6. Non-Appearance of Accused Student: Failure to appear for a scheduled formal hearing will result in the meeting held in absentia. The College reserves the right to carry on the proceeding without the student unless extenuating circumstances exist for the student’s failure to appear. The Dean of Student Services will have final say as to whether or not a student’s circumstances warrants an excusable absence and hence reason for rescheduling the hearing.
7. Admission of Persons to Hearing: All hearings will be considered “closed” hearings. Only relevant persons including the accused, conduct panel, Public Safety personnel (as needed), advisors, and others as deemed necessary by the hearing panel will be permitted. Hearing board officials in training will be permitted to be present as needed.
8. Right to an Advisor: The accused students has the right to consult with a support person of their choice in the preparation of their defense. The accused student also has the right to have a support person sit with them at the hearing and to consult privately with that person, but the support person will not be permitted to speak or advocate during the hearing. The adviser cannot be a College staff/faculty member, or current student.
9. Prior Disciplinary Sanctions: Any prior disciplinary record may be used to determine whether or not a student is responsible for the incident in question. The prior record may also be used to determine sanctioning.
10. **Written Notice of Decision**: The student will be given a written notice of decision at the hearing, including sanctions (if any) and a formal follow up letter will be sent. The student will be asked to sign an acknowledgment. If the student refuses to sign or the student failed to show up, the members of the hearing panel may sign instead. Under no circumstances will a student’s refusal to sign postpone sanctioning.

11. **Appeal Process**: If the student wishes to appeal the decision of the board, then a request for appeal form must be filed with the Appeals Officer within 2 business days after the completion of the hearing. Appeals may be requested for the following criteria only:
   
   i. **A Question of Evidence**: The existence of new evidence that was not available at the time of the hearing.
   
   ii. **A Question of Sanctions**: The sanction imposed was not in keeping with the gravity of the offense.
   
   iii. **A Question of Process**: The occurrence of a substantive violation, mistake, or error during the conduct meeting that could have significantly altered the outcome of the decision.

**Interim Separation/Suspension**

In cases where an accused student is deemed to pose a threat to themselves, others, or property, the College reserves the right to issue an interim separation or suspension pending a formal hearing. The following interim separations/suspensions may be issued:

1. **Housing Separation**: The student is banned from the residential facilities but may still attend classes and utilize services that are in non-residential areas. In the case of a building that serves as both a residence hall and classroom/office space, the student may only enter the classroom or office portion and needs to communicate with Public Safety in regards to their need to be within said building.

2. **College Suspension**: The student is banned from all areas of the campus. This includes the grounds, buildings, shuttle services, and College sponsored events.

3. **Other Separation/Suspension**: A student may be restricted from specific areas and not from others, outside of the normal residential and non-residential designation. Details of such a suspension will be given to the student in writing.

Violation of the provisions of a suspension will result in further sanctions, expulsion and possible arrest for criminal trespassing.

**Legal System**

College disciplinary proceedings may be instituted against an accused student who has been charged with the violation of local, state, and federal laws and/or ordinances in connection with conduct that also violates the provisions of the Code. Disciplinary proceedings under the Code may be carried out prior to, simultaneously with, or following the institution of civil or criminal court proceedings against the accused student. The College reserves the right to hold a hearing in the student’s absence if they are incarcerated.

**Records**

A student's conduct record will be maintained separately from the student’s academic record, with the exception of violations of Academic Honesty and cases of expulsion. Generally, information contained in the conduct record will not be released without the prior written consent of the student. However, certain information may be released to individuals within or outside of the College who have a legitimate legal or educational interest in obtaining it (Please refer to the Family Educational Rights and Privacy Act of 1974 ("FERPA"), as amended).
Sanctions
Sanctions are assigned after a hearing body determines a student’s responsibility in regards to violation(s) of the Code. All sanctions are documented in the student’s conduct record. Possible sanctions are as follows:

1. **Formal Warning**: The student receives a formal warning that a behavior or behaviors will not be tolerated.
2. **Educational Program**: Whenever possible, the College encourages the student conduct process to be a learning experience to allow the student to grow as a responsible member of the community. Educational sanctions can take on a variety of forms and are typically related to the violation.
3. **Academic Notice**: Demonstration of academic misconduct will be taken into consideration for grade grievances, requests for Incompletes, and as a part of any academic appeal.
4. **Fine**: A monetary fine of varying amounts, depending on the violation.
5. **Parental Notification**: Under FERPA, the College will notify parents of a violation of the alcohol and/or drug policy if the student is less than 21 years of age.
6. **Follow-Up Meeting**: If the hearing body cannot make a determination of responsibility and/or sanctions, a follow up meeting may be scheduled.
7. **Restitution**: In cases of theft, vandalism, and/or damage have occurred to College property; the hearing body may mandate.
8. **Housing/College Probation**: Probation is assigned for a given amount of time, based on the discretion of the hearing officer or board in relation to the violation. The purpose is to put the student on notice that further violations may lead to tougher sanctioning and possible separation/suspension. May also include, the right to revoke guest privileges.
9. **Housing Separation**: Removal from residential facilities. The separation may be temporary in nature or permanent. For the duration of the separation, the student is subject to arrest for criminal trespassing as well as further sanctions if entering a residential area. No refund will be given for fees if a student is separated from housing.
10. **College Suspension**: Suspension is the temporary loss of status. During the period of suspension, the student is not permitted on College property or any satellite campus property. The student is also not permitted at College sponsored events or on College operated vans or shuttle buses. Violation of a suspension may result in arrest for criminal trespassing, as well as permanent expulsion from the College. If there is a need to enter campus grounds, the student must request permission in writing from the Manager of Student Engagement. No refund will be given for tuition and/or fees.
11. **Expulsion**: The permanent separation of a student from the College. When expelled, the student is not permitted on College property. The student is also not permitted at College sponsored events or on College operated vans or shuttle buses. Violation of expulsion may result in arrest for criminal trespassing.

Failure to complete sanctions as directed may result in further sanctions, including but not limited to suspension, expulsion, or demarcation on official transcript. The list of sanctions is not meant to be all-inclusive and other sanctions may be imposed at the discretion of the hearing body.
Student Housing

On campus housing is available for all full-time, matriculated students with satisfactory academic progress. Students are housed in the two apartment buildings on campus, Brooks Hall and Palmisano Hall.

**To live on campus students must agree to:**

- Visit the Academic Center for Excellence (ACE) no less than 5 hours per week
- Library 2 hours per week to use resources available
- Meet with your assigned Academic Advisor once per month. Your Advisor may require additional responsibilities as needed.

Students who have provided proper documentation (disability, pregnancy etc...) meet with Dean Student Services during 1st week of the term so appropriate accommodations can be made. Students are then to meet with the Dean of Student Services once per month

***At midterm grades are evaluated. Residential students with a 59 or below will be on housing probation until the end of that term. At that time, grades will be reevaluated. If students are placed on housing probation they will be notified via e-mail and/or United States Postal Service (an example is below)

**Consequences of Housing Probation**

- Visit ACE 7 hours per week
- Meet with assigned Academic Advisor once a week & sign academic contract
- Must have 1.0 GPA by end of 1st term to stay in housing; 2nd term and beyond meet Satisfactory Academic Progress standards or student is dismissed from housing for the following term

*** Student has 3 chances to comply and complete academic plan put in place to live in the residence halls. Student will be automatically dismissed from housing for the remainder of the term and will have to appeal to regain housing.

*** The College reserves the right to place resident students on housing probation at other times during the term if academic issues arises.

Alcohol/Drug Policy

Regardless of the age of the person in possession, alcohol is NOT permitted on any LCNE campus or residential facility. LCNE has a zero tolerance for drugs and such violations may result in loss of housing, suspension, or expulsion as well as prosecution to the full extent of the law.
Cleaning of Rooms
The College strives to maintain a clean and healthy living environment. The expectation is that students will do their part. Littering or dumping of garbage in areas other than designated receptacles is not permitted. Students are also expected to keep their rooms clean and free of dirt, litter, garbage, etc. Students are also responsible for cleaning their own rooms, the College provides housekeeping services to public, academic, and administrative areas only.

To ensure a clean and healthy living environment, monthly health and safety inspections will be conducted by Student Life staff. If a resident (or entire apartment) fails room inspection, that resident(s) will be issued a warning and given 24 hours to address the reason why the inspection failed. If the problems have not been addressed, the resident(s) will immediately be placed on Housing Probation. Any further violations will be referred to the Conduct Board where additional action will be taken.

Community Living
Lincoln College of New England strives to help you make your residential experience more than just a bed to sleep on. You should realize that you play an important part in the community of the residence halls. Getting along with your roommates is important but so is learning how to live with the others on the floor and in the building. You are not only sharing a bedroom, but also a bathroom, living areas, and the common areas of the halls. The members of a community will determine its nature, and their willingness to be responsible community members will shape its success.

Honors Housing

Palmisano Hall is designated as honors housing, students will be selected based on a few criteria; earned credits, CGPA, and conduct. Any student that has had any conduct concerns will not receive an invitation for Honors Housing regardless of their academic performance.

ANY student that is not taking care of the apartments in Palmisano, showing conduct concerns or not performing academically as an Honor Student should perform will be relocated to Brooks Hall at any point during the semester. The second and floor have common areas with computers.

Honors Housing is not guaranteed and the residents could be reevaluated at any time during the semester.

Housing Selection Process
Students may complete a Housing Intent Form in order to request particular housing on campus, as well as request prospective roommates. The College will make all attempts to fulfill housing and roommate
requests, but no guarantees are made. Students conduct issues, Cumulative GPA, and prior residency on campus will be taken into consideration when determining requests.

**Key/Fob/ID Policy**
All students upon enrollment should receive a student ID. Resident students are assigned keys and fobs to their individual rooms/apartments upon move in. Resident students are expected to carry all three at all times. Keep in mind the following:

1. Keys, fobs and IDs are **not** to be given or loaned. Guests must be escorted at all times by their host.
2. Loss of keys, fobs and/or IDs will result in a replacement fee. In the case of lost keys, a fee may also be assessed to change the lock and assign new keys to everyone in that room. The loss must be reported to the Public Safety office and the Early Student Engagement Manager immediately.
3. Upon vacating the room, students must turn in their keys and fobs. These items may be returned to the Early Student Engagement Manager, or turned in at the Public Safety and Public Safety Office.
4. In the case of a lockout, contact RA on duty or Public Safety for reentry. In the case of 3 or more lockouts in a period of a semester will result in a write-up, that may result in a conduct hearing.

College officials including the Early Student Engagement Manager, Public Safety and Public Safety, and/or Maintenance may enter student apartments/rooms for the following reasons:

1. There is apparent danger to the occupant(s) of the apartment/room or other residents.
2. There is reasonable and probable cause to believe that students are violating federal, state or local laws or College regulations.
3. To make apartment/room inspections (to ensure compliance with College regulations, fire safety guidelines and to note damage).
4. To perform maintenance tasks.

**Laundry Services**
Laundry services are provided free of cost to all residents. The laundry room is located on the ground floor in Brooks Hall and has four washers and four dryers available for student use. In Palmisano Hall, each apartment is equipped with a washer and dryer.

**Mail**
The mailing addresses for the campus is as follows:

**Southington:**
Student Name
Hall Apt#
2279 Mount Vernon Road
Southington, CT 06489

Mail and packages are locked in the RA booth in Brooks Hall. Students may pick up their mail after 7:00 pm during the RA duty shift.

**Meal Plan**
All residential students must select one of the meal plans offered. Meal plan pricing information is available through the Financial Aid office and in the College Catalog.
The Wildcat Café is located in Founders Hall and is open Monday through Friday. All students must adhere to the following policies when utilizing the dining facilities:

- Students are required to bring their IDs to the dining area.
- Please refrain from loud or disruptive behavior as well as profanity or other inappropriate language.
- Please be considerate of others by wiping up any spills you create, and picking up items you drop to the floor. Leave your area the way you would like to find it.

To ensure everyone has the option of enjoying their meals in the Dining Area we ask for your cooperation in observing the above guidelines. Dining Services reserves the right to refuse admission or remove a student in the event these guidelines are not followed.

Students that are planning to stay on campus over the weekend should plan to purchase any needed food before the café closes for the week. If there are reports of inclement weather, students are advised to purchase food and other needed items before the storm arrives to help eliminate issues caused by a storm. If the school and roads are closed, the café may not be open.

Any person that is caught not paying for items from the café will be sent to the conduct board. Results for shoplifting may range from paying a fine, the loss of the meal plan or having it reported to the Southington Police Department with accompanying evidence. Second offense of shoplifting is an automatic report to the SPD.

Days that the dining room will be closed:
- Weekends (Saturday and Sunday)
- During all Official College Breaks
- Inclement Weather when College is closed
- President’s Day
- Memorial Day
- Independence Day

Modification
Students are encouraged to feel at home in the residence halls while at the same time refraining from modifying existing furniture. Modification to the furniture, rooms, or facilities is prohibited. This includes but is not limited to: painting, removal/replacement of fixtures, disassembling of furniture, lofting, defacement, etc. College owned furniture and appliances may not be removed from the room/apartment.

Noise
Students have a right to study and participate in their academic studies free of distractions. The College maintains “Quiet Hours” to grant students time to participate in these activities. In addition, students are expected to follow 24 hour “Courtesy Hours”.

- Quiet Hours: Daily, Sunday through Thursday 11:00 pm – 10:00 am; Friday and Saturday 11:00 pm – 10:00 am. During examination periods, Quiet Hours are extended to 24 hours. During Quiet Hours, there should be no noise that would disrupt sleep or rest.
- Courtesy Hours: At all times, the College environment should be conducive to academic studies. Excessive noise (pointing speakers out the window, playing sports in the hallways, etc.) is prohibited at all times. Any type of inconsiderate, loud, or obscene behavior is also prohibited. Courtesy hours also apply to the public grounds, administrative, and academic areas on campus. Students should be mindful at all times not to disrupt the operations of the College.
Personal Belongings
The College is not responsible for students’ personal belongings. It is recommended students look into renters insurance to cover the cost of any lost, damaged, or stolen personal property. Upon checkout, students are expected to remove all of their belongings. Personal property remaining after final walkthroughs will be removed and disposed of after 48 hours. Student property will not be stored.

Pest Control
The campus is treated on a regular basis by a professional pest control company. If and when pests are found, the pest control company is called to inspect the rooms and apply appropriate treatment. Residents are required to follow the treatment policy provided by the Early Student Engagement Manager. If the college identifies a trend from previous occurrences, the student may be asked to follow a process upon moving into the residence hall.

Pets
Pets of any kind are prohibited. Students requiring the assistance of a service or therapy animal should contact the Dean of Student Services and provide appropriate documentation. While on campus (especially if the student is residential), the student is responsible for the animal and provide appropriate care for said animal at all times.

Prohibited/Restricted Items
Due to safety and Public Safety reasons, certain items are not permitted in the residential areas.

Fire Hazards:
- Open flames including candles (also prohibited are unlit, gel, and non-wicked candles), incense, open flame cooking devices
- Tart warmers, potpourri pots, candle warmers
- Extension cords
- Non-UL approved lamps
- Power strips must be UL approved and have a circuit breaker to be permitted. Power strip “chains” are not permitted (plugging a power strip into another power strip).
- Multi-plugs
- Halogen lights
- Gasoline, kerosene, propane, or other flammable fuels
- Fireworks and/or explosives
- Items with combustion motors
- Heat lamps, lava lamps
- Segways/Hoverboards

Appliances:
- Space heaters
- Cooking devices (sandwich makers, toasters, toaster ovens, microwaves, griddles, etc.) are only permitted in the kitchens of apartments
- Hot plates and hot pots
- Coffee makers must have an automatic shut-off
- Amplifiers/Sound boards/Speakers larger than 12”
- Custom stereo systems
- Hot oil popcorn poppers
- Refrigerators must be UL approved and must operate on no more than 2.5 amps and be no larger than 4 cubic feet. Refrigerators must be plugged directly into a wall outlet, not into a power strip
- Air conditioners
Other Prohibited Items:
- Dart Boards
- Weapons of any kind (i.e. martial arts weapons, melee weapons, crossbows, bows, guns, paintball markers, BB guns, pellet guns, non-cooking knives, etc.)
- Additional furniture other than what is provided (unless authorized)
- Duct tape (use on walls, floors, ceilings, College owned furniture, etc.)
- Alcohol and/or alcohol containers, corks, bottle caps, etc. (even if the student is 21 or older)

Residence Halls
The campus has two residential facilities: Brooks Hall and Palmisano Hall.
- Palmisano Hall:
  - Each apartment has four bedrooms with furniture including beds, desks, and dressers
  - Furnished living/dining area and a full kitchen with a stove, oven, and refrigerator
  - TV lounge on the 2nd floor
  - Washers and dryers located in each apartment
- Brooks Hall:
  - Brooks has 20 apartments, 1200 sq. ft. each. There are 2 triple bedrooms and one double room (8 persons/apt.)
  - The bedrooms are furnished with beds, study desks, dressers, desk chairs, built-in closets, and windows with blinds.
  - 1 bathroom, 2 vanities
  - Kitchen with full size refrigerator
  - Laundry room conveniently located in basement of building
  - Recreational Lounge & Game Center
  - Common area computer lab with printer
  - Each residence area is fully staffed by a team of student paraprofessionals – Resident Assistants (RAs). RAs are carefully selected and trained to help their peers create a community environment conducive to intellectual and social growth.
  - Brooks Hall has also recently been equipped with Public Safety cameras in the common areas outside of the apartments as well as card access to the front doors.

Resident Assistants
The residence halls are staffed with live-in paraprofessional students called Resident Assistants (RAs). Each RA strives to empower students to succeed. They make themselves available to students to provide assistance for student involvement in the residential community and to assist individual students in realizing and implementing a mature approach to personal conduct. RAs have a vested interest in helping to maintain a community that is inclusive to everyone who wishes to live on campus and to succeed both inside and outside of the classroom. RAs also facilitate floor meetings and health and safety inspections on a monthly basis or as required. We encourage you to call upon your RA as a resource person in gathering information and answering questions about the College.

Roommate Bill of Rights
1. The right to read and study free from undue interference
2. The right to uninterrupted sleep
3. The right to an equal share of space in the room/apartment
4. The right to a safe, healthy and clean environment in which to live
5. The right to privacy
6. The right to expect that each person will respect the others’ belongings
7. To be treated with respect
8. To be listened to and taken seriously
9. To make mistakes and be responsible for them
10. To express personal feelings in a manner that does not violate the dignity of others
11. To say no without feeling guilty
12. To share preferences without risking ridicule

Sometimes even the closest of friends have disagreements or conflicts and the possibility for one between roommates also exists. If you find yourself in a disagreement with a roommate, you should discuss the situation with your RA.

**Visitors**

Students are permitted to have visitors at designated times. The following applies:

1. Guests under the age of 18 years are not permitted to stay overnight in the residence halls.
2. All guests must sign in with Public Safety and present a valid government issued photo ID or Lincoln ID (ID cards from other Universities or schools are not acceptable). The ID is left with Public Safety until the person signs out.
3. Upon leaving, visitors must sign out with Public Safety.
4. All visitors must be escorted at all times (including from the Public Safety desk/booth). Visitors, resident or non-resident guest, are not allowed to remain in a resident’s room without the resident assigned to that particular room being present in the room with them. In the case of a room that is assigned two residents, the resident that has a visitor or guest in the room must be present in the room.
5. Residents will be held accountable for the behavior of their guests. It is the responsibility of the host to inform their visitor of the policies and procedures of the College as well as the individual campus. Violations on the part of the guest may yield student conduct, civil, and/or criminal action for the resident.
6. The College reserves the right to restrict guest privileges, deny a guest access, or to ban a guest completely.
7. In ALL cases, the rights of the students take precedence over the rights of guests.
8. **Visiting Hours for resident students with non-resident guests are as follows:**
   - Sunday – Thursday - 4:00 p.m. to 11:00 p.m.
   - Friday, Saturday and Nights Preceding Holidays - 9:00 a.m. to 12:00 a.m.
9. Overnight guests are permitted only Friday and Saturday nights. Public Safety must grant approval for all overnight guests.
10. The maximum number of visitors allowed in any apartment at any given time cannot exceed 8.
11. During examination periods, no guests are permitted in the residence halls at any time other than to assist a student in moving out.

**Student Services**

Lincoln College of New England has numerous services available to students.

**Academic Center for Excellence (ACE)**

Lincoln College of New England has built a fine reputation for academic quality by guiding and assisting students throughout College pursuit. The ACE has been established to assist all students who wish to strengthen basic skills or develop more effective study skills. The center also provides assistance to students who would benefit from additional instruction in some phase of their coursework beyond classroom hours. Hours are posted at the center each term.

Students utilizing the Academic Center for Excellence also have access to computers equipped with multimedia and standard software tutorials in a variety of subject areas. Tutorials for reinforcement of basic skills are also provided. Basic instruction and assistance in the use of word processing software and a laser printer are also available for completion of assignments. The Center is staffed by professional
faculty assisted by knowledgeable tutors. All students are encouraged to use these free services and resources throughout their time at Lincoln College of New England.

**Advising**

All students will have a student advisor that will work with them. The student advising team is responsible for providing students with timely, accurate and useful information about curriculum, resources and policies. Advisors will regularly reach out to students that may have missed a class or not recently posted in an online class. The advisor attempts to ensure that all students understand the ramifications of falling behind in class and potentially being dropped from the class or from school due to attendance. The advisors attempt to help students develop strategies for success, serve as an advocate for the student within the College, and assist students with guidance during decision-making processes. Advisors are accessible for individual advising sessions through many forums including face-to-face meetings, phone calls, or emails. They support a college environment which encourages active learning, collaboration amongst programs and departments, and interaction among faculty, staff and students.

**Campus Store**

The Campus store is located in Founders Hall. Hours are posted on campus and may vary at the beginning and closing of the semester. The store sells textbooks and also offers various other apparel and merchandise. The textbook list is posted on the LCNE website prior to the start of each term.

**Career Services**

The Office of Career Services is an essential part of the student experience whether new, returning, or alumni. The office assists students to secure an internship, help prepare a résumé, provide job-search assistance, networking, and interview techniques. In addition, the staff will present regular workshops, schedule job fairs and assist in the identification of possible employers and plan the best job-seeking strategies. Post-graduation, students continue to receive career support through résumé reviews, online advising, and one-on-one counseling.

**Financial Aid**

The Department of Financial Aid at LCNE services all of the financial needs of prospective and current students of the College. These services include: consultation for financial aid eligibility, entrance and exit loan counseling, and financial literacy education. The Department is committed to providing outstanding service to the students and their families and prides themselves on meeting the student needs on a consistent basis. The Director of Financial Aid is responsible for coordinating these services across the campus. In addition, several financial aid counselors are available to meet one-on-one with students to discuss the financing of their education. Students who are eligible may receive College-sponsored scholarships, state grants, federal grants, federal loans, and/or private loans and scholarships.

* Please refer to the College catalog for LCNE scholarship listings as well as rules and requirements.

**Fitness**

Though there is no fitness center on campus, the College has made arrangements with a local fitness club, whereby students are able to use the facility free of cost. All students interested in using the gym must first obtain a pass from the Public Safety Office. This agreement is subject to change.

In addition the campus has a soccer field, softball field, volleyball court, basketball court and open green space for outdoor recreation.

**Identification Card**

The College ID card identifies the holder as a student of Lincoln College of New England. Students are required to carry their College ID card at all times and to present it, upon request, to officers of the College.
The identification card also acts as a meal plan card and a library card – students should see Library Services for the purpose of having their ID card endorsed with a library barcode.

**Library**
The mission of Library Services at Lincoln College of New England is to provide access to resources and services supporting the informational and curriculum-related needs of all members of the academic community in order to promote success in chosen careers, emphasize life-long learning, and encourage critical thinking. The Anthony A. Pupillo Library provides a comfortable environment for research and collaborative work. The Library offers a variety of services including research assistance, an online catalog, full-text journal databases, web resources, wireless access, and interlibrary loan. 23 computers are available in the library and accompanying computer lab. The extensive library collection includes over 12,000 monographs, 40,000 periodicals, hundreds of videos, an electronic audiobook collection, and more than 90 web-based databases, many with full-text content including over 140,000 eBooks. Databases are available to the College community both on- and off-campus. In addition, a set of informative and helpful LibGuides are available to the LCNE community on a number of topics.

**Meal Plan**
The Meal plan is explained in the “Student Housing” section of this handbook but is also available to commuter students who are interested. Meals are also available for purchase for cash or credit.

**Students with Disabilities**
Please refer to the College Catalog for the college policy on Students with Disabilities.

Students with special parking needs should also refer to the college policy on Students with Disabilities. Please do not present the needs to Public Safety. All special needs are to be documented through the Dean of Student Services.
## Appendix A: Fee Schedule

### Charges for Residence Hall Damage

<table>
<thead>
<tr>
<th>Item</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed Frame</td>
<td>$150</td>
</tr>
<tr>
<td>Bed Slats</td>
<td>$30</td>
</tr>
<tr>
<td>Blinds</td>
<td>$45</td>
</tr>
<tr>
<td>Cabinet replacement</td>
<td>$225</td>
</tr>
<tr>
<td>Cabinet Doors</td>
<td>$70</td>
</tr>
<tr>
<td>Cabinet knobs</td>
<td>$10</td>
</tr>
<tr>
<td>Carpet (total replace per room)</td>
<td>$850</td>
</tr>
<tr>
<td>Hallway/ Kitchen/ Foyer Light</td>
<td>$50</td>
</tr>
<tr>
<td>Countertop</td>
<td>$250</td>
</tr>
<tr>
<td>Kitchen Table</td>
<td>$300</td>
</tr>
<tr>
<td>Kitchen Chairs (ea.)</td>
<td>$75</td>
</tr>
<tr>
<td>Desk</td>
<td>$250</td>
</tr>
<tr>
<td>Desk Chair</td>
<td>$35</td>
</tr>
<tr>
<td>Doors/Frame</td>
<td>$500</td>
</tr>
<tr>
<td>Key Cylinder Replacement</td>
<td>$75</td>
</tr>
<tr>
<td>Keys (ea.)</td>
<td>$15</td>
</tr>
<tr>
<td>Fobs (ea.)</td>
<td>$20</td>
</tr>
<tr>
<td>Dresser</td>
<td>$350</td>
</tr>
<tr>
<td>Dresser Drawer (per drawer)</td>
<td>$50</td>
</tr>
<tr>
<td>Hardware</td>
<td>$50</td>
</tr>
<tr>
<td>Thermostat Cover</td>
<td>$165</td>
</tr>
<tr>
<td>Cable Jack Outlets</td>
<td>$10</td>
</tr>
<tr>
<td>Housekeeping Fee</td>
<td>$80</td>
</tr>
<tr>
<td>Mattress</td>
<td>$150</td>
</tr>
<tr>
<td>Nightstand</td>
<td>$50</td>
</tr>
<tr>
<td>Paint (total per room)</td>
<td>$450</td>
</tr>
<tr>
<td>Refrigerator</td>
<td>$550</td>
</tr>
<tr>
<td>Refrigerator Parts</td>
<td>$50-$150</td>
</tr>
<tr>
<td>Replacement Identification Card</td>
<td>$5</td>
</tr>
<tr>
<td>Screen Replacement</td>
<td>$60</td>
</tr>
<tr>
<td>Screen Rips</td>
<td>$25</td>
</tr>
<tr>
<td>Sink</td>
<td>$150</td>
</tr>
<tr>
<td>Shower Curtain</td>
<td>$20</td>
</tr>
<tr>
<td>Lamps</td>
<td>$50</td>
</tr>
<tr>
<td>Couch</td>
<td>$800</td>
</tr>
<tr>
<td>Love Seat</td>
<td>$600</td>
</tr>
<tr>
<td>Single Sofa Chair</td>
<td>$400</td>
</tr>
<tr>
<td>End Table</td>
<td>$175</td>
</tr>
<tr>
<td>Coffee Table</td>
<td>$150</td>
</tr>
<tr>
<td>Stove</td>
<td>$400</td>
</tr>
<tr>
<td>Switch plates</td>
<td>$5</td>
</tr>
<tr>
<td>Shower Rod</td>
<td>$30</td>
</tr>
<tr>
<td>Toilet Paper holder</td>
<td>$15</td>
</tr>
<tr>
<td>Toilet Tank/Base</td>
<td>$200</td>
</tr>
<tr>
<td>Toilet seat</td>
<td>$20</td>
</tr>
<tr>
<td>Towel Rack</td>
<td>$20</td>
</tr>
<tr>
<td>Mirror</td>
<td>$150</td>
</tr>
<tr>
<td>Window</td>
<td>$(Quoted based on damage)</td>
</tr>
<tr>
<td>Window Latch</td>
<td>$20</td>
</tr>
</tbody>
</table>

### Wall Damage: To be assessed based on size

- Holes measuring in the range of 1" - 5" will cost $50
- Holes measuring in the range of 6" - 10" will cost $100
- Holes measuring in the range of 11" - 20" will cost $200

*Anything larger will have to assessed before pricing can be established*
Appendix B: Student Information Technology Policy

Title: STUDENT INTERNET USAGE POLICY

General Policy: Lincoln Educational Services (LESC) is committed to provide secure and productive access to the Internet for its students within the Lincoln Group of schools, which includes Lincoln College of New England within the Lincoln Group of schools. This access must be used for academic related activities, academic research, job searches or occasional incidental use during breaks.

Purpose: To define the use of the Internet as a research tool for information and data gathering and to define the responsibilities of students while accessing the Internet while using LESC equipment. Also, to clearly define expectations and acceptable usage that LESC holds for its Internet Usage.

Scope: All active and past students of an LESC operated campus. Any and all equipment owned, used, and connected to LESC networks.

Date: Effective 1/1/2006 [Last Revision: 10/6/2015]

Policy:

- Access to the Internet by students is specifically limited to activities in direct support of academic projects and research and may be used for activities related to job placement and communication with instructors and/or prospective employers.
- Students must comply with all applicable laws and regulations and must respect the legal protection provided by copyright and licenses with respect to both programs and data. Users are prohibited from printing, posting, downloading, and copying media or hyper linking protected material without the prior permission of the copyright owner.
- Internet usage must be able to survive public scrutiny and/or disclosure. Students are prohibited from accessing sites that are inappropriate or carry offensive material, including websites that are pornographic, discriminatory, and defamatory or promote violence or terror in any form. Students are also prohibited from using the Internet for unlawful or illegal purposes. Students are responsible for ensuring that their use of Internet access is appropriately ethical and professional.
- The Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third party. Students should exercise caution when transferring sensitive material or personal information.
- Internet usage from LESC properties and equipment can only be accessed via the authorized network connection provided by Corporate IT. Students are not permitted to bypass Public Safety measures by obtaining Internet connectivity through any other method, including but not limited to modems, proxy servers, wireless devices, remote control of outside computers etc.
- Internet usage is monitored and filtered by an application designed for this purpose. Any attempt to bypass or tamper with the instituted Internet filtering and monitoring application is strictly prohibited. LESC will periodically monitor and audit Internet usage and reserves the right to report and disclose any misuse of its property when appropriate. Lincoln Educational Services also reserves the right to audit, control, delete, restore and review any downloaded or transferred material.
- Students are permitted to use the Internet for personal improvement, outside of scheduled class hours, provided that such use is consistent with professional conduct and is not used for personal financial gain or for commercial and political purposes.
- Students are prohibited from downloading and installing any programs on company equipment without the express approval of the IT Department, and then only if there is a specific academic course-related reason for doing so. This includes Shareware, Freeware, Demo, Trial and Beta applications. Unless otherwise noted, all software on the Internet should be considered
copyrighted work. Students are prohibited from downloading and/or modifying such files without permission from the copyright holder.

- Internet forums such as newsgroups may only be used to conduct academic related business or exchange non-proprietary technical or analytical information.
- Publishing anything online in the name of LESC is prohibited. In particular, registering domain names in the name of LESC or creating any sort of outside website that references LESC in any way, whether positive or negative.
- If any student has a question about what constitutes acceptable use, they should check with their Instructor or Education supervisor for additional guidance. Management or supervisory personnel should consult with the IT Department for clarification of these guidelines.

LESC reserves the right to inspect an LESC owned or operated systems and to monitor, suspend, and/or limit a user’s access to ensure compliance with LESC policies and federal, state and local law. Any student violating these policies or applicable local, state, or federal laws while using the Company network shall be subject to loss of network privileges and any other disciplinary actions deemed appropriate, possibly including expulsion and criminal and/or civil prosecution.
Appendix C: Student Rights and Responsibilities & Student Code of Conduct

Lincoln College of New England, (henceforth referred to as LCNE) requires that all its students accept an unqualified commitment to conduct themselves at all times, both on and off campus, in a responsible manner that conforms to generally accepted standards of adult behavior. The College expects that all students will show courtesy and respect for all administrative officers, faculty, students and other employees of LCNE. The College requires that all LCNE students understand and accept the necessity for various College regulations and comply with the directives of those authorized to enforce the regulations. Students who conduct themselves in a manner contrary to the best interests of the College or who are a danger to themselves or others will be subject to such penalties as the circumstances justify, including suspension or expulsion from the College.

Student Rights

- Each student has the right to participate in a free exchange of ideas, and no College rule or regulation or administrative policy should abridge the rights of freedom of speech, expression, petition and peaceful assembly as set forth in the United States Constitution, except as permitted by law.
- Each student shall be treated on an equal basis, free from discrimination, including harassment, in all areas and activities of the College regardless of race, color, religion, sex, age, national origin, veteran status, sexual orientation or disabilities.
- A student has the right to personal privacy except as otherwise provided by law and College policy.
- Each student shall be free from disciplinary actions by College officials for violations of civil and criminal law off campus, except when such a violation is determined to also be a violation of the provision regarding conduct in the Code of Student Conduct or College regulations.
- Each student subject to disciplinary action arising from violations of College student rules shall be assured due process.

Student Responsibilities

- A student accepts the responsibility to respect the rights and property of others, including other students, guests, faculty and administrators.
- A student has the responsibility to be fully acquainted with the published student guidelines, rules and current Code of Student Conduct and to comply with the regulations and the laws of the College.
- A student’s actions reflect upon the individual involved and upon the entire College community.
- Students are responsible for becoming familiar with and following all safety procedures.

STUDENT CODE OF CONDUCT

A student, who is found responsible for engaging in conduct that violates this Code on campus, or on property controlled by the Lincoln Educational Services or by any College affiliate, shall be subject to the sanctions described in this Code. Students who attempt to engage in conduct that violates this Code, who knowingly encourage, aid or assist another person in engaging in such conduct, or who agree with another person, explicitly or otherwise, to engage in such conduct, may also be subject to disciplinary action. Off-campus misconduct may be subject to the jurisdiction of the College and addressed through its disciplinary procedures if one of the following conditions is met: (i) a student engages in prohibited conduct at an official College event, at a College-sanctioned event, or at an event sponsored by a recognized student organization, College service or internship or (ii) a student engages in prohibited conduct under such circumstances that reasonable grounds exist for believing that the accused student poses a threat to the
life, health or safety of any member of the College community or to the property of the College. The decision to extend the College jurisdiction to off-campus misconduct shall be made by the Manager of Student Engagement on a case-by-case basis.

The following list of behaviors is intended to represent the types of acts that constitute violations of LCNE student code of conduct. Multiple violations may result in suspension/dismissal from the college.

**ACADEMIC CONDUCT**

AC1 Disruption or obstruction of teaching, research or other academic or administrative activities is prohibited.

AC2 Academic misconduct, including all forms of cheating and plagiarism is prohibited.

AC3 Non-abidance of terms/conditions as outlined in an academic plan of correction or remediation.

**ALCOHOL CHARGES**

AP1 Consumption or possession of alcoholic beverages by students or guests is prohibited on campus.

AP2 Consumption or possession of alcoholic beverages at any LCNE sponsored activity is expressly prohibited.

AP3 Any intoxicated individual who engages in disruptive behavior is subject to disciplinary action.

AP4 All alcoholic containers, alcohol advertisement displays, shot glasses and any material promoting alcohol is strictly prohibited.

**DRUG CHARGES**

DP1 The un-prescribed use, possession, sale, purchase or distribution of any controlled substance to include, but not limited to, marijuana, cocaine, amphetamines, heroin, hallucinogens, barbiturates and paraphernalia, is a violation of the laws of the State of Connecticut and is therefore subject to disciplinary action and possible criminal prosecution.

DP2 Smoking is restricted to designated areas only.

DP3 The presence, possession and/or usage of the following items is prohibited: narcotics and/or illegal drugs, drug paraphernalia.

DP4 Any room/apartment/person that emits the scent of any prohibited substance (i.e.: marijuana, alcohol etc.) is subject to being searched by LCNE staff and all parties present are subject to disciplinary action.

**PERSONAL CONDUCT HOUSING REGULATIONS**

HR1 Professional housing staff may deem it necessary to call a mandatory meeting to discuss issues and concerns as needed. It is a requirement of all students to attend these meetings.

HR2 Excessive litter or dirt caused by residents must be cleaned by the residents responsible. Residents are responsible for the care and cleaning of their rooms.

HR3 A resident may not install equipment, make alterations (including but not limited: painting, removal of furniture/screens, changing fixtures, un-bunking beds etc.) or make repairs.

HR4 Microwave and toaster ovens and other cooking appliances are permitted in kitchens only.

HR5 Residents are prohibited from leaving any possessions in their room after it is vacated.

HR6 The lending of any key or allowing a non-resident unknown and/or unescorted by you into a residence hall is prohibited.
HR7  All residents must evacuate the residence hall whenever a fire alarm sounds.

HR8  False alarms and tampering with fire equipment, particularly smoke detectors, is prohibited by state law and violators will be subject to disciplinary action by LCNE, as well as possible criminal prosecution.

HR9  The presence, possession and/or usage of prohibited items are considered a violation.

HR10 The presence, possession and/or usage of the following items are prohibited: air guns, paintball markers, firearms, fireworks, explosives, dangerous weapons or any other incendiary devices.

HR11 The presence, possession and/or usage of official or public signs are prohibited.

HR12 Any acts of reckless endangerment such as fighting, hitting, throwing, or kicking of objects inside a residence hall, or throwing of items are prohibited.

HR13 No pets are allowed on campus unless pre-approved by the Dean of Student Services.

HR14 Bicycles, motorcycles, hover boards, Segway and mopeds are not allowed in residence halls.

HR15 Wrongfully accessing any utility service in the residence hall (electricity, water, etc.) is strictly prohibited, as is using any electrical equipment that requires more than normal amounts of current. LCNE is not responsible for any cable disputes between the student and the local cable supplier, or between residents.

HR16 Violation of quiet/courtesy hours is prohibited.

HR17 Smoking is prohibited in all residential halls. All residence halls are smoke free by Connecticut State Law.

HR18 The wrongful use of corrosive substances.

HR19 Failure to attend any mandatory campus meeting without valid documentation.

HR20 Student separates from the College they have 24 hours to vacate the premises and 5 business days to get their personal belongings or else they will be considered the property of LCNE.

HR21 Arson or attempted arson is strictly prohibited.
Appendix D: Sexual Misconduct

POLICY ON SEX/GENDER HARASSMENT, DISCRIMINATION AND MISCONDUCT

INTRODUCTION
Members of the Lincoln College of New England (LCNE) community, guests and visitors have the right to be free from all forms of sex/gender harassment, discrimination, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. LCNE believes in a zero tolerance policy for gender-based misconduct. Zero tolerance means when an allegation of misconduct is brought to an appropriate administrator’s attention, protective and other remedial measures will be used to reasonably ensure that such conduct ends, is not repeated, and the effects on the victim and community are remedied, including serious sanctions when a reporting party is found to have violated this policy. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

LCNE uses the preponderance of evidence (also known as “more likely than not”) as a standard of proof of whether a violation has occurred. In campus resolution proceedings, legal terms like “guilt”, “innocence”, and “burdens of proof” are not applicable, but the college never assumes a responding party is in violation of the college policy. Campus resolution proceedings are conducted to take into account the totality of all evidence available, from all relevant sources.

TITLE IX COORDINATOR
The LCNE Title IX Coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination, and misconduct policy. Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report relating to discrimination or harassment may do so by reporting the concern to the LCNE Title IX Coordinator:

- Cynthia Clark
  - Dean of Student Services/Title IX Coordinator
  - LeConche Hall L29
  - 860.628.4751 Ext 40979
  - cclark@lincolncollegene.edu

Additionally, anonymous reports can be made by victims and/or third parties to the Title IX Coordinator. Please note that these anonymous reports may prompt a need for the college to investigate.

OVERVIEW OF POLICY EXPECTATIONS WITH RESPECT TO PHYSICAL SEXUAL MISCONDUCT
The expectations of our community regarding sexual misconduct can be summarized as follows: In order for individuals to engage in sexual activity of any type with each other, there must be clear, knowing and voluntary consent prior to and during sexual activity. Consent is sexual permission. Consent can be given by word or action, but non-verbal consent is not as clear as talking about what you want sexually and what you don’t. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Previous consent does not imply consent to sexual activity in the future. Silence or passivity--without actions demonstrating permission--cannot be assumed to show consent. Consent, once given, can be withdrawn at any time. There must be a clear indication that consent is being withdrawn.
Additionally, there is a difference between seduction and coercion. Coercing someone into sexual activity violates this policy in the same way as physically forcing someone into sex. Coercion happens when someone feels that they are pressured unreasonably for sex.

Because alcohol or other drug use can place the capacity to consent in question, sober sex is less likely to raise such questions. When ANY level of alcohol or other drugs are being used, a person should be considered unable to give valid consent if they cannot fully understand the details of the situation. Indications that an individual is not in a state of mind to give valid consent of sexual interaction may vary regardless of other’s awareness of alcohol or drug use. Indication of this state of mind may be if they cannot at the time (or after) the event, comprehend or remember who, what, when, where, why, or how of the interaction. Individuals who consent to sex must be able to understand what they are doing. Under this policy, “No” always means “No,” and “Yes” may not always mean “Yes.” Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a “no.”

**SEXUAL VIOLENCE -- RISK REDUCTION TIPS**

Risk reduction tips can often take a victim-blaming tone, even unintentionally. Only those who commit sexual violence are responsible for those actions. We offer the tips below with no intention to victim-blame, with recognition that these suggestions may nevertheless help you to reduce your risk of experiencing a non-consensual act. Below, suggestions to avoid committing a non-consensual sexual act are also offered:

1. If you have limits, make them known as early as possible.
2. Tell a sexual aggressor “NO” clearly and firmly.
3. Try to remove yourself from the physical presence of a sexual aggressor.
4. Find someone nearby and ask for help.
5. Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
6. Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

If you find yourself in the position of being the initiator of sexual behavior, you owe sexual respect to your potential partner. These suggestions may help you to reduce your risk for being accused of sexual misconduct:

1. Clearly communicate your intentions to your sexual partner and give them a chance to clearly relate their intentions to you.
2. Understand and respect personal boundaries.
3. DON’T MAKE ASSUMPTIONS about consent; about someone’s sexual availability; about whether they are attracted to you; about how far you can go or about whether they are physically and/or mentally able to consent. If there are any questions or ambiguity then you DO NOT have consent.
4. Mixed messages from your partner are a clear indication that you should stop, defuse any sexual tension and communicate better. You may be misreading them. They may not have figured out how far they want to go with you yet. You must respect the timeline for sexual behaviors with which they are comfortable.
5. Don’t take advantage of someone’s drunkenness or drugged state, even if they did it to themselves.
6. Realize that your potential partner could be intimidated by you, or fearful. You may have a power advantage simply because of your gender or size. Don’t abuse that power.
7. Do not share intimate content, pictures, images and videos that are shared with you.
8. Understand that consent to some form of sexual behavior does not automatically imply consent to any
other forms of sexual behavior.
9. Silence and passivity cannot be interpreted as an indication of consent. Read your potential partner carefully, paying attention to verbal and non-verbal communication and body language.

In campus hearings, legal terms like “guilt, “innocence” and “burdens of proof” are not applicable, but LCNE never assumes a student is in violation of college policy if there exists a preponderance of evidence. Campus hearings are conducted to take into account the totality of all evidence available, from all relevant sources.

The college reserves the right to take whatever measures it deems necessary in response to an allegation of sexual misconduct in order to protect students’ rights and personal safety. Such measures include, but are not limited to, modification of living arrangements, interim suspension from campus pending a hearing, and reporting the matter to the local police. Not all forms of sexual misconduct will be deemed to be equally serious offenses, and LCNE reserves the right to impose different sanctions, ranging from verbal warning to expulsion depending on the severity of the offense. The college will consider the concerns and rights of both the complainant and the person accused of sexual misconduct.

**SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO:**

1. Sexual Harassment
2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Sexual Exploitation

1. **SEXUAL HARASSMENT**

   **Sexual Harassment is:**
   Unwelcome, sexual, sex-based, and/or gender-based verbal, written, online and/or physical contact.

   Anyone experiencing sexual harassment in any college program is encouraged to report it immediately to the college Title IX Coordinator. Remedies, education and/or training will be provided in response. Sexual harassment may be disciplined when it takes the form of quid pro quo harassment, retaliatory harassment and/or creates a hostile environment. A hostile environment is created when sexual harassment is and may be disciplined when it is:
   - Sufficiently severe, or
   - Persistent/pervasive and
   - Objectively offensive that it:
   - Unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from the college’s educational, social and/or residential program

   **Quid Pro Quo Harassment is:**
   Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual’s education program.

   Examples include: an attempt to coerce an unwilling person into sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence; gender-based bullying.
Some examples of possible Sexual Harassment include:

- A professor insists that a student have sex with student in exchange for a good grade. This is harassment regardless of whether the student accedes to the request.
- A student repeatedly sends sexually oriented jokes around on an email list that they created, even when asked to stop, causing one recipient to avoid the sender on campus and in the residence hall in which they both live.
- Explicit sexual pictures are displayed in a professor’s office or on the exterior of a residence hall door.
- A professor engages students in class discussions about their past sexual experiences, yet the conversation is not in any way germane to the subject matter of the class. Students are clearly uncomfortable and hesitant in answering.
- An ex-girlfriend widely spreads false stories about their sex life with her former boyfriend to the clear discomfort of the boyfriend, turning him into a social pariah on campus.
- A student grabbed another student by the hair, then grabbed their breast and put their mouth on it. While this is sexual harassment, it is also sexual violence.

2. NON-CONSENSUAL SEXUAL CONTACT

Non-Consensual Sexual Contact is:

- Any intentional sexual touching,
- However slight,
- With any object,
- By any person(s) upon any other person(s),
- That is without consent and/or by force

Sexual Contact includes:

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

3. NON-CONSENSUAL SEXUAL INTERCOURSE

Non-Consensual Sexual Intercourse is:

- Any sexual intercourse (anal, oral, or vaginal),
- However slight,
- With any object,
- By a man or woman upon a man or a woman,
- That is without consent and/or by force.

Intercourse includes vaginal or anal penetration by a penis, object, tongue, finger, or object or oral copulation by mouth to genital contact or genital to mouth contact, no matter how slight the penetration or contact.

4. SEXUAL EXPLOITATION

Occurs when one person takes non-consensual or abusive sexual advantage of another for one’s own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and in situations in which the conduct does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
• Invasion of sexual privacy;
• Prostituting another student;
• Non-consensual digital, video or audio-taping of nudity or sexual activity;
• Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
• Unauthorized sharing or distribution of digital, video or audio recording of nudity or sexual activity;
• Engaging in voyeurism;
• Knowingly transmitting an STI or HIV to another student;
• Administering alcohol or drugs (such as “date rape drugs) to another person without his or her knowledge or consent;
• Exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals;
• Sexually-based stalking and/or bullying may also be forms of sexual exploitation

ADDITIONAL APPLICABLE DEFINITIONS

HOSTILE ENVIRONMENT DEFINED

The determination of whether an environment is “hostile” must be based on all of the circumstances. These circumstances could include:
• The frequency of the conduct;
• The nature and severity of the conduct;
• Whether the conduct was physically threatening;
• Whether the conduct was humiliating;
• The effect of the conduct on the alleged victim’s mental or emotional state;
• Whether the conduct was directed at more than one person;
• Whether the conduct arose in the context of other discriminatory conduct;
• Whether the conduct unreasonably interfered with the alleged victim’s educational or work performance;
• Whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness;
• Whether the speech or conduct deserves the protections of academic freedom or the 1st Amendment.

QUID PRO QUO DEFINED

• Unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
• Submission to or rejection of such conduct results in adverse educational or employment action.

RETAI LiATORY HARASSMENT

Any adverse employment or educational action taken against a person because of the person’s participation in a complaint or investigation of discrimination or sexual misconduct.

CONSENT DEFINED

Consent is:
• Clear and,
• Knowing and
• Voluntary
• Words or actions
• That give permission for specific sexual activity.
• Silence, in and of itself, cannot be interpreted as consent.
• Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding willingness to engage in (and the conditions of) sexual activity.
• Consent to any one form of sexual activity cannot imply consent to any other forms of sexual activity.
• Previous relationships or prior consent cannot imply consent to future sexual acts.
• Consent can be withdrawn once given, as long as that withdrawal is clearly communicated.
• Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy.
• Incapacitation can occur mentally or physically, from developmental disability, by alcohol or other drug use, or blackout.
• The question of what the responding party should have known id objectively based on what a reasonable person in the place of the responding party, sober and exercising good judgement, would have known about the reporting party.
• Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g. to understand the “who, what, where, when, why, or how of their sexual interaction).
• This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from taking incapacitating drugs.
• Possession, use, and/or distribution of any of these substances, including Rohypnol, ketamine, GHB, Burundanga, etc. is prohibited and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at http://www.911rape.org/.
• In CT, a minor (meaning a person under the age of 16 years) cannot consent to sexual activity. This means that sexual contact by an adult with a person younger than 16 years old may be a crime, as well as a violation of this policy, even if the minor wanted to engage in the act.

**FORCE DEFINED**

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you. Okay, don’t hit me; I’ll do what you want.”).

• Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex (as defined above), that they want to stop or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point is considered to be coercive.
• There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
• Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.
• This policy is applicable regardless of the sexual orientation and/or gender identity of individuals engaging in sexual activity.
• For reference to the pertinent state statutes on sex offenses, please see www.cga.ct.gov.
SANCTION STATEMENT

- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*
- Any student found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.*
- Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.*

*The conduct body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Examples

1. Amanda and Bill meet at a party. They spend the evening dancing and getting to know each other. Bill convinces Amanda to come up to his room. From 11:00pm until 3:00am, Bill uses every line he can think of to convince Amanda to have sex with him, but she adamantly refuses. He keeps at her, and begins to question her religious convictions, and accuses her of being “a prude.” Finally, it seems to Bill that her resolve is weakening, and he convinces her to give him a “hand job” (hand to genital contact). Amanda would never have done it but for Bill’s incessant advances. He feels that he successfully seduced her, and that she wanted to do it all along, but was playing shy and hard to get. Why else would she have come up to his room alone after the party? If she really didn’t want it, she could have left. **Bill is responsible for violating the college Non-Consensual or Forced Sexual Contact policy.** It is likely that a college hearing board would find that the degree and duration of the pressure Bill applied to Amanda are unreasonable. Bill coerced Amanda into performing unwanted sexual touching upon him. Where sexual activity is coerced, it is forced. Consent is not effective when forced. Sex without effective consent is sexual misconduct.

2. Jiang is a 3rd semester student at the college. Beth is a 2nd semester student. Jiang comes to Beth’s dorm room with some mutual friends to watch a movie. Jiang and Beth, who have never met before, are attracted to each other. After the movie, everyone leaves, and Jiang and Beth are alone. They hit it off, and are soon becoming more intimate. They start to make out. Jiang verbally expresses his desire to have sex with Beth. Beth, who was abuses by a babysitter when she was five, and has not had any sexual relations since, is shocked at how quickly things are progressing. As Jiang takes her by the wrist over to the bed, lays her down, undresses her, and begins to have intercourse with her, Beth has a severe flashback to her childhood trauma. She wants to tell Jiang to stop, but cannot. Beth is stiff and unresponsive during the intercourse. Is this a policy violation? **Jiang would be held responsible in this scenario for Non Consensual Sexual Intercourse.** It is the duty of the sexual initiator, Jiang, to make sure that he has mutually understandable indication from Beth that she consented to sexual intercourse. Of course, wherever possible, students should attempt to be as clear as possible as to whether or not sexual contact is desired, but students must be aware that for psychological reasons, or because of alcohol or drug use, one’s partner may not be in a position to provide as clear an indication as the policy requires. As the policy makes clear, consent must be actively, not passively given.
3. Kevin and Amy are at a party. Kevin is not sure how much Amy has been drinking, but he is pretty sure it’s a lot. After the party, he walks Amy to her room, and Amy comes on to Kevin, initiating sexual activity. Kevin asks her if she is really up to this, and Amy says yes. Clothes go flying, and they end up in Amy’s bed. Suddenly, Amy runs for the bathroom. When she returns, her face is pale, and Kevin thinks she may have thrown up. Amy gets back into bed, and they begin to have sexual intercourse. Kevin is having a good time, though he can’t help but notice that Amy seems pretty groggy and passive, and he thinks Amy may have even passed out briefly during the sex, but he does not let that stop him. When Kevin runs into Amy the next day, he thanks her for the wild night. Amy remembers nothing, and decides to make a complaint to the Dean. This is a violation of the Non-Consensual Sexual Intercourse Policy. Even if Amy seemed to consent, Kevin was well aware that Amy had consumed a large amount of alcohol, and Kevin thought Amy was physically ill, and that she passed out during sex. Kevin should be held accountable for taking advantage of Amy in her condition. This is not the level of respectful conduct expected of students.

OTHER CIVIL RIGHTS OFFENSES, WHEN THE ACT IS BASED UPON SEX/GENDER

- Threatening or causing physical harm, extreme verbal abuse or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of sex or gender;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within college community, when related to any group-affiliation;
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally;
- Intimate Partner Violence, defined as violence between those in an intimate relationship to each other. Examples: A boyfriend shoves his girlfriend into a wall upon seeing her talking to a male friend. An ex-girlfriend shames her female partner, threatening to out her as a lesbian if she doesn’t give the ex another chance. A male student refuses to wear a condom and forces his girlfriend to take hormonal birth control though it makes her ill, in order to prevent pregnancy
- Stalking defined as a course of conduct directed at a specific person on the basis of actual or perceived membership in a protected class that is unwelcome and would cause a reasonable person to feel fear. Example: A student repeatedly shows up at another student’s apartment or waits outside of class uninvited in an attempt to do anything necessary to be with the student.
- Retaliation is defined as any adverse action taken against a person participating in a protected activity because of their participation in that protected activity. Retaliation against an individual for an allegation, for supporting a reporting party or for assisting in providing information relevant to an allegation is a serious violation of college policy.
- Any other College rules, when a violation is motivated by the actual or perceived membership of the victim on the basis of sex or gender or in a protected class, may be pursued using this policy and process.

Sanctions for the above-listed “Other Civil Rights Behaviors” behaviors range from reprimand up through and including expulsion (students) or termination of employment.
Appendix E: Civil Rights Grievance Policy and Procedures

Definitions

Sexual Harassment: Unwelcome, gender-based verbal or physical conduct is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, limiting or denying someone the ability to participate in or benefit from the college’s educational program. The unwelcome behavior may be based on power differentials (quid pro quo), the creation of a hostile environment or retaliation. Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

Discrimination: Any distinction, preference, advantage for or detriment to an individual compared to others that is based upon an individual’s actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion or sexual orientation that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student’s ability to participate in or benefit from the college’s educational program or activities.

Discriminatory Harassment: Detrimental action based on an individual’s actual or perceived gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veterans status, pregnancy status, religion, sexual orientation or other protected status that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student’s ability to participate in or benefit from the college’s educational program or activities.

Retaliatory Harassment: Intentional action taken by an accused individual or allied third party, absent legitimate non-discriminatory purposes, that harms an individual as reprisal for filing or participating in a civil rights grievance proceeding.

Sexual Harassment of a Student by another Student: Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a student toward another student that is so severe, persistent or pervasive that it unreasonably interferes with or limits a student’s ability to participate in or benefit from the college’s educational program or activities.

Sexual Harassment of a Faculty/Staff Member by a Student; Employee on Employee: Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature directed toward a faculty/staff member [by a student] that is so severe, persistent or pervasive that it unreasonably interferes with employment [or living] conditions or deprives the individual of employment access or benefits.

Sexual Harassment of a Student by a Faculty/Staff Member: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by a faculty or staff member toward a student are held to constitute sexual harassment when:

- Submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating an individual’s educational development or performance; or
- Such conduct is so severe, persistent or pervasive that it unreasonably interferes with or limits a student’s ability to participate in or benefit from the college’s educational program or activities.

While a particular interaction must be offensive to both a reasonable person and to the victim to be defined as harassment, faculty and staff members and other persons of authority should be sensitive to questions about mutuality of consent that may be raised and to the conflict of interests that are inherent in personal relationships that result from professional and educational interactions. Harassment is particularly damaging when it exploits the educational dependence and trust between students and faculty/staff. When the authority and power inherent in faculty/staff relationships with students, whether overtly, implicitly,
or through misinterpretation, is abused in any way, there is potentially great damage to the individual student, to the accused individual, and to the climate of the institution.

Complaints Concerning Discrimination and/or Harassment
The college does not permit discrimination or harassment in our programs and activities on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion, or any other characteristics protected by institutional policy or state, local, or federal law. Students who believe they have been subjected to discrimination or harassment in violation of this policy should follow the procedure outlined in this Code to report these concerns.

This process involves an immediate initial investigation to determine if there is reasonable cause to believe the nondiscrimination policy has been violated. If so, the College will initiate a prompt, thorough and impartial investigation. This investigation is designed to provide a fair and reliable determination about whether the college nondiscrimination policy has been violated. If so, the university will implement a prompt and effective remedy designed to end the discrimination, prevent its recurrence and address its effects.

Students who wish to report a concern or complaint relating to discrimination or harassment may do so by reporting the concern to the College Title IX Coordinator: Cynthia Clark, Dean of Student Services, 2279 Mt. Vernon Rd., Southington, CT 06489 860.628.4751, cclark@lincolncollegene.edu.

Individuals with complaints of this nature also always have the right to file a formal complaint with the United States Department of Education:

Office for Civil Right (OCR)
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172

Email: OCR@ed.gov
Web: http://www.ed.gov/ocr

Formal and Informal Grievance Procedure for Student Complaints
This procedure is intended to apply to student grievances against employees, employee civil rights grievances against students, and student-on-student civil rights grievances. All other grievances by students against students or employees against students will be addressed through the student conduct procedures located elsewhere in this Code.

The college community benefits from the formal and informal procedures that encourage prompt resolution of complaints and concerns that students may have about the implementation of policies and procedures that govern the institution.

Informal Dispute Resolution Efforts: A Useful First Step before Filing Formal Complaints
Before pursuing the formal complaint process, every reasonable effort should be made to constructively resolve issues with faculty, staff, or administrators, including following procedure for formal appeal. Whenever possible and safe, the problem or complaint should first be discussed with the individual involved in the complaint. If satisfactory resolution is not reached after discussion with the individual, the student should contact the individual’s direct supervisor to attempt to resolve the complaint. If these efforts are unsuccessful, the formal complaint process may be initiated. The college does not require a student to contact the person involved or that person’s supervisor if doing so is impracticable, or if the student believes that the conduct cannot be effectively addressed through informal means.
FORMAL GRIEVANCE PROCESS

The Conduct Board is designated to formally investigate student grievances, address inquiries and coordinate the college’s compliance efforts regarding student complaints and grievances. Notice of a formal complaint can be made in person or orally to an appropriate official, but the college strongly encourages submission of grievances in writing, by email attachment as MS Word or pdf document, or in other written form to the office of the President. The grievance should clearly and concisely describe the alleged incident(s), when and where it occurred, and the desired remedy sought. The grievance should be signed by the initiator or, in the case of an email submission, sent as an email attachment, in letter format and should contain the name and all contact information for the grievant. Any supporting documentation and evidence should be referenced within the body of the formal grievance. Additionally, the initiator of a formal grievance should submit any supporting materials in writing as quickly as is practicable.

The grievant’s supporting documentation should clearly demonstrate all informal efforts, if any, to resolve the issue(s) with the person involved and the person's supervisor. This includes names, dates and times of attempted or actual contact along with a description of the discussion and the manner of communication made in the course of each effort. If contacting the person involved and/or the supervisor is impracticable, the grievant should state why.

Upon receipt of a Title IX grievance, the Title IX Coordinator will open a formal case file, direct an investigation, and determine interim action for accommodations for the alleged victim, or other necessary remedial short-term actions. The following steps will also be taken by the investigator:

1. Determine the identity and contact information of the complainant (whether that be the initiator, the alleged victim, or a college proxy or representative);
2. Identify the correct policies allegedly violated;
3. Conduct an immediate initial investigation to determine if there is reasonable cause to charge the accused individual, and what policy violations should be alleged as part of the complaint;
4. If there is insufficient evidence to support reasonable cause, the grievance should be closed with no further action;
5. Meet with the complainant to finalize the complainant;
6. Prepare the notice of charges on the basis of the initial investigation;
7. Commence a thorough, reliable and impartial investigation by developing a strategic investigation plan, including a witness list, evidence list, intended timeframe, and order of interviews for all witnesses and the accused individual, who may be given notice prior to or at the time of the interview;
8. Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
9. Make a finding, based on a preponderance of the evidence (whether a policy violation is more likely than not);
10. Present the findings to the accused individual, who may accept the findings, accept the findings in part and reject them in part, or may reject all findings;
11. Share the findings and update the complainant on the status of the investigation and the outcome.

Where the accused individual is found not responsible for the alleged violation(s), the investigation should be closed. Where the accused individual accepts the findings that s/he violated college policy, the Conduct Board will impose appropriate sanctions for the violation, after consultation with the Title IX Coordinator. The College will make reasonable efforts to end discriminatory acts, prevent its recurrence, and remedy its effects on the victim and the college community.

In the event that the accused individual rejects the findings in part or entirely, the Conduct Board will convene a hearing under its respective procedures to determine whether the accused individual is in violation of the contested aspects of the complaint. At the hearing, the findings of the investigation will
be admitted, but are not binding on the decider(s) of fact. The case officer may give evidence. The hearing will determine whether it is more likely than not that the accused individual violated the policies forming the basis of the charge. The goal of the hearing is to provide an equitable process, respecting the civil and legal rights of all participants.

The Conduct Board has final decision making authority with regard to formal complaints, subject to appeal. Where an accused individual is found in violation, the Conduct Board will impose appropriate sanction for the violation, after consultation with the Title IX Coordinator. The college will act to end the discrimination, prevent its recurrence, and remedy its effects on the victim and the college community. Appeal proceedings as described in this Code will apply to all parties to the complaint.

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**STUDENT PARTICIPATION IN THE TITLE IX GRIEVANCE PROCESS**

The case officer from the Conduct Board will contact or request a meeting with the initiator of the formal grievance, and the complainant (if different people). The investigator also may contact or request a meeting with relevant college staff, students, or others as part of the investigation. The complainant may request to meet and discuss the allegations of the grievance with the case officers and may offer any documentation, witnesses, or other materials in support of the complaint. The complainant has the option to have an advocate during a meeting with the case officer to discuss the documentation submitted by the student in support of the grievance. Such an advocate should be a member of the college community: student, faculty member, academic advisor, or staff member, [unless leave is given by the Conduct Board upon request for an advocate from outside the college community].

The complainant must advise the case officer of the identity of the advocate or witness at least two (2) business days before the date of the meeting with the case officer. During a meeting with the case officer, an attorney acting as a lawyer may not serve as the student’s advocate or formally represent the student. These procedures are entirely administrative in nature and are not considered legal proceedings. No audio or video recording of any kind other than as required by institutional procedure is permitted, nor is formal legal representation allowed. At the case officer’s discretion, the case officer may remove anyone disrupting the meeting from the discussion. All these opportunities and privileges extend to all parties to the complaint.

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**TIME FRAME AND GROUNDS FOR FILING A TITLE IX APPEAL REQUEST**

In the event that the accused individual accepts the findings of the investigation, those findings cannot be appealed. Sanctions imposed by the Conduct Board post-investigation can be appealed by any party according to the grounds, below. Post-hearing, any party may appeal the findings and/or sanctions only under the grounds described, below.

All sanctions imposed by the original hearing body will be in effect during the appeal. A request may be made to the Conduct Board for special consideration in exigent circumstances, but the presumptive stance of the institution is that the sanctions will stand. Graduation and internships/externships, etc. do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal. In cases where the appeal results in the reinstatement to the institution or of privileges, all reasonable attempts will be made to restore the student to their prior status, recognizing that some opportunities lost may be irretrievable in the short term.

The decision of the Conduct Board may be appealed by petitioning add appeals person. Accused students or complainants must petition within 3-5 business days of receiving the written decision for a review of the decision or the stations imposed. Any party who files an appeal must do so in writing to the Appeals Officer. The Appeals Officer will share the appeal with the other party (e.g. if the accused student appeals, the appeal is shared with the complainant, who may also wish to file a response), and then the Appeals Officer will draft a response memorandum (also shared with all parties). All appeals and responses are
then forwarded to the appeals officer/committee for initial review to determine if the appeal meets the limited grounds and is timely. The original finding and sanction will stand if the appeal is not timely or substantively eligible, and the decision is final. If the appeal has standing, the documentation is forwarded for consideration. The party requesting appeal must show error as the original finding and sanction are presumed to have been decided reasonably and appropriately. The ONLY grounds for appeal are as follows:

1. A procedural or substantial error occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedure, etc.);
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included;
3. The sanctions imposed are substantially disproportionate to the severity of the violation.

If the appeals officer or committee determines that new evidence should be considered, it will return the complaint to the original hearing body to reconsider in light of the new evidence, only. The reconsideration of the hearing body is not appealable.

If the appeals officer or committee determines that a material procedural or substantive error occurred, it may return the complaint to the original hearing body with instruction to reconvene to cure the error. In rare cases, where the procedural or substantive error cannot be cured by the original hearing officers (as in cases of bias), the appeals officer or committee may order a new hearing on the complaint with a new body of hearing officers. The results of a reconvened hearing cannot be appealed. The results of a new hearing can be appealed, once, on the three applicable grounds of appeals.

If the appeals officer or committee determined that the sanctions imposed are disproportionate to the severity of the violation, the appeals officer or committee will return the complaint to the Conduct Board, which may then increase, decrease or otherwise modify the sanctions. This decision is final.

The procedures governing the hearing of appeals include the following:

- All parties should be timely informed of the status of requests for appeal, the status of the appeal consideration, and the results of the appeal decision;
- Every opportunity to return the appeal to the original hearing body for reconsideration (remand) should be pursued;
- Appeals are not intended to be full rehearing of the complaint (de novo). In most cases, appeals are confined to a review of the written documentation or record of the original hearing, and pertinent documentation regarding the grounds for appeal;
- This is not an opportunity for appeals officer to substitute their judgment for that of the original hearing body merely because they disagree with its finding and/or sanctions. Appeals decisions are to be deferential to the original hearing body, making changes to the finding only where there is clear error and to the sanction only if there is a compelling justification to do so;
- Sanctions imposed are implemented immediately unless the Conduct Board stays their implementation in extraordinary circumstances, pending the outcome of the appeal;
- The appeals committee or officer will render a written decision on the appeal to all parties within seven (7) business days from hearing of the appeal. The committee’s decision to deny appeal requests is final.

**SPECIAL TITLE IV GRIEVANCE PROCESS PROVISIONS**

a. Attempted Violations
   In most circumstances, the college will treat attempts to commit any of violations listed in the Student Code of Conduct as if those attempts had been completed.

b. College as Complainant
As necessary, the college reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

c. False Reports
The college will not tolerate intentional false reporting of incidents. It is 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.

d. Immunity for Victims and Witnesses
The college community encourages the reporting of conduct code violations and crimes by victims and witnesses. Sometimes, victims or witnesses are hesitant to report to college officials or participate in grievance processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that as many victims as possible choose to report to college officials, and the witnesses come forward to share what they know. To encourage reporting, the college pursues a policy of offering victims of crimes and witnesses immunity from policy violations related to the incident. While violations cannot be completely overlooked, the college will provide educational rather than punitive responses, in such cases.

e. Bystander Engagement
The welfare of students in our community is of paramount importance. At times, students on and off campus may need assistance. The college 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, as students who have been drinking underage might hesitate to take a sexual misconduct victim to Public Safety). The college pursues a policy of immunity for students who offer help to others in need. While policy violations cannot be overlooked, the college will provide educational options, rather than punishment, to those who offer their assistance to others in need.

f. Parental Notification
The college reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly alcohol and other drug violations. The college may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations. Where a student is non-dependent, the college will contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk. The college also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act.

h. Notification of Outcomes
The outcome of a campus hearing is part of the educational record of the accused student, and is protected from release under a federal law, FERPA. However, the college observes the legal exceptions as follows:

- Complainants in non-consensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and relationship violence incidents have an absolute right to be informed of the outcome, essential findings, and sanctions of the hearing, in writing, without condition or limitation.

- The college may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a college policy that is a “crime of violence”, including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction. The college will release this information to the complainant in any of these offenses regardless of the outcomes.

i. Alternative Testimony Options
For sexual misconduct complaints, and other complaints of a sensitive nature, whether the alleged victim is serving as the complainant or as a witness, alternative testimony options will be given, such as placing a privacy screen in the hearing room, or allowing the alleged victim to testify outside the physical presence of the accused individual, such as by Skype. While these options are intended to help make the alleged victim more comfortable, they are not intended to work to the disadvantage of the accused student.

j. Past Sexual History/Character

The past sexual history or sexual character of a party will not be admissible by the other party in the investigation or hearing unless such information is determined to be highly relevant by the Chair. All such information sought to be admitted will be presumed irrelevant, and any request to overcome this presumption by the parties must be included in the complaint/response or a subsequent written request, and must be reviewed in the advance of the hearing by the Hearing Officer. While previous conduct violations by the accused student are not generally admissible as information about the present alleged violation, the conduct board may supply previous complaint information to the investigator or may consider it him/herself if s/he is hearing the complaint, only if:

1) The accused was previously found to be responsible;
2) The previous incident was substantially similar to the present allegation;
3) Information indicates a pattern of behavior and sustainable conformity with that pattern by the accused student.

Statement of the Rights of the Alleged TITLE IX Victim

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators;
- The right to be treated with respect by college officials;
- The right of both accuser and accused to have the same opportunity to have others present (in support or advisory roles) during a campus disciplinary hearing;
- The right to not be discouraged by the college from reporting an assault to both on-campus and off-campus authorities;
- The right to be informed of the outcomes and sanction of any disciplinary hearing involving sexual assault, usually within 24 hours of the end of the conduct hearing;
- The right to be informed by college officials of options to notify proper law enforcement authorities, including on-campus Public Safety and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so choses. This also includes the right not to report, if this is the victim’s desire;
- The right to be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community;
- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual incident, if so requested by the victim and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need to occur before this option is available.) Accommodations may include:
  --Change of an on-campus student’s housing to a different on-campus location;
  --Assistance from college support staff in completing the relocation;
  --Arranging the dissolve a housing contract and pro-rating a refund;
  --Exam (paper, assignment) rescheduling;
  --Taking an incomplete in a class;
  --Transferring class sections;
  --Temporary withdrawal;
  --Alternative course completion options.
The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
The right not to have any complaint of sexual assault mediated (as opposed to adjudicated);
The right to make a victim-impact statement at the campus conduct proceeding and to have that statement considered by the board in determining its sanction;
The right to a campus no contact order against another student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others;
The right to have complaints of sexual misconduct responded to quickly and with sensitivity by campus law enforcement.
The right to appeal the finding and sanction of the conduct body, in accordance with the standards for the appeal established by the institution;
The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing;
The right to be informed of the names of all witnesses, who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness’ identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
The right to preservation of privacy, to the extent possible and allowed by law;
The right to hearing closed to the public;
The right to petition that any member of the conduct body be removed on the basis of demonstration bias;
The right to bring a victim advocate or advisor to all phases of the investigation and campus conduct proceeding;
The right to give testimony in a campus hearing by means other than being in the same room with the accused student;
The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;
The right to have the college compel the presence of student, faculty and staff witnesses, and the opportunity (if desired) to ask questions, directly or indirectly, of witnesses (including the accused student), and the right to challenge documentary evidence;
The right to be present for all testimony given and evidence presented before the conduct body;
The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct training;
The right to a conduct panel comprised of representatives of both genders;
The right to have college policies and procedures followed without material deviation;
The right of be informed in advance of any public release of formation regarding the complaint;
The right not to have released to the public any personally identifiable information about the complainant, without their consent.

Statement of the Accused TITLE IX Student’s Rights

The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators against the accused student;
The right to be treated with respect by college officials;
The right to be informed of and have access to campus resources for medical, counseling, and advisory services;
The right to be fully informed of the nature, rules and procedures of the campus conduct process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanction;

The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for the preparation;

The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;

The right to make an impact statement at the campus conduct proceeding and to have that statement considered by the board in determining its sanction;

The right to appeal the finding and sanction of the conduct body, in accordance with the standards for appeal established by the college;

The right to review all documentary evidence available regarding the complaint, subject to the privacy limitations imposed by state and federal law, at least 48 hours prior to the hearing;

The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness’ identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);

The right to a hearing closed to the public;

The right to petition that any member of the conduct body be removed on the basis of bias;

The right to have the college oblige the presence of student, faculty and staff witnesses, and the opportunity to ask questions, directly or indirectly, or witnesses, and the right to challenge documentary evidence;

The right to have complaints heard by conduct and appeals officers who have received annual sexual misconduct adjudication training;

The right to have college policies and procedures followed without material deviation;

The right to have an advisor or advocate present at the conduct hearing. This individual may not directly take part in the hearing;

The right to a fundamentally fair hearing, as defined in these procedures;

The right to a campus conduct outcome based solely on evidence presented during the conduct processes. Such evidence shall be credible, relevant, based in fact, and without prejudice;

The right to written notice of the outcomes and sanction of the hearing;

The right to a conduct panel comprised of representatives of both genders;

The right to be informed in advance, when possible, of any public release of information regarding the complaint.