



**Hartford International**  
UNIVERSITY FOR RELIGION & PEACE

# Student Handbook 2022-2023

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## Welcome by the Dean

Dear students, Welcome to Hartford International University! I am excited to partner with you on your educational journey. This handbook is intended to help you make the most of your time here by providing you with important information regarding your student and communal life. It also lays out our academic policies. If you cannot find what you are looking for, or have any other questions, please do not hesitate to contact the Dean's office ([Dean@hartfordinternational.edu](mailto:Dean@hartfordinternational.edu))

Blessings,

Dr. Deena Grant  
Acting Academic Dean

## Communal and Spiritual Life

### Community Prayer

Hartford International University is committed to supporting and providing worship opportunities that reflect the diversity of the University community. Student-led initiatives in worship are encouraged and should be placed on the University calendar so others may participate if they choose. Normally, services follow the tradition of those leading the prayers or service. The University provides community prayer and chapel services at various points throughout the semester, including weekly community prayer on Wednesdays and Jummah prayer, which is always held on a Friday and typically takes place in the Budd Building at 60 Lorraine Street or in the chapel. Hartford International University students are also encouraged to attend prayers off campus at regular places of worship.

For more information and to view worship schedules, please see the Spiritual Life page contact [dgrafton@hartfordinternational.edu](mailto:dgrafton@hartfordinternational.edu).

### Community Meal

Following the first Community prayer of each month there is a community meal during the fall and spring semesters.

### Convocation

Convocation is held at the beginning of the fall semester. It is a ceremonial "calling together" of the Hartford International University community and marks the start of the new academic year. The Convocation program includes a welcome and an interfaith ritual celebration, a speaker, and is followed by a reception. All members of the University community are encouraged to attend.

### Interfaith Cafe

Sponsored by the Student Services and Residential Life Coordinator, Interfaith Cafe is a weekly 30-minute discussion following Community Prayer.

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# The Campus

## Contact Information for Hartford International University Faculty and Staff

Current contact information for all employed faculty and staff can be found at <https://www.hartfordinternational.edu/contact>.

### Copier

A copier is available for student use in the library on the 1<sup>st</sup> floor of 77 Sherman Street. Please contact the library staff for assistance. All other copiers on campus are not for student use.

### Dining Options

While there are no dining services on campus, students have several options in the immediate area. Co-Op, the Campus Center Café at UCONN School of Law, offers soups, salads, sandwiches, pizza, snacks, baked goods and coffee. There are numerous restaurants located on Farmington Avenue, within walking distance of Hartford International University. Additionally, numerous restaurants in the Hartford area will deliver, often for free when a minimum order is placed.

There are two refrigerators on campus for student use – one in the main building, and one in the Budd Building. You should label your items. Please clean up after yourself when utilizing the kitchen and dining areas. Also, because other events and classes take place next to both of the campus kitchens, please be considerate of the amount of noise you make, or the times you eat (especially during fasting periods).

### Entering University Academic Buildings

For the safety and security of Hartford International University, its students, staff, and faculty, all four academic buildings are locked. All students have access to these buildings by using their ID cards to swipe in. Hours may change during the year, but generally allow access during the business day and evening class periods.

Please exit all academic buildings by the door you use to enter the building. All are encouraged to walk to their cars or dorms with others when leaving after dark.

### Fire Alarms and Building Evacuation

- Activate the nearest fire alarm.
- Keep room doors unlocked.
- Always close the door behind you before exiting.
- Walk quickly to the nearest accessible exit and leave the building (see emergency exit diagrams in each classroom and at elevators).
- If there is smoke, crawl close to floor to avoid inhaling smoke.

- Move away from the building to the closest parking lot.
- Notify RA and staff members of missing persons after exiting (i.e., classmates, professor).
- Do not return to the building until instructed to do so by a University official.

### Housing

Hartford International University has limited student residential space. Please contact the Student Services and Residential Life Coordinator for information about on-campus housing. Students can find rental information about local apartments online. Apartments within walking distance are often described as in the 'West End' of Hartford. The University does not assume any responsibility regarding external housing arrangements, nor does it act as an agent between students and apartment owners.

### I.D. Cards

Students are required to have an I.D. card, since they provide access to our buildings and are needed for checking out library materials. Please request an I.D. by sending an email to [studentids@hartfordinternational.edu](mailto:studentids@hartfordinternational.edu) with an appropriate digital photo, or to have a digital photo taken, if necessary. I.D.s will be generated and distributed when they are completed. I.D.s are printed at the beginning of each semester and weekly thereafter.

### Illegal Drugs and Alcohol Abuse

Hartford International University is committed to maintaining a drug-free campus in accordance with the requirements of the Federal Drug-Free Workplace Act and the newly amended Drug-Free Schools and Communities legislation and wholeheartedly endorses national standards for prevention programs. Education assumes a healthy integrating of mind, body and spirit. Hartford International University joins with other institutions of higher education to eliminate substance abuse. The unlawful manufacture, possession, use or distribution of illicit drugs and unauthorized alcohol on its property or at any University-sponsored activity, function or event is strictly prohibited. Details on standard of conduct, implementation and disciplinary sanctions are distributed to all incoming faculty, staff and students.

### Medical Emergencies/First Aid

In the event of a medical emergency, please call 911 immediately and then please call the main University phone line (860) 509-9500 so that staff may direct emergency personnel and notify appropriate personnel at the University. First Aid kits are located in the academic buildings as indicated below.

77 Sherman Street – mailroom, 1<sup>st</sup> floor

80 Sherman Street – in bottom drawer of cabinet in the women's bathroom

60 Lorraine Street – in the janitor's closet in the hallway by the restrooms (the door is marked "First Aid")

### Parking

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Parking is available in three parking lots. The lot next to 77 Sherman Street is accessible from either Sherman Street or Girard Avenue.

### Safety Responsibilities of Students and Staff

The cooperation and involvement of students and staff is essential in order to maintain a safe and secure campus. Everyone should be alert to any suspicious activity and report it immediately. Personal belongings and valuables should not be left unattended. Cars should be parked in well-lit areas with valuables locked in the trunk. A club locked on a steering wheel may deter thieves as well. Most importantly, staff and students are encouraged to use good judgment when leaving any facility at night by walking in pairs.

### Security

There are security measures in place on campus to help keep our community safe. While there is no official law enforcement on campus, the Director of Facilities and Campus Operations, Francis Fitzgerald serves as the liaison to local and state law enforcement agencies and is the key contact for campus crimes, fires, and related safety issues. Please refer to the Campus Safety portion of the [website](#) for more information.

### Security Policies and Procedures

A receptionist is on duty for evening classes between 5:00 – 10:00 p.m., Monday – Thursday. At 11:00 p.m. the front door is locked and all alarms are activated.

Victims of or witnesses to criminal activity on campus should report the incident to the Hartford Police (911 for emergencies or 860-527-6300 for non-emergencies) and to the Director of Facilities and Campus Operations at 860-509-9520 immediately.

### Smoking

Hartford International University is a smoke-free environment. All academic buildings are designated as non-smoking. Those choosing to smoke must do so outside.

## Academic Matters

### Matriculated Students

At the time of acceptance and admission, the Dean assigns a faculty advisor to each student. Students should make an appointment with their faculty advisor during the Advising week each semester to discuss his/her educational objectives. Students are expected to initiate contact with their faculty advisor by making an appointment with the faculty advisor or seeing the faculty member during his/her posted office hours.

### Special Students

The Admissions Office or the Registrar are available to consult with special students about course enrollment and registration decisions and to answer questions about program application and

matriculation. Special students may not exceed a maximum of 6 credits before matriculating into a program.

### Changing Your Faculty Advisor

Students may change faculty advisors with the permission of both the old and new advisor, and the Academic Dean. Students must complete [A Change of Advisor](#) Form.

### Inclusive Language Policy

Inclusive language is encouraged when the writing is the student's own. In general, do not use the terms "man" or "mankind" for human beings; use instead "human beings," "humans," "persons," "people," "individuals," "humanity," "humankind," "figures," etc.

- Pronouns: generally, use the non-binary pronouns "they/them/their" when referring to people whose gender/gender preference is unknown or unrelated to the context, or when the preference is expressed as non-binary.
- Avoid using the third person singular masculine or feminine, unless you are certain that the person referred to is male or female or expresses as male or female exclusively. For example, revise a sentence like: "A student must ask questions if *he* expects to learn" to something like: "*Students* must ask questions if *they* expect to learn," or "*A student* must ask questions if *they* expect to learn."
- When a source you quote uses exclusive language, you may quote it as it appears, or substitute/add bracketed words, e.g., "[humanity]" – unless to do so would, in the judgment of the student, defeat the purpose of the quotation or violate the integrity of the student.
- Students who prefer to use male pronouns for the deity should consult with their professor/advisor on a case-by-case basis.

### Required Writing Assistance

The personal statement required as a component of the application for all students seeking to matriculate into a degree program is carefully reviewed by the Admissions Committee. When necessary, the Admissions Committee may recommend that a newly admitted student avail her/himself of the services of the University's Writing Consultant. Such services may consist of workshops or individualized work and are provided at no additional cost to Hartford International University graduate program students. Should a student be placed on academic probation, s/he will be required to meet with the Hartford International University Writing Consultant for a minimum of ten hours each semester until her/his cumulative average returns to a non-probation level. The purpose of the meetings will be to focus on written work in current or incomplete courses. Further information is available from the Academic Dean's office at 860-509-9553.

### Writing Consultant

Hartford International University offers all students the services of a Writing Consultant, at no charge to the student. Please visit the [Student Writing Resources page](#) of the website for more information



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about making an appointment with the writing consultant and to access additional information about academic writing requirements at Hartford International University.

## Library

The value of a strong collection with diverse holdings sufficient to support faculty research, graduate student investigation, and coursework, as well as religious inquiry from the general public, has always been recognized at Hartford International University. Even before the state of Connecticut granted a charter for the Theological Institute of Connecticut in 1834, a sum of \$2,000 (equivalent to \$61,599 today!) was voted to found its library so that a “respectable number of books” were on hand even before the cornerstone was laid in East Windsor. Subsequent campuses in Hartford on Prospect, Broad, Elizabeth, and now Sherman Street have all boasted fine resources, whether in manuscript, print, audio-visual/film, or electronic form.

Due to the administrative funding of careful collection development strategies, as well as the largesse of many donors during the 19th, 20th, and 21st centuries, Hartford International University has built an internationally known collection of over 84,500 volumes and over 300 journals. The collection covers all aspects of the Abrahamic faiths, Christianity, Judaism, and Islam, and includes resources on most other religions. The library is particularly rich in the areas of Christian-Muslim and Interfaith relations, Black and Hispanic Ministries, Chaplaincy and Pastoral Care, Theology, and Ecumenism. This collection represents a broad array of theological traditions reflecting Hartford University’s diversity and multi-faith character.

The library’s special collections are a treasure trove for the many serious scholars of religion who come to Hartford International University for study and research. The *Thousand and One Nights* collection of Duncan Black Macdonald is particularly noteworthy. It is one of the largest collections known, with translations into dozens of languages, including Arabic, Serbo-Croatian, Gaelic, and Japanese. The HIU Archives also holds a significant number of original manuscripts (sermons and papers) of notable early American theologians. Amongst the most researched are the collections of Asahel Nettleton, Jonathan Edwards, Jr., and Joseph Bellamy. These are supplemented by thousands of volumes from the personal libraries of missionaries, theologians, linguists, pastors, and educators.

Located on the ground floor of the main University building, the Library’s Dillenberger Reading Room contains lounge chairs and study tables and is flooded by light from large plate glass picture windows on three sides. The Reference and Quiet Study room provides access to computer terminals and the possibility of a quieter study space. Photocopier, printer, and scanning capabilities are available. The main portion of the physical collection is found downstairs, where movable stacks have allowed the library to hold many more volumes than its size would suggest. Dedicated, professional staff, representing decades of experience in the support of religious scholarship, are available to assist with questions and information needs. Staff are ready to assist in all aspects of physical and electronic access to library resources from on-campus as well as remote sites. If you are unable to find the resources you need in the library’s collections, staff will make every effort to obtain needed materials through interlibrary loan (ILL). The library’s online public access catalog can be reached through our website at <https://www.hartfordinternational.edu/library>

## Checking out Library Materials

Anyone officially enrolled in courses either for credit or as an auditor is allowed to check out library materials. Please bring your student ID card to the library to check out physical materials. If you don't already have your student ID card, please contact [studentids@hartfordinternational.edu](mailto:studentids@hartfordinternational.edu). Physical books circulate for the duration of the current semester. Fines of \$0.25/day are assessed for overdue books and \$1.00/day for audiovisual materials. Audiovisual items circulate for seven days. Items may be recalled after one week if needed by another patron. The recall fee is \$1.00/day if the item is not returned within one week after email notification. Journals do not circulate, but individual articles may be photocopied or scanned.

To access your account online (to see what you have checked out, save searches or lists, and to renew materials), begin at the search screen which is accessible [here](#). Click on "my account" in the black search bar. You will be prompted to sign in with your User ID (library number) which is the same number you will use for accessing the DTL (below). Please contact [library@hartfordinternational.edu](mailto:library@hartfordinternational.edu) if you do not know your number. Please note that your library number is different than your student ID number.

## Electronic Resources

Looking for journal articles, essays, or book reviews? Find both citations and full-text articles on the [Atla Religion Database with AtlaSerials](#). You will also find electronic books and full-text journal articles to borrow at the [Digital Theological Library \(DTL\)](#). Many of the assigned readings for classes will be found here. Please spend some time exploring these databases. You will need your library number to borrow these electronic resources. When accessing materials in the DTL, you will be prompted to click on Hartford International University from a dropdown menu, and to enter your "Barcode or Student ID". This number is your library number and not your student ID number. Please contact [library@hartfordinternational.edu](mailto:library@hartfordinternational.edu) if you do not know your library number.

## Reciprocal Library Borrowing

The library has developed relationships with other theological libraries in Connecticut, New England, and across the United States. Please see our website for more details:

<https://www.hartfordinternational.edu/library/research-guides/borrowing-partners>

If you are visiting a participating library as a guest (in person), you are able, as a matter of course, to consult the host institution's various electronic databases. For example, the University of Hartford has a substantial portion of JSTOR, while Trinity College carries ARTSTOR as well as Taylor & Francis journals, among others. (We are not able to login to these collections from outside the host campus). Again, since participation is voluntary by the various academic libraries in our state, "restrictions may apply." Please contact the participating library before going to visit to check on hours and access.

## Orientation to the Library

There will be specially designated times during the semester for students to participate in a library orientation. If special circumstances prevent you from participation in an orientation session,

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students may stop by the library to set up a personalized tour. You can contact the library staff by calling 860-509-9506 or by sending an e-mail to: [library@hartfordinternational.edu](mailto:library@hartfordinternational.edu).

## University Policies and Procedures

The relationships and conduct of students, faculty and staff at Hartford International University are expected to be consistent with the purpose and mission of Hartford International University as stated in the catalogue and in keeping with local, state and federal law. On rare occasions, questions may arise about whether the conduct of an individual or individuals is compatible with the nature and purpose of the University. The policies and procedures in the Official Policies section of the catalogue have been developed to specifically address such issues or situations should they arise.

It is the responsibility of all students to conduct themselves in a manner consistent with the purpose and mission of the University as stated in the catalogue. It is the right of all students to address any concern, issue or grievance informally as well as formally in keeping with the appropriate policies and procedures for any given issue or situation as stated in the catalogue. Students may also consult directly with the Academic Dean for assistance or guidance regarding any issue that may arise.

### Accessibility and Accommodations

It is the goal of Hartford International University to provide accessibility, accommodations and services to students with disabilities to ensure that they have the same access to programs, opportunities, and activities as all other students.

Students seeking accommodations or services must initiate the process and submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). A disability is defined as a physical or mental impairment that substantially limits one or more major life activities.

Students must also complete and submit the Accessibility Accommodations Form available on the University's website prior to the start of each semester and/or during enrollment.

Factors in determining reasonable accommodations include each student's condition(s) and request. It is Hartford International University policy to provide reasonable accommodations on a case-by-case basis. Once documentation is received, the Student Services and Residential Life Coordinator will schedule an appointment with the student. Following the Intake Interview, and once accommodations are determined and approved, an official Accommodation Letter will be electronically mailed to each faculty member requested by the student. The letter will describe all approved accommodations. By law, the nature and extent of the disability is not identified in this letter.

It is the student's responsibility to speak with the professor(s) to use or waive specifically approved accommodations. It is also the student's right to use or waive approved accommodations on a case-by-case or semester-by-semester basis.

Requests for accommodations must be submitted each semester.

## Computer Access

All students are required to have access to computer technology that affords them email capability and access to the internet. There are also computers available for use in the library.

## Computer Use Policies

Hartford International University is committed to providing electronic services, onsite networks, and a limited amount of onsite computer equipment to support the needs of students. The policies below are to: 1) ensure the security and integrity of computer resources available on campus; 2) ensure that users have reasonable access to the facilities; and 3) ensure that the action of any one user will not adversely affect any aspect of the work of another. The University reserves the right to evaluate and monitor all student computers and electronic telecommunications except as may be prohibited by Federal or State Laws.

The following actions violate school standards and are prohibited by all University students, regardless of whether the student is using University equipment or their own devices:

1. **Unauthorized Account Access:** Attempting to gain access to another user's programs or accounts without that user's express permission.
2. **Password Sharing:** Sharing the use of your student ID or password with any other person.
3. **Harassment:** Using University computer resources to harass or annoy others, or prevent them from legitimately using the facilities. Note: Using electronic mail to send other users unsolicited messages of obscene, demeaning, and/or menacing content constitutes harassment.
4. **Tampering/viruses/worms:** Deliberately attempting to tamper with, disrupt, delay, or endanger the regular operation of the University's computing resources. Creating or propagating computer worms, or viruses, or the distribution of electronic mail or software intended to replicate or do damage to another user's account, hardware, software, or data.

The following activities constitute *unauthorized use* of school computer resources and are *expressly prohibited*.

1. **Network Monitoring:** Monitoring and/or sniffing of any network traffic, passwords, email or any other network communications.
2. **Changing settings on University computers:** Altering system software or hardware configurations without authorization, or disrupting or interfering with the delivery or administration of computer resources in any way. Downloading software (including games, wallpaper, and screen savers) from the Internet unless authorized specifically by the University. Copying, renaming, altering, examining, or deleting the files or programs of another person without permission.
3. **Non-Academic Use:** Using University computing facilities for non-academic purposes. Academic work always takes precedence over recreational use. An individual must cease playing computer games, writing non-academic email, using the Internet or any other non-academic computer activity when any person is waiting for use of any

computer intended for student/public use. Public computers are available in the Reading Room and Quiet Study of the library.

- 4. Commercial use:** Using the University's computing resources for personal business or commercial use, such as the posting of commercial web pages and the distribution of unsolicited advertising.
- 5. Pornographic material:** Using University computing resources to view or transmit material with prurient content. For purposes of this document "prurient content" is defined as material unrelated to a legitimate academic purpose and intended for the arousal of sexual thoughts or desires of the recipient and/or the sender.
- 6. Violating federal, state, and local laws:** Using any part of the computer resources of the University in any activity that violates federal, state, or local laws.

Access to Hartford International University's computing facilities and resources is a privilege and student responsibilities accompany that privilege. All students affiliated with Hartford International University, or those guests using the library services, are expected to use good judgment when using computing resources, including Internet access and e-mail. This also includes appropriate personal behavior while using the computers.

Being granted access to the University's computing resources does not provide the user with a guarantee or warranty of any kind regarding system reliability, nor does it guarantee or warrant the user that any information obtained from its electronic communications system is correct and free of errors. Hartford International University is not responsible for any personal damage as a result of loss of data, inaccuracy of data, delays in processing of data or non-delivery of data over its electronic communications system.

### Copyright Infringements

All students should recognize that information obtained through electronic methods might be protected by copyright laws of the United States (Title 17 U.S. Code), the Digital Millennium Copyright Act (H.R. 2281), and the World Intellectual Property Organization (WIPO). As such, any student in violation may be prosecuted under the terms of the law. It is the student's responsibility to understand the laws pertaining to copyright infringement.

### Credit Hour Policy

Currently, Hartford International University follows the common understanding in academia that "one hour of classroom" or a Student Hour is equivalent to a 50-minute session. Therefore, 3-credit courses require the equivalent of 37.5 clock hours of instruction and 75 clock hours of out-of-class student work per term. The courses at Hartford International University require approximately 42 clock hours of engaged time and approximately 70 clock hours of out-of-class student work per term.

### E-mail and Netiquette Guidelines

Matriculated students will be assigned a student email address. This address will be the only way through which various offices communicate, so please maintain this account, even if that means

syncing it up with another email service used more frequently. To learn more about student email and syncing accounts, please visit the [Student Email page](#) of the website. Email communication should be professional and used as a supplement to interpersonal communication. Please be mindful that not everyone uses email in the same way, but that it is reasonable to expect a two – three day turn-around-time, unless otherwise stated. It is incumbent on a student to check with each professor regarding his/her email policies, especially when it comes to submitting assignments. Per the Hartford International University discrimination policies, please avoid incendiary and prohibitive language in email, Facebook and other social media posts.

## Guidelines for Research Conducted by Persons Affiliated with Hartford International University

It is expected that all persons who conduct research under the auspices of Hartford International University will treat everyone involved in the research with respect and care. The following measures are intended to guide our efforts for research with a human subject, defined as a living individual about whom an investigator, whether professional or student conducting research: (1) obtains information or biospecimens through intervention or interaction with the individual, and uses, studies, or analyzes the information or biospecimens; or (2) obtains, uses, studies, analyzes, or generates identifiable private information or identifiable biospecimens.

### Informed Consent

Prior to participation, the principal investigator shall obtain the informed consent of the prospective research subject. An informed consent document must be presented in written form (electronic formats are acceptable) to prospective research subjects and discussed, using language understandable to the subject. It must begin with a concise and focused presentation of the key information that is most likely to assist a prospective subject in understanding the reasons why one might or might now want to participate in the research. Additionally, it must include the following basic elements:

1. A statement that the study involves research, an explanation of the purposes of the research and the expected duration of the subject's participation, a description of the procedures to be followed, and identification of any procedures that are experimental;
2. A description of any reasonably foreseeable risks or discomforts to the subject;
3. A description of any benefits to the subject or to others that may reasonably be expected from the research;
4. A disclosure of appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the subject;
5. A statement describing the extent, if any, to which confidentiality of records identifying the subject will be maintained;
6. An explanation of whom to contact for answers to pertinent questions about the research and research subjects' rights, and whom to contact in the event of a research-related injury to the subject;
7. A statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, and the subject may



discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled.

Informed consent shall be documented by the use of a written informed consent form that is signed or approved by the subject, with a written copy given to the person signing the form. Where it is determined that the research involves no more than minimal risk to the subject (see below), could not be practicably carried out with an informed consent process, and involves no procedures for which written consent is normally required outside of the research context, informed consent may be obtained in an oral discussion. All investigators are advised, however, to document their discussion of informed consent.

In circumstances of minimal risk, and where it is in the interest of the research not to provide full information before administering research instruments, the investigator shall provide subjects with additional pertinent information after their participation.

Investigators shall not use individuals as subjects unless satisfied that they, or others legally responsible for their well-being, consent to participation freely and with understanding of the consequences. Subjects shall not be induced to participate by means or in circumstances that might affect their ability to decide freely. It shall be made clear to subjects that they are free to withdraw from active participation in the research at any time. Subjects who indicate a desire to withdraw shall be allowed to do so promptly and without penalty or loss of benefits to which the subject is otherwise entitled.

## Requirements for review

Research that involves minimal risk shall not be subject to special review. Minimal risk means that the probability and magnitude of physical or psychological harm or discomfort anticipated in the research are not greater in and of themselves than those ordinarily encountered in daily life or during the performance of routine physical or psychological examinations or tests.

Research shall be subject to special review if it is deemed to pose more than minimal risk to subjects. The appropriate committee, as designated by the Dean of the University, will conduct the special review. Such risks include:

1. responses or observations of the subject will be recorded in such a way that direct identification of the subject may be possible; and
2. the responses or observations of the subject, if they became known outside of the research, could reasonably place the subject at risk of criminal or civil liability or be damaging to the subject's financial standing or employability; or
3. the research deals with sensitive aspects of the subject's own behavior, such as illegal conduct, drug use, sexual behavior, or use of alcohol.

## Suspension of research

Research shall be immediately suspended and reviewed if investigators observe that such risk factors are present or if they observe any adverse consequences that may be attributable to the research. (Approved by Hartford International University faculty on December 1, 1997.)

## Information Literacy Requirement

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Students being awarded a degree from Hartford International University must demonstrate a degree of information literacy that includes research ability (both traditional and electronic) and communication skills (both oral and written) commensurate with graduate level academic standards as specified by the Association of Theological Schools in the United States and Canada (ATS) and the New England Association of Schools and Colleges (NEASC).

### Mental Health Policy

Hartford International University will reasonably accommodate students with mental health concerns or challenges. Reasonable accommodations will be designed to enable the student to remain in school, meet academic standards, and maintain normal social relationships. If you need help finding a mental health service provider, reach out to Student Services.

All services are provided on a voluntary basis and it remains the student's decision whether or not to seek services. In some circumstances, and as the law permits, Hartford International University may seek involuntary treatment of the student.

Counseling and mental health services are confidential. Student Services will not share information about a student with faculty, staff, administrators, or others unless the student consents, except as required or permitted by law. As permitted by law, Student Support may disclose information about a student to the extent needed to protect the student or others from a serious and imminent threat to safety, for example, by making disclosures to crisis intervention or emergency personnel. In some situations, students may take voluntary leaves of absence for documented mental health reasons. **In the circumstance that a student cannot safely remain at Hartford International University or meet academic standards even with accommodations and other supports, Hartford International University may require the student to take a leave of absence. The Administration may recommend an involuntary leave for safety reasons if it finds, after an individualized evaluation of the available information, that there is a significant risk that the student will harm him/herself or another or damage property, and that the risk cannot be eliminated or reduced to an acceptable level through accommodations.**

A student on leave, whether voluntary or involuntary, may request at any time to return to Hartford International University as a student. Hartford International University may require the student to provide documentation from a mental health professional that the student is fit to return to the academic environment. When indicated, Hartford International University may seek a second opinion.

In the circumstance that a student does not meet the standard for imposition of involuntary leave but cannot safely remain in Hartford International University housing even with accommodations; Hartford International University may require the student to live in housing other than Hartford International University housing while enrolled.

### Non-Discrimination Policy and Equal Opportunity Statement

Hartford International University subscribes to the principles and laws of the State of Connecticut and the Federal government pertaining to civil rights and equal opportunity, including Title IX of



the 1972 Education Amendments. Hartford International University policy prohibits discrimination against any individual on the basis of race, gender, gender identity and expression, sexual orientation, religious creed, color, age, national or ethnic origin, ancestry, marital status, present or past history of mental health challenges, learning disability or physical disability including, but not limited to, blindness, or veteran status, or any other reason prohibited by an applicable law or regulation in the employment of faculty, staff and students; in the recruitment and admission of students; and in the operation of all University programs, activities and services. Students with disabilities are eligible for accommodations when they are enrolled in courses for graduate credit or in certificate program courses required for the completion of the program certificate. Additionally, the University will not condone acts of violence or harassment reflecting bias or intolerance of any of the above mentioned classes. Evidence of practices that are inconsistent with this policy should be reported to the Office of the Dean.

### Procedures for Fire-Related Emergencies in Campus Offices and Classrooms

- Activate the nearest fire alarm.
- Keep room doors unlocked.
- Always close the door behind you before exiting.
- Walk quickly to the nearest accessible exit and leave the building (see emergency exit diagrams in each classroom and at elevators).
- If there is smoke, crawl close to floor to avoid inhaling smoke.
- Move away from the building to the closest parking lot.
- Notify RA and staff members of missing persons after exiting (i.e., classmates, professor).
- Do not return to the building until instructed to do so by a University official.

### Publicity Policy

Hartford International University reserves the right to take photos and videos on campus for use in promotional materials, including but not limited to videos, printed brochures, our website, social media, newsletters, magazine, press releases and other media. Hartford International University may also use photos and videos taken during activities held off campus, such as field trips and other similar activities. This serves as notice of Hartford International University's intent to do so and as a release of permission to use such images. You may withhold permission by contacting the Communications Office at [communications@hartfordinternational.edu](mailto:communications@hartfordinternational.edu).

### Safety Responsibilities of Students and Staff

The cooperation and involvement of students and staff is essential in order to maintain a safe and secure campus. Everyone should be alert to any unusual occurrences or suspicious characters and report them immediately. Personal belongings and valuables should not be left unattended. Cars should be parked in well-lit areas with valuables locked in the trunk. A club locked on a steering wheel may deter thieves as well. Most importantly, staff and students are encouraged to use good judgment when leaving any facility at night by walking in pairs.

### Security Policies and Procedures

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Confidential Security Procedures (dated October 2008) detail proper safety and security measures for all University offices and classrooms. They are distributed to every employee and extra copies are on file in the office of the Director of Administration and Facilities.

A receptionist is on duty for evening classes between 5:00 – 11:00 p.m., Monday – Thursday. At 11:00 p.m. the front door is locked and all alarms are activated. All employees should always lock entrance doors to 80 & 76 Sherman & 60 Lorraine, and if a receptionist is not stationed at the desk of 77, that door should be locked as well.

Persons with physical disabilities and special needs should notify the Director of Facilities and Campus Operations. Students with physical disabilities and special needs should notify the Academic Dean's office prior to the beginning of the semester should special accommodations be required.

Victims of or witnesses to criminal activity on campus should report the incident to the Hartford Police (911 for emergencies or 860-527-6300 for non-emergencies) and to the Director of Facilities and Campus Operations at 860-509-9520 immediately. A Campus Crime Report Form should be completed which can be obtained from the Receptionist or the Director of Facilities and Campus Operations.

### Student Discipline Policy and Procedure

It is the policy of Hartford International University to conduct an impartial investigation of the facts, an impartial hearing and review of those facts and to make recommendations as to what action should be taken with regard to any issue concerning student conduct brought to the attention of the Dean in writing.

#### **Procedure:**

Any faculty member, staff member or student may bring a written complaint to the Dean of the University.

The Dean will convene the Academic Policy Committee (APC) which is the committee designated by the University to handle student disciplinary cases. The committee will be convened within seven (7) working days. In the event a member or members of the APC are involved or named in the disciplinary situation before the APC, the Dean will appoint a replacement in kind (faculty, administrator, or student.) In the event the Dean is involved or named in the written complaint, the President will appoint a replacement for the Dean.

The committee will review the available information to determine the appropriateness of the case to its jurisdiction and charge. If accepted, the case will be disposed of as quickly as possible, normally within thirty (30) days. When a case has been accepted by the committee, the following procedure will be followed.

#### **1. Investigation:**

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Conduct an investigation. Should it appear to the committee that disciplinary action might be warranted if the preliminary information received is confirmed to the committee's satisfaction, the committee shall conduct an investigation of the facts to the extent it deems necessary.

**2. Hearing:**

When the investigation is completed, the committee will then hold a hearing that will:

- a) Provide the student the opportunity to hear and have explained all of the information and evidence that the committee has received.
- b) Provide the opportunity for the student to offer a defense (to include the opportunity for the student to have witnesses appear on her/his behalf and to be accompanied by another party who may act as counsel.)

A written record of the disciplinary hearing proceedings will be made and kept on file in the Dean's Office.

**3. Determination:**

When the disciplinary hearing is completed the committee will make a final decision regarding the facts of the case and determine disciplinary action to be taken, if appropriate. In some cases the committee may deem it necessary to gather more information before reaching its final decision. In this case, the committee will provide written notice to the student of any further information it gathers and provide the student the opportunity to submit further comment about the additional information or evidence gathered by the committee (under the guidelines in 2.a. and 2.b.)

**4. Appeal Process:**

The student may choose either to accept the committee's determination in the case or appeal the decision to the President.

In the event of an appeal, the following procedure will be followed:

- a) The case will be discussed and reviewed by the Faculty Council in executive session for purposes of the President gathering recommendations from the faculty.
- b) The student will have the opportunity to submit written comments to the President prior to the President making her/his final decision. With written permission of the student, these comments may be shared with the Faculty Council in its executive session.
- c) In all cases, the final decision on the appeal shall rest with the President.
- d) When an appeal is made, the case will be reviewed and a decision reached as quickly as possible, normally within thirty (30) days.

A written record of disciplinary hearing proceedings, determination, and appeal, if any, will be made and kept on file in the Academic Dean's Office.

## Student Grievance Policy and Procedure

It is the intention of this policy to encourage and facilitate resolution of a grievance that a student may have with a faculty member, supervisor, administrator, member of the staff, or another student.

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The desire is to resolve the grievance in the early stages of the procedure. However, the procedure does provide for full mediation in a fair, equitable and timely manner. *Please note that the Student Grievance Policy does not apply to the resolution of matters related to sexual misconduct or harassment. Please see the Title IX Policy for more information.*

### Procedure:

A student who believes he or she has a legitimate grievance should meet promptly with the person immediately involved (i.e. the faculty member, administrator, supervisor or member of the staff with whom the student has an issue). Should the student not be comfortable with initiating such a meeting on her or his own, the Academic Dean is available, on a strictly confidential basis, to assist the student. The procedure is concluded if an acceptable solution is reached between the student and the other party. Should either person wish written documentation of the resolution, the two parties shall write such and each person will sign, date and retain a copy.

If the grievance is not resolved, the student may pursue the matter as follows:

Within seven (7) days of the meeting, the student should send a written statement to the Academic Dean clearly stating:

- the nature of the complaint
- the steps already taken

As soon as possible after receipt of the written statement, normally within ten (10) working days, the Academic Dean will:

- Meet with each party separately.
- Meet with the parties together to attempt to resolve the grievance.

If the grievance is resolved, provide a written summary of the resolution within seven (7) working days (of the meeting with both parties together), which each party will sign. Copies will be retained in the Academic Dean's Office. If the grievance is not resolved through the steps above, the student may make a written request, within seven (7) working days, to the Chair of the Academic Policy Committee (APC).

The Chair will convene a meeting to hear and resolve the grievance. The committee may request that additional persons be present for the hearing as it deems necessary and relevant (such as an administrator's or staff person's immediate supervisor, the Human Resources person, etc.).

The committee's recommendations and action for resolution will be presented in writing to each party in the grievance within seven (7) days of the hearing, which each party will sign.

Copies of the resolution will be retained, along with a written record of the hearing, in the Academic Dean's Office (and by the Director of Administration, if appropriate).

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In all cases, the Committee's recommendations and action for resolution will be final. In the event a member or members of the APC are involved or named in the grievance before the APC, the Dean will appoint a replacement in kind (faculty or administrator). In the event the Academic Dean is involved or named in the grievance, the President will appoint a replacement for the Dean.

To file a grievance with the Dean's Office, please submit the [Student Grievance form](#).

In the event a resolution cannot be reached internally, students may appeal the University's accrediting bodies or the Connecticut Office of Higher Education:

**The Association of Theological Schools in the United States and Canada**

The Commission on Accrediting  
10 Summit Park Drive  
Pittsburgh PA 15275-1110  
Phone: 412-788-6505  
[www.ats.edu](http://www.ats.edu)

**New England Commission of Higher Education (NECHE)**

New England Commission of Higher Education  
3 Burlington Woods, Suite 100  
Burlington, MA 01803-4514  
Phone: 781-425-7785  
<http://cihe.neasc.org/>

**Connecticut Office of Higher Education**

61 Woodland Street  
Hartford, CT 06105-2326  
Phone: 860-947-1800  
<http://www.ctohe.org/StudentComplaints.shtml>

## Title IX Policies

Hartford International University prohibits discrimination, including discriminatory harassment, sexual assault, dating violence, domestic violence, stalking, sexual or gender-based harassment, complicity in any act prohibited by this Policy, retaliating against anyone for reporting a violation of this Policy or for participating in any investigation or proceeding under this policy. These forms of prohibited conduct are unlawful and undermine the mission and values of the Hartford International University.

**All Hartford International University employees are required to report sexual harassment to the Title IX coordinator. No paid Hartford International University employee can guarantee confidentiality.**

Title IX of the Education Amendments of 1972 protects both the complainants from sexual harassment, discrimination, and violence based on sex, and the respondents – who are in the United

States - accused of sexual harassment, discrimination, and violence in education programs and activities that receive federal financial assistance. Education program or activity includes locations, events, or circumstances over which the University exercises substantial control over both the respondent and the context in which the sexual harassment occurred. Title IX applies to all of a school's education programs or activities, whether such programs or activities occur on-campus, off-campus, or virtually. Hartford International University may address sexual harassment affecting its students or employees that falls outside Title IX's jurisdiction in any manner the University chooses, including providing supportive measures or pursuing discipline. This policy does not limit principles of academic freedom or freedom of speech even when such speech or expression is offensive, nor does it abridge the University's educational mission.

Our Title IX Officer monitors compliance with this law and ensures that complaints of this nature are appropriately and equitably addressed. Any person can report sex discrimination including sexual harassment (whether or not the person reporting is the alleged target of the conduct that could constitute sex discrimination or sexual harassment), in person, by mail, or by email, using the contact information below at any time. Questions, concerns, and reports of violations can be brought to:

**Michael P. Sandner, Esq.**  
**Chief Business Officer**  
**Title IX Officer**  
77 Sherman Street  
Office 302  
Hartford, CT 06105

[msandner@hartfordinternational.edu](mailto:msandner@hartfordinternational.edu)  
(860) 509-9525

### **DEFINITIONS OF KEY TERMS**

**Sexual Harassment:** Sexual Harassment is broadly defined as: (1) quid pro quo harassment by a school's employee; (2) any unwelcome conduct that a reasonable person would find so severe, pervasive, and objectively offensive that it denies a person equal educational access; and (3) any instance of sexual assault (as defined in the Clery Act), dating violence, domestic violence, or stalking as defined in the Violence Against Women Act (VAWA).

**Quid Pro Quo Harassment:** A University employee conditioning an individual's instruction, employment, or participation in University activities upon submission to unwelcome sexual conduct and/or a University employee explicitly or implicitly conditioning a student's participation in an education program or activity or bases an educational decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. Quid pro quo harassment is equally unlawful whether the student resists and suffers the threatened harm or submits and thus avoids the threatened harm.

**Consent:** An understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely, and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. Consent to one form of sexual activity does not imply consent to other forms of sexual activity. The lack of a negative response is not consent. An individual who is incapacitated by alcohol and/or other drugs both voluntarily and involuntarily consumed may not give consent. Past consent of sexual activity does not imply ongoing future consent.

**Rape:** Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent of the victim.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances, where the victim is incapable of giving consent because of his/her age and/or because of his/her temporary or permanent mental incapacity.

**Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with a victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

**Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner, by a person similarly situated to a spouse of a victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred or by any other person



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against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Bystander Intervention:** Safe and positive options that may be carried out by an individual or individuals to prevent harm or to intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander Intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

**All Hartford International University employees are required to report sexual harassment to the Title IX coordinator. No paid Hartford International University employee can guarantee confidentiality.**

Notice to the Title IX Officer or to an official with authority to institute corrective measures on the recipient's behalf, charges a school with actual knowledge and triggers the school's response obligations.

**Risk Reduction:** Options designed to decrease perpetration and bystander inaction, and to increase empowerment for complainants in order to promote safety and to help individuals and communities address conditions that facilitate violence.

**Complainant:** An individual who is alleged to be the victim of conduct that could constitute sexual harassment. Legal guardians may act on behalf of the complainant in Title IX matters.

**Respondent:** An individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

**Formal Complaint:** A document filed by a complainant or signed by the Title IX Officer alleging sexual harassment against a respondent and requesting that the school investigate the allegation of sexual harassment.

**Document Filed By a Complainant:** A document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant or their legal guardian is the person filing the formal complaint.

**Supportive Measures:** Individualized services reasonably available that are non-punitive, non-disciplinary, and not unreasonably burdensome to the other party while designed to ensure equal educational access, protect safety, or deter sexual harassment.

**Grievance Process/Proceedings:** Refers to the consistent, balanced, and transparent activities related to resolving formal complaints of sexual harassment including but not limited to independent fact-finding investigations, formal hearings, informal resolution, and appeals.



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**Determination:** Any initial, interim, and final decision by a University official - who cannot be the same person as the Title IX Officer - or designated entity/task force authorized to resolve disciplinary matters within the institution.

- Students who are found responsible for sexual assault, dating violence, or domestic violence will be suspended or expelled.
- Students found in violation of sexual harassment or stalking will be either placed on disciplinary probation, suspended or expelled.
- Students that are placed on disciplinary probation or suspended may be sanctioned with intervention services, restrictions from accessing college or community buildings, and educational programs.

## **OFFICIAL POLICIES & REPORTING GUIDELINES**

### **GRIEVANCE PROCEDURES**

#### *Procedures for Handling Complaints of Sexual Harassment and Violence*

Hartford International University utilizes the standard of evidence of “clear and convincing evidence” to determine responsibility. Hartford International University will apply this standard of evidence consistently for all formal complaints of sexual harassment whether the respondent is a student or an employee (including faculty members).

- Clear and convincing evidence is highly and substantially more likely to be true than untrue; the fact finder must be convinced that the contention is highly probable.

**Both complainants and respondents of sexual harassment, sexual assault, stalking, dating violence or domestic violence will receive a written explanation of their rights and options of supportive measures and related services available to them whether or not law enforcement has been notified. Fair, impartial, and formal hearings or informal proceedings – mediation or restorative justice - will occur as prescribed by Clery Act regulations.**

**Hartford International University will resolve all Title IX proceedings (investigations, formal hearings, informal resolutions, and appeals) in a reasonable prompt time frame with the allowance for short-term good cause delays or extensions.**

**A Sexual Harassment/Violence Task Force will be appointed by the President of Hartford International University within two (2) weeks of the beginning of each academic year to address any complaints of sexual harassment or violence, including stalking and dating/domestic violence that may arise. A list of the members of the task force will be distributed to all members of the Hartford International University community within the first three weeks of the new academic year.**

- The Sexual Harassment/Violence Task Force shall be comprised of three appropriate parties – one member from the Board of Trustees, one member from the Faculty, and one member from the Staff. Each party would serve as the sole decision maker in a formal hearing

or an informal resolution on a rotational basis. If either the complainant or respondent is a member of the task force, the party must recuse themselves and an alternate must be identified as a replacement.

- The Title IX Officer cannot serve on the Sexual Harassment/Violence Task Force.
- The Sexual Harassment/Violence Task Force must issue a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant. The written determination must be sent simultaneously to the parties along with information about how to file an appeal.

Training Requirements - All Title IX personnel must be free from conflicts of interest or bias for or against complainants or respondents. All Title IX personnel (officer, investigators, and decision-makers) must include training on the definition of sexual harassment, the scope of the school's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. The Sexual Harassment/Violence Task Force will also receive training on any technology to be used at a live hearing. All Title IX personnel shall receive training on relevance, including how to apply the rape shield protections provided only for complainants. All Title IX personnel must have a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. All materials used to train Title IX personnel are posted on the University's website.

### Reporting, Response, and Remedy Requirements

The first step in the procedure is the reporting of a complaint/allegation to the Title IX Officer or the Title IX Officer receiving information about an allegation that would result in an official obligation for the University to respond to the alleged complainant and/or the alleged respondent.

- The complainant must be participating in or attempting to participate in the education program or activity of the school which which the formal complaint is filed.
- The respondent must be in the United States.
- The University must respond promptly to the Title IX sexual harassment allegation in a manner that is not deliberately indifferent, which means a response that is not clearly unreasonable in light of the known circumstances.
- The Title IX Officer must promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.
- The Title IX Officer will respect the complainant's wishes with respect to whether the University investigates a sexual harassment complaint unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances.

- Where the Title IX Officer signs a formal complaint, the Title IX Officer must not be the complainant or a party during the grievance process, and must comply with requirements for Title IX personnel to be free from conflict or bias.
- The University must investigate sexual harassment allegations in any formal complaint, which can be filed by the complainant, or signed by the Title IX Officer.
- Title IX investigations may not be conducted by the Title IX Officer.
- Any provisions, rules, or practices that the University adopts as part of its grievance process for handling formal complaints of sexual harassment must apply equally to both parties.
- The University must follow a formal grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures, against a respondent. The University may remove any individual from campus immediately without a hearing when an individual's presence poses a safety threat to the campus community. In the event that an individual is removed under this exception, a disciplinary hearing will be held quickly while the removal order is still in effect.
- The University must not restrict the rights protected under the US Constitution, including the First Amendment, Fifth Amendment, and Fourteenth Amendment, when complying with the Title IX. The University must not use, rely on, or seek disclosure of information protected under a legally recognized privilege, unless the person holding the privilege has waived the privilege.
- If the allegations in a formal complaint do not meet the definition of sexual harassment, or did not occur in the University's education program or activity against a person in the United States, the University must dismiss such allegations for purposes of Title IX. The University may still address the allegations in any manner the school deems appropriate under the school's own code of conduct.
- The University will treat complainants equitably by providing remedies any time a respondent is found responsible, and treat respondents equitably by not imposing disciplinary sanctions without following the grievance process prescribed in the Title IX legislation.
- Remedies must be designed to maintain the complainant's equal access to education and may include the same individualized services as supportive measures; however, remedies need not be non-disciplinary or non-punitive and need not avoid burdening the respondent, when found responsible.
- Remedies require objective evaluation of all relevant evidence, inculpatory and exculpatory, and avoid credibility determinations based on a person's status as a complainant, respondent, or witness.
- The University must list the possible remedies a school may and might impose on a respondent, following determinations of responsibility, as well as the range of supportive measures available to complainants and respondents throughout the grievance process.
- The grievance process will not use, rely on, or seek disclosure of information protected under a recognized privilege, unless the person holding such privilege has waived the privilege.

Investigation Requirements – The University must investigate the allegations in any formal complaint and send written notice to both parties of the allegation upon receipt of a formal complaint. The burden of gathering evidence and burden of proof remains on the University, not on the parties. Investigators may not be the school's Title IX Officer.

- The University must provide equal opportunity for the parties to present fact and expert witnesses and other inculpatory and exculpatory evidence during the investigation process.
- The University will not restrict the ability of the parties to discuss the allegations or gather evidence.
- The University must afford each party the same opportunity to select an advisor of the party's choice who may be, but need not be, an attorney.
- The University must send written notice to each party of any investigative interviews, meetings, or hearings.
- The University must send the parties, and their advisors, evidence directly related to the allegations, in electronic format or hard copy, with at least 10 days for the parties to inspect, review, and respond to the evidence.
- The University must send the parties, and their advisors, an investigative report that fairly summarizes relevant evidence, in electronic format or hard copy, with at least 10 days for the parties to respond.
- The University must dismiss allegations of conduct that do not meet the definition of sexual harassment or did not occur in a school's education program or activity against a person in the United States. This dismissal is only for Title IX purposes and does not preclude the school from addressing the conduct in any manner the University deems appropriate.
- A complainant can withdraw the formal complaint and allegation as long as the party gives voluntary, informed, written consent to do so.
- The University may, in their discretion, dismiss a formal complaint or allegations therein if the respondent is no longer enrolled or employed by the school, or if specific circumstances prevent the school from gathering sufficient evidence to reach a determination.
- The University must give the parties written notice of a dismissal (mandatory or discretionary) and the reasons for the dismissal.
- The University may, in its discretion, consolidate formal complaints where the allegations arise out of the same facts.
- To protect the privacy of each party, the University may not access or use any medical, psychological, and similar treatment records unless the school obtains the party's voluntary, written consent to do so.

### Informal Internal Resolution

- The University, in its discretion, may choose to offer and facilitate informal resolution options as appropriate, i.e., arbitration, mediation or restorative justice, before a neutral third party, so long as both parties give voluntary, informed, written consent to attempt informal resolution.
- Any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to a formal complaint at any time, in which case the University will revert to its formal grievance procedures.
- Informal resolutions are not available if allegations involve an employee (faculty or staff) sexually harassing a student.
- The informal resolution process will be equitable to both parties. Both parties will be notified, in writing, of the informal resolution process, and what elements of the process will remain confidential (or not).

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Live Hearings Requirements

- The University must provide for a formal live hearing if a Complaint is not dismissed in the investigation phase.
- All decision makers must be trained in all technology to be used at the live hearing.
- At a live hearing, the decision makers (the Task Force) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility.
- Cross-examination at a live hearing must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally.
- At the request of each party, the recipient must provide for the entire live hearing (including cross-examination) to occur with the parties located in separate rooms with technology enabling the parties to see and hear each other.
- Only relevant cross-examination and other questions may be asked of a party or a witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the decision-maker must first determine whether the question is relevant and explain to the party's advisor asking cross-examination questions any decision to exclude a question as not relevant.
- If a party does not have an advisor present at a live hearing, the school must provide, without fee or charge to that party, an advisor of the school's choice who may be, but is not required to be, an attorney to conduct cross-examination on behalf of that party.
- If a party or witness does not submit to cross-examination at the live hearing, the decision-makers must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the decision-makers cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.
- Live hearings may be conducted with all parties physically present in the same geographic location, or at the school's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually.
- Hartford International University must create an audio or audiovisual recording, or transcript, of any live hearing.
- Hartford International University must provide rape shield protections for complainants deeming irrelevant questions and evidence about a complainant's prior sexual behavior unless offered to prove that someone other than the respondent committed the alleged misconduct or offered to prove consent.
- The decision-makers must make a written determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, any disciplinary sanctions imposed on the respondent, and whether remedies will be provided to the complainant. The written determination must be sent to the parties along with information about how to file an appeal
- In the event that the decision-makers determine that sexual harassment/violence has occurred, disciplinary sanctions imposed on the respondent may include one or more of the following:
  - a formal reprimand, with defined expectations for changed behavior;

- recommending or requiring remedial action such as but not limited to psychological or psychiatric assessment, counseling or treatment, education and so forth;
- probationary standing, with the terms of the probation clearly defined;
- suspension or dismissal from the University

### Appeals Process

- Hartford International University must offer both parties an appeal from a determination regarding responsibility, and from a school's dismissal of a formal complaint or any allegations therein, on the following bases: procedural irregularity that affected the outcome of the matter, newly discovered evidence that could affect the outcome of the matter, and/or Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter.
- The request for an appeal must be made in writing within 30 days to the chair of the Board of Trustees. The Chair of the Board shall refer the matter to the Executive Committee of the Board within 30 days and said committee will resolve the matter, with discretion to take any further evidence that it may deem necessary before making its final determination.

### Retaliation Prohibited

- The University expressly prohibits retaliation against any person for reporting any conduct under this policy or participating in any investigation or proceeding.
- The University must keep confidential the identity of complainants, respondents, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out a Title IX proceeding.
- Charging an individual with code of conduct violations that do not involve sexual harassment, but arise out of the same facts or circumstances as a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX constitutes retaliation.
- Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a Title IX grievance proceeding does not constitute retaliation; however, a determination regarding responsibility, alone, is not sufficient to conclude that any party made a bad faith materially false statement.
- Complaints alleging retaliation may be filed according to the University's prompt and equitable grievance procedures.
- The exercise of rights protected under the First Amendment does not constitute retaliation.

### GETTING HELP

#### **Educational Materials to Promote Awareness and Prevention of Sexual Offenses and Dating/Domestic Violence**

Hartford International University has educational materials to promote awareness and prevention of sexual offenses and dating/domestic violence. Staff and students may request copies of these materials at any time. Pertinent materials are available on our website as well. However, it is recommended that those interested contact the following qualified agencies for professional



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information and services that include crisis counseling, a 24-hour hotline, referrals, support groups and education. All services are free and confidential.

The University community can obtain information about registered sex offenders in the State of Connecticut via the website: [www.communitynotification.com](http://www.communitynotification.com).

### **Getting Help, on Campus**

The Hartford Seminary Title IX Officer oversees the review, investigation, and resolution of reports of sexual harassment, sexual violence and intimate partner violence. The Officer also oversees overall compliance with Title IX and is supported by the Area Coordinator. You can contact any of the following people. If you are the victim of a sexual assault, or are helping a victim, please read the Resources for Victims section of this page.

#### **Title IX Officer**

Michael Sandner, Esq.  
Chief Business Officer  
3<sup>rd</sup> Floor, 77 Sherman  
[msandner@hartfordinternational.edu](mailto:msandner@hartfordinternational.edu)  
860.509.9525

#### **Area Coordinator**

Lorraine Browne  
Executive Assistant to the President & Human Resource Manager  
3<sup>rd</sup> Floor, 77 Sherman  
[lbrowne@hartfordinternational.edu](mailto:lbrowne@hartfordinternational.edu)  
860.509.9502

### **Getting Help, off Campus**

YWCA of New Britain Sexual Assault Crisis Hotline, 24 hours per day:  
New Britain: 860-223-1787  
Hartford: 860-547-1022

#### [Connecticut Alliance to End Sexual Violence](#) (formerly CONNSACS)

96 Pitkin Street  
East Hartford, CT 06108  
860.282.9881; [info@endsexualviolencect.org](mailto:info@endsexualviolencect.org)  
Hotline (English) 1-888-999-5545 (24/7)  
Hotline (Español) 1-888-568-8332 (24/7)

#### [Connecticut Coalition Against Domestic Violence](#)

(Support for victim/survivors of domestic or dating violence and stalking)  
Statewide Hotline: 1-888-774-2900 (24/7)

[Interval House](#): 24 Hour domestic violence hotline 860.527.0550 or 1.888.774.2900

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[Hartford Police Department](#): 860.757.4000, or 911

[NotAlone.gov](#)

### **RESOURCES FOR VICTIMS**

**Victims are encouraged to report sexual offenses and acts of violence to the Hartford Police Department using the “911” phone number for immediate notification, or the (860) 757-4000 direct phone line to the department.**

If you have been sexually assaulted, it is important that you seek medical attention as soon as possible after the assault.

- To treat physical injuries
- To ascertain the risk of sexually transmitted diseases or pregnancy and intervene accordingly
- To gather and preserve evidence that could aid prosecution. Evidence should be collected immediately. After the first 24 hours, the quality of evidence usually decreases, but can be collected up to 72 hours after the assault. The evidence collection can be performed at any of the area hospital emergency rooms, usually takes about four hours, and you may have a support person present during the exam. You are encouraged not to bathe, brush your teeth, use the toilet, douche, or change clothing.

St. Francis Hospital  
860.714.4001

Hartford Hospital  
860.524.2525

Connecticut General Statute 19a-112a (e): No costs incurred by a healthy care facility shall be charged directly or indirectly to such victim for the examination of a victim of sexual assault, when such examination is performed for the purpose of gathering evidence as prescribed in the protocol, including the costs of testing for pregnancy and sexually transmitted diseases and costs of prophylactic treatment as provided in the protocol. Any such costs shall be charged to the Office of Victim Services within the Judicial Department.

If you seek treatment at a local hospital and the police are contacted, this does not mean you have to proceed with criminal charges.

### **Weapons Possession**

The possession, use or sale of weapons is prohibited on all areas of the University campus. Weapons include, but are not limited to, firearms, ammunition, explosives, fireworks and hunting knives.



