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Policies of the University of Bridgeport

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

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

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

Privacy Requirements

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

Family Educational Rights and Privacy Act (FERPA)

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

1. The right to inspect and review the educational records within 45 days of the day the University receives the request for access. Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The University Registrar will make arrangements for access and notify the student of the time and place where records may be inspected. If the Registrar does not maintain the records requested the Registrar will advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of their educational record that he/she believes is inaccurate or misleading. Students should ask the University to amend the record that they believe is inaccurate or misleading. They should write the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's educational record, except to the extent that FERPA authorizes

disclosure without consent they University must have the student's consent prior to the disclosure of educational records and ensure that the consent form is signed and dated and states the purpose of the disclosure. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

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

FERPA: Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the University of Bridgeport with certain exceptions, obtain your written request prior to the disclosure of personally identifiable information from a student's educational records. However, the University may disclose appropriately designated "directory information" without written consent. The primary purpose of directory information is to allow the University to include this type of information in certain school publications. Examples include:

- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activities sheets, such as weight and height of team members

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

If you do not wish the University to disclose directory information without prior written consent you must notify the University by the 10th day of class in a semester. The University of Bridgeport has designated the following information as directory information:

- Student's name
- weight and height of member of athletic teams
- degrees, honors, and awards received
- major field of study
- dates of attendance
- grade level

POLICY ON THE GRIEVANCE PROCEDURE

Subject to the prior jurisdictions of the College Handbook disciplinary provisions, the Committee on Academic Honesty and the Disciplinary Council, any student who believes s/he has been treated unjustly by a staff or faculty member may use the following procedure for resolving the problem:

Informal Level:

*Step*The student should attempt to resolve the problem

one: with the individual involved.

Step 1: If the problem is not resolved to the student's

two: satisfaction in Step One, the student should request a meeting with the immediate supervisor of the individual involved. In cases where the student has a grievance with an instructor who is also the department chairperson, the Dean of the college or his/her designee will hear the grievance. If the grievance is with the Dean or Director of a school/college, then the student should speak with the Provost.

Formal Level:

Step 2: If the problem has still not been resolved to the student's satisfaction with the informal process, then the student should request a meeting with the next higher level of supervision. At this time, the student must submit, in writing, the nature of the problem and what resolution is expected. This must be done within 7 calendar days of the meeting at Step Two. Whomever the student submits the grievance to must respond, in writing, to the student within 7 calendar days.

Appeal:

An appeal may be made by the student, in writing, to either the Dean of the Academic College or the Dean of Students (whichever is appropriate), within 7 calendar days of the responsive letter being sent in Step Three, according to the following criteria:

1. Proper procedures were not followed, or
2. New evidence has arisen to support the student's case that was not available at the start of the case.

The Dean will determine whether there is any basis to hear the appeal and if a hearing is to be held. The decision of the Dean must be placed in writing (whether a hearing is held or not); the decision shall be final.

POLICY ON MANDATORY MEDICAL WITHDRAWAL

The University of Bridgeport may remove a student from the University community for serious medical problems or serious emotional problems (student is perceived to be a threat to self or to others and/or endangers the safety and/or well-being of the University community). Students required to withdraw have the right to appeal through the Dean of Students (see Grievance procedures). This appeal must be in writing within one week of the medical withdrawal notification. Readmission to the University of Bridgeport following a mandatory medical withdrawal may be granted at the option of the Dean of Students in his exclusive discretion, provided that no student may be readmitted without the favorable recommendations and clearance from the Director of Health Services or Counseling Services, as appropriate.

POLICY ON EXCUSED ABSENCES

The Student Health Services medical staff will provide a medical excused absence note only if the student has been absent from class for 3 or more days and had been treated at the Student Health Services

The Student Health Services medical staff will not write excused absence notes for illnesses or problems for which they did not provide care. If you received care for your illness or injury from a private physician, local emergency room or clinic in the community, you must request your excused absence note from that medical provider rather than from the Student Health Services.

POLICY ON POSTING ON CAMPUS (SIGNS, POSTERS, FLYERS, ETC.)

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

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

- All signs, posters, flyers, etc., in buildings and on bulletin boards must bear the name of the organization or person posting the sign.
- All signs, posters, flyers, etc., placed or hung outside buildings may only be placed on approved bulletin boards.
- No signs, posters, flyers, etc., may be placed or hung on windows, doors, or glass panes.
- All signs, posters, flyers, etc., must be placed and/or hung on approved bulletin boards.
- All signs, posters, flyers, etc., must bear the "permission to post" stamp.
- All signs, posters, flyers, etc., must bear the date by which the sign will be removed.
- Individuals and groups are responsible for removing signs, posters, flyers, etc. by this date.
- Approval of a sign, flyers, or posters does not mean that the University endorses the event.
- There may be no reference to alcohol in any sign, flyer or poster, with the exception of University approved BYOB/alcohol-served events.
- All content must be in English or a translation reasonably satisfactory to the Dean of Students (or his/her designee) must be received prior to posting.

In the Student Center

- Because bulletin board space is limited, signs and posters must be modest in size. A maximum of 14" x 22" is recommended. Posters and signs rarely should be up more than seven days. Special requests should be submitted to the Student Center Building Manager, who is the Director of Student Programming.
- Approval and permission to post signs in the Student Center must be given by the Student Center Building Manager and must bear the "permission to post" stamp.
- All signs and posters must be removed the day following the event.

On-campus/Outside University Buildings Within the Campus Area

- All signs, flyers and posters outside University buildings must be approved by the Director of Student Programming or his/her designee before they are posted, and may only be posted on approved bulletin boards.
- No signs, posters or flyers of any kind may be attached in any way to trees, utility poles or on windshields of motor vehicles.
- All displays and signs must be removed within 24 hours after the event, or in the case of competitive displays, after they have been judged.

On the University of Bridgeport Internet Server or UBNet

Students wishing to have information posted on the UBNet must first have it approved by the Dean of Students or a professional staff member of the Student Development

Division. To place an announcement on the UBNet, present the Dean or professional staff members with a hard copy of the announcement. If it is approved (using similar guidelines as those stated above for "On campus" postings), an "Approved for UBNet" stamp will be placed on the announcement. The individual/group must then take the approved announcement to the Web Master, who will review it and post it on the UBNet.

Reservation of Rights

The University reserves the right to refuse permission to post, and to remove without prior notice any posted communicative content, which in the opinion of the University carries an unreasonably significant risk to the health, welfare, or safety of the University community or any of its members, provided that the denial or withdrawal of posting rights is reasonably related to the risk which the University perceives and that no other less restrictive alternative is reasonably available to the University under the facts and circumstances pertaining including but not limited to the need to act with dispatch to achieve compelling objectives of the University.

POLICY ON ACCESSIBILITY TO CAMPUS FACILITIES, EVENTS, AND SERVICES

The University is committed to ensuring equal access for people with disabilities to all University owned, rented, or leased facilities, endorsed activities and services. A person with a disability is defined as:

"A person who has a physical or mental impairment which limits one or more of major life activities (such as working, learning, walking, seeing, etc.); has a record of having such impairment; or is seen or regarded as having such an impairment."

The University of Bridgeport is committed to:

1. Providing equal educational opportunities for all of its students, regardless of physical disabilities, learning disabilities, or other disabilities.
2. Encouraging students to be independent and to be able to participate fully in all University programs.
3. Improving access for students by removing not only physical barriers, but attitudinal barriers as well.

Therefore,

a) If a class is being offered in a facility that is not accessible, arrangements must be made to have the class moved to an accessible location when requested.

b) When publicizing events held in University facilities, the following statement must be on all advertising if appropriate: "This location is accessible to people with disabilities." If events are held in facilities that are not accessible, arrangements if reasonably possible will be made to move that event to an accessible location when requested.

c) Upon request the University shall make reasonable accommodations to all disabled persons so that no individual shall be discriminated against in the full and equal enjoyment of the good, services, facilities, privileges, advantages or accommodations of any place within or owned, leased or rented by the University.

To file a complaint or receive assistance, you may contact the following:

- The Building Manager of the facility
- Director for Counseling Services
- Dean of Students

POLICY ON PARKING

Vehicle Registration/Parking Permit

The University reserves the right to impose parking restrictions on campus, including but not limited to requiring permits and conditioning the right to receive a permit on such conditions as the University in its exclusive discretion may impose. The University is not responsible for theft or damage to vehicles. Students park at their own risk.

On-Campus Handicapped Parking

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

Restricted Parking Area

Vehicles parked in traffic areas designated as fire lanes are subject to impoundment and/or towing. Vehicles blocking dumpsters, loading docks and driveways, or parked on the grass are also subject to ticketing, impoundment and/or towing. The owner/operator is also subject to disciplinary sanction.

Abandoned Vehicles/Snow and Other Emergencies

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

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

POLICY ON CAFETERIA AND MEAL CARDS

1. Students identified as throwing food items or utensils in any University facility will be subject to immediate disciplinary action up to and including suspension.
2. Students are required to clear their table and bring their tray to the dishwashing area.
3. Mandatory meal contracts are for the entire school year (non-mandatory meal contracts are for each semester).
4. All residents are required to participate in the "Easy Living" meal plan. Unless you withdraw from school, you are responsible for this contract. Withdrawals must be processed through the Bursar's Office. Failure to do so may result in payment of the full amount contracted for at registration.
5. Your meal card is your responsibility. You must have a card to enter the Dining Hall. There is a fine of \$25.00 for misuse of a meal card. If you lose your card or have mislaid it, report the loss in the Dining Hall Office immediately. They will issue a new card and new number and invalidate your old number.
6. Dining Hall Office hours for new meal cards and lost meal cards are Monday through Friday, 9:00 a.m. - 11:00 a.m. and 2:00 p.m. - 4:00 p.m. A new card costs \$15.00.

A \$10.00 deposit is required at this time for the use of a temporary meal card. You will not be allowed to eat without a valid meal card.

7. No food dishes or utensils are to be taken from the Dining Hall. You will be stopped and reported for appropriate disciplinary action if you attempt to take the above items from the Dining Hall. Guests and any commuting students may eat in the Dining Hall and pay on a per-meal basis.
8. Student meal cards are nontransferable; you may not let someone else use your card to obtain food or services from the cafeteria.

POLICY ON IDENTIFICATION CARDS

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

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

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

In case of loss, a replacement I.D. card may be obtained from the Registrar after paying a \$15.00 fee to the Bursar. Confiscated I.D.s will only be returned following disposition of the incident. In most cases, confiscated IDs will be forwarded to the Director of Residential Living and Judicial Affairs for investigation and follow up. A student leaving the University for any reason should return his/her I.D. card to the Bursar for appropriate disposal.

POLICY ON ALCOHOL USE AT THE UNIVERSITY OF BRIDGEPORT

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

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

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

1. Kegs and keg events are strictly prohibited on all University premises, including all residence hall rooms.
2. The presence, possession, or use of common source containers of alcoholic beverages (including but not limited to: kegs, barrels, beer balls, pony kegs, other bulk containers requiring a tapping device or spigot, punch bowls, trash cans or other containers used as punch bowls) by individuals or groups is prohibited on the University campus.
3. Students under the age of 21 may not use, possess, sell, or consume alcohol on University property under any circumstances.
4. Individuals or groups may not sell alcoholic beverages without proper permit, applied for in advance from the State Liquor Control Commission.
5. Students 21 years of age and over may use alcohol within reasonable limits in the privacy of their rooms, except in any designated substance-free residence hall.
6. The consumption of alcohol or possession of an open container of alcohol is

- prohibited in all common areas of residence halls, including, but not limited to corridors, stairwells, elevators, bathrooms, lounges, kitchen areas, recreation rooms, basketball courts, and study areas.
7. The University of Bridgeport prohibits delivery of alcoholic beverages to the Bridgeport campus, except delivery by wholesale distributors to an event for which a State Liquor Permit has been obtained.
 8. Consumption of alcoholic beverages in public premises such as snack bars, meeting rooms and places of public assembly is only allowed during approved and registered events at which alcohol is permitted.
 9. The consumption of alcohol is allowed in academic buildings only at approved and registered events in designated lounge areas. Receptions held in academic building lounges are generally sponsored by and are the responsibility of departments housed within the building. Alcohol is not permitted in classrooms.
 10. Personal possession of alcoholic beverages, even if not intended for personal use, is not allowed in non-residential facilities except as provided for in this policy.
 11. The use of beverages in containers other than glass is strongly encouraged to prevent breakage and personal injury.
 12. All students assume full responsibility for alcohol served and/or consumed in their residence hall rooms.

ALCOHOL EFFECTS

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

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

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions, and intense feelings of being unwell. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as brain and the liver.

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

It is critically important for faculty, staff, visitors and students alike to be aware of the effects of alcohol use and abuse. Questions that involve employees' use or abuse of alcohol should be directed to the Director of Human Resources. Violations of this policy by any University student or student organization will result in the immediate involvement of the University Judicial Officer and, in certain situations, the Dean of Students. Sanctions may include, but are not limited to the following as noted on the graph on the following page:

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

POLICY ON DRUG USE

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

Connecticut Statutes cover a wide range of drug offenses, including the offer, the sale, the possession with intent to sell, or gift, and the possession of various types of drugs [21a CONN.GEN.STAT.Section 277, 278, 279 (1988)]. Federal law also penalizes the manufacture, distribution, possession with intent to manufacture or distribute, and simple possession of drugs ("controlled substances"). [Controlled Substances Act U.S.C. Section 841, 843, [b], 844, 845, 846 (1988).] The University of Bridgeport is in compliance with the Drug-Free Schools and Campuses Regulations.

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

University Security or housing staff retains the right to inspect student rooms and property if reasonable suspicion of controlled substance or drug paraphernalia activity exists. (Regarding room inspections see Residence Hall Contract Terms, #8). Reasonable suspicion may be generated by observable (seeing, smelling, etc.) drugs or drug paraphernalia and/or other physical or behavioral evidence of drug usage, and may result in confiscation of such materials. The University Administration maintains the right to require drug toxicology testing if reasonable suspicion of the use of a controlled substance/s exists. In certain situations, i.e. any violent and/or antisocial behavior, damage to personal or University property, etc., the administration may require drug toxicology testing.

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

If the initial "Rapid Drug Screen" test is positive and the student elects not to obtain a more analytical, outside laboratory test costing approximately \$200.00 (paid by the student), then the disciplinary sanction will be immediate, automatic suspension from the University for no less than one semester with additional stipulations. There is no appeal.

If the initial "Rapid Drug Screen" test is positive, the student elects to obtain a more analytical, outside laboratory test costing approximately \$200.00 (paid by the student), and that test is positive, then the disciplinary sanction will be immediate, automatic suspension from the University for no less than one semester with additional stipulations. There is no appeal.

If the initial "Rapid Drug Screen" test is positive, the student elects to obtain a more analytical, outside laboratory test costing approximately \$200.00 (paid by the student), and that test is negative, then depending on the circumstances that prompted the toxicology test, the University Judicial Officer (UJO) can elect to drop the charges or start the regular disciplinary process.

The results of the toxicology tests may be shared with appropriate administrators and/or law enforcement authorities.

As noted below, students who are accused of violating the regulations will face University disciplinary actions. If found in violation as a result of such disciplinary actions, a student will face the following penalties:

DRUG VIOLATION	1ST TIME	2ND TIME	3RD TIME
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Knowing presence and/or possession of paraphernalia	Warning, probation, and possible substance abuse evaluation	10+ hours of community service; \$200 fine and possible substance abuse evaluation	Suspension and possible substance abuse evaluation
Possession, use	Semester suspension and possible substance abuse evaluation	One year suspension and possible substance abuse evaluation	Expulsion
Sale, manufacture, distribution	Expulsion	N/A	N/A

In addition, the University may seek criminal prosecution in these matters according to federal, state and/or local criminal codes that pertain to illegal or controlled drugs.

The University is also concerned about off-campus behavior that results in arrest for an alleged violation of criminal law regarding illegal drug usage, sale or manufacture. Such arrests may be considered by the University Judicial Officer for on-campus adjudication.

SUBSTANCE ABUSE REFERRAL LIST

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

On-Campus:

- University of Bridgeport Counseling Services, Health Sciences Center, 203-576-4454
- University of Bridgeport Health Services, Health Sciences Center, 203-576-4712

Off-Campus:

- St. Vincent's Hospital, 2800 Main Street, Bridgeport, 203-576-6000
- C.A.S.A. (Spanish) 203-339-4112
- Susan Delesandro, LCSW, CASAC 203-254-2000 or 203-386-0096
- Center for Substance Abuse Treatment Helpline, 1-800-662-HELP, <http://findtreatment.samhsa.gov>

POLICY ON STALKING

The act of stalking interferes with a student's right to work, study and live in a campus environment that must be free from harassment and intimidation. Stalking is defined as "repeatedly contacting another person when the contacting person knows or should know that the contact is unwanted by another person and the contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform academically or other activities of daily life." Contacting includes, but is not limited to, communicating with or remaining in the physical presence of the other person.

Stalking is a crime in Connecticut. Students who believe they may be victims of stalking should report this immediately to any of the following:

- Campus Security at ext. 4911
- Dean of Students at ext. 4392
- Director for Counseling Services at ext. 4454
- Director for Residential Life and Judicial Affairs at ext. 4228

- Bridgeport Police at 911 (9-911 from UB Campus phone).

Stalking will not be tolerated at the University of Bridgeport. Stalkers will be subject to full disciplinary action that may include expulsion from the University.

POLICY ON GUNS, REPLICAS OF GUNS, AND OTHER WEAPONS

The University of Bridgeport is committed to providing its students with a safe and healthy learning and living environment. The possession or use of guns and/or other weapons or replicas of such weapons, or objects which might reasonably be mistaken for weapons, is contrary to this commitment and the spirit of an academic community where free expression, civil disagreement and debate are encouraged.

Therefore, the possession or use by students of guns, replicas of guns and/or other weapons, or objects which might reasonably be mistaken for weapons, whether or not the object is loaded with live ammunition, capable of being fired, or when operable capable of administering deadly force, is absolutely prohibited in all University facilities and all University owned, rented, or leased property. Students found to be in violation of this policy will be subject to immediate expulsion from the University.

Students who have firsthand knowledge of guns or other weapons on campus, or who know of individuals who have threatened to use a weapon, must report this information - anonymously, if preferred - immediately to any of the following: Campus Security, at ext. x4911; the Dean of Students, at ext. x4392; or the Director of Residential Life and Judicial Affairs, at ext. x4228.

POLICY ON HARASSMENT, DISCRIMINATION, AND HATE CRIMES

The University of Bridgeport embraces the principles of diversity and pluralism, insists on the right of all members of our community to be treated with respect and fosters our personal obligation to honor the individuality and dignity of all human beings. The institution will create and maintain an environment that acknowledges differences, encourages freedom of expression and motivates change. Harassment, discrimination and hate crimes are not conducive to this environment. Therefore, the University of Bridgeport will not tolerate any conduct or speech that has no intent other than to cause embarrassment or pain to any individual or group in our community.

Harassment

Any form of harassment based on an individual's or group's race, gender, ethnicity, national origin, religion, age, disability, sexual orientation, or other difference will not be tolerated.

Discrimination

Any form of discrimination based on an individual's or group's race, gender, ethnicity, national origin, religion, age, disability, sexual orientation, or other difference will not be tolerated.

Hate Crimes

Any act of violence or threat of violence based on an individual's or group's race, ethnicity, national origin, religion, age, disability, sexual orientation, or other difference will not be tolerated. Moreover, in cases of conflicts between the right to speak freely and the right to be protected from injury of "hate speech," the University will be guided by the following general policy:

The University recognizes, respects and values the principles, letter and spirit of the First Amendment right to free speech and expression. The essential concepts of academic and personal freedom require that we go to extraordinary lengths to ensure that even ordinarily distasteful opinions and speech be countenanced, whether popular or unpopular, politically correct or incorrect, foolish or wise, naive or sophisticated. At the same time, we expect members of the University community to be responsible and sensitive when exercising these rights. Free inquiry cannot long exist in a community that permits any of

its members deliberately to harm, by deed or word, any of the rest of us.

In various handbooks and other policy statements, the University already has prohibited certain acts which may harm others. This policy warrants tougher sanctions when these prohibited acts are based on aforementioned individual or group differences.

Resolution of Policy Violation

Any person who believes that he/she is being victimized by an offense as stated in the Policy on Harassment, Discrimination, and Hate Crimes may seek resolution of the violation through the following processes. The Title IX Officer is responsible for administration of this policy and its resolution processes.

Informal Process

Any person who believes that he/she is being victimized may seek resolution of the problem through discussion with the alleged violator(s). If there is a reluctance to deal directly with the alleged violator(s), or this does not resolve the matter, the problem should be brought to the Title IX Officer. The Title IX Officer, through informal discussion and counseling will work towards informal resolution of the violation.

Formal Process

If there is no resolution during the informal process, the formal grievance process will be activated. The Title IX Officer will contact the chairperson of the University Grievance Committee (UGC) to arrange a date, time and place for a formal Hearing. If the alleged violator(s) admits violation of the policy prior to the formal Hearing by the UGC, then the Title IX Officer will determine the sanctions.

POLICY ON SEXUAL HARASSMENT

The University of Bridgeport embraces the principles of diversity and pluralism, insists on the right of all members of our community to be treated with respect and fosters our personal obligation to honor the individuality and dignity of all human beings. This institution will create and maintain an environment that acknowledges differences, encourages freedom of expression and motivates change. Sexual Harassment is not conducive to this environment. Therefore, the University of Bridgeport will not tolerate any conduct or speech that has no other intent than to cause embarrassment or pain based on gender. ***Sexual Harassment is illegal. Connecticut Discriminatory Employment Practices Act and Title VII of the Civil Rights Act of 1964, as amended, prohibits Sexual Harassment.***

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

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

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

Resolution of Policy Violation

Any person who believes that he/she is being victimized by an offense as stated in the Policy on Sexual Harassment may seek resolution of the violation through the following processes. The Title IX Officer is responsible for administration of this policy and its resolution processes.

Informal Process

Any person who believes that he/she is being victimized may seek resolution of the problem through discussion with the alleged violator(s). If there is a reluctance to deal directly with the alleged violator(s), or this does not resolve the matter, the problem should be brought to the Title IX Officer. The Title IX Officer, through informal discussion and counseling will work towards informal resolution of the violation.

Formal Process

If there is no resolution during the informal process, the formal grievance process will be activated. The Title IX Officer will contact the chairperson of the University Grievance Committee (UGC) to arrange a date, time and place for a formal Hearing. If the alleged violator(s) admits violation of the policy prior to the formal Hearing by the UGC, then the Title IX Officer will determine the sanctions.

POLICY ON SEXUAL ASSAULT

Sexual Assault is any unwanted, coerced, forced sexual contact and/or intercourse.

Sexual assault is a criminal act pursuant to CT. General Statutes 53a70-53a-73a. Sexual assault refers to any non-consensual, unwanted, coerced, forced sexual contact and/or sexual intercourse. Sexual contact means any contact with the intimate parts of a person for the purpose of sexual gratification or for the purpose of degrading or humiliating such a person. Sexual intercourse means vaginal intercourse, anal intercourse, fellatio or cunnilingus between persons. Penetration, however slight, is sufficient to complete vaginal intercourse, anal intercourse, or fellatio does not require emission of semen. Penetration may be committed by an object manipulated by a person into the genital or anal opening of the victim's body.

Sexual assault may be committed against a woman or a man, may result in physical and psychological harm, may be committed against a victim who is intoxicated or otherwise unable to give consent, and may be committed by person(s) both known and unknown to the victim.

These crimes, which the State of Connecticut classifies as felonies, will not be tolerated in a community of learners where mutual respect is paramount. At the University of Bridgeport, we make every effort to educate students about sexual assault, how to prevent it and how to address it. The University recognizes the importance of confidentiality in cases of sexual assault, and every attempt will be made to ensure the privacy of those involved.

1. Your Options and Your Choices

On-Campus:

If you believe that you have been sexually violated, you are encouraged to contact a member of UB's Sexual Assault Response Team. The UB Sexual Assault Response Team provides a 24 hour crisis line which protects confidential communications and offers prompt and compassionate support to the victim.

- Carole Weiner, Director of Counseling
Office 576-4454
- David B. Oestreicher, Director of Residential Life and Judicial Affairs
Office 576-4228
- Patricia Shuster, R.N, Director of Health Services
Office 576-4713
- Campus Security, anytime

Office 576-4911

Off-Campus Resources include:

- Connecticut Sexual Assault Crisis Services (CONNSACS) 1-888-999-5545
- Sexual Assault Crisis Hotline: 333-2233

The above groups will identify a crisis counselor immediately and will, on behalf of the sexual assault/sexual assault victim: accompany the victim to the hospital and assist the victim through the criminal justice system, which includes hospital forensic exam, police report, District, Superior or Federal Court.

2. Get Medical Attention

- When health/safety is in danger, call 911 immediately and/or Campus Security at x4911
- Go to a Hospital Emergency Room (Bridgeport Hospital or St. Vincent's Medical Center) where you can get medical attention for personal injury, sexually transmitted diseases, and/or pregnancy. Follow up testing for HIV is recommended. Medical evidence may also be collected.
- Go to the University Health Services, Room 116, 60 Lafayette Street, 8:30 a.m. to 4:30 p.m. Monday through Friday.

3. Report the Assault

Students may call the police, Campus Security, and/or the Dean of Students. Please, do not wait to report a sexual assault. Get help.

Bridgeport Police Department: 911 (9-911 on campus)

Campus Security Department: x4911

Dean of Students: 576-4392

4. Resolution of Policy Violation

Any person who believes that he/she is being victimized by an offense as stated in the Policy on Sexual Assault may seek resolution of the violation through the following processes. The Title IX Officer is responsible for administration of this policy and its resolution processes.

Formal Process

The formal grievance process will be activated in all cases involving the violation of the policy on Sexual Assault. The Title IX Officer will contact the chairperson of the University Grievance Committee (UGC) to arrange a date, time and place for a formal hearing. If the alleged violator(s) admits violation of the policy prior to the formal hearing by the UGC, then the Title IX Officer will determine the sanctions.

Sanctions

Students found in violation of sexual assault, forcible or non-forcible, will be subject to a minimum of one-year suspension up to permanent expulsion. Students found guilty, who plead guilty, or who plead no contest, of sexual assault in a criminal proceeding will be found in violation of this policy and subject to immediate expulsion without the necessity of awaiting the result of any appeal.

The Dean of Students, or his/her designee, or the Title IX Officer has the authority to take immediate action to protect the safety and well being of members of the UB community. A preliminary investigation by the Dean/Title IX Officer will determine immediate action pending Hearing.

**GRIEVANCE PROCEDURES
for
Sexual Harassment, Harassment, Sexual Assault, Discrimination, and/or Hate**

Crimes

The Title IX Officer is responsible for administering these policies and their grievance procedures. The University Grievance Committee is responsible for hearing and deciding all formal hearings.

Informal Process

Any person who believes that he or she is being victimized by an offense as stated in the University of Bridgeport Policy on Sexual Harassment, Harassment, Sexual Assault, Discrimination, and/or Hate Crimes may seek resolution of the problem through discussion with the alleged violator(s).

If this does not resolve the matter, or there is a reluctance to deal directly with the alleged violator(s), the problem should be brought to the Title IX Officer, whose office is located in the Wahlstrom Library, Seventh Floor, (203) 576-4651.

Formal Process

If there is no resolution during the informal process, or if the victim believes that he/she has been sexually assaulted a formal process will be activated. The Title IX Officer will contact the chairperson of the University Grievance Committee (UGC) to arrange a date, time, and place for a formal hearing.

Grievance Procedures and Operating Guidelines for the UGC

These procedures and guidelines are intended to ensure confidentiality, prevent retaliation, and achieve prompt resolution of complaints while protecting the rights of the person initiating the complaint ("complainant") and the person accused ("respondent"). There may be multiple complainants and respondents; also, organizations may be a complainant or respondent.

Section 1: Rules and Procedures

The UGC shall adopt such rules and procedures for the conduct of Hearings as are necessary to ensure that the respondent receives reasonable notice of the allegations and is accorded reasonable opportunity to respond.

Formal rules of evidence as used in a court of law do not apply. The chairperson has the right to rule on the admissibility of testimony or any other procedural matter at any time during the Hearing; however, a majority vote of the committee not including the chairperson shall overrule the chairperson in the event that a member objects by stating "objection."

All will be granted reasonable opportunity, in the discretion of the chairperson, to present their case and witnesses on their behalf. The members of the UGC and both parties have the right to question witnesses. In cases of sexual assault (only), the complainant(s) and respondent(s) will be heard separately by the UGC.

Step Process

The Title IX Officer and/or either party may contact the Chairperson of the UGC to file an official complaint in writing.

All parties will receive written notification of the charge from the chairperson; the date, time, and location of the Hearing; and, the names of the witnesses.

The chairperson will convene the UGC.

The chairperson will read aloud the complaint and provide copies to members and all parties.

The chairperson will ask respondent(s) to issue a plea.

If respondent(s) pleads "in violation", the UGC will determine sanctions and notify the Title

IX Officer of its decision. The Title IX Officer will assign enforcement to the Dean of Students (if student), or the Director of Human Resources (if staff). This decision of the UGC cannot be modified.

If respondent(s) pleads "not in violation", the UGC will first hear from the complainant. Following, members and the respondent (except in cases of alleged sexual assault) may question the complainant.

The respondent may present a defense. Following, members and the complainant may question the respondent.

In the event that there is more than one complainant and/or respondent, the chairperson will determine the order in which parties are to be questioned.

If witnesses are summoned, they will speak one by one in an order determined by the chairperson. Each witness will be questioned first by the party who called him/her, the UGC, then the other party. Witnesses may be recalled to the Hearing as required. Witnesses will leave after speaking.

After witnesses have been questioned, the UGC will question complainant and respondent, as necessary.

The parties will also be given a final opportunity to make statements and question each other (except in cases of alleged sexual assault).

After all testimony has been heard, the UGC will deliberate, in private, to reach a decision.

Within seven business days of the Hearing, parties will meet individually with the Title IX Officer and be notified of the decision, verbally and in writing.

If UGC finds respondent guilty of charge(s), she/he will be subject to penalties that may include, but not be limited to: issuing an apology, verbally or in writing; payment of a fine; performing community service; receiving mandatory counseling; suspension/expulsion; dismissal.

Sanctions will be determined by the UGC. The chairperson will notify the Title IX Officer of its decision.

The Appeals Process

Either party may appeal on the basis of: 1) proper procedures were not followed; 2) new evidence not available at time of Hearing; 3) severity of sanction; and 4) the belief that the decision reached is contrary to the weight of evidence.

A written, signed request for an appeal may be submitted to the Title IX Officer within five days of the final verdict. If the Title IX Officer decides in his/her exclusive discretion that grounds for an appeal exist, she/he will submit the appeal to the President of the University for review.

The President has the ultimate decision and may: 1) make a final decision personally; 2) designate an independent panel to hear the appeal and make recommendations with regard to a decision; or 3) refer the case back to the UGC to reconsider and/or make recommendations. In the latter two cases, recommendations will be made to the President whose decision will be final.

Section 2: Failure to Respond to Allegation

Failure to respond to a charge or appear at a Hearing will be considered a breach of responsibility and will not prevent the process from proceeding. Failure to respond may result in a verdict based solely on the complainant's testimony, witnesses and evidence. If a respondent fails to answer an allegation or fails to participate at the Hearing, the Chairperson will notify the Dean of Students, or the Director of Human Resources.

Section 3: Confidentiality and Integrity

The UGC will respect the strict confidentiality and integrity of the Hearing and ensure that all rights are protected. Hearings are closed to the public. Witnesses will be present only when their testimony is given.

Section 4: Use of Counsel

All parties have a right to consult with counsel of their choice, including an attorney. However, all parties and their counsel should understand that a UGC Hearing is not a court of law. **Counsel may attend hearings as an observer only.** Parties must inform the chairperson of whom their counsel will be.

Section 5: Use of Tape Recorder and Other Records

A tape recording will be made by the University only of all Hearings and will be kept, with the other records, by the Title IX Officer. Tapes will be destroyed when the appeals process is complete or when the time period to appeal has elapsed.

Section 6: Membership

The President of the University will appoint a standing committee of nine to hear formal complaints: efforts will be made to have three students, three faculty and three staff members for every hearing. Such appointments are to be based if possible on nominations from: the Student Congress (a minimum of any three but no more than six students); the Faculty Council (a minimum of any three but no more than six faculty members). Additionally, the President will appoint a minimum of three (but no more than six staff members) as well as a mental health professional. The Title IX Officer will be a permanent member of the UGC. After all nominations have been received, the President will consult with the Title IX Officer to ensure that there is reasonable diversity as well as a broad representation of campus individuals. No more than eleven shall serve on a Hearing panel.

The President will appoint the chairperson once the committee has been formed. Remaining members will serve as alternates. All members will be appropriately trained as the University in its exclusive discretion may provide.

Section 7: Criteria for UGC Membership

The President shall make appointments guided by such considerations as: experience, diversity, continuity and sensitivity to the concerns of those affected by allegations of discrimination or harassment.

Section 8: Term Limits

No member of the UGC shall serve for more than three consecutive terms. If reasonably possible, three members of the UGC must be replaced each year, one from each constituency (students, staff and faculty). Terms will commence with the beginning of the fall semester.

Section 9: Jurisdiction

This committee shall hear all and only complaints related to harassment, discrimination, sexual harassment, sexual assault, and/or hate crimes from any University member brought against another University member.

Section 10: Disqualifications

Any member of the committee who has any interest in the case or connection with any of the parties shall disqualify himself/herself from that case.

Section 11: Peremptory Challenges

Before the UGC is convened, parties will have an opportunity to object to the appointment of any UGC member. Once made, the chairperson will determine whether the objection has any merit and if the UGC member will remain.

Section 12: Time Limit to File Complaints

No complaints will be received if made more than 180 calendar days after the alleged incident(s).

Section 13: Concurrent Investigations

Internal or external investigations do not preclude the UGC from conducting formal investigations.

Section 14: Withdrawal of Complaints

A complainant may withdraw a complaint at any time during the formal process without prejudice; withdrawal of a complaint does not necessarily require the University to cease pursuing its own interest in the matter.

Section 15: Improperly Obtained Evidence

All matters upon which a verdict may be based must be introduced into evidence at the Hearing. Verdicts will be based solely upon such evidence. Improperly obtained evidence, as determined by the chairperson in their exclusive discretion, will not be admitted.

Section 16: Witnesses

It is the responsibility of the parties to contact and ensure the presence of their witnesses. A list of witnesses must be submitted to the chairperson and the Title IX Officer prior to the hearing. The UGC reserves the right to call witnesses that are not on lists, as it deems appropriate.

Section 17: Sanctions

At times, it may be insufficient to enforce a "progression of discipline clause." The UGC will make every effort to impose a sanction that is commensurate with the offense. Sanctions may include, but are not limited to: issuing an apology, verbally or in writing; payment of a fine; performing community service; receiving mandatory counseling; suspension/expulsion; or dismissal.

In the event that respondent(s) fail to comply with sanctions imposed by the UGC, the UGC may impose more severe sanctions (e.g. expulsion or dismissal).

If respondent is a student, enforcement of sanctions will be assigned to the Dean of Students.

If respondent is faculty, enforcement of sanctions will be assigned to the Provost. If respondent is a non-faculty employee enforcement of sanctions will be assigned to the President. The Director of Human Resources shall be involved in any matter involving a University employee as complainant or respondent.

Sanctions cannot be altered in any way. If an assigned person refuses to enforce sanctions, the Title IX Officer will assign enforcement directly to the President.

Section 18: Retaliation

No individual will be penalized by the University or by any person for participating in the procedures described. Any act of retaliation directed against either a complainant, respondent, witness, UGC member, or any other person involved with the Hearing process will be subject to this grievance process as well. Complaints of retaliation should be addressed to the Title IX Officer who will assist the victim of retaliation in preparing a complaint.

Section 19: Recess

The chairperson may call a recess as necessary during the Hearing.

Section 20: Standard of Proof

A violation of the (Sexual Harassment, Harassment, Sexual Assault, Discrimination, and/or Hate Crimes policy) will be found only where there is a **preponderance of evidence** that a violation has occurred.

Section 21: Burden of Proof

The burden of proof rests with the complainant.

Section 22: Serving for Duration of Hearing

Committee members must remain on the panel during the entire hearing process, which may exceed one day. In the event that there is a possibility that a member will not be able to serve for more than one day, he or she must not agree to hear a case and an alternate will be chosen.

COMPUTER NETWORK:

ACCEPTABLE USE GUIDELINES

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

The University of Bridgeport expects students to exercise responsible, ethical behavior according to these guidelines when using its computing facilities. Access to the University Computer resources is granted as long as these guidelines are followed. By connecting and/or logging on to the University computers and networks, the user agrees to the terms and conditions of these Acceptable Use Guidelines as outlined below.

Password and Accounts

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

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

Commercial Use of University Resources

The account is intended for the pursuit of students' educational goals. Students may not use the University of Bridgeport's computer resources to solicit sales, conduct business or advertise or sell a service. This also applies to the use of any University resources through your personal computer.

Copyright Laws

Students may not copy or attempt to modify any University owned software or software licensed to the University, except as permitted by the University. Any receipt, transmission, use or destruction of software or data must observe U.S. copyright laws, and

license restrictions. Altering or destroying any document or file of which you are not the owner is a violation of these guidelines. The University reserves the right to disclose the identity of any student using a computer or to whom a computer is registered in connection with which the University receives a good faith allegations of copyright infringement having occurred on the computer systems maintained or used by the University.

Misuse of the Network Systems

Connecting a personal computer or device to the University owned network and computers must be authorized by the University of Bridgeport's Information Technology Department. The University seeks to protect the civil, personal, and property rights of those who use its computing resources as well as those student or employment records that are maintained on its computing systems. Any unlawful attempt to access these resources is a serious offense.

You may not engage in activities that damage or disrupt hardware, software, or communications, such as virus or worm creation and propagation, or overloading the network with excessive data or requests for service.

You may not monopolize, misuse or waste the system resources by, for example, requesting multiple copies from printers or by playing games in the labs.

You may not forge or otherwise misrepresent another's identity through any form of communication, or use the University computer systems to acquire the identification data of others by false pretense.

You may not attempt to circumvent protection mechanisms or exercise security procedures in any computer or network component.

You may not transmit or make accessible offensive, annoying, or harassing material, such as broadcasting unsolicited messages or sending unwanted mail.

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

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

Disclaimers

The University is not responsible for any loss of data, damage to the hardware or software on your personal systems at home or in the Residence Halls. The University of Bridgeport believes in the user's rights to privacy; however, when there is reasonable evidence of wrongdoings, the University reserves the right to examine and impound any files, information or computer systems attached to its networks, including email or instant messages. The University computing system and the data maintained on its network, including any University owned or leased work stations, belong to the University and there can be no reasonable expectation of privacy of users, including employees, in the University's property. The University reserves the right to periodically monitor or copy any data or activities on its computing system without any showing of cause be required.

Conduct which involves the use of the University resources in an inappropriate manner or which violates any person's rights may result in revocation of computing usage privileges and is subject to University disciplinary action as outlined in the University's Policies and Judicial Code. Such conduct may also be subject to criminal or civil legal action.

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

POLICY ON THE UNIVERSITY OF BRIDGEPORT WORLD WIDE WEB

The University of Bridgeport recognizes that the World Wide Web serves as a primary means of communication with the on-campus community and the world. The University strongly encourages all members of its community to utilize the Web and has published an

official web policy to guide administrators, faculty, staff and students in building and maintaining University web sites. Until a new policy is approved, the Webmaster has the responsibility of interpreting and implementing the web policy. The full text of the web policy will be available from the office of the Dean of Students and from the Webmaster.

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