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The universities comprising the Connecticut State Universities are committed to supporting the health and well-being of their students. The universities provide a wide range of counseling services to address the mental and physical health needs of their students, including counseling, psychiatric services, consultation, and referral assistance. The goal of the universities is to enable each and every student to function fully as a member of the academic community.

Students are permitted to take voluntary leaves of absence for physical or mental health reasons. If a student so requests, the Student Health Services or Counseling Center will assist a student in determining whether to take a voluntary medical leave of absence and in arranging that leave. A student on a voluntary medical leave of absence may maintain contact with, and may visit, campus friends and teaching, residence, counseling, and administrative staff.

However, occasionally students experience medical, psychiatric or psychological conditions which cause them to pose a threat to the well-being of themselves or others. Should such a circumstance arise, and should the student refuse to take a voluntary leave of absence from the university, an involuntary medical leave of absence may be recommended by a physician or therapist on the staff of the Student Health Services or the Counseling Center.

A student may be placed on an involuntary medical leave of absence if it is determined that he or she poses a significant risk to the health or safety of himself or herself or to the health or safety of others. Such a determination may be based on evidence that a student has threatened or attempted suicide or has threatened, attempted or inflicted other serious bodily harm upon him or herself, has threatened, attempted or engaged in homicidal or other violent behavior towards others in the community, or has exhibited behavior which poses a significant threat to his or her health and well-being.

The following procedures shall be followed in imposing an involuntary medical leave of absence:

1. When in the opinion of a professional member of the staff of the health or counseling center an involuntary medical leave of absence should be imposed, the recommendation for the imposition of such a leave of absence shall be presented as soon as possible to the chief student affairs officer or to his or her designee. The reasons supporting the recommendation shall be set forth therein.

2. Upon receipt of the recommendation, the chief student affairs officer shall confer with other university personnel, if appropriate. The chief student affairs officer shall also, if possible, notify the student that the recommendation has been received and shall advise the student, in writing, that he or she has three (3) business days within which to schedule a meeting to confer with the chief of student affairs officer and present additional documentation for consideration.

3. During the meeting, the chief student affairs officer shall discuss with the student the circumstances giving rise to the recommendation, the implications of voluntary and involuntary leaves of absence, and the procedures for returning from an involuntary leave. If appropriate, the chief student affairs officer shall suggest to the student that he or she voluntarily take a leave of absence from the university. The affected student may be accompanied during the meeting with the Vice President of Student Affairs by a support person of his or her choosing. The support person shall not be entitled to speak during the meeting.

4. If, at the conclusion of the meeting, the chief student affairs officer determines that an involuntary medical leave of absence should be imposed, or if no meeting is requested by the student in accordance with section 2 above, the involuntary leave shall be imposed. The chief student affairs officer shall notify the student in writing of the imposition of the involuntary leave of absence. The notice shall advise the student of the anticipated duration of the involuntary leave (which shall be, at a minimum, the remainder of the semester if the involuntary leave is imposed for mental health reasons) and the conditions under which the student may seek to return from involuntary leave. The notice shall also advise the student that during the period of the involuntary leave, he or she may visit the campus only with the prior written authorization of the chief student affairs officer.

5. With the consent of the student, or when deemed appropriate to do so and in accordance with the university's student records policy and applicable state and federal law, the chief student affairs office may notify a parent, guardian, or spouse of the leave and may request that a parent, guardian, spouse, or other appropriate person make arrangements to remove the student from the university.

6. A student may appeal the imposition of an involuntary medical leave of absence to the President or his or her designee. However, at the direction of the chief student affairs officer, the leave of absence may remain in effect pending the outcome of the appeal. A student wishing to appeal the imposition of an involuntary leave must do so in a written letter of appeal, delivered to the President within three (3) business days of receipt the notice of imposition of the leave. The letter of appeal shall set forth the reasons why the student believes that the imposition of the leave is not warranted. After reviewing the letter of appeal, the President, or his or her designee, may meet with the student and consult with the chief of student affairs officer and other university officials, as he or she deems necessary. The decision of the President or his or her designee shall be final.

7. A student who has been placed on a medical leave of absence, whether voluntary or involuntary, shall be eligible to return to the university according to the following:

a. A student placed on an involuntary medical leave of absence may request to return to active status on or after a date that has been specified at the time the involuntary leave is imposed. Normally, involuntary leaves are imposed for a minimum of one (1) semester, but no longer than a full calendar year. In unusual cases, and if requested by the student, an involuntary medical leave of absence may be extended to for the duration for two (2) academic years. In the event the student is unable to return within the two-year maximum limit, the student shall lose matriculation status. Should a student lose matriculation status, reentry to the university may only be achieved by reapplying for admission to the institution, being accepted for admission, and entering the university on the terms and conditions, including academic requirements, set forth in the applicable catalog in effect at the time of admission.

b. A request to return from an involuntary medical leave of absence may only be made during the 30-day period immediately preceding the beginning of the semester in which the students seek to enroll.

c. A student who wishes to return to the university shall:

(i) Notify the university health or counseling services of his or her desire to return and the specific semester for which the reentry is sought.

(A) In the case of a physical health condition, the student shall notify the Student Health Service.

(B) In the case of a mental health condition, the student shall notify the Counseling Center.

(ii) Provide written documentation to the health or counseling service that the condition which led to the imposition of an involuntary medical leave of absence has been treated by a licensed health care provider. The documentation shall consist of a written record, signed by the treating health care provider, indication: date of original visit; diagnosis; treatment; compliance and adherence with treatment plan; assessment of any need for on-going medical/psychiatric supervision or treatment; and any recommendation regarding the readiness of the student to return to the university. The documentation must not be initiated more than thirty (30) days prior to the beginning of the semester within which the student seeks to re-enter the university.

d. Upon receipt of the documentation outlined above, the university, through either the office of the Student Health Service or the Counseling Center, as applicable, will

(i) Initiate a timely review of the student's request and the supporting documentation provided by the treating health care provider;

(ii) Conduct a re-entry assessment conference with the student and a qualified staff member from the Student Health Service or the Counseling Center, who shall not be the same individual as previously provided direct service care to the student;

(iii) Conduct a re-entry assessment conference with the Director of Residence Life (or his or her designee), in the case of students who are seeking on-campus housing;

(iv) As necessary and if warranted, consult via e-mail or phone with the health care provider who provided the supporting documentation, for purposes of coordinating a continuing treatment plan and addressing any conditions which may be imposed upon re-entry;

(v) Forward a recommendation to the chief student affairs officer (or his or her designee), relative to the student's preparedness to reenter the university community. This recommendation may include conditions which are designed not only to support the student in a successful reentry transition, but also to safeguard the university community. Conditions which may be imposed include but are not limited to: restrictions on full-time or part-time status in the semester of return; restrictions on housing eligibility; limitations in course registration options; and requirements set forth in a behavioral contract. No condition shall be assigned which is punitive in intention.

e. The chief of student affairs officer (or his or her designee) will consider the recommendation, consult with those who prepared the recommendation, and if needed, arrange a personal interview with the student and/or request a consultation with the dean/chair of the student's major department.

f. The chief student affairs officer will, based on the totality of the information available, including the student's prior academic history, make a decision on the reentry request. The student will be informed of the decision in writing.

g. In the event the request is denied, the student will be informed of the reasons for that denial and be advised as to what he/she will be required to do before another request for re-entry will be entertained.

h. In the event the request is granted, the student will be informed in writing, and any conditions which are being assigned (see subsection d(v) above) shall be outlined fully for the student, including the date on which the conditions shall no longer apply.

i. The decision of the chief of student affairs official shall be final.

Click Here to see the Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy.

1. The campus Parking Appeal Committee hears appeals concerning parking tickets issued by the University Police.
2. The campus Parking Appeals Committee members represent a wide cross section of the university community including representatives from teaching and administrative faculty, university administration, university police and student government.
3. The appeal process shall be initiated by filing a Campus Parking Appeal within the T2 Parking Portal no less than ten business days of the issued ticket (https://easternct.t2hosted.com/cmn/auth_ext.aspx).

CAMPUS THREAT ASSESSMENT

In accordance with Public Act 13-3, Eastern Connecticut State University has established a trained threat assessment team. Threat Assessment Team members include the Vice President for Student Affairs, Provost/Vice President for Academic Affairs, Vice President for Finance and Administration, Vice President for Equity and Diversity, Director of Public Safety, the Dean of Students, and the Director of Counseling and Psychological Services.

This team has two important functions:

The first is to heighten awareness of all faculty and staff regarding potentially at-risk students and other individuals on campus through effective educational strategies. The University recognizes this concept as an important safety measure designed to educate faculty and staff on how to recognize and respond to students and other individuals who may be at risk of harm to themselves or others.

The second is providing a practical, strategic and coordinated approach to threat assessment. Once receiving information of a potential threat, the team shall identify, investigate, assess, and manage any interpersonal or behavioral threat to the safety and wellbeing of campus students, faculty, staff and visitors. Counseling and Psychological Services, the Student Intervention Team or the Human Resources Office will notify the Threat Assessment Team of threatening or violent behavioral issues brought to their attention.

The Threat Assessment Team strives to intervene in issues before they evolve into a crisis. Team members have received specific threat assessment training, which allows them to carry out security protocol identified in the Critical Incident Management Plan. The Team has adopted a systematic process to address campus risks and seeks to identify and prioritize the most significant issues before conducting a causal evaluation and engaging in coordinated intervention. The Threat Assessment Team will not only address specific threats, but also general risks and identified vulnerabilities.

RECOGNIZING THE WARNING SIGNS OF THREATENING OR VIOLENT BEHAVIOR

As a member of the Eastern Connecticut State University community, you may come in contact with individuals experiencing personal distress or difficulties coping with university life, academic, work related or personal issues. These individuals may reveal problems to you through personal communication or indirectly by their general behavior.

While there is no exact method to predict when a person will become violent, an individual may display one or more warning signs before engaging in violent behavior. While these signs do not necessarily indicate that an individual will become violent, this type of behavior should trigger concern as they are usually exhibited by people experiencing stress or interpersonal problems. Research has indicated that individuals who consider carrying out targeted violence don't just "snap." Most will exhibit signs or triggers:

- Plan or prepare for the act.
- Consider the act beforehand.
- Discuss the act with others.
- Demonstrate troubling behavior to others.
- Appear desperate or verbalize desperation prior to an attack.

Please be aware that the behavior(s) identified above call for your action and support. It is very important to emphasize that everyone has a role in promoting campus safety.

HOW TO REPORT THREATENING OR VIOLENT BEHAVIOR

Immediate and Readily Apparent Threatening or Violent Behavior

Report the following immediately by dialing 911

- Any immediate and readily apparent threating behavior or violent actions.
- If you believe someone is in imminent danger of harming themselves or others.

Suspected or Potential Threatening or Violent Behavior

- Student Intervention
- If you are concerned about a student, but it is not an imminent dangerous situation, call the Dean of Students Office at (860) 465-5247 or (860) 465-4412.

Complete the "Tell Somebody" online report form at https://cm.maxient.com/reportingform.php?EasternCTStateUniv&layout_id=3 to provide detailed information on any behavioral matter that is concerning you and should be reviewed.

- Employee Intervention (or others)
- To intervene on behalf of someone who is not an imminent danger to themselves or others but is displaying signs or triggers that they may need help, contact your immediate supervisor or call the Human Resources Office at (860) 465-5228.

Complete the "Tell Somebody" online report form at https://cm.maxient.com/reportingform.php?EasternCTStateUniv&layout_id=3 to provide detailed information on any behavioral matter that is concerning you and should be reviewed.

When reporting potentially threatening or violent behavioral issues, please make every attempt to provide the information below. Using the "Tell Somebody" online report will help guide you through the process.

- Identity of the individual who may need assistance.
- The demeanor or specific behavior of the individual.
- Possible triggers for the behavior.

- Where the incident took place.
- Date(s) and time(s) the behavior was observed.
- If this is the first time you have witnessed or been made aware of the individual's actions.
- Identify anyone else who witnessed the incident.

LiveSafe

The LiveSafe App is available as a free download for all Eastern students. It allows students to report campus safety matters to the University's Public Safety Department. It also allows students to manage their own personal safety in everyday situations, and in higher risk ones.

Eastern Connecticut State University does not discriminate on the basis of race, color, religious creed, national origin, age, sex, marital status, ancestry, disability including learning disability, past or present history of a mental disability, genetic information, criminal record or other protected status, or sexual orientation in admission to, access to, or treatment in its programs and activities. The following person has been designated to handle inquiries regarding compliance policies:

LaMar Coleman, Ed. D.

Vice President for Equity and Diversity
Gelsi-Young Hall, Room 255

83 Windham Street
Willimantic, CT 06226

Telephone: (860) 465-5112

Email: colemanla@easternct.edu

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, Boston, MA or the Connecticut Commission on Human Rights and Opportunities.

1. University computer systems and networks are provided for student use as part of the University academic program. Students are encouraged to become proficient in the use of computers as a means of enhancing their educational experience. However, widespread student use also necessitates certain rules of computer conduct. Computer misconduct can result in restrictions on or revocation of computer access privileges.

2. University computer systems and networks constitute an expensive and valuable resource. The capacity of this resource to fulfill all the legitimate academic and administrative needs of students, faculty, and staff is limited.

3. Student users have a responsibility to use University computer resources in an efficient, ethical, and lawful manner.

4. The University has a right and duty to protect its valuable computer resources and to restrict student access to uses that are strictly related to the students' academic programs, as well as reasonably limited in time. The University reserves the right to define what constitutes unauthorized student use.

5. The Chief Information Officer or designee(s) at each University in the CSCU System and at the System Office may monitor student accounts, files, and/or log-in sessions for appropriate management purposes. Such purposes include, but are not limited to, performing archival and recovery procedures, evaluating system performance, and ensuring system integrity and security.

6. Upon identifying a violation of this policy which constitutes an immediate, clear danger to the University computer systems or networks, the Chief Information Officer or designee(s) at each University and in the System Office may immediately limit or suspend a student's access to University computer resources with immediate notification of charges and actions to the appropriate Vice President of Student Affairs or designee(s). This emergency suspension of computer use will then follow the Student Conduct procedures for "Interim Suspension" as provided in the CSCU Student Rights and Responsibilities and Student Conduct Procedures document.

7. Violations of University computer policy that do not constitute an immediate, clear danger to the University computer systems or networks will be referred to the regular student disciplinary process.

8. Student computer offenses, which are included as number 25 in the Appendix of Punishable Offenses in the CSCU Student Rights and Responsibilities and Student Conduct Procedures document, are as follows:
*Unauthorized use of University computers and/or peripheral systems and networks;
*Unauthorized access to University computer programs or files;
*Unauthorized alteration or duplication of University computer programs or files;
Any deliberate action to disrupt the operation of University computer systems which serve other members of the University community, including all networks to which University computers are connected;
Use of University computer systems and networks for committing crimes; violating civil laws; or violating University rules.

9. UNAUTHORIZED USES for students include, but are not limited to, the following:
a. Computer games which are not assigned course work;
b. Development or transmitting of chain letters;
c. Entering or transmitting of commercial advertisements or solicitations;
d. Entering or transmitting of political campaign material relating to elections to be held outside the University;
e. Entering or transmitting of obscene material;
f. Sexual harassment or other forms of harassment aimed at others or otherwise threatening others;
g. Sharing one's own computer account with others or using another person's accounts;
h. Violation of copyright laws or using or copying software in ways that violate the terms of the license;
i. Entering or transmitting computer viruses or any form of intentionally destructive programs,
j. Intentional disruption of network services;
k. Connecting any device to the network without permission;
l. Copying, modifying, replacing, or deleting any other user's account or any software used for system management;
m. Harming University computer equipment;
n. Uses that violate rules developed at each University which is necessitated by facilities limitations or other circumstances unique to each University (see below).

Student Computer Use Rules Specific to Eastern Connecticut State University

1. Student access to computer accounts and other computer resources is restricted to currently registered Eastern Connecticut State University students.
2. Eastern Connecticut State University reserves the right to limit student access to computer resources for resource management purposes such as setting priorities on the use of computing facilities, establishing expiration dates for user accounts, and performing computer or network maintenance functions.

Copyright and File Sharing Policies

Please click on the following link to find information and related articles on this topic.

Copyright Guide: https://library.ctstate.edu/c.php?g=1337669

The Connecticut State University declares:

- Institutions within the Connecticut State University have a duty to foster tolerance;
- The promotion of racial, religious, and ethnic pluralism within the University is the responsibility of all individuals within the University community;
- Every person within the University community should be treated with dignity and assured security and equality;
- Individuals may not exercise personal freedoms in ways that invade or violate the rights of others;
- Acts of violence and harassment reflecting bias or intolerance of race, religion, gender, sexual orientation, disability, and ethnic or cultural origins are unacceptable; and
- The University shall take appropriate corrective action if such acts of violence or harassment occur.

Procedures

Filing of Complaints

If a student's conduct is alleged to be inconsistent with the standards of conduct of this document, or if a student is alleged to have committed a proscribed act under the Student Rights and Responsibilities document, a complaint may be filed in the Office of Student Affairs or Office of Housing and Residential Life (if the alleged act occurred in a university's residence hall).

If a faculty or staff member is alleged to have committed an act inconsistent with the Standards of Conduct, a complaint may be filed in the Office of Equity and Diversity. For more information on how to file a complaint, please visit:

Complaints involving criminal acts motivated by bigotry or bias against any member of the University community shall be filed with the University Police.

Resolution of Complaints

STUDENTS

When a complaint is filed against one or more students, the Office of Student Affairs will determine whether the offense is covered by the Students' Rights and Responsibilities document. If so, the complaint will be handled through the existing University student conduct process for resolving complaints against students.

If the complaint is one of the offensive behavior or verbal harassment that does not meet the "fighting words" test,

and is therefore not covered by the Student Conduct code, the complainant and the person alleged to have committed the offense will be referred to the Office of Equity and Diversity. Efforts will be made to resolve the complaint through mediation, conciliation, or education. This conciliation procedure will not result in a written record.

FACULTY AND STAFF

When a complaint is brought against a faculty or staff member, the complainant will be referred to the Office of Equity and Diversity. If the complaint is one of discrimination, sexual harassment, or conduct which meets the "fighting words" test, the complaint may be resolved through the University's Procedures for Investigating Discrimination and Harassment Complaints.

Complaints involving offensive words or conduct, including those which do not meet the "fighting words" test, should be resolved by the Office of Equity and Diversity by mediation, conciliation, or education. Use of the conciliation procedure will not result in a written record.

Establishment of procedure to record number, type and disposition of incidents, complaint, and grievances:

University Police, as required by law, shall investigate, and report any such acts of intolerance deemed to be criminal offenses.

All incidents of sexual harassment and discrimination will be reported to the Office of Equity and Diversity. That office will record the number, type and disposition of incidents, complaints, or grievances for an annual report to the President of the University.

Policy Statement:

A primary concern of the University is the health and well-being of each student; therefore, Eastern is committed to providing the best possible approach and response for students who are transported to off-campus medical facilities for emergency purposes.

University Procedures:

When a student is transported to a medical facility for emergency purposes the University may contact the student's emergency contact person (person designated to be notified by student) and notify them of the transport.

Students who are transported due to alcohol, drugs or mental health issues are required to make and keep an appointment with the Dean of Students or designee within 24 hours of their return to Eastern's campus or the next business day if the transport occurs on a weekend.

Where to Get Help:

Students needing an emergency medical transport can get immediate help by dialing 911 or contacting the University Police. The University maintains a round-the-clock University Police presence. If you are a resident student, you are encouraged to also notify your residence hall staff immediately.

24-hour Emergency Assistance

- 911 Emergency
- University Police / 24 hours a day: (860) 465-5310

Monday - Friday 8:00am - 5:00pm

• Housing and Residential Life: (860) 465-5297
• Counseling and Psychological Services: (860) 465-0181
• Health Services: (860) 465-5263
• Vice President for Student Affairs: (860) 465-4412
• Dean of Students: (860) 465-5247

Student E-mail Accounts

At Eastern Connecticut State University, each student is issued a life-time University e-mail account for use not only throughout the time he/she is registered for classes at the University, but after graduation. This is the student's official Eastern e-mail address and is the address the University will use for all student-related electronic communications related to academic and University business. E-mail is a valuable mechanism and is the official form of communication by the University with students. The University will only correspond electronically to a student's Eastern e-mail account. Accordingly, students are expected to check their e-mail on a frequent and consistent basis in order to stay current with University-related communications. Students must also insure that there is sufficient space in their accounts to allow for e-mail to be delivered and have the responsibility to recognize that certain communications may be time-critical. The e-mail account is the Student Technology Account that will be used to access computers in the computer labs, Blackboard Learning Management System (LMS), and to connect to the network from the residence halls.

Click Here to see the Eastern Sexual Assault Policy and Procedures.

1. INTERIM CONNECTICUT STATE COLLEGES AND UNIVERSITIES RESOLUTION PROCESS

PROCEDURE FOR BOR POLICY 4-13 INTERIM DISCRIMINATORY HARASSMENT,

NONDISCRIMINAT

Link: https://www.ct.edu/files/pdfs/Interim-Policy-4-13-Procedures-FINAL.pdf

2. Procedure for Pregnancy-related Adjustments and Supports

(BOR Policy 4-13, Interim Discriminatory Harassment,

Nondiscrimination, and Title IX Policy).
Link: https://ct-edu.b-cdn.net/files/pdfs/Final-Procedure-regarding-Pregnancy-and-Related-Conditions_May-1-2025.pdf

You can always link the page that has all these policies as well. That way when it is updated, you don't have to worry about updating the direct link. (just a suggestion). Link https://www.ct.edu/compliance/nondiscrimination

Policy Statement

It is the policy of Eastern Connecticut State University that unlawful discrimination is prohibited. Consequently, it shall be a violation of University's policy for any member of the University community to discriminate against any individual with respect to any terms, conditions, or privileges relating to employment or attendance at the University because of such individual's race; color; religion; sex; national origin; age; sexual orientation; or any other conditions established by law.

Sexual harassment is a type of discriminatory behavior. It is the policy of Eastern Connecticut State University that no member of the academic community may sexually harass another. The following definition of sexual harassment, consistent with federal and state laws, is adopted to help individuals recognize such behavior.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic performance or advancement, 2) submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting such individual, or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or of creating an intimidating, hostile, or offensive working or academic environment.

Gender harassment is a form of sexual harassment that consists of discriminatory behavior towards an individual based on gender. It includes the use of sexist or discriminatory language, illustrations, examples, and gestures.

Confidentiality

Eastern Connecticut State University will ensure confidentiality within the limits of the law. Dissemination of information related to any specific complaint will be limited to the extent possible in order that the privacy of all individuals involved is safeguarded.

Procedure

Individuals suspecting harassment or discrimination, or considering the filing of a complaint, may do so by completing the Bias Incident Reporting Form. The report is submitted directly to the Office of Equity and Diversity, who will respond via email or phone within 48 hours when the University is open to conduct additional inquiry and ensure the well-being of the affected individual(s) and campus community.

Individuals will also be advised that they have the right to pursue a complaint through the Connecticut Commission on Human Rights and Opportunities or the federal Equal Employment Opportunities Commission.

Except for students filing complaints against university professors from whom they are currently taking classes, complaints should be filed as soon as possible, and within 30 calendar days following the complainant's knowledge of the alleged discrimination or harassment.

4 - Policy on Non-Discrimination

Background:

Effective August 1, 2009, an email will become an official form of correspondence within Connecticut State Colleges and Universities (CSCU). There is an expanding reliance on electronic communication among students, faculty members, and other employees throughout the CSCU motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using email rather than printed communication. Because of this increasing reliance and acceptance of electronic communication, email will, from this point forward, be considered an official means for communication within the ConnSCU. Therefore, official notifications may be communicated via email.

1. University and CSCU office use of email: E-mail is an official means for communication within the CSCU. Therefore, the universities and the System Office will send communications to students, faculty, and other employees via email and will expect that those communications will be received and read in a timely fashion.
2. Redirecting of email: Faculty and staff members will not be allowed to enable automatic email redirection to another email address. Those persons who use manual email redirection from their official address to another email address (e.g., @aol.com, @hotmail.com) do so at their own risk. It is the responsibility of the individual faculty or staff member to take whatever steps may be necessary with his or her personal email account to allow for the receiving of email forwarded from the official CSCU email account. These steps may include, but are not necessarily limited to, adding the official email address to a 'safe-senders' list and/or adjustment of any spam filters. Redirecting email does not absolve anyone of any responsibilities associated with communications sent to his or her official email address. The University will not be responsible for the handling of email by outside email providers.
3. Expectations regarding the use of email: It is recommended that faculty members check their email at least as often as their most frequent class meets, in recognition that certain communications may be time critical. Other employees should check their email regularly consistent with their work patterns.
4. Educational uses of email: Faculty members may determine how an email will be used in their classes. It is strongly recommended that if faculty members have email requirements and expectations, they communicate such requirements to their students by specifying these requirements in their course syllabi.
5. Appropriate use of email: In general, email is not appropriate for transmitting sensitive or confidential information unless an appropriate level of security matches its use for such purposes.

Forward all questions and comments to the undersigned. Thank you.

Tony Hayes

Eastern Connecticut State University

Instructional Rights and Responsibilities

1. Each student is free to take reasonable exception to data and views presented in any course. Students are free from arbitrary dismissal from any course. The student's responsibility is to exercise freedom of expression within orderly procedures, and in a manner that reflects thought, scholarly analysis, and knowledge of the course material.

2. Each student has the right to be instructed by professors whose course materials are relevant to their disciplines and who maintain established standards for academic performance. Students have a right to professors who are adequately prepared for class, hold classes and examinations as scheduled, and are accessible for individual conferences. It is the responsibility of all instructors to define course content, standards and criteria for evaluation no later than the second meeting of each course. To promote optimum understanding, this information is best presented or confirmed in writing. For their part, students have the right and responsibility to ask questions regarding evaluation criteria and procedure. Each student has the right to see and have explained all evaluated course material.

3. Each student has the right to be evaluated entirely upon the basis of academic performance, including the attendance requirement, and not on opinion or conduct in matters not related to academic standards.

4. All students have the right to express concerns regarding the quality and/or delivery of course content and the learning environment.

- Students are encouraged to speak with the instructor.

If that is not possible or if the student still feels his or her concerns are not being addressed:

- Students are encouraged to speak with the chair of the home department of the course.

If that is not possible or if the student still feels his or her concerns are not being addressed:

- Students are encouraged to speak with the appropriate Dean.

Student concerns may be conveyed by any member of the University community on the behalf of any student.

The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a DVD or digital transmission and online services carries with it the right to exhibit such a movie publicly outside the home*, unless the site where the video is used is properly licensed for copyright compliant exhibition. This rule applies regardless of whether admission is being charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved.

For further clarification on this policy please contact the Student Activities Office.

*For a college campus, home is defined as your individual suite, apartment or room and excludes any building's common space outside your suite, apartment or room.

In accordance with Connecticut General Statute 29-381(b)and the University Critical Incident Plan, any University individual, office, or student club/organization holding an event on campus that would include attendees, visitors, patrons, spectators and/or guests numbering more than 100 persons, will provide the following information prior to the start of the event.

"Welcome to Eastern Connecticut State University. To ensure everyone's safety, please take notice of the emergency exits located at the (describe where in the room the exit locations are). Please note the closest exit and remember that you do not have to exit through the same door you entered. To report an emergency, please dial 911. In the event of a campus emergency, please follow the instructions of the University Police Department or University officials at this event."

In accordance with Board of Trustee Resolution 2001-79, it is the policy of the University that students who, as members of National Guard or Military Reserve Units, may be unexpectedly called to active duty, shall be authorized for refund of fees otherwise designated as non-refundable to students withdrawing because of circumstances beyond their control.

For students who do not wish to withdraw, the University shall ensure that all possible actions are taken to allow these students opportunities to complete their course work for the semester involved. Please note that it is the clear intention of the trustees that, all possible actions " . . . are to be taken to permit students to complete current course work." Withdrawals are to be processed only when there is no way possible for work to resume or be made up or upon the express request of the student.

This policy does not pertain to regularly scheduled National Guard or Military Reserve drills.

PROCEDURE

Completion of Course Work

1. A student called to active duty who wishes to complete course assignments, will inform professors as soon as possible and seek information about arrangements for completion of course assignments.

2. Upon return from active duty, the student must contact professors to explore all possible opportunities to complete coursework.

3. If it is determined by the professor that course completion is not possible, the University shall offer to the student either withdrawal from the course or from the University without penalty and with a complete refund as indicated below.

Withdrawals

1. When an unexpected call to active duty occurs during an academic term, a student may withdraw from the University or from a course in the normal fashion.

2. If the withdrawal request is under circumstances when there would normally be a penalty involved (either grade or lack of refund), the student will present their active-duty orders to secure withdrawal without penalty.

The policy becomes effective immediately and may be found in the Faculty Handbook and the Student Handbook.

Approved April 22, 2002

At the beginning of each academic year, all student organizations planning to have events open to the public will meet with the University Police Department staff to discuss this policy. When an organization decides to sponsor a specific event open to the public, its representative will be required to meet with the director of Public Safety or designee and the vice president for student affairs or designee at least 14 days before their scheduled event occurs to plan for the event and arrange for police coverage.

1. The event must be registered and approved by the appropriate University office. If admission is charged, the organization must secure admission tickets and related paperwork from the Student Activities Office no later than two days prior to the event.

2. The number of individuals admitted shall not exceed the posted capacity of that venue. In addition, the capacity for a particular event may be reduced at the discretion of campus police and/or the vice president for student affairs or designee.

3. The organization's advisor must be present at the event for its duration.

4. All fire laws and policies will be observed including not blocking entrances or exits to the facilities used for the event.

5. For student-sponsored events, Eastern students will be admitted by presenting a valid Eastern ID when requested. All other attendees must be required to provide state issued photo identification when requested. (School IDs will not be accepted.)

6. For Eastern dances/parties:
   a. Mandatory attendance at meeting with Student Activities Staff on hosting events (dates will be coordinated by the Student Activities Office)
   b. The presence and number of University Police will be governed by law and at the discretion of the University Police Chief.
   c. The University reserves the right to restrict the event as appropriate, including denials of readmission once the event has started.
   d. Admittance will be by a valid Eastern ID only. Eastern students may sign in one guest per eastern ID
   e. Monitoring Procedures: (for night of function)
      i. A record of every attendee will be kept and managed by Student Center Staff
      ii. Different color admission bands will be distributed for Eastern students and guests
      iii. Mandatory door closing at 11:30 pm; anyone arriving after 11:30 will not be permitted regardless of attendance numbers. There is no re-entry. The event must end by 12:00AM
      iv. Metal detectors, under the supervision of the University Police Department, will be used.
      v. Campus Police make rounds inside the BTR
      vi. No person attending the event will be allowed to bring in bags or backpacks. Pocketbooks and similar accessories will be subject to inspection.
      vii. The sponsoring organization's members working the event are required to wear identifying clothing or accessories.

The Office of Equity and Diversity is responsible for ensuring that the University is in compliance with all federal and state laws and regulations including, but not limited to, Title VII and Title IX of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the Equal Pay Act, and the Age Discrimination in Employment Act.

The Vice President for Equity and Diversity advises faculty, staff, and students on issues related to discrimination, sexual and racial harassment, and disability accommodations. The Vice President for Equity and Diversity serves as intake person for all complaints of discrimination, harassment, or acts of intolerance. All forms for filing a complaint against employees are located on the Office of Equity and Diversity's website at: Equity and Diversity - Eastern. The direct links to the forms are:

Equity and Diversity - Eastern Discrimination and Sexual Harassment - Eastern.

Report a Bias-Related Incident - Eastern.

LaMar Coleman, Ed.D.
Vice President for Equity and Diversity
Gelsi and Young Hall, Room 255
Telephone: (860) 465-5112
Email: Colemanla@easternct.edu

Brooks Scavone
Director of AccessAbility Services
Wood Support Services Center, Room 200

Telephone (860) 465-5573
E-Mail scavonek@easternct.edu

The University does not endorse solicitation, distribution of promotional literature or sales of any nature on campus by or for non-college organizations and is not responsible for any such representation.

Outside individuals or groups who wish to disseminate information of a political nature must have prior permission.

Eastern Connecticut State University is committed to the goal of achieving equal educational opportunity and full participation for persons with disabilities. Thus, no qualified person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity on this campus.

A physical or functional impairment is a disability only to the extent that it contributes to cutting the person off from some valued experience, activity, or role. Higher education is therefore especially important to people with disabilities, since it aims to increase every student's access. Improving access for students and employees means removing existing barriers that are physical, programmatic, and attitudinal; it also means taking care not to erect new barriers along the way.

As this University strives to accommodate people with disabilities, services and programs which best promote full participation and integration of people with disabilities may be necessary to complement and support the regular services and programs of the institution.

Therefore, Eastern Connecticut State University commits itself to the process of identifying barriers to the full participation of people with disabilities and of developing strategies to overcome those barriers.

Procedure for Students with Disabilities to Request Academic and/or Housing Accommodations

The Office of AccessAbility Services (OAS) guides its work with a commitment to diversity, equity, and inclusion under the strategic plan of the University and the Division of Student Affairs. Universal Design, Social Model of Disability, and the concept that Disability is Diversity and that access is a human and civil right are also guiding models within the OAS. OAS provides guidance to ensure equal access to all educational programs and activities at Eastern. The OAS facilitates accommodations and support services to students with documented disabilities and temporary injuries.

The philosophy and mission of OAS is to facilitate both identification and removal of barriers (systemic, physical, attitudinal, institutional, and internalized) that impact folks with disabilities on Eastern's campus. The removal of barriers will promote the full participation and ensure access of individuals with disabilities. This will create a campus climate and culture that supports Disability is Diversity.

1. **Submit Documentation of Disability**
   Eastern students can register with the OAS using the Student Self-Disclosure Form link https://easternct-accommodate.symplicity.com/public_accommodation/ to submit documentation of a disability.

2. **Check Your Eastern Email to Confirm Intake Appointment**
   After your documentation has been submitted and reviewed by OAS staff, you will receive an email on your Eastern email account. If your documentation is sufficient, an OAS staff member will schedule an intake appointment with you through email.

3. **Attend the Intake Appointment**
   The intake appointment consists of discussing potential barriers, securing paperwork and reviewing accommodations that promote full participation. During this appointment, an OAS staff member will discuss protocols and the process of requesting accommodations each semester.

4. **Request Accommodations Each Semester**
   Please note that academic ***accommodations must be requested each semester***, as they do not roll over. OAS staff will discuss this process with you during your intake appointment.

5. **Keep Documentation Updated**
   OAS staff might ask you to submit updated documentation if your documentation if it is not current. Additional information regarding documentation can be found on the OAS website, under "Documentation Guidelines."

The Office of AccessAbility Services (OAS)
Main Office: Wood Support Services Center, 2nd Floor
Phone: (860) 465-0189
Fax: (860) 465-0136
Email: AccessAbility@easternct.edu

1. All student clubs and organizations must have an advisor present while using Shafer Auditorium as a reserved space. This includes but is not limited to practices, dress rehearsals, tech rehearsals and day of the event. If an advisor cannot be present, the reservation/event will be cancelled.

2. If a performance or recital is held, it should be staffed by the Executive Board, and the club advisor. Security presences is necessary if outside guests are invited to attend. The Executive Board is also responsible for the use of and condition of the space and clean up.

3. Practices can occur no more than twice per week except for the week of the main event. Each practice should not exceed 2 hours in duration and should commence by 11pm.

4. All dance groups must follow proper dance injury prevention when conducting stretching and dance techniques. All club members must sign a waiver with the Student Activities Office before participation in meetings or practices. New waivers must be completed each academic year.

5. To remain an active club, all dance groups must submit minutes at least once per month.

6. All articles of clothing, costumes and props purchased with University funding should be properly stored in the club closet and reviewed each year for re-use or donation.

1. All student clubs and organizations must have an advisor present while using Shafer Auditorium as a reserved space. This includes but is not limited to practices, dress rehearsals, tech rehearsals and day of the event. If an advisor cannot be present, the reservation/event will be cancelled.

2. The day of the event should be staffed by the Executive Board, and the club advisor. Security presences is necessary if outside guests are invited to attend. The Executive Board is also responsible for the use of and condition of the space and clean up.

3. Practices can occur no more than twice per week except for the week of the main event. Each practice should not exceed 2 hours in duration and should commence by 11pm.

4. There can only be one Fashion Show in a given month and should be spread out at least 3 weeks from another show. This will prevent schedule conflicts, space availability, competition, and remove the cluster of practices that students are required to attend. Approval for event dates are on a first come, first served basis and will not be reviewed earlier than 8 months prior to event date request.

5. Fashion Shows should not exceed the approved budget amount provided by the Budget and Management Committee. Co-sponsorship must be established and outlined on FRPs before BAM funds are allocated.

6. A Fashion Show will only be approved with the expectation that it aligns with the club or organization mission statement.

7. All articles of clothing and props purchased with University funding should be properly stored in the club closet and reviewed each year for re-use or donation.

8. Designers should be contracted on a volunteer bases and should not be paid using University funding.

The University recognizes the need for a balance between its right to maintain an orderly educational and residential environment and its students' constitutional right to privacy. A goal of the University is to preserve the health and safety of the resident while maintaining an environment that facilitates safety and scholarship.

With this in mind, at times it may be necessary for University staff to enter a student's room, or for University staff to escort non-University personnel to an apartment or residence hall room. Reasonable efforts shall be made to notify the resident(s) in advance of any entry. A student's room shall not be entered without consent except as follows:

(a) repairs, maintenance, building systems and building support inspections, facility improvements;

(b) recovery of University/State-owned property not authorized for use in the assigned space;

(c) fire, health and safety, and cleanliness inspections made periodically, as well as at hall closing/vacation periods;

(d) when there is reliable information that an emergency exists (including but not limited to fire, accident, sickness, or danger to the health and welfare of residents);

(e) when there is reliable information that such entry is necessary for the purpose of removing items including, but not limited to, weapons or other contraband which pose a threat to the health and safety of students, faculty, staff, or visitors to the campus.

(f) when there is reliable information that a University policy is being violated;

(g) entries and searches conducted by authorized law enforcement officials under circumstances authorized by law.

1. Student organizations have the right to examine and discuss all questions of interest to them, to express opinions publicly and privately, to support causes by orderly means, to organize public demonstrations and protest gatherings, and to exercise the right of petition. However, this does not give individuals or groups the right to deprive others of the opportunity to speak or be heard, to invade the property of others, to damage state property of others, to disrupt the regular and essential operation of the University, or otherwise interfere with the rights of others.
2. Subject to the control of the Connecticut State Colleges and Universities Board of Regents for Higher Education and the authority of the board delegates to the University president, students have the right to participate in the formation of university policy. General and specific responsibilities of the University governing bodies are explicitly outlined in their constitutions.
3. Students are allowed to invite and to hear any person or group of their choosing. Those routine procedures required by the University before an event is held are designed to ensure that there is orderly scheduling of facilities and adequate preparation for the event and adequate security of individuals and University property. Sponsorship of guest speakers or groups does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the University.
4. Clubs must follow the Student Activities Event policies to include submitting an event request and reserving space though EMS.

1. Student publications are understood to be those financed by student fees and are free from censorship and advance approval of copy. Editors and managers are free to develop their own editorial policies and news coverage. An advisor serves as a resource to student staff in apprising them of copy which may result in any of the following charges: libel, indecency, undocumented allegations, and attacks on personal integrity and/or harassment. The freedom of student editors entails corollary responsibilities to abide by the canons of responsible journalism. The respective staffs of student publications have responsibility for election and removal of their own editors.

2. Editors and managers of student publications shall be protected from arbitrary suspension or removal from their respective positions solely because of editorial policy or content.

3. All student publications shall explicitly state on their masthead or flags that the opinions therein expressed are not necessarily those of the University or the student body.

1. Eastern Connecticut State University is committed to compliance with federal and state legislation. Copies of appropriate legislation and the guidelines related to confidential records are available in the University library reserve section. The official transcript of academic records contains only information about academic status. Information from academic, disciplinary, medical, and counseling files is not available to unauthorized persons on campus or to any person off campus without the written consent of the student involved, except under legal compulsion.

2. Academic records remain permanently on file in the Registrar's Office. ALL MEMBERS OF THE UNIVERSITY STAFF SHALL RESPECT CONFIDENTIAL INFORMATION ABOUT STUDENTS WHICH THEY ACQUIRE IN THE COURSE OF THEIR WORK. Information about student views, beliefs, political associations, and personal behavior which staff members acquire in the course of their work is considered confidential. Protection against improper disclosure is a professional obligation. Faculty or staff judgments of ability and character may be provided with the knowledge and consent of the student.

3. Students have the right to see their records in accordance with prevailing state and federal laws and guidelines.

The required uniform crime and fire safety report for the campus is available upon request from the University Police Department. Any individual requesting a copy may receive one from the above office. This report can also be viewed online at https://www.easternct.edu/police/clery-crime-reporting/index.html

2026-27 EASTERN CONNECTICUT STATE UNIVERSITY VEHICLE POLICY & PROCEDURES

(Updated June 2026)

Failure to comply fully with this policy may result in loss of vehicle use privileges for the operator and the operator's department.

Please contact Scott Smith, University Vehicle Coordinator, with any questions by e-mail at smithsc@easternct.edu or by calling 860.465.4326

1. **GENERAL USE** - All use of Eastern and State of Connecticut vehicles is covered under the guidelines outlined in General Letter No. 115 (Revised 1/2026) of the State of Connecticut's Department of Administrative Services and Eastern Connecticut State University's University & State-Owned Vehicle Safe Driver Policy & Contract document. To view General Letter No. 115, please copy and paste the following link into your browser: https://portal.ct.gov/das/-/media/das/fleet-operations/das-gl-115.pdf?rev=867040e5bc614639a4533cd05194113a&hash=BBDE6E8D6E7ABC12582AA5BEBB069BCF
2. All State of Connecticut laws as they pertain to the operation of motor vehicles and their passengers must be strictly adhered to by all users of Eastern and/or State of Connecticut vehicles. Any and all citations or tickets issued in connection with any vehicle misuse, incident or accident are the responsibility of the vehicle's operator. Eastern will not reimburse the operator for any fines paid.
3. **WHAT CAN UNIVERSITY / STATE VEHICLES BE USED FOR** - Eastern and State of Connecticut vehicles may only be used for Eastern and/or State of Connecticut-related business. Personal use of any kind is prohibited. All passengers must be affiliated directly with the State of Connecticut, Eastern or any of its sanctioned programs. *The willful neglect or misuse of any University or state-owned vehicle is cause for disciplinary action under Connecticut General Statute 4-165 and may cause loss of vehicle privileges for both the driver and their affiliated department.*
4. **WHO CAN REQUEST TO USE A UNIVERSITY / STATE VEHICLE** - Eastern and State of Connecticut vehicles may only be requested by Eastern faculty, staff or administration representatives. Students may not make vehicle requests unless they are accompanied by authorization from a proper University authority (faculty, staff or administrator).
5. **REQUEST TIMELINE** - Requests are handled on a first-come, first-served basis. An advance notice of at least one business day is highly recommended for all vehicle requests. Weekly or extended use requests (for classes or programs) should be made at least a half semester in advance. Last minute or emergency requests are difficult to accommodate because of heavy usage.
6. **HOW TO REQUEST A VEHICLE** - All vehicle requests must be made by email to the University Vehicle Coordinator (Scott Smith / smithsc@easternct.edu). Phone inquiries about availability are encouraged but are not considered formal requests (860.465.4326). All vehicle requests will be confirmed or denied by email. All requests must include:
    1. **NAME OF REQUESTOR**
    2. **CELL PHONE NUMBER**
    3. **DEPARTMENT/ORGANIZATION**
    4. **NUMBER & TYPE OF VEHICLES REQUESTED (12-Passenger Van, 6-Passenger Mini-Van or 4-Passenger Car)**
    5. **UNIVERSITY APPROVED DRIVER NAME(S)***
        1. **All driver names MUST be on the University's Approved Driver List.*
        2. **It is the responsibility of the Requester to find approved drivers for their trips - drivers are not provided.*
    6. **PICK-UP DATE & TIME / RETURN DATE & TIME**
    7. **DESTINATION** (place, city, state) **All out-of-state travel requires a Travel Authorization Form to be on file prior to the trip.Travel Authorization information is available at this link: https://portal.ct.gov/das/-/media/das/fleet-operations/das-gl-115.pdf?rev=867040e5bc614639a4533cd05194113a&hash=BBDE6E8D6E7ABC12582AA5BEBB069BCF*
    8. **PURPOSE OF TRIP** (in detail)
7. **WHO CAN DRIVE** - Eastern and State of Connecticut vehicles (under lease from Fleet Operations) may be driven by any University representative who has followed the procedures to have their name placed on the University's Approved Driver List which is compiled by the Campus Police Records Office.
8. **HOW TO GET YOUR NAME ON THE APPROVED DRIVER LIST** - All University personnel who drive or may drive University and/or State of Connecticut vehicles must have their name on the University's Approved Driver List. This process only needs to be done once while the individual is employed or a member of the University community. If the State of CT or the University changes the driver's requirements, test and/or contract, all individuals will be made aware of the change of the requirement and what needs to be done to keep their driving privileges. It is the responsibility of the driver to ensure that they stay in compliance with all the provisions in the contract.

All of this information can be found on the Campus Police website using this link (copy and paste) if you're in your browser and then click on *SAFE DRIVER INFORMATION*

HOW TO BECOME AN APPROVED DRIVER :

1. Watch the on-line PowerPoint presentation, pass the test at the end of the PowerPoint and print out a copy of the test's result page.
2. Print out a copy of the University Driver Contract and staple the result page to it.
3. Fill out and sign the University Driver Contract.
4. Bring the Driver Contract to an appropriate University authority (Department Head, Supervisor, Director, Dean or Vice President) who must verify by signature that the potential driver's Operator's License is valid.
5. The entire original document must be brought to the Campus Police Records Office - during business hours - for name placement on the University's Approved Driver List.

9. **DRIVERS NOT ASSOCIATED WITH THE UNIVERSITY / UNIVERSITY VOLUNTEERS** - A department may have the need to request that a University Volunteer be allowed to drive an Eastern vehicle when no other University personnel are available to do so.

If this is the case, a member of University's faculty or staff must submit a formal written request to the Vice President who oversees their department requesting a Volunteer Letter be drafted; allowing that individual, who is not an employee or student of the University, to drive University vehicles.

The request must include specific information on what the volunteer's duties will be (including the driving of Eastern vehicles with passengers) and contain assurances that the faculty or staff member has verified that the individual's operator's license is valid. The faculty or staff member should also make their department head aware of the volunteer request and provide a copy to them of the official request.

Also, before final approved volunteer driver status can be obtained, the volunteer must view the on-line Driver Safety PowerPoint, pass the test, complete Eastern's University & State-Owned Vehicle Safe Driver Contract, have their operator's license verified by a an appropriate University authority (Department Head, Supervisor, Dean or Vice President), and bring the document to the Campus Police Records Office for processing.

All volunteer driver requests should be made at least one month in advance of the first desired date of travel to allow time for processing.

10. **TRAVEL AUTHORIZATION FORMS** - A Travel Authorization Form (TA) must be obtained for all out-of-state travel. TA's may be obtained from Fiscal Affairs and must be filed under the name(s) of all potential drivers prior to the trip's departure date. Be advised: All student-based clubs & organizations and some academic departments require TA's for in-state travel as well. Please check with your club, organization or department travel policy.

    *Travel Authorization information is available at this link:

    https://www.easternct.edu/fiscal-affairs/travel/travel-policies-and-procedures/travel-authorization.html

11. **VEHICLE PARKING** - All Eastern Pool Vehicles are located on the first floor of the Cervantes Parking Garage (near the Tennis Courts) in designated spaces. All vehicles should be returned to their appropriate parking space upon return to campus.

12. **KEY PICK-UP & SIGN-OUT** - Keys for reserved vehicles must be signed out using the **VEHICLE KEY LOG NOTEBOOK** located at the University Police Department's Dispatch window and may ***only*** be picked up by the individual(s) listed as the "DRIVER(S)" for a particular reservation on the EMS system.

    1. ***Valid Eastern ID is required to pick up the key(s) to University or State of Connecticut vehicles.***
    2. The operator's ID will be kept at the Police Department until the vehicle key(s) have been returned.
    3. ***FACULTY/STAFF KEY PICK-UP** - Members of the Eastern Faculty, Staff and Administration listed as a "DRIVER" may pick up more than one key with their valid Eastern ID or valid Operator's License. They will then be responsible for the return of all keys in their possession. No other individuals are allowed to pick up reserved vehicle keys without permission from the University Vehicle Coordinator or Campus Police Dispatch.

13. **PRE-TRIP & POST-TRIP VEHICLE INSPECTIONS / PICTURES** - All vehicle operators must perform a pre-trip & post-trip vehicle inspection to assess whether there is any physical damage to the vehicle that may have occurred either prior to or during their vehicle use.

    1. ***Drivers are strongly encouraged to take a photo of any dents or scrapes found on their assigned vehicle prior to departing campus.***
    2. **It is the driver's responsibility to report any damage (no matter how minor) or accident that occurs while a University/State vehicle is in their possession. See Policy Statement 19 for more information.**
    3. **Failure to report new damage may result in loss of driving privileges for the driver and possibly the department or organization they belong to.**
    4. **University staff will be inspecting all University / State Vehicles for unreported damage.**
    5. **Any unreported damage will be investigated.**

14. **VEHICLE RETURN / CLEANING / MILEAGE SHEET COMPLETION / KEY RETURN & SIGN-IN**

    1. Upon return to campus, the inside of the vehicle(s) must be thoroughly cleaned.
    2. The **DESTINATION & ENDING ODOMETER READING must be recorded on the appropriate vehicle's Log Sheet in the *VEHICLE KEY LOG NOTEBOOK*** on the counter at the University Police Department's Dispatch window.

15. **KEY SIGN-OUT / SIGN-IN / ENDING ODOMETER READING PROCEDURE** - The following information is required to be filled out by each vehicle's driver on the appropriate vehicle sheet in the ***VEHICLE KEY LOG NOTEBOOK.*** *Please make sure you are using the correct vehicle's sheet in the notebook. There are tabs with the vehicle's registration number on them, as well as in the upper left hand corner of the sheets.

    PLEASE WRITE LEGIBLY - All information must be passed on to the State of CT DAS Office of Fleet Operations.

16. **MECHANICAL ISSUES** - Any and all mechanical or physical problems with any of the vehicles must be reported promptly to University Police, the University Vehicle Maintainers and the University Vehicle Coordinator so appropriate work orders may be submitted.

    Every effort will be made to provide an alternate vehicle in case of a sudden mechanical or physical problem but may not be possible given scheduling conflicts. If a vehicle is removed from service for a mechanical or physical problem, as much notice as possible will be given to those affected by its removal. If available, a substitute vehicle will be provided. This is not always possible, however due to the large volume of requests.

17. **ROADSIDE EMERGENCIES** - A vehicle may become disabled during use, requiring emergency roadside assistance or service. A disabled vehicle may include mechanical failure, flat tire, running out of gas or being locked out of the vehicle. In the event the vehicle becomes disabled follow these guidelines:

    With the safety of the driver and passengers the highest priority, please make an effort to get the vehicle to a safe location and then:

    1. Contact the Eastern Campus Police Dispatch Office at 860.465.5310 x3.

    2. Provide Campus Police with your Name, Cell Phone Number, Vehicle Plate Number, Location (closest landmark, street name, town, state), Vehicle Issue (what happened to the vehicle) and how many passengers are in the vehicle*.

    Due to staffing and vehicle availability limitations the University may not be able to send an additional vehicle to pick up groups displaced by vehicle breakdowns.

    3. The Campus Police Dispatch Office will contact University Vehicle Maintenance/Facilities to arrange for vehicle retrieval/repair as soon as possible.

    4. You may be asked to call any existing roadside assistance program available to you, such as AAA or your own insurance company, to get the vehicle moved to a safe location.

18. **ACCIDENTS / VEHICLE DAMAGE** - It is the driver's responsibility to report an accident or any damage that occurs while a University/State vehicle is in their possession. ***Failure to report this damage may result in loss of driving privileges for the driver and possibly the department or organization they belong to.***

    - No matter how minor, all accidents and vehicle damage must be reported to Campus Police 860.465.5310 and the University Vehicle Coordinator 860.465.4326 as soon as possible and the ONLINE DAS VEHICLE INCIDENT/ACCIDENT REPORT FORM must be completed and submitted as soon as possible. This form must be submitted to the State of Connecticut DAS Office of Fleet Operations and the Comptroller's Office by Eastern within 48 hours of the accident/damage occurring.

    The link to the form is available here: https://portal.ct.gov/-/media/das/fleet-operations/vehicle-accident-form.pdf

    Once completed, the on-line form must be sent to the following email address:

    easternfleetmva@easternct.edu.

***BE SURE TO GET ALL PERTINENT DETAILS WHILE AT THE SCENE OF THE ACCIDENT.**

ON-CAMPUS ACCIDENT PROCEDURES

1. Remain calm. Take immediate action to prevent further damage or injury. If anyone is injured call 9-1-1 and signal for emergency assistance. Do not move injured people unless they are in immediate danger. Do not move vehicles unless necessary for safety reasons or damage is minimal.
2. Contact University Police (860.465.5310) so they can respond to file the appropriate report for documentation.
3. The driver must complete the **ON-LINE DAS VEHICLE INCIDENT/ACCIDENT REPORT** immediately and submit it to their department administrator for their approval.
4. A department representative must forward the completed form to the University Police (**easternfleetmva@easternct.edu**) for statewide distribution.

OFF-CAMPUS ACCIDENT PROCEDURES

1. Remain calm. Take immediate action to prevent further damage or injury. If anyone is injured call 9-1-1 and signal for emergency assistance. Do not move injured people unless they are in immediate danger. Do not move vehicles unless necessary for safety reasons or damage is minimal.
2. Contact the local police department within the jurisdiction where the accident took place.
3. Make sure to obtain the accident report number from the responding officer.
4. Obtain a copy of any written Accident Report and provide a copy to University Police.
5. Complete the online DAS Vehicle Incident/Accident/Damage Report on-line and submit it to **easternfleetmva@easternct.edu** within 48 hours.
6. If the vehicle must be towed, be sure to get the name of the towing company and the address of where the vehicle is being towed to.
7. Contact University Police (860.465.5310 x3) to report the accident and provide information as to where the vehicle has been towed.
8. Any and all traffic violations or tickets are the responsibility of the vehicle driver. Eastern will not reimburse operators for fines paid.

19. **GAS** - Be sure that the vehicle is fully gassed prior to leaving Eastern. Gas is available from Eastern's Heating Plant and most State of Connecticut Department of Transportation garages or campuses. The fob attached to the vehicle's key ring is all that is needed to obtain gas at any CT State DOT gas station. Place the fob into the pump monitor and follow the directions on the screen. There is no direct cost to the operator or the operator's department for this gas. Eastern departments/organizations that own pool vehicles reserve the right to charge other departments for gas costs monthly. This arrangement will be made prior to any trip if applicable.

    ***Please be sure there is at least a ¼ tank of gas remaining in the vehicle upon return to campus.**

20. **GAS CARDS** - Eastern Voyager Fleet Cards are attached to each vehicle's key ring and are provided for GAS EMERGENCIES ONLY. Voyager Fleet Card reimbursement is the responsibility of the operator's department. It is recommended to keep a copy of the Voyager Fleet Card receipt if the card is used. Receipts should be sent to Fiscal Affairs, Gelsi-Young Hall Room 340. Additional Voyager Fleet Cards may be requested by contacting Fiscal Affairs at 860.465.5730 during business hours.

    THE ACCESS CODE FOR ALL UNIVERSITY CARDS IS: 006226

    If the code is repeatedly entered incorrectly, access to the card will be denied.

    If the Voyager Fleet Card is damaged or missing on the key ring, please alert the University Police Dispatcher and Fiscal Affairs as soon as possible.

21. **NO PETS** - No pets of any kind are allowed in Eastern or State of Connecticut vehicles. Guide dogs are permitted, however.

22. **NO SMOKING** - ***SMOKING IS PROHIBITED*** in all Eastern or State of Connecticut vehicles.

23. **VEHICLE POOL** - As of 6/2026, the Eastern Vehicle Pool consists of the following vehicles (subject to change):

    - 12-passenger* Vans (8): 46-5, 46-12, 46-30, 46-37, 46-51, 46-59, 46-66, 46-67
    - 6-passenger* Minivan (3): 46-19, 46-75, AV-51426
    - 4-passenger* Cars (2): 46-20 & 46-61

    *Total includes the driver.

IMPORTANT UNIVERSTIY CONTACT INFORMATION

UNIVERSITY FLEET MANAGER

Jeremy Campbell, VP of Finance & Administration

Gelsi-Young Hall Room 230

Office: 860.465.4601

Fax: 860.465.4485

Email: campbelljere@easternct.edu

UNIVERSITY VEHICLE COORDINATOR

Scott Smith, Athletic Equipment Manager

Sports Center Room 118

Office: 860.465.4326 / Cell: 860.604.6618

Fax: 860.465.4696

Email: smithsc@easternct.edu

VEHICLE MAINTENANCE

Will Rivera, Facilities Management & Planning

Facilities Building Room 203A

Office: 860.465.5567 / Cell: 860.576.6766

Email: riveraw@easternct.edu

Dan Butler, QCW Automotive

Facilities Building Room 103

Office: 860.465.0126

Email: butlerd@easternct.edu

David Brockett, QCW Mechanic

Facilities Building Room 103

Office: 860.465.4686

Email: brockettdav@easternct.edu

CAMPUS POLICE - DISPATCH

Main Number: 860.465.5310

Email: dispatch@easternct.edu

Due to safety concerns about both fire and rider safety, hover boards or other electronically operated skateboard type devices shall not be allowed to be either charged, operated or stored on the Eastern Connecticut State University campus or any of its facilities. This prohibition is consistent with the CSCU Student Code of Conduct, Article I, Part D., section 12 which prohibits "behavior or activity which endangers the health, safety or well-being of others."

For more information, please contact the University Police Department.