

Handbook 2016-2017



Sacred Heart
UNIVERSITY

STATEMENT OF UNIVERSITY POLICIES

While every effort is made to ensure the accuracy of information provided in this catalog, accuracy cannot be guaranteed. Sacred Heart University reserves the right to make changes at any time without prior notice. The University provides the information in this catalog solely for the convenience of the reader, who may not rely upon it as a promise or legal obligation. Sacred Heart University expressly disclaims any liability based on the contexts.

The University is committed to the concept of equal educational opportunities for all. Individuals are considered for admission to student status, and its services, facilities, programs and activities are administered in a nondiscriminatory manner as required by law without regard to race, religion, color, sex, sexual orientation, national or ethnic origin, gender, age, or handicap.

The institution recognizes the Family Rights and Privacy Act of 1974, which defines the rights and protects the privacy of students with regard to their educational records.

The University is an Equal Opportunity Employer in accordance with its Affirmative Action Policy. It does not discriminate as required by law in its employment practices on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, or handicap.

Sacred Heart University is committed to the maintenance of a community environment where respect for the dignity and worth of each individual is demonstrated and where diversity and the free exchange of ideas can flourish. The maintenance of that community requires its members to avoid behavior that creates division, to promote behavior that enhances cooperation among groups and to encourage the development of each person as a unique individual.

The University does not condone racism, sexism, sexual harassment, intolerance or any other acts of discrimination. The University is authorized under federal law to enroll nonimmigrant alien students.

Sacred Heart University's procedures for claiming unlawful discrimination or harassment are set as an appendix to this catalog and also on the Sacred Heart University's website. The Executive Director of Human Resources, Julia Nofri, 203-365-4837, who serves as the coordinator for Title IV, Section 504 of the Rehabilitation Act and the Age Discrimination Act is the primary University Office responsible for such matter. Students claiming discrimination for handicap or disability may also file a complaint to the Director of Special Services at the University's Jandrisevits Learning Center.



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The Sacred Heart University Student Handbook serves as an agreement between the University and students to honor the standards, policies and procedures set forth in the following pages. By accepting to attend Sacred Heart University, a student is committed to understanding and abiding by these standards, as well as accepting responsibility for his/her actions. These policies have been established to provide a safe and comfortable community for all Sacred Heart University community members.

This handbook was prepared by the Director of Student Conduct & Community Standards and approved by the Dean of Students.



Dear Student,

Here at Sacred Heart University, we have much to celebrate and a great deal for which to be thankful. We are continuing to grow and expand—both academically with the addition of new programs and courses and physically as we complete construction on our Student Success Center, a new residence hall and a new building to house the Colleges of Health Professions and Nursing.

More importantly, we have six colleges offering challenging academic programs across a wide variety of disciplines. Sacred Heart is known for its award-winning faculty, rigorous academics and small classes as well as its leadership in both liberal arts and the Catholic intellectual traditions. Our hope is that, after four years with us, you will leave Sacred Heart prepared to take your place in a diverse and challenging world.

This handbook will serve as a guide as you explore the many opportunities and experiences that Sacred Heart has to offer. You will also find that our faculty, staff and upperclassmen will be ready and willing to help you along the way. When you come to Sacred Heart, you join a special community whose members are active and engaged, excited to discover what each day has to offer and ready to give back — on campus, in the local community and in the world.

I welcome you to Sacred Heart and look forward to meeting you. I urge you to ask questions and take advantage of all the opportunities that come with a Sacred Heart education.

Sincerely,

A handwritten signature in cursive script that reads "John J. Petillo".

John J. Petillo, Ph.D. President



Dear Student,

It is with great enthusiasm that I welcome you to the 2016—2017 academic year at Sacred Heart University.

If you are a new first-year or transfer student, you'll learn in these pages about campus life, support services, clubs and organizations and more. If you are a returning student, I encourage you to take another look. A new year offers all of us another opportunity to step beyond what is familiar and comfortable and try something different, utilize additional resources to enhance our successes and make an impact on our community.

As you embark on this year, please remember that the Student Affairs division employs expertly credentialed administrators, counselors, advisers and coaches who are diverse in talent, nurturing in approach and dynamic in their ability to educate. I hope you will reach out and get to know these people whose purpose it is to help you discover and broaden your interests, recognize your abilities and encourage, support and challenge you.

I look forward to another dynamic year for the University and offer my best wishes that your year will be a productive and successful one. I also welcome your suggestions as we grow, change and work together to build an even more vibrant Sacred Heart University.

Sincerely,

A handwritten signature in black ink that reads "James Barquinero".

James Barquinero
Vice President for Enrollment Planning and Student Affairs



Rooted in the Catholic intellectual tradition, Sacred Heart University is a comprehensive, independent, coeducational institution of higher learning. Its primary mission is "to assist in the development of people who are knowledgeable of self, rooted in faith, educated in mind, compassionate in heart, responsive to social and civic obligations, and able to respond to an ever-changing world."

Through their academic endeavors as well as their involvement with campus ministry, academic clubs, community service programs, social groups, athletic teams, Greek life and student government, Sacred Heart University students are offered a wide variety of opportunities to develop an appreciation of their personal worth, individual gifts, and academic potential. Faculty, administrators and staff provide a strong support network and serve as mentors and guides as students pursue personal and academic growth.

Rooted in the richness of the Catholic intellectual tradition and reflecting the ecumenical spirit of the post-Vatican II Church, Sacred Heart University challenges its students to open their eyes, ears, minds and hearts to new knowledge and ideas. It motivates them to grow intellectually, spiritually, and morally in a world of opportunities and choices; it prepares them to achieve success within a chosen profession; and it encourages them to reach out to those in need, especially the poor, and to assume responsibility for making their world a better place.



Sacred Heart University was founded in 1963 by the Most Reverend Walter W. Curtis, bishop of the Diocese of Bridgeport from 1961 to 1988. It was established to provide the community with a quality liberal arts education for all at a local Catholic university. From its outset, the University bore the mark of innovation. Charting a new direction within American Catholicism, the University was to be led and staffed by lay people, independent and locally oriented, serving the needs of the diocese and of southwestern Connecticut.

Signs of the University's growth and vibrancy are evident. Enrollment has risen from the original class of 175 to more than 6,400 full-time and part-time undergraduate and graduate students, and the faculty has increased from nine to 233 full-time professors. Over the years, Sacred Heart has grown to become the second-largest Catholic university in New England with students hailing from 46 states and 31 countries.

The University has enhanced the undergraduate student experience in many notable ways. In 1990, it accepted, for the first time, students who wanted the residential experience. It now has 10 residential buildings, with 70 percent of the full-time undergraduates residing in University housing.

UNIVERSITY COLORS: Red and White

NICKNAME: Pioneers



In celebration of the University's 50th Anniversary in 2013, Sacred Heart University President Dr. John Petillo commissioned a new festive version of the Alma Mater tune, to be used going forward in academic convocations, graduations and University events. Dr. Petillo requested that Sacred Heart University have an Alma Mater that is up-tempo, lively and spirited as a reflection of the tremendous success and goodwill that the University has brought about throughout its 50 years. Dr. John Michniewicz, Director of Choral Programs for the Student Life division, composed this enthusiastically received version for choir, soloists and band.

Unison (All):

1. Hail to thee — our Al - ma Ma - ter, Pi - o - neers are —
 2. Al - ma Ma - ter, Oh grant us wis - dom, Heart and mind re -

we. Sac - red Heart's proud sons and daugh - ters
 new. Love and truth, her guid - ing vis - ion.

Refrain:

stand in u - ni - ty oh! Swell, swell the chor - us,
 Hail to S - H - U.

praise, praise her glo - ry, On our fields and in these halls. Loy - al hearts pro -

Bridge (Choir)

claim her sto - ry. Red and White o'er all!

Final Refrain (All):

Oh Swell, swell the chorus, praise, praise her glo - ry, On our fields and in these

Repeat three times:

halls. Loy - al hearts pro - claim her sto - ry. Red and White o'er all!



Behind our Shield



The **dexter** employs aspects of the arms of the Diocese of Bridgeport. The **bridge** placed above the waves of flowing water embodies an apt expression of the name of the diocese that encompasses Fairfield County, Connecticut, where Sacred Heart University is located.

The bridge represents **service**, which forges strong bonds of understanding and unity between diverse constituencies, while the life-giving **water** symbolizes the "port" by which new knowledge and ideas energize the scholars who commit themselves to the disciplines of academic inquiry. **The Cross of Our Faith** above the bridge dignifies the other symbols and identifies the University as a community that celebrates the richness of the Catholic intellectual traditions.

The other side of the shield, **sinister**, uses elements from the personal coat of arms from the Most Rev. Walter W. Curtis, S.T.D., the founder of Sacred Heart University and the second Bishop of the Diocese of Bridgeport. The central **checkered bar**, taken from the Curtis family coat of arms, suggests the collaborative nature of the learning community in which each individual member contributes to the integrity of the whole.

The **two diamonds**, taken from the Costello family shield to honor the Bishop's mother, are placed in the upper portion to represent the University's two most precious treasures: Love, the compassion of God as symbolized in the Sacred Heart of Jesus, and Truth, the goal of all scholarly activity. To honor Mary, the Seat of Wisdom, the University shield includes the **crescent moon**, which is the symbol of Our Lady under the title of the Immaculate Conception, signifying the years that Bishop Curtis spent as a professor of moral theology at Immaculate Conception Seminary.



This section of the Student Handbook offers students an overview of key academic policies, focused specifically for full-time, undergraduate students. For detailed explanation of academic policies and procedures, all students are encouraged to consult the University Undergraduate Catalog or to check with the Office of the Dean of your college.

ACADEMIC YEAR:

The academic year consists of two major semesters. Courses are offered during the day, evenings and on weekends. In addition to this traditional schedule, courses are offered throughout the year in varying course formats, such as accelerated course modules, intensive courses and through online learning. Sacred Heart University uses the semester credit system of awarding credits. Lecture time for one semester credit is generally 50 minutes per week. For a laboratory course, a longer period of laboratory work is required for a semester credit. The calendar and important dates for the traditional semester and accelerated terms are posted on the University website.

REGISTRATION:

Registration information and forms are available from the Office of the Registrar from Monday-Thursday (8:30a.m.-6:00 p.m.) and on Fridays (8:30 a.m.-4:00 p.m.). This information is also available along with registration procedures and instructions on the registrar's website: <http://www.sacredheart.edu/registrar.cfm>. New students interested in fulltime study must apply to the Office of Admissions for matriculation prior to registration. Academic Advising is available to assist students in the selection of courses; however, each student is fully responsible for the courses selected. The normal course load for full-time students is 12-18 credits per term. Students wishing to take more than 18 credits must request permission of the Registrar and will be assessed additional tuition for overload credits starting with the 19th credit. All tuition and fees must be paid according to payment schedules established by the Offices of Finance.

ADD/DROP:

A student may change his or her course selection only within the first week of the semester (or the equivalent for accelerated/ intensive courses). The procedure for schedule changes is available on the Registrar's webpage <http://www.sacredheart.edu/officesservices/registrar/>. This process must be

followed in order to ensure course registration and the proper calculation of tuition and issuance of refunds as listed in the Expenses and Student Financial Assistance chapters of this catalog. Students may not add a course after the add/drop period without written permission of the course instructor and the department chair. See Academic Calendars for add/drop deadlines.

COURSE WITHDRAWAL POLICY:

If withdrawal from a class becomes necessary, the student should obtain an official withdrawal form from the Registrar's office. Official withdrawal is necessary to assure proper grade entry on the transcript and the issuance of any refunds if applicable. A 'W' grade will be issued for course withdrawals submitted within the withdrawal deadline (See Academic Calendars for withdrawal deadlines.) After the deadline a grade of W will only be granted in highly unusual circumstances, such as documented medical emergency. Students who do not withdraw in the specified time frame will receive the grade that they have earned.

Students are encouraged to contact their advisor to discuss academic progress. Phone withdrawals are not accepted. Students who are taking only on-line courses may submit a request to withdraw from a course by sending an email to registrar@sacredheart.edu. The email must include the student's request to withdraw with all required approvals attached. Nonattendance does not constitute official withdrawal.

Course withdrawals may affect satisfactory academic progress (as defined in an earlier section) and/or academic standing, and may result in the loss of benefits or permission to participate in University activities such as athletics. It is the student's responsibility to understand these consequences.

CLASS ATTENDANCE:

Regular class attendance is expected of each student in every class. Instructors are encouraged to base a portion of the final grade on attendance. Excessive absence could result in failure of the course.

DECLARING A MAJOR:

Students are expected to declare a major as soon as possible and no later than the end of their sophomore year. The Office of Career Development offers workshops to assist undeclared students. To declare a major, students must fill out a Declaration of Major form available in the Academic Departments, University College and the Registrar's Office. Completed forms must be submitted to the academic department for the major. That office will assist in obtaining all appropriate signatures and assign an academic advisor. Students who wish to change a major, add a second major, minor or make similar declarations should contact the appropriate academic departments.

ACADEMIC INTEGRITY:

THE MEANING OF ACADEMIC INTEGRITY

As an institution of higher learning, Sacred Heart University places special emphasis on academic integrity, which is a commitment to the fundamental values of honesty, trust, fairness, respect, and responsibility. Only when these values are widely respected and practiced by all members of the University—students, faculty, administrators, and staff—can the University maintain a culture that promotes the free exploration of knowledge, constructive debate, genuine learning, effective research, fair assessment of student progress, and the development of members' characters.

These aims of the University require that members of the University exercise mutual responsibilities. At its core, academic integrity is secured by a principled commitment to carry out these responsibilities, not by rules and penalties. Students and faculty should strive to create an academic environment that is honest, fair, and respectful of all. They do this by evaluating others' work fairly, by responding to others' ideas critically yet courteously, by respecting others' intellectual and physical property, and by nurturing the values of academic integrity in all contexts of University life.

Appropriate disciplinary action will be taken for violations of academic integrity, including plagiarism, cheating, any use of materials for an assignment or exam that are not permitted by the instructor, and theft or mutilation of intellectual materials or other University equipment. Faculty will assign failing grades for violations of the University's policy on academic integrity and students may immediately receive an F for a course in which they commit a violation. Violations of academic integrity are kept on file; second violations will bring additional sanctions, up to dismissal from the University. For any disciplinary action, the University affords the student the right of due process in an appeals procedure. All matriculated students will be provided with a full description of the University's standards for academic integrity, the consequences for violations, and the appeals procedure.

MUTUAL RESPONSIBILITIES OF FACULTY AND STUDENTS

Sacred Heart University faculty have an ethical and professional obligation to take the following steps to promote academic integrity among their students: Refer in course syllabi to the University's policy on academic integrity.

Clearly explicate in course syllabi behaviors and actions that constitute academic dishonesty, especially those that may be specific to the assignments of the course.

Clearly explicate in course syllabi consequences for violations of academic integrity.

Reinforce these expectations and consequences periodically during the semester, such as when giving information for assignments.

Model and, where appropriate, teach students those scholarly practices that embody academic integrity.

Abide by this policy on academic integrity, including its reporting requirements.

Sacred Heart University students have the ethical obligation to take the following steps to promote academic integrity among their peers:

Act with integrity in all their course work.

Abide by this policy on academic integrity and any policies established by their professors and the department in which they are majoring.

Refuse to share materials with peers for the purpose of cheating, or that they believe will be used for cheating.

Take care with their own papers, tests, computer files, and so on, lest these be stolen or appropriated by others.

Notify the professor of a course if they become aware that any form of cheating or plagiarism has occurred. Such notification is not dishonorable but maintains an academic environment in which all students are evaluated fairly for their work; it may also protect a student from a charge of dishonesty (if, for instance, the student's work was appropriated by another).

VIOLATIONS OF ACADEMIC INTEGRITY

Academic integrity can flourish only when members of the University voluntarily govern their personal behavior by high ethical standards. However, it is also crucial for the University to define the boundaries of ethical behavior and to prohibit attacks upon the principles of academic integrity. Policies that govern faculty members' ethical responsibilities are treated in the Faculty Handbook. Students ethical responsibilities are governed by the policy stated here.

Departments and programs at the University may supplement this policy with additional guidelines and faculty members may specify additional guidelines in the syllabi for their classes. Students must adhere to such guidelines as well as to the University-wide policy.

All Sacred Heart University students, in all degree programs, are prohibited from engaging in any of the following types of behavior.

CHEATING

Forms of cheating include, but are not limited to:

Having un-permitted notes during any exam or quiz. Only materials that a professor explicitly instructs students they may use during an examination are permitted.

Copying from other students during any exam or quiz.

Having un-permitted prior knowledge of any exam or quiz.

Copying or rewriting any homework or lab assignment from another student, or borrowing information for such assignments with the intention of presenting that work as one's own.

Using un-permitted materials or taking information from other students for a take-home exam. A take-home exam is an exam; therefore, it requires independent work. Students should follow the procedures given by the professor.

Note: These standards require independent work by a student, except for those contexts where professors have specified forms of permitted collaboration with other students. If no form of collaboration has been specified, students must assume that none is permitted. Because assignments that involve group-based work can cause students to question what forms of collaboration are proper, they should seek guidance from their professors in all cases of doubt. Professors should make clear to students what forms of collaboration are permissible and impermissible. The standards on cheating do not prohibit students from studying together or from tutoring each other.

PLAGIARISM

Plagiarism is any act of misrepresenting the sources of one's information and ideas. When writing essays, it is the act of presenting another person's written words or ideas as one's own. When reporting experimental work, it includes the acts of falsifying data and presenting another's data as one's own. In speeches, it involves quoting passages of others' speeches or written words without mention of the author. Plagiarism is also possible in art and music, if one makes use of a work of art or music in a way that violates the standards of attribution in those fields.

Plagiarism may be willful, as when a student knowingly copies a source without attribution, or negligent, as when a student fails to cite sources properly. Both willful and negligent instances of plagiarism are subject to penalty—in part because professors must judge the result of a student's work, not his or her intentions, and in part because students are expected to know and follow the standards for proper citation of sources.

Forms of plagiarism therefore include, but are not limited to:

Copying whole papers or passages from another student or from any source.

Allowing another student to copy or submit one's work.

Buying or obtaining a paper from any source, including term-paper sellers and internet sources, and submitting that paper or passages of it as one's own work.

Pasting a passage from the internet or any computer source into one's paper without quoting and attributing the passage.

Fabricating or falsifying a bibliography.

Falsifying one's results in scientific experiments, whether through fabrication or copying them from another source.

Appropriating another person's computer programming work for submission as an assignment.

When creating a web page, film, or musical composition as a course assignment, failing to attribute material that comes from other media or failing to obtain proper permission for the use of such material.

Any other appropriation of another's intellectual property without proper attribution.

Submitting an assignment that one wrote during a previous semester or submitting the same assignment for more than one class simultaneously. This action includes reusing substantial portions of previously written work for a current assignment. (Students who are unsure of what work of their own they may use in preparing an assignment should consult their professors.) Assignments must be written the semester in which they assigned unless a professor approves of the use of previously written material with specific guidelines. Assignments may be submitted for credit in a single course only unless professors in multiple courses are informed of and approve of the multiple submissions.

Note: Improper citation of sources occurs when a student presents all the sources he or she used in preparing a paper but fails to attribute quotations and information from those sources in the body of the paper. Specific examples include:

Failure to use quotation marks for direct quotes or for an author's distinctive phrases. (A rule of thumb to follow is that five or more words in succession from a source must be enclosed in quotation marks.)

Following an author's structure of writing and ideas, but rephrasing the sentences partially to give the impression that the whole passage reflects the student's structure and ideas.

Failure to give page numbers for quotations or for other information that did not originate with the student.

Such acts fall under the rubric of plagiarism. Because they sometimes do not involve willful misrepresentation, professors may have more lenient policies in dealing with them. Yet students should strive to cite all information properly and should note that professors have the discretion to treat these cases as seriously as the forms of plagiarism listed above.

OTHER VIOLATIONS:

Other forms of unethical behavior that disrupt the processes of learning, teaching, and research include:

Providing to other students exams or papers of one's own or from any source with the reasonable expectation that these will be used for the purpose of cheating or plagiarism.

Maintaining a file of exams or papers with the reasonable expectation that these will be used for the purpose of cheating or plagiarism.

Theft and defacement of library materials.

Theft of other students' notes, papers, homework and textbooks.

Posting another person's work on the internet without that person's permission.

COURSE-BASED SANCTIONS FOR VIOLATIONS OF ACADEMIC INTEGRITY

When a faculty member encounters a suspected case of academic dishonesty, he or she should address the matter with the student, after collecting whatever evidence may be available and relevant. The faculty has the right to ask the student to provide evidence about the sources used or other reasonable requests to establish the work the student did.

If the faculty member discovers that the student did act dishonestly, he or she will assign a penalty of a failing grade for the assignment; he or she may immediately assign the student a grade of "F" for the course. Cases of improper citation are a matter of faculty discretion.

Faculty will report in writing the incident of academic dishonesty and the sanction imposed to the faculty's chairperson or program director, dean of the college in

which the course was taken, and dean of the student's college within five working days of the sanction. The faculty member will provide all parties with appropriate documentation of the incident. The dean of the student's college will inform the student and his or her academic advisor in writing of the accusation, instructor's course-based sanction, and appeals process available to the student within five working days of the notification from the faculty member. In the instance of a second confirmed violation, the letter sent to the student will stipulate that this is a second violation. These timelines apply under normal circumstances barring institutional exigencies.

APPEALS OF COURSE-BASED PENALTIES

The student will initially have presented his or her explanation to the faculty member when the faculty member first consulted the student about the work in question. The student who claims he or she did not act dishonestly should ordinarily attempt a resolution with the faculty member. If the resolution was not satisfactory following when a student failed a course or received a reduced course grade based on a formerly reported accusation of dishonesty, the student may appeal the grade by presenting a written statement demonstrating that he or she did not violate the present policy. The student should present supporting documentation. A documented appeal associated with a grade must be presented in writing within fifteen working days of the notification from the dean of the student's college.

The procedure for a documented appeal is: If the faculty member imposes a sanction because he or she finds the student acted in violation of the policy, the student may present the case in writing with supporting evidence to the department chairperson or program director of the faculty member involved. The chairperson/program director will consult with the faculty member in an attempt to resolve the matter. If the chairperson/program director is unable to resolve the matter, he or she will inform the student in writing. If the student wishes to pursue the matter further, the student may appeal in writing to the dean of the college in which the course was taken.

If the dean of the college in which the course was taken or the dean's designee finds that the appeal has merit, he or she will convene an appeal committee. This committee will consist of three faculty members: one selected by the student, one selected by the faculty member who taught the course, and one selected by the dean. After reviewing all documented evidence, the appeal committee will then propose a solution that the grade either stands or should be reviewed by the faculty member. This concludes the process.

CONSEQUENCES FOR SECOND VIOLATIONS OF ACADEMIC INTEGRITY

The deans will maintain central files on all reported cases of student academic dishonesty in their colleges. Should a student transfer his or her major to another college, the dean will transfer files pertaining to that student to the dean of the other college.

When the dean of any college receives confirmed notice of a second violation by a student in that college, the dean will refer the matter to a standing faculty committee on academic integrity. This committee will consist of one faculty member each from the Colleges of Arts and Sciences, Business, and Education and Health Professions. The committee will also include the Dean of Students as a non-voting member. Faculty members of the committee will be appointed for two-year terms by a vote of the Faculty Senate. The purpose of this committee is to recommend additional sanctions to be taken against the student, including exclusion from the University for one or two semesters or dismissal from the University.

The committee will have available to it the full documentation of the student's previous violation of academic integrity and authority to request additional information and documentation as warranted; however, the committee is not to reconsider the student's guilt or innocence in those incidents. The committee will hear from the student's academic advisor and the chair or program director of the student's major department(s). The student will have an opportunity to address the committee if he or she wishes. The student may be accompanied by an advocate who is a current employee of the University who may not act as the student's legal counsel.

The committee will make a recommendation of sanction to the dean of the student's college, who will in turn make a recommendation to the Vice President for Academic Affairs. The decision of the Vice President for Academic will be final.

VIOLATIONS AND APPEALS OF VIOLATIONS OUTSIDE OF A COURSE

When a student is suspected of having violated academic integrity by an action that did not occur in the context of a course (see section above, Other Violations), the student, faculty, staff, or administrator who suspects the violation and has plausible evidence should present this information to the Dean of Students. The Dean of Students will decide how to pursue the matter, and the student will have the right to appeal any consequences according to the Student Handbook.

GRADING SYSTEM

The grading system and quality grade points changed effective Fall 2010.

| GRADE | QP | GRADE RANGE |
|--------------|-----------|--------------------|
|--------------|-----------|--------------------|

| | | |
|----------------|------|------------------------------------|
| A | 4.00 | 93-100 |
| A- | 3.67 | 90-92 |
| B+ | 3.33 | 87-89 |
| B | 3.00 | 83-86 |
| B- | 2.67 | 80-82 |
| C+ | 2.33 | 77-79 |
| C | 2.00 | 73-76 |
| C- | 1.67 | 70-72 |
| D+ | 1.33 | 67-69 |
| D | 1.00 | 60-66 |
| F | 0.00 | 0-59 |
| P (Pass) | 0.00 | (for courses elected as pass/fail) |
| NP | 0.00 | (for courses elected as pass/fail) |
| W (Withdrawal) | 0.00 | |
| I (Incomplete) | 0.00 | |
| AU (Audit) | 0.00 | |
| NG (No Grade) | 0.00 | |

I (Incomplete) grades may be changed by completing the deficient coursework no later than six weeks after the beginning of the following major semester (fall or spring.) All Incomplete grades not changed within the six-week period will convert to F's. In unusual circumstances, the sixweek period can be extended. An Incomplete Extension (IX) grade will be in effect until the next conversion date which is six-weeks into the following major semester. After that date the Incomplete Extension grade will convert to an F. An extension for incomplete work may be given only once with the approval of the course instructor and the department chair. Incomplete grade extensions must be filed in writing with the Registrar's office by the instructor prior to the incomplete conversion date

W (Withdrawal) grades are recorded when a student officially withdraws from a course within the approved time frame (see policy under Course Withdrawal.)

NG (No Grade) is recorded by the Registrar when a grade is not reported by the instructor. Students will not receive credit for courses assigned a No Grade.

A grade below C is not an acceptable grade in First Year Seminar (FYS 125), or major coursework. In addition some courses have as their prerequisite a grade of C or better. In these cases, the course must be repeated until a C or better is obtained. A repeated course may only be credited once toward the degree requirement.

Quality Grade points earned in a course are determined by multiplying the point value of the letter grade (see the above chart) by the number of credits of the

course. A term GPA is calculated by dividing the total number of quality grade points by the total number of credits taken during the term. A cumulative GPA is calculated by dividing the total number of quality grade points by the total number of credits taken at Sacred Heart University. Courses transferred into Sacred Heart University from other institutions do not factor into the Sacred Heart University grade point average.

Note: Grades of P/NP, W, I, AU and NG are not included in the calculation of the term or cumulative GPA.

If a student repeats a course that had a passing grade, the best grade will be calculated into the student's overall GPA. The initial grade will remain on the transcript but will not be calculated in the overall GPA.

The student will receive academic credit for the course only once. See the policy for repeating a failed course under the Academic Forgiveness section.

PASS/FAIL OPTION:

A student may choose a course with a pass/ fail option. The University's pass/fail policy carries these conditions:

Students are permitted to designate the pass/fail option for up to four courses toward the baccalaureate degree, and up to two courses toward the associate's degree. Once the course is completed with a grade of pass (P), it cannot be repeated for a letter grade.

Courses can be taken under pass/fail only from general elective courses.

Courses taken under the pass/fail option will not count in the student's GPA.

The pass/fail option must be chosen during registration and cannot be changed after the end of the Add/Drop period for that semester.

ENROLLING IN COURSES AT OTHER INSTITUTIONS:

All matriculated students are expected to fulfill course requirements for their degree at Sacred Heart University. Under special circumstances, a student may appeal to take a course at another regionally accredited institution during the winter or summer sessions only. The guidelines are specifically listed in the SHU undergraduate catalog.

ENROLLMENT CERTIFICATION: The Registrar is the official SHU officer to issue certification of attendance for all government and private programs. Students may review their enrollment status and print certificates using the link on Web Advisor.

ACCESS TO STUDENT RECORDS: The 1974 Family Education and Privacy Act (FERPA) define students' rights of access to records and information maintained by the University. SHU students have the right to view any records which directly

involve the student except for financial records and statements given by your parents to the Financial Aid Office, medical records supplied by a physician and confidential letters or recommendations. No one else has the right of access to this material without the prior written consent of the student involved. It is important to note that some information is designated as "Directory Information" and is available to individuals, agencies and organizations within and without the University. SHU identifies the following as "Directory Information": Name, Date and Place of birth, Home address, Dates of Attendance, Degree sought and expected date of graduation, Major/Minor field of study, Grade Level (Freshman, Sophomore, Junior or Senior) Enrollment status (e.g. undergraduate, full-time or part-time) Previous Institutions attended, Degree(s) conferred (including dates). Honors and awards, Participation in officially recognized activities/sports. A student, however, may refuse the release of any or all of this "Directory Information" by stating this in writing to the Registrar during the first two weeks of each semester. A student who wishes to examine his/her academic records must first see the Registrar to schedule an appointment to view his/her files. Copies are available for a nominal fee.

ACADEMIC STANDARDS

SATISFACTORY PROGRESS

Satisfactory academic progress is determined by two criteria: good academic standing and normal progress:

Good Academic Standing

A student is in Good Standing if he/she is not on University academic probation or dismissed from the University.

Any student not in Good Standing may not represent the University in any public manner as a member or officer of a University registered club or organization, delegate to any association meeting or convention or participant in intercollegiate athletic competitions. Any student who is placed on University academic probation will be ineligible to represent the University in any of the above activities. Effective time and dates of ineligibility are 12:01 a.m. on the Friday prior to the start of the semester.

NORMAL ACADEMIC PROGRESS:

A student whose credits completed fall below the minimum listed is considered as not making normal academic progress.

| NUMBER OF FULL-TIME SEMESTERS STUDENT COMPLETED | STUDENT STATUS | CREDITS COMPLETED |
|---|----------------|-------------------|
| 2 | Freshman | 0-23 |

| | | |
|----|------------|--------|
| 4 | Sophomore | 24–48 |
| 6 | Junior | 49–72 |
| 8 | Senior | 73–96 |
| 10 | Fifth Year | 97–120 |

Financial Aid may require additional standards for 'Normal Academic Progress.' Students should, therefore, contact the department of Student Financial Assistance to confirm requirements for Satisfactory Progress.

ACADEMIC HONORS

Academic Honors include the Dean's List and Graduation Honors.

DEAN'S LIST: The Dean's List is calculated on a semester basis. A student completing a minimum of 6 credits with a GPA of 3.6 or better is eligible for the Dean's List if, in addition, there is no grade below a C and there is no Incomplete (I), Withdrawal (W), NO Pass (NP) or No Grade (NG). If the NG grade is replaced with a letter grade, Dean's List eligibility will be reviewed at the request of the student. Students who complete fewer than 6 credits per semester are not eligible for the Dean's List. Students who receive an incomplete grade in a course and later complete the coursework are not eligible for the Dean's List.

GRADUATION HONORS: Upon graduation, students who complete the undergraduate program of study with the following cumulative GPAs are eligible for these honors, provided that at least 60 credits for a bachelor's degree or 30 credits for an associate degree were completed at Sacred heart University.

Summa cum Laude: 3.80 or higher

Magna cum Laude: 3.60 to 3.799

Cum Laude: 3.5 to 3.599

ACADEMIC PROBATION:

All students, except first-semester freshmen, whose cumulative grade point average (GPA) falls below 2.0 will be placed on Academic Probation. Any student (including first-semester freshmen) who receives a one- semester GPA of less than 1.8 will also be placed on Academic Probation. If a student's cumulative GPA is 2.2 or above and the semester GPA is lower than 1.8 but not lower than 1.5, the student will be administered an Academic Warning, rather than placed on Academic Probation. However, two consecutive semesters of less than a 1.8 GPA, regardless of cumulative GPA, will automatically result in Academic Probation.

A student who receives the grade of F in six or more credits in any given semester will be reviewed for Academic Probation.

Any full-time student (enrolled for 12 or more credits) who fails to complete 12 credits in a semester will be reviewed for Academic Probation.

A student on Academic Probation may choose to enroll in courses at Sacred Heart University during the University's Winter session and Summer sessions. Grades from the Winter session will be applied to the Fall- semester probationary status, while grades from the Summer session(s) will be applied to the Spring-semester probationary status. This will include grades from all courses taken during Winter session and Summer sessions not just repeats of failed courses. Winter session and Summer sessions grades will also apply to the cumulative GPA but will not be transcribed to the fall or spring semester

DISMISSAL:

All students subject to dismissal for academic reasons will be reviewed individually by the Academic Review Board of their college prior to a final decision and notification:

A student who is on Academic probation for two consecutive semesters will be subject to dismissal.

Any student who incurs three Academic Probations during his/her academic career will be subject to dismissal.

Any student whose cumulative GPA falls below the following levels will be subject to dismissal:

After one semester

1.00 16-30 credits attempted

1.50 31-90 credits attempted

1.70 91+ credits attempted

1.90

A student who has been dismissed can appeal the dismissal to the Academic Review Board through the dean of his or her college and request reinstatement.

Note: The above standards are University standards. Some programs have additional standards regarding program probation or program dismissal.

ACADEMIC APPEALS:

Students placed on Academic Probation or dismissed can submit a request for change of status to the Academic Review Board through the dean of the college. Students who have been dismissed in previous semesters must obtain permission from the Academic Review Board of the college who dismissed them before re-enrolling in the University. For more information, contact the dean of the student's college.

COMPLETE WITHDRAWAL FROM THE UNIVERSITY:

Full-time students wishing to drop or withdraw from all their courses and thereby discontinue their enrollment must meet with the Assistant Dean.

Part-time students should contact a University College advisor.

Students will not be allowed to drop or withdraw from their last registered course of the term without meeting with the Assistant Dean or University College advisor.

University Withdrawal is not official until the student meets with the appropriate University representative(s) and completes official forms. Any refunds will be determined by the official date of the withdrawal. All fees are non-refundable.

If a student withdraws from the University prior to and through the "add/drop" period, the courses will not appear on the student's transcript. A "W" grade will be recorded and appear on the transcript if the student withdraws from the University after the "add/ drop" period.

REFUND POLICY:

Please be sure to refer to the entire withdrawal and refund policy found on the Student accounts web page

<http://www.sacredheart.edu/officeservices/studentaccounts/>

Refunds are based on full tuition charges.

Failure to withdraw properly will result in the issuance of a Withdrawal/Failure grade and responsibility for payment in full.

If a student withdraws prior to the start of the semester, all fees will be refunded, except the registration fee. Once a semester begins, there are no refunds of fees, this includes registration fees, lab fees & music lab fees.

Refunds will not be given to students who have an outstanding balance.

Refunds are based on the schedule below and determined by the date of notification to the Registrar's Office/Advisement Office, not the date of last class attended.

Students are required to request refunds - please contact Student Accounts Office at 203-371-7925 or submit your request in writing to the Student Accounts office SC100

The tuition refund schedule is:

Sacred Heart University Online Program

100% Before start of first week
80% the 1st week of Classes
0% after the 1st week of Classes

Fall and Spring Semesters

100% Before start of first week 80%
Before start of 2nd week
60% Before start of 3rd week
40% Before start of 4th week
20% Before start of 5th week
0% After 5th week

Full-time students who withdraw from individual classes and place themselves below 12 credits are still charged at the full-time rate and are not entitled to a proportional refund.

Room/board refunds normally use the same refund schedule as the tuition refund schedule. Students must conduct an exit interview with the Director of Residential Life and Housing Services for final arrangements and refunds.

DEGREE REQUIREMENT WAIVER:

On occasion, it becomes necessary that degree requirements or other considerations involving SHU policies and regulations be modified, based on individual needs. A student wishing a modification in academic requirements should obtain the application for an Academic Waiver Form from their department chairperson. Completed applications should be submitted at least one semester prior to the completion of the degree. Types of Waivers include major course residency requirement, major requirements, physical disabilities, proficiency, and substitutions.

APPLICATION FOR GRADUATION:

To receive a degree, a student must complete all requirements for that degree as listed in the catalog in effect at the time of admission into the program. Degrees are conferred three times a year in May, August, and December. The commencement convocation is held once a year in May.

A student eligible for a degree must apply for graduation to the Office of the University Registrar as follows. An online application is available through Web Advisor.

May graduation date: Application due the prior June
August graduation date: Application due the prior October
December graduation date: Application due the prior February

Failure to comply with the above schedule may result in a delay of degree conferral. Part-time students will be billed a graduation fee upon submitting the application for graduation. The graduation application fee is not refundable. In the event the student does not complete the requirements for the degree within one year of the original indicated date, a new application and application fee will be required. Students completing a credit certificate must submit an application for the certificate at least one semester in advance of completing the requirements. Failure to comply may result in a delay of receiving the certificate by the anticipated graduation semester.

There is no fee for the application for credit certificates at this time. Questions about graduation requirements should be directed to graduation@sacredheart.edu. Information related to graduation ceremonies is available on the Sacred Heart website.

STUDY ABROAD OPPORTUNITIES:

SHU strives to develop students who are able to respond to the ever-changing world. Cross-cultural experience enriches students and helps them to become more knowledgeable global citizens. A study abroad experience is an important way for students to distinguish themselves from other college graduates in the job market. Students wishing to acquire part of their education abroad are afforded many opportunities to do so through the University's short term study abroad programs. The University is a member of the College Consortium for International Studies which offers full academic programs in cooperation with universities throughout the world. Programs may be short term, semester or year long. They may involve home stays or travel, field research or internships, and some will require proficiency in a foreign language. Information on opportunities for study abroad as well as information on grants/scholarships are available through the Study Abroad Office.

TRANSCRIPTS:

The transcript is the official academic record. The student's authorization must be received before a transcript will be released. The student should complete an electronic Transcript Request. The link is available on the Registrar's Office website at www.sacredheart.edu/officesservices/registrar/. A fee is charged for each transcript requested. Options are available for rush processing, and overnight delivery services at an additional cost. Transcripts will be withheld if the student has a financial obligation to the University

| Undergraduate Fall 2015 | |
|---|-------------------------|
| Fall Semester | Fall 2015 |
| Classes Begin | Mon., Aug. 31 |
| Labor Day - No Classes | Mon., Sept. 07 |
| Last Day to Add/Drop** | Tue. Sept. 08 |
| Early Warnings for Undergraduates Due* | Tue. Sept. 22 |
| Columbus Day Weekend - No Classes | Sun. - Tue., Oct. 11-13 |
| Faculty Institute Day - No Classes | Tue., Oct. 13 |
| Last Day to Convert Incomplete Grades | Wed., Oct. 14 |
| Undergraduate Mid-Term Grades/Warnings Due | Wed., Oct. 21 |
| Undergraduate Advising for Spring 2016 Begins (approx.) | Mon., Oct. 26 |
| Last Day to Withdraw from a Course*** | Mon., Nov. 02 |
| Assigned Online Registration Begins for Spring 2016 (approx.) | Wed., Nov. 04 |
| Thanksgiving Holiday - No Classes | Wed. - Sun., Nov. 25-29 |
| Last Day of Classes | Mon., Dec. 14 |
| Final Exams | Tue. - Sat., Dec. 15-19 |

*Academic Warnings may be submitted any time during the semester.

**Roster Verifications due at the conclusion of add/drop period.

***See Course Withdrawal Policy in the Academic Catalog and on the Registrar's Website.

| Undergraduate Spring 2016 | |
|---|--------------------------------------|
| Spring Semester | Spring 2016 |
| Martin Luther King Day - No Classes | Mon., Jan. 18 |
| Classes Begin | Tue., Jan. 19 |
| Last Day to Add/Drop** | Tue., Jan. 26 |
| Early Warnings for Undergraduates Due* | Tue., Feb. 02 |
| Last Day to Convert Incomplete Grades for Fall & Winter Terms | Wed., Mar. 02 |
| Spring Break | Sun.-Sun., Mar. 06 - Mar. 13 |
| Undergraduate Mid-Term Grades/Warnings Due | Tue., Mar. 15 |
| Easter Break - No Classes | Fri. - Sun., Mar. 25 -27 |
| Last Day to Withdraw from a Course*** | Mon., Mar. 28 |
| Undergraduate Advising for Fall 2016 (approx.) | Wed., Mar. 30 |
| Assigned Online Registration Begins for Fall 2016 (approx.) | Mon., Apr. 04 |
| Faculty Institute | Will use Convocation times as needed |
| Last Day of Classes | Mon., May 02 |
| Final Exams | Tue. - Tue., May 03-10 |
| Undergraduate Commencement | Sun., May 15 |

*Academic Warnings may be submitted any time during the semester.

**Roster Verifications due at the conclusion of add/drop period.

***See Course Withdrawal Policy in the Academic Catalog and on the Registrar's Website.



ACADEMIC ADVISING: At Sacred Heart University, academic advising is an integral part of a student's education, and meetings with an Academic Advisor should be an important and regular feature of a student's life. All Academic Advising is coordinated through each of the six academic colleges based on either a student's expressed area of academic interest or intended major. Each College assigns a first-year advisor who works closely with all incoming first-year and transfer students to assist them in their transition to Sacred Heart University including assisting with any academic issues as well as with the course registration process. Once a student officially declares a major they will receive a faculty member in their chosen discipline as their new academic advisor. All academic advisors work not only to assist with course, program and schedule selection, but also to provide the guidance and support needed to assist students in exploring personal and professional goals. It is very important for students and advisors to establish a working relationship and in doing so to meet on a regular basis.

GE SCHOLARS PROGRAM: In conjunction with the General Electric Corporation, SHU began the GE Scholars Program in 1994. It is a scholarship and educational opportunity program designed to recognize and reward the accomplishments of a select group of SHU minority students. During the academic year, GE Scholars have a full schedule of academic, career development, team-building, social, and community service activities.

HONORS PROGRAM: The SHU Honors Program offers a challenging course of study for students who have excelled in their academic work. Classes are small to encourage critical, independent thinking. With permission of the department, Honors courses may be used as credit towards the core, a major or a minor. Students who acquire 30 Honors credits will graduate as an Honors Scholar.

JANDRISEVITS LEARNING CENTER: The Jandrisevits Learning Center (JLC) provides academic support for all SHU students. By enhancing students' skills and knowledge, JLC tutors support course objectives and help each student develop as a lifelong learner. Academic support can play an instrumental role in student success by building self-confidence and self-awareness. As part of the JLC's commitment to fostering self-directed learning, JLC tutors see each student as a unique learner and strive to offer learning strategies tailored to each student's needs. Conveniently located on the lower level of the Ryan Matura Library, the JLC offers students a range of Learning Labs across a variety of subject and skill areas. At some point early in the Fall semester, the JLC will be relocating to its' new home in the Student Success Building located at 5060 Park Avenue.

Make an appointment early in the semester and begin to learn better and learn smarter!

The JLC offers academic support services at no additional cost to all SHU students:

Academic Support Services include 1-on-1 tutoring with Professional and Peer tutors; group study sessions for particular courses by Classroom Learning Assistants (CLAs); monthly workshops on specific academic and life skills; specialized in math, critical reading and writing, accounting, and math; and online writing support (OWL).

Special Learning Services provides instructional accommodations and services for students with documented disabilities in compliance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. These services include testing accommodations, and assistive technology tools.

Hours are Monday- Thursday (9am-9pm), Fridays (9am-3pm) and Saturday and Sunday (2pm-5pm Math Only). Call 371-7820 for appointments.

RYAN-MATURA LIBRARY: The Library provides reference service to individuals and formal bibliographic instruction to groups. A student who inquires at the reference desk will receive assistance from a Librarian. Library services include locating appropriate books, periodicals, reference materials as well as help navigating the wide range of electronic resources. Many resources are available on-line including the catalog, periodicals holding list, and numerous electronic research databases available through the campus network on the library's home page at <http://www.sacredheart/library/.edu>.

LIBRARY CARDS: The SHU student ID card is used as the Library card and enables students, faculty and staff to check out materials. Call 371- 7702 for further information and library hours.

REGISTRAR'S OFFICE: The Registrar's Office maintains all SHU student records. The Registrar's Office is responsible for the processing of all student grades, transcripts and registration. In addition, the office compiles and releases Dean's List and Academic Standing Information. Application and approval for graduation are also the responsibilities of the Registrar. Graduation Applications are available online through Web Advisor.

THE VOLUNTEER PROGRAM OFFICE: The Volunteer Program Office offers a wide range of opportunities for either individuals or groups. Some of the opportunities offered include working in a soup kitchen, Habitat for Humanity, tutoring or working as a teacher's assistant in a local school, helping in an after-school program, visiting local nursing homes or elderly day care, coaching a team at the

community center, building a playground, cleaning a beach or park, mentoring an elementary or middle school child or participating in a Read Aloud program.

Find out more about [volunteer opportunities](#) and even Post-Graduate Service – and get involved today. The volunteer Program office webpage is <http://www.sacredheart.edu/faithservice/volunteerprogramsservicelearning/>

You'll learn why our students and faculty make the university so proud – winning a variety of awards for our innovative volunteer outreach. Office hours are Monday-Friday 8:30am-4:30pm. Call for an appointment at 365- 7622.



ALUMNI RELATIONS: The Office of Alumni Relations engages alumni and current students of Sacred Heart University through events, programs, and services. These activities give you the opportunity to maintain a relationship with the University and with your fellow classmates long after graduation. STAT (Students Today, Alumni Tomorrow) is the student alumni association on campus, which organizes events that bring together both students and alumni. Notable events sponsored by the Office of Alumni Relations include Homecoming (Alumni Weekend), networking events, regional receptions, and various academic program events. Additionally, Alumni Relations supports mentoring programs through the Career Development & Placement Center and the Welch College of Business. Alumni also participate in community service events and assist with admissions efforts. The SHU Alumni Association consists of all graduates receiving a degree from the University and there is no membership fee to join. The Office of Alumni Relations can be reached at (203)365-7671, by email at alumni@sacredheart.edu or on the web at <http://alumni.sacredheart.edu>.

CAMPUS OPERATIONS is a department under the University Division of Facilities Management and Construction. The mission of Campus Operations is to provide quality service to the entire university community through its commitment to provide superior custodial services, to maintain overall aesthetics, to respond to all building maintenance requests, and to arrange the set-up and break-down of all campus events. These tasks will be performed by our professionally trained staff with a sensitive understanding for the needs of our students, faculty, staff and visitors. Our primary goal is to continue to improve the quality of your living environment in the Residence Halls and throughout all campus facilities – year round, and to maintain an attractive and safe environment for future residents.

Campus Operations has its own unique web address (<http://www.sacredheart.edu/campusops.cfm>) where you can find links that will provide more information about us: our services, our management team and how to contact them, along with a description of some of the varied programs maintained by the department which impact you directly as an undergraduate student.

Do you have a maintenance request? If you need to request the services of Campus Operations for custodial services or maintenance needs you must go to the Campus Operations web site (above) and select the link: "MOP"; select the Service Request that best pertains to your needs and follow the prompts. When you have entered a request you will receive a return receipt and confirmation code verifying that your request has been processed. If you have a question about your requested work, you must use this confirmation code to identify the work requested and receive information on the status of your request.

In an EMERGENCY do not use MOP for any emergency requests. The Campus Operations office is open Monday through Friday 7:00 am to 4:00 pm. Emergency requests only should be called to the Campus Operations call center at 371-7870 during these hours. After normal work hours, nights and weekends call Public Safety at 371- 7995.

A "Room Condition Form" listing anything that is not in perfect condition within your residence hall and/or your room will be provided to you for review and signature when you Move-In and when you Move-Out. Campus Operations will join Residential Life in assessing the condition of your residence hall regularly during your occupancy to determine routine maintenance and any vandalism repair needs. The Residential Life Director is provided with a list of all vandalism detail and associated costs for each vandalism repair work order. All charges associated with vandalism have specific "back-up" data, closed work orders, and photographs, where possible. These individual residence hall binders are given to the Residential Life Office for billing charges and are available for review by any resident student following billing, which is done semi-annually by Residential Life.

A damage penalty will be assessed for any tampering that results in damage to room electronic controls affecting heating, ventilation, air- conditioning (HVAC), lighting, etc. Student residents in such a room will be fined ONE HUNDRED DOLLARS (\$100.00) for the damage caused. Individual students who cause other vandalism damage in a residence hall will be assessed the cost of repairs as determined by Campus Operation and Residential Life.

Campus Operations is the "customer service center" for your maintenance and custodial concerns while you are a campus resident. Please communicate with us directly through our department web site (<http://www.sacredheart.edu/campusops.cfm>). We will always respond to you.

CAMPUS MINISTRY: Spiritual growth is central to the learning experience at Sacred Heart University. The Office of Campus Ministry is pivotal in this commitment and provides opportunities for students to examine and experience their religious traditions in relationship to their personal development. In keeping with the University's philosophy and orientation, Campus Ministry offers liturgical, educational, and pastoral services in the Catholic tradition. In addition, Campus Ministry seeks to facilitate the same experiences for students of other faiths through interfaith dialogue, opportunities for worship in an ecumenical setting, and the inclusion of clergy and staff from various religious traditions.

Campus Ministry provides the pastoral component of campus life. Offering students the opportunity to participate in retreats, Small Christian Faith Sharing Communities (Campus RENEW), fellowship events such as Praise and Worship, Bible Study. Prayer vigils and devotional events designed to respond to individual needs for personal reflection, social interaction, and the exploration of life issues.

The Eucharist is celebrated each Sunday at 12:30 PM and 7:00 PM in the Chapel of the Holy Spirit and Monday—Thursday at 12:30 PM in the Chapel of the Nativity. Many opportunities for ministry within the liturgical context (e.g., hospitality, lectors, musicians, Eucharistic Ministers, altar servers) are open to students. Training for these ministries takes place each semester. The Campus Ministry Office, by conviction and location, is a place of hospitality for all students, staff, faculty and administration. More information about opportunities for involvement in Campus Ministry activities and student organizations is available at the Campus Ministry Office (3717840) or on the Campus Ministry website at: <http://www.sacredheart.edu/campusministry.cfm>

FINANCIAL ASSISTANCE:

The services and resources of the Student Financial Assistance Office (SFA) are available to all students. Financial Assistance awards are based on the student's citizenship, financial need, academic progress and enrollment status. About 90% of SHU students receive some financial assistance. Assistance is available through scholarships, grants, loans and campus employment. Many students, however, do not realize they are eligible. Students are encouraged to contact the SFA Office to utilize the information and financial counseling services available.

Eligibility:

Undergraduate students are eligible for financial assistance provided they are citizens or permanent residents of the United States and are enrolled in the University on at least a half-time basis.

Application Procedures:

To be considered for financial assistance at Sacred Heart University, each year, the student must meet the requirements outlined below:

All students must complete a Free Application for Federal Student Aid (FAFSA). Sacred Heart University's Title IV code is 001403.

New full time undergraduate student financial assistance applicants must complete the PROFILE with the College Scholarship Service (CSS) in addition to the FAFSA. In order to have an official report sent directly to Sacred Heart use the University's CSS code number: 3780.

Priority deadline to apply for financial assistance is:
New full-time undergraduate students: February 15th
Returning undergraduate and graduate students: April 1st

A completed Confidential Information Form must be submitted to the University's Office of Student Financial Assistance each application year.

Students who are selected for verification (it will be noted on your Federal Student Aid Report) must complete and submit a Verification Worksheet, signed copies of Federal Income Tax returns, and W-2 statements. Other documentation that may be required includes social security card, birth certificate, citizenship verification, driver's license etc. Loans and Pell grants for students selected for verification will NOT be processed until required documentation has been received and reviewed.

Awarding:

For financial assistance awarding, please note:

You must be registered.

You must have completed the Free Application for Federal Student Aid (FAFSA).

You must be achieving satisfactory academic progress (minimum cumulative GPA of 2.0).

For renewal of need-based aid, you must demonstrate continued financial need.

For academic scholarship renewal, recipients must maintain the required cumulative GPA.

There are cases in which our office may need to recalculate your financial assistance offer based upon information received after the original award is made. These include:

- § Receipt of additional aid from outside sources.
- § Changes in family contributions due to updated information.
- § Changes in enrollment status.
- § Changes in housing plans.
- § Withdrawal from the University prior to semester's end.
- § Federal regulations may require repayment of funds.
- § Failure to maintain satisfactory academic progress.

Sacred Heart University tries to make maximum use of its funds in order to assist as many students as possible. When adjustments become necessary we will make every attempt to reduce your loan debt.

Re-evaluation:

You can request a re-evaluation. Often changes occur during the academic year that affects the family's ability to provide its contribution. If you would like to request a re-evaluation of your file please provide a letter detailing the reason for the review. Please document circumstances you feel deserve consideration that result in a reduction of income. Examples of these conditions include: medical bills, unemployment, divorce/separation, death of a spouse or parent, disability of family members, change in employment earnings, loss of untaxed income or benefits.

Your letter should outline the anticipated income for the year 2010. Attach documents that support your appeal, such as 2010 year-to-date pay stubs, verification of untaxed income to date, unemployment benefits to date, AFDC/TANF benefit history and projection, statement from employer in a case where hours are reduced or a salary changed. Please note how long the condition has existed and why.

Institutional adjustments can be made in a relatively short time. Changes to federal or state awards usually take longer.

Refund Allocation Policy for Federal Financial Aid Funds

Withdrawing from all courses is considered withdrawing from the university. If you do this before 60% of the semester is completed (approximately 8-9 weeks into the semester), your financial aid award will be recalculated, according to the percentage of the semester you have completed. The formula for calculating this percentage is:

$$\frac{(\text{Days enrolled}) - (\text{Official breaks of five days or longer})}{\text{Total number of class days in the semester}}$$

Returning Aid

If you have been awarded Title IV (federal) or state aid and you withdraw before completing 60% of the semester, some portion of your financial aid award must be returned. The above formula determines what portion of the aid must be returned and the table below indicates the order in which the aid is returned.

Refunds to Federal Title IV programs are made in this order:

Federal Unsubsidized Stafford Loan
Federal Subsidized Stafford Loan
Federal Perkins Loan

Federal Graduate PLUS Loan
Federal PLUS Loan
Federal Pell Grant
Academic Competitiveness Grant
National Smart Grant
Federal Supplemental Educational Opportunity Grant
Other federal sources of aid
Other state, private or institutional aid
The student

Refund examples are available in the Student Financial Assistance Office. It is important to discuss withdrawal and refund as it pertains to the individual student, and its implications for federal student loan repayment and future eligibility for financial assistance.

If you wish to discuss your specific concerns further or have special circumstances that need to be addressed, contact our office at 371- 7980.

MAIL & DUPLICATING CENTER: Mail services are available to all students in the Mail & Duplicating Center, located next to Buildings & Grounds in the Academic Center. Resident student mail is delivered to the appropriate mailboxes Monday through Friday by early afternoon. All packages and any mail that is too large to fit in the mailboxes are scanned into our tracking system. As soon as something enters our tracking system, an email message is automatically sent to the recipient informing them that they have received something. The student should then bring a picture id to the service window and receive the item. The mail service window does not sell stamps, however, we can apply postage to all letters and parcels with our postage meter.

The Duplicating Center can produce full-color copies, black and white copies, transparencies and other services for a nominal cost. There are 2 student copiers in the Library, one in the Vending area in the HC Wing, and another in the lobby of the mailroom. There is a student machine in the cafeteria at the Oakview campus and another in the lobby of the Cambridge campus. Although we still offer a faxing service, more and more people are scanning to email. With scan to email, we scan documents directly to email as a pdf. file and email them anywhere in the world for a fraction of the cost of traditional faxing.

The Mail & Duplicating Center hours of operation during Fall & Spring semesters are as follows: Monday through Thursday 10:30 a.m. – 6:00 p.m. Friday 10:30 a.m. – 4:30 p.m. The Lobby is open 24 hours each day for your convenience.

MEDIA SERVICES: The use of audio-visual equipment can be arranged through the Media Services Office, AC-South Wing (X 7877).

EMERGENCY MANAGEMENT & PUBLIC SAFETY:

The SHU Comprehensive All-Hazard and Business Continuity Plan establishes the official emergency management policy for the SHU Campuses, units, and University first responders and is designed to provide direction and guidance for the entire University Community in handling the (5) phases of emergency management.

1. *Prevention/Mitigation*-eliminating or reducing the chances of disaster occurring, and limiting the effects and duration of incidents that could not be avoided.
2. *Protection*- ongoing actions that protect the university community and property from threats or hazards.
3. *Preparedness*- plans, policies, and training designed to ensure response and readiness capabilities.
4. *Response*- emergency assistance and lifesaving actions taken as events occur.
5. *Recovery*- actions to resume normal operating conditions as soon as possible.

Role of Students

1. The Emergency Response Plan for Students provides students with basic emergency response steps for emergency situations. This plan focuses on facility evacuations, lockdown and shelter-in-place procedures.
2. Every student should familiarize themselves with the emergency procedures and evacuation routes in buildings in which they live or use frequently. Students should be prepared to assess situations quickly but thoroughly, and use common sense in determining a course of action.
3. Students should evacuate to assembly areas in an orderly manner when directed to do so by emergency personnel, faculty or fire alarm. Students should maintain contact with Public Safety, Student Affairs, International Affairs and/or Residential Life after a disaster or emergency.

Student Emergency Guide

SACRED HEART UNIVERSITY
DEPARTMENT OF PUBLIC SAFETY

PAUL HEALY
EXECUTIVE DIRECTOR OF
EMERGENCY MANAGEMENT

JACK FERNANDEZ
DIRECTOR OF PUBLIC SAFETY

This quick reference is produced by Sacred Heart University's Department of Public Safety. It covers potential emergencies on campus and what you can do to respond. It should be kept in an easily accessible location at all times.



SACRED HEART UNIVERSITY

REGISTERING FOR THE EMERGENCY NOTIFICATION SYSTEM

(The registration process is mandatory for all students)

1. Go to www.sacredheart.edu
2. Click on "MYSHU" (upper right hand corner)
3. Select "Webadvisor"
4. Select "Student"
5. Log-In using your email ID and Password
6. Under "User Account" section, select "Emergency Notification Info"
7. Scroll down and enter cell phone number
8. Click "Submit"

COMMUNICATION IS KEY.
Get the information you need to know!

INITIAL ACTIONS

The individual discovering or receiving information about an incident will take the following steps:

1. Call Public Safety ext. 7911 or Emergency 911 (Off-campus - 203-371-7911)
2. Provide the following information:
 - Your name
 - Nature of incident
 - Location of incident
 - Severity of injuries or property damage
 - Telephone number (for a call back)
3. Take action to protect yourself and others.
 - Moving people away
 - Isolating and securing the area
 - Providing assistance as needed to other students and personnel
 - Directing Public Safety responders to the scene
4. Await instructions from Public Safety, police, fire or University officials. These instructions will be given by alarm, text message and/or email.

RESPONSE OPTIONS

Please take the following steps in response to the specific directions issued by Public Safety

Seek Shelter

IF INSIDE:

- Use a desk or other piece of furniture as a shield
- Move away from windows
- Make body as small as possible and stay low
- Remain quiet, still and be prepared to move quickly

IF OUTSIDE:

- Try to get behind any solid object
- Lie flat, with face away from source of event
- Cover your head and face
- Remain quiet, still and be prepared to move quickly

Evacuation

- Instructions to evacuate will be issued by Public Safety, police or University officials
- Evacuate quickly, but in an orderly fashion to a safe area
- Remain calm and quiet
- Assist handicapped persons or those in need
- Do not turn off lights or equipment
- Close all doors behind you - do not lock doors
- If you observe something unusual or suspicious, do not touch it
- Remain in a safe area until receiving notification to return to the facility

Lockdown

- No one will be allowed to enter the Campus
- Faculty will oversee the lockdown by drawing blinds, where possible, locking doors and windows, and turning off lights
- Disregard any knocks on the door and be alert
- All students and personnel should move into isolated sections of building and remain quiet
- People will be notified when it is safe to resume normal operations

The Department of Public Safety's mission is to provide for the safety and security of students, faculty, staff and visitors of the University, to provide for the protection of property and to insure the smooth, efficient, timely and professional delivery of Public Safety services to the University community. The Department of Public Safety Office is located in the Academic Building, next to Campus Ministry, and is staffed 24 hours a day, 7 days a week. Some of the services the Department provides are:

24 hour emergency response

Key/card access and control

Personal safety escorts on campus, from dusk to dawn

Vehicle assistance, including battery jump starts.

Questions regarding parking decals and permits.

Patrols of campus buildings and property.

Investigation and documentation of incidents on campus.

Coordinates and schedules Public Safety and police staffing for campus events.

Inspects and maintains fire extinguishers and, via the Fairfield, Bridgeport and Trumbull Fire Marshal Offices, enforces fire codes.

Is the liaison with the municipal first responder agencies and AMR Ambulance Company.

PARKING REGULATIONS: (effective August 22, 2105)

-All commuting students (those not living in University operated housing, with the exception of the Trumbull Marriott) will be allowed to park on the main campus in the non-resident hall designated lots. (Note: provided they have a valid commuter decal)

-All campus parking will be on a first-come first serve basis. None of the lots will be specifically designated for any segment of the campus community.

-Commuter students will be sharing these spaces only with faculty members. University administrators and staff will all be parking at off-campus sites and then shuttled to the campus.

-All resident students who bring their cars to campus will be given either a spot in their residence hall designated lot (if selected via the lottery system) or be allowed to park in the students overflow lot at the Trumbull Mall. Again, the only exception to this will be for those students residing at the Trumbull Marriott.

University parking policy does not allow freshmen to have a vehicle on campus during the academic year, as parking resources are limited.

The above policy is for Monday-Friday on days when classes are in session between the hours of 7:00am and 10:00pm. It does not apply on weekends, holidays, etc. nor does it apply to student parking at the Cambridge or Oakview campuses.

In order to accommodate these adjustments some changes (including additional shuttles and some limited early start-ups) have been made to the shuttle routes. Please refer to the Shuttle schedule on the University website for complete details.

In addition, between the hours of 11pm and 7am there will be a van available on demand for residents of Oakwood, Pioneer Gardens and Park Ridge as well as those living on the main campus to access their cars at the Trumbull Mall or to get to campus.

To request service, students need to call the following number (203-650-1606) and speak to the driver who is a licensed security guard.

ALL cars coming to campus must be registered by the end of the day on August 01, 2016 or upon arrival to campus.

All request for Student Parking Decals **are made online at** <http://www.sacredheart.edu/officesservices/studentaccounts/parking/>. Due to parking limitations, students are issued only one (1) decal and freshmen resident students are **not permitted** to park cars on campus.

Information needed to complete request online:

- Sacred Heart University network ID & password
- Vehicle information
- Connecticut address for commuting students

Information required to pick-up decal:

- Sacred Heart University ID Card
- Motor Vehicle Registration

All cars **must prominently display their parking tag** to gain entry to the appropriate lots. In order for this policy to work, Public safety will be utilizing a heavy and continuous presence in the lots. Their enforcement efforts will include the following:

First offense, a ticket;
Second offense a "boot",

Third offense a “boot” and any subsequent offenses will result in the car being towed and that student losing all future parking privileges at the University.

SHU SAFE MOBILE APPLICATION: The primary function of SHU SAFE is to serve as an emergency communication tool between the University community and campus security, as well as local emergency first responders. SHU Safe offers three major features: Emergency Call, Safety Check and iReport (reporting of suspicious activities). If you are experiencing or come upon an emergency, you can open the SHU Safe app and choose the type of emergency assistance that you need. This application is available for download in your “Apple” or “Google Play” Store. *Web link at:* <http://www.sacredheart.edu/officesservices/publicsafety/crimepreventionreporting/shusafe/>

EMERGENCY PHONES: Several Blue light emergency phones are located throughout campus and at select off campus facilities. Pressing the button automatically connects you with Public Safety.

KEYS/LOCKS: Each resident student is issued a SHU Student ID Card which is also used as the student’s access card to enter their residential building and room. Residents must carry their keys at all times and may not duplicate or lend them out. Residents must report lost keys and cards to the Residential Life and Public Safety Office immediately. Lost keys and cards will result in a lock change and the assessment of a replacement charge. Residents are encouraged to always lock their bedroom and apartment doors at all times, even if only leaving for a few minutes. For the safety of all residents, the exterior doors of residence halls and apartments should be kept locked at all times, and should not be propped open.

LOCK-OUTS: Students are expected to carry their SHU Student ID Cards at all times. If, however, a student becomes locked out of their room or apartment, the student should contact the RA on-duty to be let in.

DANGEROUS MATERIALS/WEAPONS: Dangerous materials and weapons, including but not limited to hunting equipment and firearms, knives, fuel, and items specifically prohibited in residence halls (see Residential Life, fire safety section) are not allowed on campus, and will be confiscated. The University does not provide storage for such items.

Public Safety Phone Numbers:

Routine Business Calls..... 203-371-7995

Fax..... 203-365-7651

Emergencies Only..... 203-371-7911

STUDENTS ACCOUNTS/BILLING

Sacred Heart University Student Accounts/Cashier Offices are located in the Main Academic Building, Room SC100

Billing Statements are mailed monthly. Billing questions can be directed to Student Accounts at (203) 371-7925 or visit

www.sacredheart.edu/studentaccounts for additional information.

Pay in Full Due Dates:

- Fall Term — July 1
- Winter & Spring Intensives — Upon registration
- Spring Term — December 1
- Late Spring & Summer 1 Terms — April 24
- Summer 2 Term — June 1

Payment Options:

A. Online www.sacredheart.edu/studentaccounts

1. Automatic bank payment (ACH) from checking or savings account
2. Make a one-time payment in full
3. Enroll in 5-month semester-based payment plan
 - Enrollment fee per plan
 - One payment plan per student per semester
 - Review schedule at www.sacredheart.edu/studentaccounts

B. Check or Cash Payments

1. Check payments: payable to Sacred Heart University, mail to: 151 Park Avenue, Attn: Office of the Cashier, Fairfield, CT 06825 or, submit in person
2. Cash payments: in person, only during normal business hours
3. Night depository is available for check payment outside of normal business hours

C. Student Financial Assistance

1. Applicable students should contact the Sacred Heart University Student Financial Assistance Office for detailed application process (www.sacredheart.edu/admissions/financialassistance/)

2. Applicable students are responsible for paying the portion not covered by financial assistance utilizing the payment options noted above

In the event a payment is received later than the due date, a finance charge will be assessed at the rate of .75% per month on the unpaid balance (annual rate of 9%).

Students cannot register for subsequent courses unless all prior courses are paid in full.

Health Insurance:

Participation in the Health Insurance Program is mandatory for all Full-Time Undergraduate Students. The cost will be included in the Fall semester billing, annually. If the student has comparable proof of Health Insurance within the State of CT, they may waive out of the Program. Details regarding the waiver process are located on the Student Accounts website:

www.sacredheart.edu/studentaccounts

Office of Student Accounts: SC 100 (Main Academic Building)

Phone: (203) 371-7925

Website: www.sacredheart.edu/studentaccounts



CAREER DEVELOPMENT and PLACEMENT CENTER

The Center staff offer the following services to undergraduate and graduate students:

- Assistance choosing an undergraduate major when you're undecided or unsure
- Interest and personality style assessments
- Exploration of career options for your chosen area of study
- Finding paid and unpaid internships, for which you may be able to earn academic credit
- Finding part-time or summer jobs
- Conducting a job search for a full-time position after graduation
- Planning for and researching graduate school options
- Group and individual assistance on resume writing, interview prep for internship/job search, appropriate use of LinkedIn and social media
- On-campus interviewing by employers
- PioNetwork, an online job bank exclusively for SHU students
- One-on-one career counseling for career-related issues
- Career events: Special speakers, Alumni panels, Internship and Career Fairs

Stop by the Career Development and Placement Center on the second floor of the Linda E. McMahon Student Commons, call us at 371-7975 or send an e-mail to careerdev@sacredheart.edu.

PERSONAL COUNSELING: Counselors provide counseling and support to fulltime undergraduate students, having difficulty dealing with a variety of issues including but not limited to anxiety, depression, substance abuse, eating disorders, anger management, family and other relationship issues, and homesickness.

The staff is professionally trained and competent to intervene in a crisis situation; to offer short term counseling; to serve as a community resource; and to provide outreach programs. In addition, the office coordinates various support groups and self-help networks. Any students wishing to make use of the counseling and support services can call (203-371-7955) or use the online request form. All counseling sessions are strictly confidential. Students in need of long term therapy or presenting with issues beyond the scope of services of the counseling center will be referred to appropriate

local services. Students are financially responsible for outside (off campus) services to which they are referred. The Counseling Center is located in The Wellness Center.

HEALTH SERVICES: The Student Health Center, located in The Wellness Center, provides accessible and comprehensive on-campus health care for students. Services include evaluation and treatment of acute illnesses and injuries, gynecological care, suture removal, immunizations and diagnostic testing. We are staffed by RNs and Nurse Practitioners. The Wellness Center responsible for collecting information from a recent physical as well as the immunization record that is required by the State of Connecticut. It is the student's responsibility to submit all completed health forms to avoid delays in being able to register for classes in the future. A completed health form allows Health Services to provide better treatment as we will know your medical history. There is no fee for services to full-time undergraduate students except for immunizations and medications. Part-time undergraduate students and all graduate students pay a fee to be seen. Please call 203-371-7838 for appointment information. If a student is referred off campus for treatment the student is advised to inquire about the charge for all services as this is the responsibility of the student and requires that s/he use his/her private insurance.

Health insurance is mandatory for all fulltime undergraduate students. You may purchase the University suggested policy or you can provide proof of equivalent insurance and waive out of the Student Health Insurance. For questions regarding purchasing University insurance, please contact Student Accounts at 203-371-7925.

IT IS THE STUDENTS RESPONSIBILITY TO SUBMIT ALL COMPLETED FORMS TO HEALTH SERVICES TO AVOID DELAYS IN SERVICE AND REGISTRATION.

ATM: A Bank of America ATM machine is available for use in the Main Academic Center.

BOOKSTORE: At the SHU Campus Bookstore we know textbooks and course materials are expensive, so we're constantly looking for ways to make learning more affordable. That is why we offer our Rent—A—text program, which has a nationwide savings in over \$100 million and counting.

Why should you rent?

Renting your textbook offers you the lowest up-front cost. On average, you'll save more than half the price of a new book. And it is easy!

How is Rent—A—Text Different?

Unlike other rental programs, you can convert your textbook rental into a purchase during the rental period for a small premium. If you drop a class, you can return your rented book to the bookstore during the return period for a refund. You can also highlight and write in the books. Normal wear and tear is expected. To get more information about Rent-A-Text just visit the bookstore located in the Academic Building or visit us online at www.sacredheart.bkstr.com <[http:// www.sacredheart.bkstr.com](http://www.sacredheart.bkstr.com) >.

CHANGE OF ADDRESS: All changes in a student's marital status, address, or phone number should be reported to the Registrar's Office.

CLASS RINGS: Class rings, graduation announcements and other commencement related items are available and may be ordered from ring vendors brought on campus several times each semester. Scheduled dates are available in the Student Union Office.

COPY SERVICE: Coin operated copy machines (10 cents each) are located in the South Wing of the Main Academic Center next to the ATM machine, in the North Wing in front of the Cashier and in the Ryan-Matura Library. Please contact the Duplicating/Mail Center at 371-7952 if there is a problem with a machine.

DINING SERVICES:

On behalf of the entire SHU DINING staff, we are delighted to welcome you to Sacred Heart University for the 2016-2017 academic year. We are looking forward to the exciting year ahead. We have one of the finest dining programs available with plenty of special events, innovative promotions and fun. Over the past Academic Years, we reviewed our program and made changes based on the student feedback - enhancing the program to better satisfy your dining needs. Whether you are on the go, an early riser or a casual diner, we are sure our program will meet your needs.

MEAL PLANS:

Resident Students

Meal plans are assigned by Resident Hall. Students are always encouraged to upgrade their Meal Plans, and must be done through the Bursars Office. If you choose to upgrade your plan in the Fall, be sure to also upgrade in the Spring. You may carry over a maximum of \$300 Declining Balance Dollars from Fall to Spring semester. Unused Meal Swipes do not carry over. Meal Swipes are intended for the card holder only; they are nontransferable.

PREMIUM UNLIMITED - \$2,650 per semester
Unlimited meal swipes

BIG RED - \$2,225 per semester
130 Meal swipes and \$850 declining balance dollars.

PIONEER - \$1,680 per semester
60 meals and \$950 declining balance dollars.

RED & WHITE - \$990 per semester.
\$990 declining balance dollars.

Commuter Students

Enjoy the convenience of dining here on campus without the hassle of having to carry cash or losing your parking spot. Commuter Meal Plans are per semester and no Meal Swipes or Declining Balance Dollars will roll over from Fall to Spring. Meal Plans are purchased through the Bursars Office

Black Rock—\$475 per semester
Enjoy 15 Meal swipes and \$350 declining balance dollars for the semester.

Park Ave—\$240 per semester
Enjoy 7 Meal swipes and \$180 declining balance dollars for the semester.

Merritt—\$145 per semester
Enjoy 5 Meal swipes and \$100 declining balance dollars for the semester.

Convenience

Your "Meal Plan" account is accessed from your student ID card at any of our dining service locations including sports concessions and campus special events.

Security

If you lose your cash, chances are you won't get it back. If you lose your student ID, you can either deactivate it online at www.sacredheart.edu/myshu or report it immediately to the Student Union Office and a new one will be issued for a nominal fee.

Budgeting

To assist you in keeping track of your account, your balance is displayed each time you make a purchase.

Connect to Campus

View menus, nutritional information, specials and more on your smartphone and tablets with App on campus or on the Web at Dine On Campus: dineoncampus.com/shu or connect with us on Facebook, Twitter, and Instagram @SHU_DINING

INSURANCE: All full-time students must have insurance. You can choose to carry your own insurance, by completing the wavier forms or the University insurance plan.

OFF-CAMPUS HOUSING: Sacred Heart University is now working with a private company, [Jump Off Campus](#), to provide a central place for students to find off-campus housing.

SHUTTLE SERVICE: The shuttle service serves as free campus transportation for students, operating 7 days a week, from campus to off-campus University housing sites and selected service sites. The shuttle runs on a pre-determined schedule, much like public transportation - please check posted schedules. For more information, stop by the Student Union Office or call 371-7913.

STUDENT ID CARDS: All full-time undergraduate students receive one SHU student ID free of charge by paying the full-time student activity fee. Other fees apply for part-time and Graduate Students. Students must present their validated registration form to obtain an ID. The ID card acts as your SHU Library card, meal card and entrance to student events. ID cards are not transferable and cannot be traded or shared for meal plans. There is a 25.00 fee to replace a lost, damaged (including magnetic stripe), and/or tampered with ID card. ID Cards are to be kept from year to year, as replacements are not given out annually. The Student Union Office does not recommend punching a hole in the ID card for neck rings. Your student ID card is the property of Sacred Heart University. Call 371-7913 for hours.

WEATHER INFORMATION: In the event that weather conditions require a delayed opening or a cancellation of classes, an announcement will be broadcast by 7am for day classes and 4pm for evening classes. If no announcement is made, classes will be held as scheduled. For up-to-date campus information on weather delays and closings, call: 365-SNOW (7669). Announcements will be made on TV cable channels 8 and 12 and the following area radio stations:

| | | | |
|----------------|----------------|----------------|-----------------|
| WEZN- | WELI- | WICC- | 60 WAVZ- |
| 99.9 FM | 960 AM | AM | 1300 AM |
| WSHU- | WNHC- | WLAD- | WKCI- |
| 91.1 FM | 1340 AM | 800 AM | 101.3 FM |
| WDAQ- | WGCH- | WINE- | WNLK- |
| 1490 AM | 940 AM | 1350 AM | |

WATR- WSTC- WPLR- WJAZ- 1320 AM 1400
AM 99.1 FM 96.7 FM

WEBE- WMMM- WFAS-
108 FM 1260 AM 103.



ATHLETICS: The Sacred Heart University athletics program competes at the NCAA Division I level sponsoring 32 varsity sports. Male sports include: baseball, basketball, cross country, fencing, football, golf, ice hockey, indoor track and field, lacrosse, soccer, tennis, outdoor track and field, wrestling, and volleyball. Female sports include: basketball, bowling, crew, cross country, equestrian, fencing, field hockey, golf, ice hockey, indoor track and field, lacrosse, rugby, soccer, softball, tennis, outdoor track and field, swimming, and volleyball. SHU is a member of the NCAA, Eastern College Athletic Conference (ECAC), and the Northeast Conference (NEC). Sacred Heart University competes in the Atlantic Hockey Association in men's ice hockey. The University also offers select club sports programs as well as an intramural program for our students.

Class Attendance Policy for Student-Athletes: All student-athletes are expected to attend class regularly. Perfect attendance can be achieved and should be the goal of all students. In planning their academic schedules, student-athletes should check with the Director of Academic Services and their coaches about the team's practice and playing schedule. They should schedule their classes so that there is an absolute minimum amount of class time missed because of a game conflict. A student-athlete should not miss class, leave a class early, or arrive late to a class because of practice (including pre-game workouts). Regardless of the standards established by the instructor, it is the student's responsibility to complete all required work and make up all work that is missed for an excused absence. It is important for student athletes to have foresight and plan their academic schedule.

INTRAMURALS: The Sacred Heart University Department of Recreation and Fitness, through the Intramural Office, is committed to providing opportunities that support the development, growth and overall wellness of the Sacred Heart University community.

It is a goal of the Intramural office to offer numerous and varied programs of both competitive and recreational experience designed to meet the interests of our students, faculty and staff. All programs are designed to enhance an already diverse offering of sports activities and broaden the Sacred Heart experience. The Intramural office is located in the William H. Pitt Health and Recreation Center, on the lower level (396-8118). Please check our website at www.sacredheart.edu/pages/12269-intramural-programs.cfm

WILLIAM H. PITT HEALTH & RECREATION CENTER: The William H. Pitt Health & Recreation Center is a state of the art multipurpose facility that is the home to the University's intercollegiate athletic, intramural and recreational programs. The Pitt Center is open to students, faculty, and staff with a valid Sacred Heart University ID card. Hours of operation are Mon.-Thur. 6am- midnight Fri. 6am-9pm, Sat. 9am-5pm and Sun. 9am-8pm. Summer and holiday hours may vary, and will be posted in advance. For more information, call 396-8100.

RESIDENTIAL LIFE & HOUSING SERVICES:

Mission

The Office of Residential Life serves the residential student population by providing opportunities to live in a safe, cohesive, learning community while empowering those students to continually develop mentally, physically, socially and spiritually.

The Halls

The residence halls at Sacred Heart University are unique and special communities. Students who choose the privilege of living in the halls find that the environment complements the total educational experience. The Office of Residential Life goes beyond simply offering housing, to also promote an atmosphere of mutual respect and cooperation. In this section, we provide the basic guidelines and standards particular to all residence hall activity. Students are expected to know the guidelines, and abide by all policies, so that a setting conducive to academic excellence and personal growth is created.

ON-CAMPUS RESIDENCE HALLS

Elizabeth Ann Seton Hall

Open since Fall 1993, Seton Hall houses approximately 420 first-year students. A Residence Hall Director lives in the building and supervises a staff that includes a Senior Resident Success Assistant (SRSA) and eleven Resident Success Assistants (RSA).

Thomas Merton Hall

Open since Fall 1994, Merton Hall houses approximately 330 first-year students. A Residence Hall Director lives in the building and supervises a staff that includes a Senior Resident Success Assistant (SRSA) and ten Resident Success Assistants (RSA).

Angelo Roncalli Hall

Open since Fall 1999, Roncalli Hall houses approximately 400 first and second-year students. The building is also home to the Residential Life Central Office and Public Safety. A Residence Hall Director lives in the

building and supervises a staff that includes a Senior Resident Success Assistant (SRSA) and fourteen Resident Success Assistants (RSA).

Christian Witness Commons

Open since the Fall of 2004, Christian Witness Commons is comprised of three buildings (CWA - Jean Donovan Hall, CWB - Oscar Romero Hall and CWC - Dorothy Day Hall), and houses approximately 400 sophomore students. In Donovan Hall, SHU students have access to a fitness center with an indoor cycling room, as well as to Holy Grounds, a café run by Student Life. A Residence Hall Director lives in the complex and supervises a staff that includes one Senior Resident Success Assistant (RSA) and eight Resident Success Assistants (RSA). The RSA and RHD offices as well as the security office for the complex are located in Romero Hall.

Scholars Commons

Open since Fall 1992, Scholars Commons is comprised of four apartment-style buildings (SC1- Augustine Hall, SC2 - Thomas Aquinas Hall, SC3 - Theresa of Avila Hall and SC4 - John Henry Newman Hall), and houses approximately 300 sophomore students across 39 apartments. In Avila Hall, SHU students have access to a fitness center. A Residence Hall Director lives in the complex and supervises a staff that includes one Senior Resident Success Assistant (SRSA) and seven Resident Success Assistants (RSA). The RSA staff office, along with the RHD office are located in Newman Hall.

Jorge Bergoglio Hall

Newly opened in the Fall of 2016, Jorge Bergoglio Hall houses approximately 200 sophomore students across 108 pod-style units. In Bergoglio Hall, SHU students have access to a multi-functional fitness and weight training facility as well as a state of the art video and gaming center. A Residence Hall Director lives in the building and supervises a staff that includes a Senior Resident Success Assistant (SRSA) and five Resident Success Assistants (RSA).

OFF-SITE UNIVERSITY APARTMENTS

Parkridge Apartments & Townhouses

Comprised of an apartment complex and seven townhouses, Parkridge houses approximately 200 upper-class students. Parkridge is located on Park Avenue, approximately one half mile south of campus. A Residence Hall Director lives in the apartment complex and supervises a staff that includes one Senior Resident Success Assistant (SRSA) and six Resident Success Assistants (RSA). Parkridge is serviced by the SHuttle, the university's free shuttle service, via the Park Avenue Route.

Oakwood Gardens Apartments

Comprised of four buildings, Oakwood houses approximately 190+ upper-class students who must meet academic and disciplinary eligibility requirements to apply. The apartments are located on Madison Avenue, approximately one half mile east of campus. A Residence Hall Director oversees the apartments and supervises a staff of five Resident Success Assistants (RSA). Oakwood is serviced by the SHuttle, the university's free shuttle service, via the Park Avenue Route.

Pioneer Gardens

Comprised of two buildings, Pioneer Gardens houses approximately 100 sophomore and junior students. The apartment complex is located on Eckert Street, approximately one half mile south of campus. A Residence Hall Director lives in the building and supervises a staff that includes one Senior Resident Success Assistant (SRSA) and five Resident Success Assistants (RSA). Pioneer Gardens is serviced by the SHuttle, the university's free shuttle service, via the Park Avenue Route.

Taft Commons

Taft houses approximately 100 upper-class and graduate students. The apartment complex is located on Taft Avenue, approximately three miles south of campus. A Residence Hall Director lives in the building and supervises a staff of four Resident Success Assistants (RSA). Taft is serviced by the SHuttle, the university's free shuttle service, via the Taft/Transit Route.

RESIDENTIAL LIFE STAFF

Central Office

The Office of Residential Life (ORL) is located on the first floor of Roncalli Hall. The central office is home to the Director of Residential Life, the Assistant Director of Residential Life and the department's Office Manager. The central office staff can be reached by telephone at (203) 416-3417.

Residence Hall Directors (RHD)

RHDs are graduate-level or professional-level staff members that live within, and are responsible for, specific residence halls/apartments. The department employs six professional-level and three graduate-level RHDs. RHDs supervise the student staff members of their areas, and advise Residence Hall Councils to provide educational and social events for the building. Each RHD has an office, typically located on the first floor of their hall or centrally within their complex.

Student Staff

The ORL employs a team of 84 Resident Success Assistants (RSA) who assume leadership roles within the residence halls and apartments across campus. RSAs live in the halls and support the academic mission of the

University, while building a fun and healthy living-learning community for the residents. To be eligible for student staff positions, students must meet academic and disciplinary requirements and go through an annual interview and selection process.

Senior Student Staff

The ORL employs eight Senior Resident Success Assistants (SRSAs), who provide support to their RHDs through leadership on their student staffs. To be eligible for the senior staff positions, students must have at least one year of experience as an RSA, and must meet academic and disciplinary requirements.

HALL GOVERNANCE/LEADERSHIP

The Office of Residential Life has two groups that allow residents to become more involved within the Residence Hall:

Residence Hall Association (RHA)

The RHA plans and promotes activities for the residence halls on a campus wide level. The RHA also provides students with a forum to voice their opinions and address campus-wide issues.

National Residence Hall Honorary (NRHH)

Comprised of the top 1% of student leaders on campus, members of the NRHH strive to make a positive impact on campus community. Students achieve NRHH membership through application and demonstration of positive activities on campus.

GENERAL HOUSING ELIGIBILITY & REQUIREMENTS

All full-time residential students are required to reside in university housing during their freshmen and sophomore years unless special permission to live off campus is granted. Only students with special circumstances may be exempt from the residency requirement. Such exempt students may include commuters whose homes are within a 35-mile radius of the University and are residing at this home full-time with their parent or guardian. In addition, students with documented medical conditions may also be exempt from this requirement. Students wishing to apply for exemption must submit a Residency Requirement Waiver Request form available through the office. Full-time freshmen and sophomore students who do not reside on campus and are not exempt from the residency requirement will be responsible for the established housing cost of SHU-affiliated campus housing.

Housing Contract

The Residence Hall Contract is an agreement between the student and the Office of Residential Life. Students are required to agree to all terms and conditions contained within the contract. Violation(s) of the contract may result in disciplinary action, including, but not limited to, the assessment of fines, suspension of privileges, and/or the removal from housing.

The Residence Hall Contract is binding for the entire 2016-2017 Academic Year. A request for release from the contract must be made in writing to the Office of Residential Life. A Housing Contract Release Form must be completed and submitted to the office prior to leaving housing.

Room Changes

As members of their residential communities at SHU, students have the opportunity to live with peers in a close-knit environment. By learning to live with others through shared experiences and compromises, students can develop interpersonal skills that can benefit them through life.

Students are expected to make a good-faith effort to build positive living relationships with their roommates, and to take the time to learn how to work through challenges and conflict that can arise in such relationships. The Residential Life staff is available to support the development of these skills and to assist with mediation. In the event that a roommate conflict persists, a room change can be requested and may be considered.

Room changes are not permitted without the written permission of the RHD. Requests for room changes within the student's current hall must be submitted to the RHD of that area. If a student is requesting a room change between residence halls, then permission must be obtained from the RHD of each hall.

Unauthorized room changes are not permitted and may result in the student returning to his/her original room, the assessment of a fine, and/or loss of room change privileges for the rest of the year.

Please Note: In order to allow for students to adjust to new living environments, room changes will not be honored during the first two weeks of the fall and spring semesters. The Office of Residential Life reserves the right to make exceptions to this policy, as it is deemed appropriate.

HOUSING SELECTION PROCESS

The aim of the Housing Selection Process is threefold:

To make the residential living areas available to students in the fairest way possible.

To populate the residence halls in such a way that best supports the students' academic, social, and personal growth while at the university.

To maximize the best use of all available spaces within the University's residence hall system.

The University does not necessarily guarantee housing of one's choice. With just over 2700 bed spaces across nine distinct residential areas, the housing selection process cannot meet the first preference of all students. It is imperative that students recognize this fact and take the time to understand the process. Selection affords all students the fairest opportunity to select into university housing. In making plans, students must be prepared with multiple alternatives.

We also reserve the right to change your housing assignment after room selection is completed with or without notification.

Room Selection

Returning students participate in room/roommate selection in the spring semester. To qualify for the process, students must submit a new Housing Contract and a non-refundable \$500 Housing Deposit. The order of room selection will be determined according to the class status and lottery number of the student. Class status will be based upon the total number of credits completed by the previous semester. Detailed room selection information is distributed at the beginning of the spring semester to residents. Housing Selection Information Sessions are conducted typically during the month of February. First year students are required to attend a Housing Selection Information Session prior to their housing selection.

Housing Deposit

All returning undergraduate students interested in living in residential housing for the upcoming Fall semester are required to place a non-refundable \$500 Deposit. This Deposit is applied toward the Fall 2016 housing fee.

A non-refundable lottery Housing Deposit of \$500 must be made to Student Accounts by noon on **Friday, March 03, 2017**. This is a separate charge and will not appear on the student's billing statement. Please Note: Deposit is payable by cash or check only.

The student's Financial Account Balance must be paid in full OR the student must be enrolled and current with their Monthly Payment Plan upon submission of the Housing Deposit.

A properly submitted Deposit ensures that each student will receive a valid lottery number. This number will be assigned randomly, prior to selection. Students then need to follow the housing selection process in order to secure a housing placement. Students who deposit late may not be included in the lottery and will select housing through Final Selection.

The Deposit is surrendered upon submission. The Deposit is officially forfeited if a student receives a lottery number and selects a housing placement or if housing is assigned to the student for the Fall 2017 Semester through the selection process. Additionally, the Deposit is forfeited for students who paid the deposit and withdraw from the University or otherwise do not live in SHU Housing for the Fall semester.

Students with Special Needs

Special accommodations are available for students who need specialized housing because of a documented physical condition, not a learning disability. Returning students who are requesting special accommodations should submit a complete application to the Office of Special Services (203-396-8209) prior to Friday, March 03, 2017 and provide appropriate supporting medical documentation. Students must submit a new application each year. Applications and requests from previous years are not automatically honored.

Living with a Resident Success Assistant

Students who choose, or are selected by a student-staff member (RSA's) to live in their room/suite/apartment, do so under the condition that they will not be involved in any student conduct incidents or any other forms of misconduct. These assignments are made with the understanding that students found responsible for policy violations may be removed from the room/suite/apartment. Further, all residents choosing to live with a student-staff member are required to sign a contract acknowledging their responsibilities when residing in these locations.

Off-Campus Housing

Students looking for private apartment and home rentals off-campus may choose to consider JumpOffCampus.com for available listings. Students living off-campus are still responsible for abiding by the University's Code of Student Conduct & Community Standards. Students who elect to live off-campus are required to submit their local address.

COMMUNITY STANDARDS & RESIDENCE HALL CONDUCT

The success of a residential community depends upon mutual respect between all residents. The Office of Residential Life has established the following guidelines to develop and foster a living-learning atmosphere within the Sacred Heart residential community. All residents are expected to abide

by the policies found here as well as those established by the Hall Staff. Failure to abide by these guidelines will lead to disciplinary action and possible loss of housing. These policies may change at the discretion of the Office of Residential Life.

Identification Card (SHU Card)

Students must carry their student identification card at all times and must show it to campus officials or their designees upon request. Students should NOT lend out their ID card to other students or friends to provide access to the building or rooms. If ID cards are lost or stolen, students should contact Public Safety immediately and obtain a new card from the Student Union.

Lockouts

Should an instance arise when a student becomes locked out of their room/apartment the student should first contact an RSA or a staff member to be let in at a cost of \$5.00 to be paid in cash at the time of entry into the student's room. Public Safety (203-371-7995) will admit a student at a cost of \$10.00, which will be charged to the student's account. For security purposes, identification will be required upon unlocking of a door.

Lost Keys/Card

Each resident is issued a room key/card, and/or an exterior door key/ card and an apartment/bedroom key/card if applicable. Residents must carry their keys/card at all times and may not duplicate keys or lend them to others. Residents must report lost keys to the Office of Residential Life immediately. Lost keys may result in a lock change and the student billed the cost of the change (which may include the total replacement of all keys and the entire lock replacement). Residents should lock their doors at all times and should never "prop open" exterior doors. Lost keys result in a \$35 fine/replacement charge for Taft Commons, Parkridge, Pioneer Gardens and the interior Oakwood Key. The exterior key for Oakwood is a \$50 replacement charge.

Exterior/Interior Doors

For safety reasons, exterior doors to the halls are locked the majority of the time. In addition, propping exterior doors is not permitted. Residents must carry their ID card and key card with them to gain entrance. It is advised that students close their bedroom/suite/ apartment doors when leaving the building.

Students are not permitted to install, change or replace current locks or doors without university permission.

Proper Entry

Students are expected to use the proper entry to one's residence living environment, such as designated entry points: main, front door, and

residence hall room door. Entry/exiting through windows, and/or Taft Commons balconies is strictly prohibited.

Courtesy Hours

24/7 Courtesy Hours are in place at all times. All residents need to be respectful of others' rights to study and sleep in the halls at all times.

Quiet Hours

Quiet Hours are in effect Sunday through Thursday beginning at 9pm and continuing to 8am the following morning. Friday and Saturdays quiet hours extend from 1am to 9am. These hours are subject to change at the discretion of the RHD of that area.

Final Exams

Quiet Hours are extended to 24 hours a day during Final Exams. During Quiet Hours, the right to sleep or study is the top priority, and no noise should be heard outside of a room/apartment. Any violation that disrupts the community may result in immediate removal for the remainder of finals. Repeat violations can also result in offending items (i.e. stereos, etc.) being confiscated. Any noise that infringes on the rights of others shall be a considered a violation.

Hall Sports

For the safety of all persons, ball playing, sports, water fights and other such disruptive behaviors (wrestling and rough housing) are not permitted in the halls.

Guest Policy

Residents are permitted to have two overnight guests of the same sex in their residence hall room. With this right comes the responsibility of registering that guest through the use of an Overnight Guest Registration Form.

Overnight Guest Registration

All hosts must obtain authorization from their RSA/RHD for their guest at least 24 hours in advance, in addition to all roommate(s) signature(s) of consent. A resident accepts all responsibilities for his/ her guest while on campus. For overnight guests of the opposite sex, it is the host's responsibility to find students of that sex with whom the guest may reside. Students may not have overnight guests of the opposite sex staying in their resident hall room. The host must accompany guests at all times.

Visitation Hours & Guidelines

Non-student and other SHU student guests are permitted in the halls from 9am to 1am (Sundays - Thursdays) and 9am to 2am (Fridays & Saturday). All non-residents of that hall/floor and guests must leave the hall no later

than the designated time (1am or 2am). Guests may not be in an opposite sex room, apartment, or hallway when visitation hours are concluded. All non-SHU student guests to the halls must be registered and accompanied by a SHU resident at all times. Guests must stay in the room of a person of the same sex and can only visit for no more than two consecutive nights, with permission of staff and roommates. Guests must check-in at the area office with a picture ID, and the resident must confirm their guest. Resident students assume all responsibility for the conduct of their guest (s) while on campus or at SHU sponsored events. If a guest has a vehicle, a visitor parking permit should be obtained from Public Safety after receiving their overnight pass from the Hall Staff. The permit should be displayed on the vehicle while on campus, or it is subject to ticketing. During mid-terms and finals, there are NO overnight guests permitted. *For more information regarding guest and/or visitation policy, please refer to Public Safety.

HEALTH & SAFETY GUIDELINES

Appliances

The only appliances allowed in the residence halls need to be equipped with an automatic shut-off. Such appliances allowed include single serve coffee-makers and popcorn poppers. Open coil heating devices are not permitted.

Refrigerators

Small microwave-refrigerator units are provided by the university in each room of Roncalli Hall, Merton Hall, Seton Hall, Bergoglio Hall and Christian Witness Commons. All other apartment-style areas are each provided common kitchen-sized refrigerators. No student in any residence hall or apartment may bring another refrigerator or use their own personal refrigerator unless they have received a special permission approved by Residential Life.

Decorations

University operated residence halls and apartments may decorate apartments/rooms to their liking, but must adhere to the established fire safety codes. While decorating, residents must not damage the rooms and furniture. Tape, tacks, and nails cause damage to walls and are unacceptable. "Sticky-Tac" is encouraged as an adhesive, but must be completely removed upon move-out. Some decorations that pose fire hazards (tapestries, candles, incense, etc.) are not permitted in the residence halls. No items are to be attached to the ceilings or heaters.

Storage

The residence halls are designed with no common storage space for student belongings; therefore, residents are expected to store all personal items in their room/apartment. No storage is available to students over the summer months:-

Pets

The only pets permitted in the halls are fish contained in tanks/bowls less than 10 gallons.

Provided Amenities

Every bedroom/suite/apartment is equipped with wireless internet access and cable television jacks.

Furniture

All residential students are provided with a bed, desk, chair, and dresser per student. Merton, Seton, Roncalli, and Scholars Commons are provided with freestanding wardrobes, while Christian Witness Commons, Bergoglio, Oakwood, Pioneer Gardens, Parkridge, and Taft have closets.

The furniture in each room belongs to SHU and is not to be removed from any room or defaced in any way. Missing/damaged furniture will result in charges to those responsible. Common area furniture MAY NOT be removed from the common areas. Removal of lounge furniture will be considered theft and can result in a student conduct hearing and/or fine. All furniture provided by the University for use in student rooms and apartments must remain in the apartment, even if a room/bed becomes vacant. There is no storage of unwanted furniture available. There will be fines for all furniture pushed into common areas and areas of egress.

In addition, no upholstered furniture with a length and/or width of greater than 24" is permitted in any on-campus residence hall or off-site apartment. This includes the removal of furniture of common room furniture for personal room use.

(See also: Approved – Non-Approved – Prohibited items, in this handbook)

**The above information about amenities is accurate as of the time of publication. Please note that changes in facilities may occur after the printing of this handbook. If you have any questions about the area that you may be living in, please contact the Office of Residential Life.

Hall Closings

The University recognizes certain holidays and break periods, such as Thanksgiving, Winter Recess and Spring Break. The residence halls at Sacred Heart University are closed during these periods; however, housing is available upon request for a fee and under certain requirements.

During these closing, residential students must follow proper building closeout procedures with building staff members to avoid fees and fines.

Approved vs. Non-Approved Materials

Extension Cords

Extension cords are not permitted! Only certified surge protectors with built-in circuit breakers are allowed. Surge protectors must not be plugged into each other, hang from the ceiling, laid across the floor (over or under a rug), or have exposed wires. Only one surge protector may be used in one outlet.

Fuel

Any fuel, including kerosene, propane, gasoline, and charcoal lighter fluid are prohibited in any residential area.

Candles/Incense

The possession or use of any open flame devices, such as candles (burned or unburned), incense and oil burning lamps are prohibited and will be confiscated, resulting in a student conduct hearing.

Ceiling/Wall Coverings

Nothing may be hung from or affixed to the ceiling, smoke detector, sprinkler head and exposed pipe. This includes decorations, lights, posters, flags and towels. All objects placed on the wall must be at least six inches below the ceiling line. All draperies and tapestries must be flame resistant and labeled as such by the National Fire Protection Association (NFPA). Excessive amount of objects are prohibited from being placed on the wall. There must be at least eighty percent of available wall space (subtracting doors and other openings) in resident rooms and hallways.

Holiday Decorations

Natural trees and wreaths (both highly flammable) are prohibited. All holiday lighting must be Underwriter Laboratories (UL) listed. Holiday light strings are permitted as long as two strings are not plugged into each other. Each holiday light string must be plugged into an outlet.

Prohibited Items

- Extension Cords
- Additional Refrigerator or Microwave of any size. (Not provided by the University)
- Toaster Oven or Open Burner Cooking Unit

- Halogen Lamps
- Hoverboards & Self Balancing Electric Scooters
- Drones & Aerial Cameras
- Pets other than Fish
- Candles & Incense, Firearms, Fireworks, Weapons (including but not limited to: Guns, Knives, Martial Arts Implements, Paint-Ball Equipment, Air Pellet Guns), Explosives, etc.
- Drugs & Drug Paraphernalia (Hookahs, Bongs, Smoking Bowls, Blunt Wraps, E-Cigs, etc.)
- First-Year Students CANNOT Have Cars on Campus
- Alcohol & Alcohol Paraphernalia* (Bottle/Can Collection, Boxes, Shot Glasses, etc.).
**These items are prohibited from all areas and apartments which contain any resident under the age of 21. See the Student Code of Conduct for additional information.*

Room Inspection & Room Searches

Since a university is viewed as an educational community with special behavioral requirements, the courts have upheld the university's right to enter and search student rooms and apartments with probable cause. However, the entry and search must not be done in an arbitrary and capricious manner, which unnecessarily deprives a student of fundamental constitutional protection. The intent of this policy is to provide protection for the rights of each Sacred Heart University student while at the same time providing staff members and university officials the means to maintain and protect the educational environment necessary for the university to fulfill its primary purpose.

Room Gatherings

Social gatherings of more than three times the number of designated residents for that living space is prohibited. All attending gatherings which exceed allowed capacity will be responsible for violating policy.

Room Entry

Sacred Heart University reserves the right to enter a room/apartment for the following reasons:

- To perform routine safety/maintenance inspection
- To verify room occupancy
- To perform a wellness check of a resident
- To respond to an emergency/crisis situation
- To investigate probable violations of SHU policy, and to conduct a search when appropriate

SHU staff members must respect the privacy of the resident when entering a room/apartment. Before entering, staff members should always knock on the door and announce their presence and identify themselves appropriately. Residents need not be present to permit entry, but are expected to comply

with the requests of staff members when they are present; failure to do so constitutes a "failure to comply" violation.

If a resident is not present or does not respond within a reasonable amount of time to the staff member, the staff member has the authority to use a key to enter the room/apartment, and must announce that he/she is "keying in."

Room Search

The University reserves the right to search a room/apartment and/or the belongings of any resident upon reasonable belief that violations of federal, state or local laws, or SHU policy are occurring. Such searches may occur only with the approval of one of the following University Official Search Coordinators:

Residence Hall Director (RHD)
Director & Assistant Director of Residential Life
Dean of Students
Director of Student Conduct & Community Standards
Other administrator(s) designated by the Dean of Students

The Search Coordinator needs to ensure that the search is conducted for the appropriate reasons and in the correct manner. Reasons for conducting the search must be specific in nature and the manner of the search must be consistent with such reasons.

SHU staff members must inform any resident who is present of the intent to search, as well as the reasons for, and nature of the search. Staff members must allow a resident the opportunity to observe the search, provided that the resident continues to comply with the requests of the staff members. If a resident is not present, staff members must notify the resident of the room entry and search, as well as any documented violations resulting from the search, within a reasonable time after the conclusion of the search.

Confiscation/Seizure

Residential Hall Staff and Public Safety Officers are authorized to confiscate items that are not permitted in University Housing units. Items not permitted include (but are not limited to) prohibited appliances, drones, hoverboards, alcohol, empty alcohol containers, kegs, beer balls, taps, illegal drugs, weapons, martial arts implements, pets, incense, candles, explosives and drug paraphernalia. Confiscated items may not be returned to students.

Maintenance & Housekeeping

Garbage Removal

Residents are responsible for bringing trash from their rooms or apartments to the designated collection area on a regular basis. At no time should garbage/trash be left in hallways, common areas, or on patios/decks. Trash

left in common areas in or around the halls will result in fines and disciplinary action for those responsible. Excess garbage must be cleaned immediately to avoid health risks for the community.

Laundry

Washers/dryers are installed in all halls for student use. Some machines operate through card use while others are coin operated. SHU card operated machines can be found in the Merton Hall, Seton Hall, Roncalli Hall, Christian Witness Commons, Scholars Commons, Bergoglio Hall, Pioneer Gardens and Parkridge. Coin operated machines are utilized in Oakwood Gardens and Taft Commons at the expense of the student.

Inoperative machines should be reported to the RSA or RHD immediately. Payment for the laundry services is the student's responsibility. Students will not be reimbursed for unused laundry funds.

Maintenance Requests (MOPS)

Residents are responsible for completing a MOPS (work order) request form found online at the Campus Operations website. Residents should complete their own work order so they can track the progress. Furniture concerns or requests should be directed to the RSA/RHD of the particular area.

Cleanliness

Residents are expected to maintain and clean their room/apartment on a regular basis. Regular, announced and unannounced inspections will be conducted by the Hall Staff to identify health, safety, and maintenance concerns. Residents are obligated to make the necessary corrections as directed. Common areas and bathrooms in the Freshmen areas are attended to daily by the cleaning staff; however, custodians are directed to refuse service to areas that are intentionally or excessively dirty until addressed by the residents of the area, their primary function is maintaining the integrity of the buildings.

Damage/Vandalism

Residents are responsible for the repair costs for all damages (accidental or malicious) they cause in the halls. If the responsible resident(s) cannot be identified in an individual room/apartment, the damage charge will be shared by all residents of that room/apartment. If the responsible resident(s) cannot be identified for a common area, the damage charge will be shared by all residents of that floor/hall.

Residents will be directly billed damages. Damage charges are placed on a student's account. Residents are asked to report all vandalism and identify individuals responsible to the Hall Staff. Anyone responsible for extensive and/or malicious damage will be subject to disciplinary action, including removal from residency, in addition to the payment of damage charges.

Theft

SHU does not take responsibility for the theft of any personal property. Unauthorized possession of property belonging to SHU or other residents is considered theft, and students involved in such behavior will face disciplinary action. Any missing or stolen property should be reported to Public Safety as soon as possible.

FIRE SAFETY GUIDELINES

Residents must exercise care and caution in the prevention of a fire. Residents and their guests must abide by all Fire Safety Regulations stated below.

Emergency Contact #s

If you are in need of assistance:

Contact Public Safety at 203-371-7995

In the event of an emergency:

Contact Public Safety's emergency line at 203-371-7911

Fire Drill vs. Fire Alarm

Fire drills are conducted yearly in all residential areas to test the system and evacuation plans. Fire Alarms sound unexpectedly when there is possible danger through smoke or fire detected within the residence halls. All residents and occupants of the building must evacuate during both a fire drill and fire alarm.

Evacuation Plan

All occupants in the building must evacuate immediately in an orderly manner when the fire alarm sounds. Failure to evacuate promptly and properly will result in a student conduct hearing.

Windows/Screens

Windows/screens must remain in place at all times as they are a safety mechanism - screens removed from their place will result in a fine and disciplinary action.

Fire Safety Equipment & Usage**Fire Extinguishers**

Residents are not permitted to tamper with fire safety equipment, including fire alarms, fire extinguishers, smoke and heat detectors, sprinkler heads, pull stations, horn/strobe units, exit signs, refugee area signs, and fire doors. This is both a violation of University policy and local/state/federal law.

Therefore, any resident or guest involved in endangering occupants will result in a student conduct hearing and possible police charges.

Fire safety equipment, including smoke detectors, fire extinguishers, and sprinkler systems, are installed across campus, and fire drills are conducted in each residential area. When the fire alarm sounds, all occupants must vacate the building immediately. Failure to vacate will result with a student conduct hearing and a possible fine between \$100 - \$500 may be incurred.

Pull Stations

Are located throughout the residential buildings and should not be tampered with. Only in a situation of danger should a pull station be used.

Emergency Exits

All stairways, hallways, walkways and fire doors (all doors) must be unobstructed and allow for egress at all times. Nothing may be stored in these areas. Emergency exits must only be used in the event of an emergency.

Call Boxes

Call boxes are located in the elevators and in the hallways in an event of emergency. The campus is also equipped with a "blue light" call system outside of the buildings. Using the call box directly connects the caller to Public Safety's emergency line.

TRANSPORTATION

SHUttle

The Sacred Heart Shuttle services each off-campus area, providing easy access to campus for students. Please contact the Office of Student Union for an updated **SHU**ttle schedule.

Personal Transportation/Vehicles

Freshmen residents are NOT allowed to have vehicles on campus. There are a limited number of parking permits available and are distributed by Student Accounts. The location noted on the permit is THE ONLY location in which a vehicle may park.

Code of Student Conduct & Community
Standards

2016-2017

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Preface

Core Values of Student Conduct at Sacred Heart University

- **Integrity:** Sacred Heart University students exemplify honesty, honor and a respect for the truth in all of their dealings.
- **Community:** Sacred Heart University students build and enhance their community.
- **Social Justice:** Sacred Heart University students are just and equitable in their treatment of all members of the community and act to discourage and/or intervene to prevent unjust and inequitable behaviors.
- **Respect:** Sacred Heart University students show positive regard for each other, for property and for the community.
- **Responsibility:** Sacred Heart University students are given and accept a high level of responsibility to self, to others and to the community.

Sacred Heart University students are responsible for knowing the information, policies and procedures outlined in this document. Sacred Heart University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online in the [Handbook](#) for the updated versions of all policies and procedures.

Sacred Heart University: Code of Student Conduct & Community Standards

Section 1: Introduction

Student Conduct Philosophy Statement

Sacred Heart University (here after referred to as the University) strives and aspires to foster an academic community that promotes the intellectual, personal, social and ethical development of its students. To achieve this, the University expects all members of the educational community to create safe environments conducive for the learning, growth and success of everyone. The University community is committed to a campus environment that is conducive to academic inquiry, a productive campus life and thoughtful study and discourse. The student conduct program within the Office of Student Conduct is committed to an educational and developmental process that balances the interests of individual students with the interests of the University community in order to educate students through their decision-making.

A community exists on the basis of shared values and principles. At the Sacred Heart University, student members of the community are expected to uphold and abide by certain standards of conduct that form the basis of the *Code of Student Conduct & Community Standards* (here after referred to as the *Code*). These standards are embodied within a set of core values that include **integrity, social justice, respect, community, and responsibility.**

Each member of the University community bears responsibility for their conduct and to assume reasonable responsibility for the behavior of others. When members of the community fail to exemplify these five values by engaging in violation of the rules below, campus conduct proceedings are used to assert and uphold the *Code* in order to educate students regarding the misconduct.

The student conduct process at the University exists to protect the interests of the community and to challenge those whose behavior is not in accordance with our policies and mission. Sanctions are intended to challenge students' moral and ethical decision-making and to help them bring their behavior into accord with our community expectations. When a student is unable to conform their behavior to community expectations, the student conduct process may determine that the student should no longer share in the privilege of participating in the University community.

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures (1) written notice and (2) an opportunity for a hearing before an objective decision-maker. No student will be found in

violation of University policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

STUDENT RIGHTS AND RESPONSIBILITIES

The following student rights and responsibilities are granted to all student who have been charged with an alleged violation of the *Code* in the student conduct process:

1. The right to be treated with respect, dignity and compassion by University officials and by all persons involved in disciplinary procedures;
2. The right to be informed by written notice/electronically mailed of the alleged violation(s) and also the date, time and place of his/her student conduct hearing;
3. The right to a hearing;
4. The right to be informed orally and/or in writing/electronically of the student conduct procedures;
5. The right to know the nature of the information, hear and respond to all information presented at the time of the conduct meeting and object to information being heard that is unrelated to the incident cited in the report;
6. The right to present witness statements in a conduct hearing by giving prior notice to the student conduct officer and such statements one (1) business day in advance of the hearing;
7. The right to be assisted in a student conduct hearing /appeal hearing by one, SHU administrator, faculty member or student of their choice provided that individual is not legal counsel/attorneys, parents/family members. This individual may not address the conduct officer, but may consult freely with the student. *(If at any time the adviser's participation interferes with the stated hearing procedures, s/he will be dismissed from the hearing.)*
8. The right to participate in the conduct hearing or remain silent;
9. The right to have his/her level of responsibility determined based on a "preponderance of information" standard;
10. The right to request an appeal on the finding(s) and/or sanction(s) issued.

Section 2: Jurisdiction

Students at the University are provided a copy of the *Code* annually in the form of a link on the University website at www.sacredheart.edu/conduct. Students are responsible for having read and abiding by the provisions of the *Code*.

The *Code* and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, including all University-affiliated student organizations. For the purposes of student conduct, Sacred Heart considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the University. Any violation of the *Code* that occurs between the time

of acceptance and enrollment at the University may be subject to review by the Dean of Students or his/her designee.

The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. If sanctioned, a hold may be placed on the student's ability to re-enroll [and/or obtain official transcripts and/or graduate] and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the University may invoke these procedures and should the former student be found responsible, the University may revoke that student's degree.

The *Code* applies to behaviors that take place on the campus, at University-sponsored events and may also apply off-campus when the Dean of Students or designee determines that the action is of a substantial interests of the University. A substantial interest of the University is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of him/herself or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of the University.

In the event that the Dean of Students deems it necessary in order to preserve the benefit and welfare of the University community and the individual student(s), he/she or a designee reserves the right to impose an immediate suspension from residency and/or partial or full academic suspension from the University until a student conduct hearing can be scheduled.

The *Code* may be applied to behavior conducted online, via email or other electronic medium. Students should also be aware that online postings such as blogs, web postings, chats and social networking sites are in the public sphere and are not private. These postings can subject a student to allegations of conduct violations if evidence of policy violations is posted online. The University does not regularly search for this information but may take action if and when such information is brought to the attention of University officials. **[Most online speech by students not involving University networks or technology will be protected as free expression and not subject to this Code, with two notable exceptions:**

- **A true threat, defined as "a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals";**

- **Speech posted online about the University or its community members that causes a significant on-campus disruption].**

The *Code* applies to guests of community members whose hosts may be held accountable for the misconduct of their guests. **[The *Code* may also be applied to resident non-students, campers and high school bridge/extension/partner/dual-credit and continuing education programs by contractual agreements].** Visitors to and guests of the University may seek resolution of violations of the *Code* committed against them by members of the University community.

There is no time limit on reporting violations of the *Code*; however, the longer someone waits to report the misconduct, the harder it becomes for University officials to obtain information and witness statements in order to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit the University's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Conduct and/or to the Department of Public Safety.

University email is Sacred Heart University's primary means of communication with students. Students are responsible for all communication delivered to their University email address. Email notification will serve as the notices of charges in cases of alleged misconduct.

Section 3: Violations of state/local/federal Laws

Alleged violations of federal, state and local laws may be investigated and addressed under the *Code*. When an offense occurs over which the University has jurisdiction, the University conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

If a student is charged with a civil offense by a governmental entity, the University will not institute proceedings of its own relating to the charges unless its own interests as an academic community is directly involved as determined by the Dean of Students. If the University chooses to take action in these cases, the charges will act independently of outside community action. In such cases SHU reserves the right to sanction accordingly.

Students accused of crimes may request to take a leave from the University until the criminal charges are resolved. The decision to allow a student to take such action is at the discretion of the Dean of Students or designee. In such situations, the University procedure for voluntary leaves of absence is subject to the following conditions:

- The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial; and

- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

Section 4: Community Standards & Prohibited Conduct

A. Core Values and Behavioral Expectations

Sacred Heart University considers the behavior described in the following sub-sections as inappropriate for the University community and in opposition to the core values set forth in this document. These expectations and rules apply to all students, whether undergraduate, graduate, doctoral, or professional. The University encourages community members to report to University officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in Section 7: Student Conduct Procedures.

Integrity: Sacred Heart University students exemplify honesty, honor and a respect for the truth in all of their dealings. Behavior that violates this value includes, but is not limited to:

- 1) Falsification.** Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments, furnishing of false information to the University, false reporting of emergencies, knowingly making false accusations or giving false testimony during the student conduct process;
- 2) Academic Dishonesty.** Acts of academic dishonesty as outlined in the *Academic Policies*, all violations of the Educational Mission will be referred to the Dean of the College in which the student is enrolled. The Dean, in consultation with faculty involved and with the Department/Program Chair, will decide upon appropriate action. These include, but are not limited to: plagiarism, inappropriate use of sources, cheating, and theft of exams or library resumes, and falsifying records;
- 3) Unauthorized Access.** Unauthorized access to any University building (i.e. keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any University building or failing to timely report a lost University identification card or key;
- 4) Unauthorized Acquisition of Property.** Intentional and unauthorized taking of Sacred Heart University property or the personal property of another, including goods, services and other valuables, knowingly taking or maintaining possession of stolen property;

Community: Sacred Heart University students build and enhance their community. Behavior that violates this value includes, but is not limited to:

- 5) **Inappropriate/Disruptive Behavior.** Substantial disruption of University operations including obstruction of teaching, research, administration, other University activities, and/or other authorized non-Sacred Heart University activities which occur on campus, any sexual activity on the University campus between unmarried individuals or sexual behavior in view of others;
- 6) **Rioting.** Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property;
- 7) **Trespass or Unauthorized Presence.** The unauthorized entry, attempt into to gain entrance, or usage of University facility and/or property or unauthorized premises is prohibited. This includes unauthorized solicitation and/or distribution of marketing materials.
- 8) **Trademark.** Unauthorized use (including misuse) of Sacred Heart University or organizational names and images;
- 9) **Damage and Destruction.** Intentional, reckless and/or unauthorized damage to or destruction of Sacred Heart University property or the personal property of another, tampering with emergency buttons, elevators, fire protective devices, locks, and doors is prohibited, throwing, launching or propelling objects is prohibited;
- 10) **Violations of Information Technology Department Policies (refer to Student Handbook).** Unauthorized access to or abuse of University network and computing systems, or any other violations of the University computer use policy, unauthorized entry into a file, to use, read or change the contents, or for any other purpose, unauthorized transfer of a file or file sharing, Use of computing facilities and resources in violation of copyright laws;
- 11) **Gambling.** Gambling as prohibited by the laws of the State of Connecticut. (Gambling may include raffles, lotteries, sports pools and online betting activities);
- 12) **Weapons.** Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, knives other than eating or cooking utensils capable of being used as weapons, including the storage of any item that falls within the category of a weapon in a vehicle parked on Sacred Heart University property;
- 13) **Fire Safety.** Violation of local, state, federal or campus fire policies including, but not limited to:
 - a) Intentionally or recklessly causing a fire which damages Sacred Heart University or personal property or which causes injury.
 - b) Failure to evacuate a Sacred Heart University-controlled building during a fire alarm;

- c) Improper use of Sacred Heart University fire safety equipment (e.g., fire extinguishers, smoke/heat sensors, etc.), signage, or emergency warning equipment is prohibited.; or
- d) Tampering with or improperly engaging a fire alarm or fire detection/protective equipment while on Sacred Heart University property. Such action may result in a local fine in addition to Sacred Heart University sanctions;

14) Ineligible Pledging or Association. Pledging or associating with a student organization without having met eligibility requirements established by the University.

15) Motor Vehicle Guidelines. Motor vehicle guidelines and University parking regulations and are intended to foster the safe and orderly movement of vehicular and pedestrian traffic, reduce the potential for accidents, injuries and property damage and to enforce Traffic Regulations and University policies. *(Please refer to the Department of Public Safety section in this handbook for further clarification.)*

Social Justice: Students recognize that respecting the dignity of every person is essential for creating and sustaining a flourishing university community. They understand and appreciate how their decisions and actions impact others and are just and equitable in their treatment of all members of the community. They act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others. Conduct that violates this value includes, but is not limited to:

16) Discrimination. Any act or failure to act that is based upon an individual or group's actual or perceived status (**sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, or sexual orientation, or other protected status**) that is sufficiently severe that it limits or denies the ability to participate in or benefit from the University's educational program or activities.

17) Harassment. Any unwelcome conduct based on actual or perceived status including: [**sex, gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, sexual orientation or other protected status**]. Any unwelcome conduct should be reported to campus officials, who will act to remedy and resolve reported incidents on behalf of the victim and community.

- a) Hostile Environment. Sanctions can and will be imposed for the creation of a hostile environment only when [unwelcome] harassment is sufficiently severe, pervasive (or persistent) and objectively offensive that it unreasonably interferes with, limits or denies the ability to participate in or benefit from the University's educational or employment program or activities.

18) Retaliatory Discrimination or Harassment. Any intentional, adverse action taken by an responding individual or allied third party, absent legitimate nondiscriminatory

purposes, against a participant or supporter of a participant in a civil rights grievance proceeding or other protected activity under this Code.

19) Bystanding.

- a) Complicity with or failure of any student to appropriately address known or obvious violations of the *Code* or law;
- b) Complicity with or failure of any organized group to appropriately address known or obvious violations of the *Code* or law by its members.

20) Abuse of Conduct Process. Abuse or interference with, or failure to comply in, the University's processes including conduct and academic integrity hearings including, but not limited to:

- a) Falsification, distortion, or misrepresentation of information;
- b) Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
- c) Attempting to discourage an individual's proper participation in, or use of, the campus conduct system;
- d) Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
- e) Failure to comply with the sanction(s) imposed by the campus conduct system;
- f) Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

Respect: Sacred Heart University students show positive regard for each other and for the community. Behavior that violates this value includes, but is not limited to:

21) Harm to Persons. Intentionally or recklessly causing physical harm or endangering the health or safety of any person, any attempt or threat to physically strike another, or any other conduct which threatens or endangers the health or safety of any person or group, any act which unreasonably interferes with impedes or harasses other students in the pursuit of their education or way of life or that of actions that inflict physical harm or physical abuse, assault of a University employee or official;

22) Threatening Behaviors:

- a) **Threat.** Written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property.
- b) **Intimidation.** Intimidation defined as implied threats or acts that cause a reasonable fear of harm in another.

23) Bullying and Cyberbullying. Bullying and cyberbullying are repeated and/or severe aggressive behaviors that intimidate or intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression, slanderous, false or malicious statement(s) about a person or defamation of character;

24) Hazing. Defined by Connecticut State Law as "any action which recklessly or intentionally endangers the health or safety of a person for the purpose of initiation,

admission into or affiliation with, or as a condition for the membership in a student organization.” Participation or cooperation by the person(s) being hazed does not excuse the violation. Knowledge of, apathy toward or acquiescence in the presence of hazing are not neutral acts and will be construed as violations of the Code;

- 25) Intimate Partner/Relationship Violence.** Violence or abuse by a person in an intimate relationship with another (*See the Sexual Misconduct Policy contained in the Student Handbook for the complete and detailed policy and procedures*);
- 26) Stalking.** Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear (*See the Sexual Misconduct Policy contained in the Student Handbook for the complete and detailed policy and procedures*);
- 27) Sexual Misconduct.** Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation (*See the Sexual Misconduct Policy contained in the Student Handbook for the complete and detailed policy and procedures*);
- 28) Public Exposure.** Includes deliberately and publicly exposing one’s intimate body parts, public urination, defecation, and public sex acts.

Responsibility: Sacred Heart University students are given and accept a high level of responsibility to self, to others and to the community. Behavior that violates this value includes, but is not limited to:

- 29) Alcohol Guidelines.** Use, possession, being in the presence of, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and Sacred Heart University’s *Alcohol and Other Drug Policy Statement*, Any student behavior that is the direct result of alcohol consumption and found to be visibly overcome by alcohol consumption and requires staff assistance will be found in violation of the alcohol policy. The possession of any items that provide for the common distribution of alcoholic beverages, drinking paraphernalia, devices and/or games (i.e., beer/water pong, beer-pong tables, funnels, etc.) are prohibited. These items will be confiscated and not returned. Furthermore, empty containers of alcohol (beer cans, beer bottles, wine bottles, distilled spirits, etc.) or packaging of beverages are a violation of the alcohol policy. (Students should please refer to the *Alcohol and Other Drug Policy Statement* found in this handbook for specific guidelines and further clarification and expectations);
- 30) Controlled Substances.** Use, possession, being in the presence of, sale and/or distribution of illegal drugs and other controlled substances except as expressly permitted by law and Sacred Heart University’s *Alcohol and Other Drug Policy Statement*, the possession and/or use of drug paraphernalia including, but not limited to, hookahs, pipes, bongs, bowls, e- cigarettes, abuse, misuse, sale, or distribution of prescription or over-the-counter medications;

- 31) Failure to Comply.** Failure to comply with the reasonable directives of University officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so;
- 32) Financial Responsibilities.** Failure to promptly meet financial responsibilities to the institution, including, but not limited to; knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.
- 33) Arrest.** Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the Office of Student Conduct & Community Standards within seventy-two (72) hours of release.
- 34) Other Policies.** Violating other published Sacred Heart University policies or rules, including Office of Residential and Housing policies;
- 35) Health and Safety.** Creation of health and/or safety hazards including dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc. (*Refer to Residential Life of the Student Handbook*);
- 36) Residential Life Policies.** Violation(s) of policies and procedures outlined by the Office of Residential Life and Housing as stated in the Student Handbook and/or in the Residence Hall Contract.
- 37) Violations of Law.** Evidence of violation of local, state or federal laws, when substantiated through Sacred Heart University's conduct process.
- 38) Nuisance.** The University prohibits conduct of a student who uses, owns, occupies or leases any building or residence where the behavior or misconduct at that location either disturbs the public peace or violates University policies so that the building, business or residence may be viewed by the community or the University as a nuisance.

Section 5: Overview of the Conduct Process

This overview gives a general idea of how Sacred Heart University's student conduct proceedings work, but it should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible, and are not exactly the same in every situation, though consistency in similar situations is a priority. The campus conduct process and all applicable timelines commence with notice to an administrator of a potential violation of the University's Code. (*In Title IX related issues, the "administrator" is any "responsible employee" as defined under Title IX and/or campus policy.*)

NOTICE. Once notice is received from any source (victim, RSA, third party, online, etc.), the University may proceed with a preliminary investigation and/or may schedule an initial meeting with the responding student to explain the conduct process to the responding student and gather information.

A. Authority

The Dean of Students is vested with the authority over student conduct by the Vice President for Enrollment Planning and Student Affairs. The Dean of Students appoints a Director of Student Conduct & Community Standards to oversee and manage the student conduct process. The Dean of Students and Director of Student Conduct may appoint administrative hearing and appeals officers as deemed necessary to efficiently and effectively supervise the student conduct process.

The Director of Student Conduct (or designee) will assume responsibility for the investigation of an allegation of misconduct to determine if the complaint has merit.

B. Gatekeeping

No complaint will be forwarded for a hearing unless there is reasonable cause to believe a policy has been violated. Reasonable cause is defined as some credible information to support each element of the offense, even if that information is merely a credible witness or a victim's statement. A complaint wholly unsupported by any credible information will not be forwarded for a hearing. Anonymous complaints may alert an administrator to an existing problem, but cannot serve to initiate disciplinary action.

C. Conflict Resolution Options

The Director of Student Conduct has discretion to refer a complaint for mediation or other forms of appropriate conflict resolution. All parties must agree to conflict resolution and to be bound by the decision with no review/appeal. Any unsuccessful conflict resolution can be forwarded for formal processing and hearing; however, at no time will complaints of physical sexual misconduct or violence be mediated as the sole institutional response. The Director of Student Conduct may also suggest that complaints that do not involve a violation of the *Code* be referred for mediation or other appropriate conflict resolution.

D. Composition of the Student Conduct Board

The Director of Student Conduct will be responsible for assembling the Student Conduct Board according to the following guidelines:

- 1) The membership of the panel is selected from a pool of at least 6 students, 6 faculty, and 6 staff/administrative members appointed and trained at least 8 hours annually by the Director of Student Conduct.

- 2) For each complaint, a panel will be chosen from the available pool, and is usually comprised of one student, one faculty member, and one staff member or administrator. The Director of Student Conduct appoints the non-voting chair of the Hearing Panel, who assures that Sacred Heart University procedures are followed throughout the hearing. The Chair of the Board only votes in case of a tie.
- 3) ***Availability may determine a different composition for the Board, and in complaints involving discrimination, sexual misconduct, or other sensitive issues, the Director of Student Conduct will refer the case to the Title IX Coordinator for review. The Title IX Coordinator reserves the right to convene a hearing panel as described in the University's Title IX grievance procedures to investigate instances of misconduct qualifying as Title IX cases.***

E. Student Conduct Officers

Student conduct officers are chosen from a pool of annually trained administrators or staff members selected by the Director of Student Conduct.

F. Interpretation and Revision

The Director of Student Conduct will develop procedural rules for the administration of hearings that are consistent with provisions of the *Code*. Material deviation from these rules will, generally, only be made as necessary and will include reasonable advance notice to the parties involved, either by posting online and/or in the form of written communication. The Director of Student Conduct may vary procedures with notice upon determining that changes to law or regulation require policy or procedural alterations not reflected in this *Code*. The Director of Student Conduct may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. Any question of interpretation of the *Code* will be referred to the Dean of Students, whose interpretation is final. The *Code* will be updated annually under the direction of the Director of Student Conduct.

Section 6: Student Conduct Procedures

A. Sacred Heart University as Convener

Sacred Heart University is the convener of every action under this *Code*. Within that action, there are several roles. The responding student is the person who is alleged to have violated the *Code*. The party bringing the complaint, who may be a student, employee, visitor, member of the community, or guest, may choose to be present and participate in the process as fully as the responding student. There are witnesses, who may offer information regarding the allegation. There is an investigator(s) whose role is to present the allegations and share the evidence that the University has obtained regarding the allegations.

B. Group Violations

A student group or organization and its officers and membership may be held collectively and individually responsible when violations of this code by the organization or its member(s):

- Take place at organization-sponsored or co-sponsored events, whether sponsorship is formal or tacit;
- Have received the consent or encouragement of the organization or of the organization's leaders or officers; or
- Were known or should have been known to the membership or its officers.

Hearings for student groups or organizations follow the same general student conduct procedures. In any such action, individual determinations as to responsibility will be made and sanctions may be assigned collectively and individually and will be proportionate to the involvement of each individual and the organization.

C. Amnesty:

1) For Victims

Sacred Heart University provides amnesty to victims who may be hesitant to report to Sacred Heart University officials because they fear that they themselves may be accused of minor policy violations, such as underage drinking, at the time of the incident. Educational options will be explored, but no conduct proceedings or conduct record will result. (*Records regarding the provision of amnesty, however, should be maintained.*)

2) For Those Who Offer Assistance

To encourage students to offer help and assistance to others, Sacred Heart University pursues a policy of amnesty for minor violations when students offer help to others in need. At the discretion of the Director of Student Conduct, amnesty may also be extended on a case-by-case basis to the person receiving assistance. Educational options will be explored, but no conduct proceedings or conduct record will result. (Refer to *the Good Samaritan Policy in the handbook for further clarification.*)

3) For Those Who Report Serious Violations

Students who are engaged in minor violations but who choose to bring related serious violations by others to the attention of the University are offered amnesty for their minor violations. Educational options will be explored, but no conduct proceedings or record will result.

Abuse of amnesty requests can result in a decision by the Director of Student Conduct not to extend amnesty to the same person repeatedly.

4) Safe Harbor

Sacred Heart University has a Safe Harbor rule for students. The University believes that students who have a drug and/or addiction problem deserve help. If any University student brings their own use, addiction, or dependency to the attention of University officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated.

D. Notice of Alleged Violation

Any member of the Sacred Heart University community, visitor or guest may allege a policy violation(s) by any student for misconduct under this *Code* by notifying the Dean of Students, Director of Student Conduct (or designee), Department of Public Safety, or accessing the following link: <https://online.sacredheart.edu/silentwitness/>

Notice may also be given to the Title IX Coordinator, when appropriate. Additionally, administrators may act on notice of a potential violation whether a formal allegation is made or not. All allegations can be submitted by a victim or a third party, and should be submitted as soon as possible after the offending event occurs. The University has the right to pursue an allegation or notice of misconduct on its own behalf and to serve as convener of the subsequent campus conduct process.

The Director of Student Conduct (or designee) will assume responsibility for the investigation of the alleged violation as described in the sub-section below.

E. Notice of Hearing

Once a determination is made that reasonable cause exists for the Director of Student Conduct (or designee) to schedule a complaint for a hearing, notice will be given to the responding student. Notice will be in writing and may be delivered by one or more of the following methods: in person by the Director of Student Conduct (or designee); mailed to the local or permanent address of the student as indicated in official Sacred Heart University records; or emailed to the student's Sacred Heart University-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. The letter of notice will:

- 1) Include the alleged violation, date/time/location of the hearing, and notification of where to locate the *Code of Student Conduct* and University procedures for resolution of the complaint; and

- 2) Direct the responding student to contact the Director of Student Conduct (or designee) listed in the notice within a specified period of time to respond to the complaint if unable to attend the scheduled hearing date and time.

A meeting with the Director of Student Conduct (or designee) may be arranged to explain the nature of the complaint and the conduct process. At this meeting, the responding student may indicate, either verbally or in writing, to the Director of Student Conduct (or designee), whether they admit to or deny the allegations of the complaint.

I. Interim Action

Under the *Code of Student Conduct*, the Dean of Students or designee may impose restrictions and/or separate a student from the community pending the scheduling of a campus hearing on alleged violation(s) of the *Code* when a student represents a threat of serious harm to others, is facing allegations of serious criminal activity, to preserve the integrity of an investigation, to preserve University property and/or to prevent disruption of, or interference with, the normal operations of the University. In such instances, this hearing should be scheduled in a timely fashion that is fair to all parties involved. If a student is charged with a civil offense by a governmental entity, the University will not institute proceedings of its own relating to the charges unless its own interests as an academic community is directly involved as determined by the Dean of Students. If the University chooses to take action in these cases, the charges will act independently of outside community action. In such cases SHU reserves the right to sanction accordingly.

During an interim suspension, a student may be denied access to University housing and/or University campus/facilities/events. As determined appropriate by the Dean of Students or designee, this restriction may include classes and/or all other University activities or privileges for which the student might otherwise be eligible. At the discretion of the Director of Student Conduct and with the approval of, and in collaboration with, the appropriate Dean(s), alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding student.

J. Student Conduct Hearing

A student who is formally charged with an alleged violation of the *Code* will be notified in writing via e-mail by the student conduct officer regarding:

1. The alleged violation(s) and date of the incident(s) as well as the hearing date, time and location;
2. The student(s) has the responsibility to review the *Code* found in the [Student Handbook](#) so that the student(s) is aware of her/his rights and overall procedures;
3. The student will be required to enter a plea of “responsible” or “not responsible” for each violation with which they have been charged at the student conduct hearing. If a student neglects to attend a scheduled student conduct hearing, cases may be heard as

scheduled in the student's absence. Students who fail to attend their hearings will forfeit the ability to appeal the finding(s) and sanction(s) in the case.

At the time of the student conduct hearing, the student conduct officer will:

1. Review the incident report;
2. Review with the student the alleged violations for which they have been charged;
3. The conduct officer engages in a conversation with the student and further reviews the incident and allows the student to ask questions, and present their version of what occurred;
4. The student may enter a plea of responsible or not-responsible regarding the listed violation(s);
5. Once all information has been gathered, the student conduct officer will then determine the student's level of responsibility for any/all violations and then either decides on appropriate sanction(s) or dismisses the violations(s) accordingly;
6. The student will be notified in writing at the time of the hearing, by the student conduct officer regarding the sanctions and expectations for completion. If necessary, the student conduct officer may delay sanctions if further discussions and considerations are needed.
7. The student conduct officer will also notify the necessary University offices/staff, and when applicable and appropriate, any victim of the hearing results and the sanctions. **[Victims will be notified of outcomes in Title IX cases and their ability to appeal the original decision if applicable.]**
8. If a decision on the allegation is made and the finding is that the responding student is not responsible for violating the *Code*, the process will end. **[The party bringing the complaint may request that the Dean of Students and the Title IX Coordinator reopen the investigation and/or grant a hearing. This decision shall be in the sole discretion of the Dean of Students and the Title IX Coordinator and will only be granted for extraordinary cause].**
9. The standard used to determine responsibility for a violation of the *Code* is a "preponderance of the information," in other words, it is more likely than not that the violation did/did not occur.
10. Any student with questions regarding the student conduct process prior to the start of the student conduct hearing, or feels there is a conflict of interest, should request to speak with the Director of Student Conduct & Community Standards.

Reasonable Accommodation for Students with Disabilities – Any student with a disability involved in the student conduct process has the right to request reasonable accommodation in order to ensure their full and equal participation. Students wishing to request reasonable accommodations should make those requests directly to the Office of Special Learning Services. Students do not have to disclose information about the complaint or charge to OSLS to request reasonable accommodation, except to the extent that it may assist in the determination of reasonable accommodations. Accommodations are determined on an individual basis by OSLS staff and implemented in consultation with the Director of Student Conduct and Community

Standards or designee. Examples of reasonable accommodation include but are not limited to sign language interpretation, real-time communication access during hearings, large print documents, extended time to review documents, or assistance with transcribing questions during interviews or hearings.

K. Student Conduct Board Hearing

In certain cases, the Director of Student Conduct reserves the right to have a case referred to a Student Conduct Board Hearing. The Director of Student Conduct will appoint one panelist as the Chair for the hearing. The involved parties have the right to be present at the hearing; however, they do not have the right to be present during deliberations. If a student cannot attend the hearing, it is that student's responsibility to notify the Director of Student Conduct no less than three (3) days prior to the scheduled hearing to arrange for another date, time and location. Except in cases of grave or unforeseen circumstances, if the responding student fails to give the requisite minimum three (3) day notice, or if the responding student fails to appear, the hearing will proceed as scheduled in his/her absence. If the party bringing the complaint fails to appear, the complaint may be dropped unless the University chooses to pursue the allegation on its own behalf, as determined by the Director of Student Conduct.

The Director of Student Conduct (or designee), the Chair, and the Board will conduct hearings according to the following guidelines:

- 1) Hearings will be closed to the public.
- 2) Admission to the hearing of persons other than the parties involved will be at the discretion of the Chair and the Director of Student Conduct.
- 3) In hearings involving more than one responding student, the standard procedure will be to hear the complaints jointly; however, the Director of Student Conduct may permit the hearing pertinent to each responding student to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding student.
- 4) Students have the right to be assisted in a student conduct hearing / appeal hearing by one, SHU administrator, faculty member or student of their choice provided that individual is not legal counsel/attorneys, parents/family members. This individual may not address the Board, but may consult freely with the student. *(If at any time the adviser's participation interferes with the stated hearing procedures, s/he will be dismissed from the hearing.)*
- 5) The party bringing the complaint, the responding student, the Board, and the Director of Student Conduct (or designee) will have the privilege of questioning all present witnesses and questioning all present parties (directly or through the Chair, at the

discretion of the Chair). Unduly repetitive witnesses can be limited at the discretion of the panel Chair and/or the Director of Student Conduct.

- 6) Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Board and the Director of Student Conduct. Formal rules of evidence are not observed. The Chair and/or the Director of Student Conduct may limit the number of character witnesses presented or may accept written statements of character instead.
- 7) All procedural questions are subject to the final decision of the Director of Student Conduct or panel Chair.
- 8) After a hearing, the Board will deliberate and determine, by majority vote, whether it is more likely than not that the responding student has violated the *Code*. The Director of Student Conduct (or designee) will be present and available as a resource during all deliberations. Once a finding is determined, if the finding is that of a policy violation, the Board will determine an appropriate sanction(s). The Director of Student Conduct (or designee) is responsible for informing the Board of applicable precedent and any previous conduct violations or other relevant pattern information about the responding student. The panel Chairperson will prepare a written deliberation report and deliver it to the Director of Student Conduct, detailing the recommended finding, how each member voted, the information cited by the panel in support of its recommendation, and any information the panel excluded from its consideration and why. This report should conclude any recommended sanctions. This report should not exceed two pages in length and must be submitted to the Director of Student Conduct within two (2) days of the end of deliberations.
- 9) The Director of Student Conduct will consider the recommendations of the Board, may make appropriate modifications to the Board's report and will then render a decision and inform the responding student and party bringing the complaint (if applicable by law or Sacred Heart University policy) of the final determination within 72 business hours (three business days) of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person by the Director of Student Conduct (or designee); mailed to the local or permanent address of the student as indicated in official Sacred Heart University records; or emailed to the student's Sacred Heart University-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. In cases of sexual misconduct and other crimes of violence, notice of the outcome will be delivered to all parties simultaneously, meaning without substantial delay between the notifications to each (unless otherwise stated by the Title IX Coordinator.)
- 10) There will be a single verbatim record, such as an audio recording, for all Board hearings. Deliberations will not be recorded. The record will be the property of Sacred Heart University and maintained according to the University's record retention policy.

- 11) A student seeking to appeal the decision rendered by the panel hearing will need to contact the Director of Student Conduct and submit a Request for Appeal Form within 72 business hours (three business days). Request for appeals from the hearing will be reviewed by the Dean of Students unless otherwise designated at his/her discretion.

L. Conduct Sanctions

One or more of the following sanctions may be imposed upon any student for any single violation of the *Code of Student Conduct*:

- 1) **Warning:** An official written notice that the student has violated Sacred Heart University policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the University.
- 2) **Restitution:** Compensation for damage caused to the University or any person's property. This could also include situations such as failure to return a reserved space to proper condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.
- 3) **Fines:** A specific monetary fine that a student is required to pay which is deemed appropriate for the offense.
- 4) **Community/ University Service Requirements:** For a student or organization to complete a specific approved University service for the good of the community and relevant to the nature of the violation.
- 5) **Loss of Privileges:** The student will be denied specified privileges for a designated period of time.
- 6) **Confiscation of Prohibited Property:** Items whose presence is in violation of University policy will be confiscated. Prohibited items may not be returned to the owner at the discretion of the Director of Student Conduct or designee.
- 7) **Referral for Counseling:** *Required scheduled appointments with the Wellness Center to discuss issues/concerns noted through the student conduct hearing process.*
- 8) **Alcohol & Other Drug Assessment Referral:** Require scheduled appointments with the Alcohol and Other Drug Intervention and Prevention Specialist utilizing the BASICS intervention tool.
- 9) **Educational Sanction:** An assigned appropriate sanction that will promote growth, learning and understanding. This includes but is not limited to reflection paper, letter of apology, attend a program/meeting, plan a program, create a poster series, meeting with specific staff/administrators etc.

- 10) **Disciplinary Probation/Restriction:** A designated period of review and observation during which a student is under an official warning that his or her conduct, although not serious enough to warrant a form of suspension, violated the Student Conduct Code. Subsequent violations of University rules, regulations or policies could result in a more severe sanction(s). The student's actions are subject to close examination, and a loss of rights, privileges and/or additional responsibilities may also be levied to be given over a specific period.
- 11) **Termination of Residency:** Temporary or permanent loss of on campus housing (without refund) as well as a loss of residence hall visitation privileges.
- 12) **Suspension:** Separation from the Sacred Heart University (without refund) for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. During the suspension period, the student is banned from University property, functions, events and activities without prior written approval from the Dean of Students or designee. This sanction may be enforced with a trespass action as necessary. The Dean of Students or designee may issue a partial (non-academic) suspension and restrictions of deemed appropriate given the nature of the misconduct.
- 13) **Expulsion:** Permanent separation from Sacred Heart University. The student is banned from University property and the student's presence at any University-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.
- 14) **No Contact Order:** A University directive that restricts contact between individuals in any way, including in person, via e-mail, telephone, text messaging, social networking or any other method of communication. Any direct or indirect contact would be considered a violation of harassment and/or failure to comply. Violation of such a directive can be grounds for suspension from the University or residence halls.
- 15) **Other Sanctions:** Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Student Conduct or designee.

The following sanctions may be imposed upon groups or organizations found to have violated the *Code of Student Conduct*:

- 1) One or more of the sanctions listed above,
- 2) Deactivation, de-recognition, loss of all privileges (including status as a Sacred Heart University registered group/organization), for a specified period of time.

M. Parental Notification

The University reserves the right to notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. Students under the age of 23 are considered to be financially dependent upon parents/guardians unless the Dean of Students is otherwise notified.

N. Notification of Outcomes

The outcome of a campus hearing is part of the education record of the responding student and is protected from release under the Federal Education Rights and Privacy Act (FERPA), except under certain conditions. As allowed by FERPA, when a student is accused of a policy violation that would constitute a “crime of violence” or forcible or nonforcible sex offense, Sacred Heart University will inform the alleged victim/party bringing the complaint in writing of the final results of a hearing regardless of whether the University concludes that a violation was committed. Such release of information may only include the alleged student’s/responding student’s name, the violation committed, and the sanctions assigned (if applicable). In cases of sexual misconduct and other offenses covered by Title IX, only, the rationale for the outcome will also be shared with all parties to the complaint in addition to the finding and sanction(s).

In cases where the University determines through the student conduct process that a student violated a policy that would constitute a “crime of violence” or nonforcible sex offense, the University may also release the above information publicly and/or to any third party. FERPA defines “crimes of violence” to include:

- 1) Arson
- 2) Assault offenses (includes stalking)
- 3) Burglary
- 4) Criminal Homicide—manslaughter by negligence
- 5) Criminal Homicide—murder and nonnegligent manslaughter
- 6) Destruction/damage/vandalism of property
- 7) Kidnapping/abduction
- 8) Robbery
- 9) Forcible sex offences
- 10) Non-forcible sex offences

O. Failure to Complete Conduct Sanctions

All students, as members of the University community, are expected to comply with conduct sanctions within the timeframe specified by the Director of Student Conduct or designee. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and/or suspension from the University and may be noted on, or with, the student’s official transcript at the end of the semester. In such situations, resident students will be required to vacate University housing within 24 hours of notification by the Director of Student Conduct or designee, though this deadline may be extended upon application to, and at the discretion of, the Director Residential Life and Housing or Director of Student Conduct. A suspension will only be lifted

when compliance with conduct sanctions is satisfactorily achieved. This determination will be made by the Director of Student Conduct.

Section 7: APPEALS & RECORDS KEEPING

Each case that appears before a conduct officer may be appealed by the student involved only once. A Request for Appeal Form may be obtained from the Director of Student Conduct & Community Standards and submitted within 72 hours (three business days) of the time the (verbal or written, whichever is first) student conduct hearing decision is given to the student, **barring exigent circumstances**. The student submitting the appeal, must state in writing the grounds for the appeal which may be as follows:

- (1) the sanctions imposed are substantially outside the parameters or guidelines set by the University for this type of offense or the cumulative conduct record of the responding student;
- (2) to consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction (A summary of this new evidence and its potential impact must be included);
- (3) a procedural or substantive error occurred that significantly impacted the outcome of the hearing

In order to file a request for appeal, the student must complete an appeal form, and submit a formal letter detailed their request and the grounds for said review. Sanction(s) imposed by the conduct officer may be held in abeyance until the appeal is acted upon by the appeal officer. All appeal hearings will be heard by the Director of Student Conduct & Community Standards. If the initial hearing was conducted by the Director of Student Conduct & Community Standards, the appeal hearing will be conducted by the Dean of Students or designee. When the initial hearing is conducted with the Dean of Students, the appeal hearing will be conducted with the Vice President for Student Affairs. A decision made by the authority which hears the appeal is final. A request for an appeal does not guarantee a new hearing. The appeal officer determines whether or not there are grounds for an appeal meeting. If the appeal officer determines that an appeal meeting should be granted, he or she may conduct a formal appeal hearing. An appeal is automatic if the initial sanction(s) imposed by the conduct officer includes expulsion, dismissal or suspension from the University. Students who fail to attend their initial student conduct hearing forfeit the right to request an appeal. The appeal officer may decide:

- (1) to uphold the findings/sanctions of the original conduct officer. In this case, the initial decision is final;
- (2) modify the finding(s) and/or sanction(s) decided by the conduct officer(s). The appeal decision is final. It is understood that the appeal officer can reduce, uphold or increase the original sanction(s).


Q. Disciplinary Records

All conduct records are maintained by Sacred Heart University for seven (7) years from the time of their creation except those that result in separation (suspension or expulsion, including from

housing) and those that fall under Title IX, which are maintained indefinitely. Requests for student disciplinary records should be made to the Director of Student Conduct at vidalc@sacredheart.edu.

R. Approval and Implementation

This *Code of Student Conduct & Community Standards* was approved on August 1, 2016 by Lawrence Wielk, Dean of Students, and implemented on August 1, 2016.

| 2016-2017 | | | |
|---|---|---|---|
|  Sacred Heart UNIVERSITY | | Sacred Heart University Guidelines for Alcohol & Drug Violation Sanctioning | |
| Alcohol Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
| Illegal possession/ consumption, open container, in the presence of alcohol or consumption of alcohol in a dry area, alcohol related-behavior, including transports to hospital, and alcohol paraphernalia | <p style="text-align: center;">\$25 fine Educational Sanction Parental/Coach notification</p> <p>*Alcohol transport will result in mandatory referral for evaluation by AOD Counselor</p> | <p style="text-align: center;">\$50 Fine Minimum 2 weekend Suspension from Residence Halls Disciplinary Probation min 3 months Referral and Evaluation to AOD Counselor Educational Sanction Parental/Coach notification</p> | <p style="text-align: center;">\$100 fine Minimum 4 weekend Suspension from Residence Halls Disciplinary Probation min 6 months Re-referral to AOD Counselor for recommendations & requirements Educational Sanction Parental/Coach notification</p> |
| Drug Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
| Illegal possession or use of illegal drugs, prescription medication, drug paraphernalia, or being party thereto, including being in the presence of | <p style="text-align: center;">\$150 fine Minimum 2 weekend suspension from Residence Halls Referral and Evaluation to AOD counselor Disciplinary Probation min 6 months Parental/Coach notification</p> | <p style="text-align: center;">\$250 fine Permanent removal from the Residence Halls and/or Expulsion from the University Re-referral by AOD counselor for recommendations & requirements Parental/Coach notification</p> | Expulsion |
| Drug Violation | 1 st Offense | 2 nd Offense | 3 rd Offense |
| Manufacture, distribution, possession with intent to sell, sale of any illegal drugs, prescription medication, or being party thereto | Full Suspension/Expulsion | N/A | N/A |

The weekend suspension begins at **6:00 PM on Friday and ends at 3:00 PM on Sunday**. The suspension is a formal separation **from all Sacred Heart University Residence Halls** and may

include other SHU sponsored activities and academics as approved by the Dean of Students or designee.

Failure to comply or complete any of the above noted sanction(s) will result in further judicial action. Each student conduct hearing will be based on individual merit. The conduct officer will consider all incident circumstances and reserves the right to decrease or increase any sanctions noted above.

BY ACCEPTING ADMISSION TO SACRED HEART UNIVERSITY, ALL STUDENTS AGREE AND ACKNOWLEDGE THAT THEY HAVE READ AND UNDERSTAND THE ALCOHOL & DRUG GUIDELINES LISTED ABOVE & WILL BE HELD ACCOUNTABLE FOR ANY VIOLATION TO THIS POLICY.

IX. UNIVERSITY POLICY & PROCEDURE STATEMENTS

ADMINISTRATIVE WITHDRAWAL SHU reserves the right to require mandatory administrative withdrawal of a student from SHU or from SHU housing for either, medical, emotional/psychological or other health reasons. If, in the judgment of the Dean of Students, Director of Residential Life and Housing Services or Associate Dean of Students (in consultation with the Counseling Services staff), remaining at SHU could lead to a significant deterioration in physical, emotional or mental health of the student, if the student's presence represents a threat to self or others or is detrimental to the University's interest (whether such conduct occurs on or off campus or at a University sponsored event), then the student will be required to leave the campus until such time the University can be assured that the problem is no longer a significant issue. No refund of tuition, room/board or fees will be awarded to a student in such a case.

The Dean of Students, Director of Residential Life and Housing Services or Associate Dean of Students may also require the student to undergo a professional psychological and/or medical evaluation to determine the condition and plan of treatment prior to making a decision about the status of the student or as a condition of reinstatement. In either instance, the student's continuation at the University is contingent upon the release of all psychological and/or medical information to the Dean of Students, who will, in consultation with the Counseling Services staff, determine the appropriateness and conditions of the student's return. In such cases, the student is financially responsible for all costs associated with such evaluations and all costs related to any follow-up treatment identified. In the event of emergency hospitalization, an interim suspension may be enacted by the Dean. After consultation with the hospital, the Dean may remove the suspension or issue a mandatory withdrawal. For matters that call for the consideration of a mandatory withdrawal, parents (or guardians) of dependent students will be informed of any action taken by SHU.

ALCOHOL AND OTHER DRUG POLICY STATEMENT

Sacred Heart University is dedicated to creating an environment that allows students to achieve their educational goals and grow spiritually, intellectually and socially. The University is also committed to supporting students in demonstrating

responsible conduct in the best interest of their personal health and well-being, the community's general welfare, and the rights of others.

The University does not condone the illegal or otherwise irresponsible use of alcohol and other drugs. Every member of the University community is encouraged and expected to be aware the risks associated with alcohol and drug use and abuse. This responsibility obligates students to know relevant University policies and federal, state, and local laws and to conduct themselves in accordance with these laws and policies. Students are expected to assume responsibility for their behavior and must understand that being under the influence of alcohol/drugs in no way lessens accountability for their actions.

Sacred Heart University complies with and enforces all federal, state, and local laws that regulate or prohibit the possession, use or distribution of alcoholic beverages or drugs. To these ends, the University publishes the following information regarding University policies and sanctions; laws and penalties concerning substance use and abuse; health and behavioral risks of drug use, and resources for treatment and educational programming.

Alcohol

Sacred Heart University acknowledges the fact that alcohol is a part of society, and supports the contention that use and abuse of alcohol is one of the most serious issues facing University students nationwide. Therefore, we strive to educate students about alcohol effects and the prevention of alcohol abuse.

Alcohol Guidelines & Regulations:

The University maintains the position of zero tolerance for those underage students consuming alcoholic beverages.

1. No person under the age of 21 may acquire, purchase, obtain, possess, be in the presence of or consume alcoholic beverages.
2. Use or possession of alcoholic beverages and their sale, delivery, or service to individuals under the age of 21 is prohibited.
3. No person regardless of age is permitted to possess or consume alcohol within the on-campus residential areas (Roncalli Hall, Seton Hall, Merton Hall, Christian Witness Commons, and Scholars Commons) of the University, or the off-campus residential facilities, Pioneer Gardens, Oakwood, or Trumbull Marriott.
4. An individual, 21 or older, may consume alcohol on University property or at University sponsored events (Red's) only in areas where the University expressly allows the sale and consumption of alcohol.
5. Any alcoholic beverage out of the original container or having a broken seal is considered an open container, which may not be carried or consumed on SHU grounds (except Red's pub area), and related facilities without authorization through an approved alcohol registration form.
6. Students in residence hall rooms where alcohol is present may be considered in violation of this policy for not leaving or reporting violations.
7. Residents are responsible for the actions/behaviors of their guests/visitors regarding alcohol possession and use and are expected to inform the guest of such policies.

8. Possessing, furnishing, consuming or serving from a common source of alcohol (i.e. kegs, beer balls, punch bowls, trash cans or other excessive equivalent number servings.) is prohibited.
9. Kegs and beer balls are not permitted on University property.
10. Creating, offering, or engaging in drinking games and contests (i.e. beer pong etc.) and other behaviors designed for the purpose of becoming intoxicated through the abusive use of alcohol is prohibited.
11. No person may use a fake ID, the driver's license or SHU ID card of another, supply such cards to another, furnish false information in obtaining such cards, or deface or alter such cards.
12. Possession or using alcohol paraphernalia or beverage containers whether full or empty (including but not limited to beer bottles or cans, alcohol bottles, beer funnels, beer pong tables are not allowed in University residence facilities.
13. The use or possession of grain alcohol, regardless of age is prohibited. 14. Any public or private use of alcohol by students that leads to public or obvious intoxication to include but not limited to: (slurred speech, difficulty walking, requiring medical assistance, intrusive, destructive, disorderliness or violent behavior) is unacceptable for a Sacred Heart University student and will be treated as a disciplinary matter.
15. All students are responsible for discouraging alcohol-related behavior that is abusive to themselves or to others. Any effort to induce or force a student to drink against his/her expressed desire is prohibited.
16. Operating a motor vehicle while under the influence of alcohol is prohibited.
17. Open containers including cups and squeeze bottles of alcohol are not permitted in public areas such as hallways, lobbies, stairwells, elevators, balconies, porches, community or common areas at any time.
18. Alcohol use is allowed for students of legal age (over 21) who reside in PARKRIDGE, and TAFT, and only in apartments in which all the residents as well as their guest(s) who are of the legal drinking age of 21. All other residence halls and apartments in Park Ridge, Taft, Pioneer Gardens, Oakwood and Trumbull Marriott are considered "dry," and no alcohol or alcohol containers are permitted in these areas.

This handbook section defines terms and identifies alcohol guidelines related to students:

Legal Age: State law states that only individuals who are 21 years of age or older may purchase, possess and consume alcohol.

Underage: State law states that individuals under 21 years of age may neither, possess, consume nor purchase alcohol.

Intoxication: No student may be intoxicated while on-campus.

Supplying: No one may purchase for or provide alcohol to anyone underage. It is the responsibility of the host to comply with state and local laws. A social host may

be held responsible for injuries and damages caused by a minor who is served alcohol.

Open Container: Any alcoholic beverage out of the original container or having a broken seal is considered an open container, which may not be carried or consumed on SHU grounds (except Red's area or other areas designated by University officials) or without authorization through an approved alcohol registration form. Designated areas by University officials include but are not limited to: Edgerton Lobby, Student Center Patio, and designated parking lots.

Kegs/Beer Balls: Kegs and beer balls or common containers over 64 ounces are not permitted on campus (except in Red's) without an approved alcohol registration form. Also, alcohol "punches" using wine or hard liquor are not permitted on campus.

Sale of Alcohol: Beer is sold only in Red's area during designated hours. Any other sale of alcohol on campus must have approval through an alcohol registration form and State resources. Employees of Red's have the right and responsibility to deny the sale of beer or wine to anyone under the age of 21, anyone using or presenting a false ID, anyone intoxicated and for any other reason deemed necessary.

If illegal use or possession of drugs or alcohol is presumed to be taking place behind closed or locked doors in a residence facility, the Residential Life staff will address appropriately. An announcement will be made that entry to the room will take place. If the occupants of the room do not voluntarily allow access, access will be made by the use of a key.

Events with Alcohol: (for student groups and organizations)

Every event with alcohol at Sacred Heart University must be registered and authorized through the Student Union Office by the Director of the Student Union. This is necessary for adherence to state and SHU guidelines for legal sale, distribution and consumption of alcoholic beverages. Failure to do so will result in event cancellation.

All applicants must make an appointment with the Director of the Student Union no later than 2 weeks before the event date (if a Connecticut state issued temporary permit is needed, applicants will need to make an appointment no later than one month before the event date). The purchase of alcohol for an event cannot be made using money allocated by Student Government. Alcohol must be ordered by the Director of the Student Union. An event representative must be present to accept delivery and transfer alcohol to event location. All events with alcohol REQUIRE THE ATTENDANCE of the CLUB/ORGANIZATION ADVISOR throughout the entire event. State law and SHU policy mandate that no person under the age of 21 years can purchase, obtain/possess or consume alcoholic beverages.

All events at which alcohol beverages are being sold (entrance fee or per drink charge) must be in compliance with state law, requiring a permit from the

Department of Liquor Control. Information on obtaining temporary permits can be found in the Student Union office. Students who wish to hold an event with alcoholic beverages must contact the Director of the Student Union in the Student Union Office for event registration, guidelines, authorization and ordering. Any event not properly registered through the Student Affairs Office and/or State of Connecticut, will be canceled. Any function which provides an alcoholic beverage must also provide a nonalcoholic beverage alternative in sufficient quantity and food must be available and featured prominently. Consumption of alcohol is not an acceptable excuse for any behavior deemed inappropriate or in violation of University rules and policies.

DRUGS

The possession, use, misuse, manufacture, distribution, improper possession, possession with intent to sell and/or sale of illegal/unauthorized harmful drugs, prescription medication, drug paraphernalia (including but not limited to hookahs, pipes, bong, bowls, e-cigs etc.) misuse of any product to act as a drug is a violation of state and federal laws, and is contrary to Sacred Heart University policies. Students found responsible for violating any part of this policy, are subject to university disciplinary action and/or arrest and prosecution by state and/or federal authorities.

Although some states have legalized medical marijuana and/or legalized it for recreational use, the possession and use of marijuana in any form remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use and/or possession of marijuana continues to be prohibited for any student of Sacred Heart University whether on or off University property.

Students who are concerned with their own or someone else's substance use/abuse or addiction may contact Janice Kessler LCSW, Alcohol and Other Drug Intervention and Prevention Specialist at the Wellness Center Counseling Service 203-371-7955.

ASSEMBLY

All members of the community have the right to peacefully assemble, providing the assembly does not interfere with the day to day operation of the campus community including but not limited to classroom, educational or SHU activities.

COMPUTER TAMPERING

Abuse of computer privileges will subject the user to disciplinary action, as established by the applicable operating policies and procedures of the University. Abuse of networks or computers at other sites through the use of Sacred Heart University resources will be treated as an abuse of computing privileges at the University. When appropriate, temporary restrictive actions will be taken by system or network administrators pending further disciplinary action; the loss of computer privileges may result. The University and users recognize that all members of the University community are bound by federal and local laws relating to civil rights,

harassment, copyright, security and other statutes relating to electronic media. It should be understood that this policy does not preclude enforcement under the laws and regulations of the United States of America.

DISCRIMINATION

SHU does not discriminate on the basis of sex, race, color, religion, national/ethnic origin, age, or handicap in the administration of its educational policies, admission policies, athletic programs, or administered programs. Any behavior or action that excludes, harasses, or embarrasses someone based on any of the above characteristics is unacceptable and subject to disciplinary action.

Any person who has a complaint regarding any unlawful discrimination may obtain the procedures to file a complaint from the Title IX Coordinator at 203-365-4837

A complaint by a student for unlawful discrimination in violation of Sacred Heart University policies or state or federal law regarding disability may also be filed with Title IX Coordinator at 203-365-4837

EMERGENCIES

For any emergency situation on campus, Public Safety must be contacted (371-7911). In the residence halls, the RSA or RHD should be the first notified.

EVENTS

Student groups or individual students may not sponsor SHU related events on or off campus without the prior approval of the Director of Student Activities.

FILE SHARING

It is strictly prohibited to use University resources to illegally reproduce, download, and/or share copyrighted materials. It is a violation of the Acceptable Use Policy as well as U.S. Copyright laws (i.e. U.S. Copyright Act and Digital Millennium Copyright Act) and may result in disciplinary action in addition to possible legal consequences by the copyright holders or representatives.

If an artist, author, publisher, the Recording Industry Association of America (RIAA), the Motion Picture Association of America (MPAA), a law enforcement agency, or any custodian or representative of the owner of copyrighted material lawfully acts to notify the University that one of its members is violating copyright laws, the University will provide any relevant information as required by law and legal process to the appropriate claimant. Immediate action will be taken against the violator to include suspension or revocation of network access privileges, confiscation of University owned computer equipment and of the copyrighted materials, in addition to disciplinary actions and other legal consequences.

Sacred Heart University's Information Technology Department (ITD) will provide reasonable safeguards to deter illegal file sharing activity to include but not limited to special filters to block file sharing activity and the use of security software and other controls to prevent the download, installation and/or execution of file sharing software. ITD will continue to allow access to venues where University members can access copyrighted content legally.

GAMBLING

Illegal gambling is not permitted and is also a violation of state statutes.

GOOD SAMARITAN POLICY

The overall health and safety of our students is of paramount concern to all members of Sacred Heart University. All community members are expected to act out of concern for themselves and others. Recognizing that there are times when students of the community find themselves in positions where medical assistance is needed to ensure the proper care of a person, the University has established this Good Samaritan Policy.

Sacred Heart University wishes to ensure that students at medical risk as a result of alcohol use will receive prompt and appropriate medical attention. Members of the Sacred Heart University community specifically students have an ethical responsibility to contact a Residential Life staff member or the Department of Public Safety when they believe that assistance for an intoxicated student is needed.

Students that seek assistance from these sources and the individual(s) assisted, should not fear disciplinary action should they seek help for a friend who has had too much to drink. Instead, under the guidelines of this policy, these violations will be dealt with through health and safety education initiatives instead of disciplinary action with respect to the alcohol policy. Students will be **considered for a one time acceptance** under the guidelines of the policy through a review of the sequence of events that occurred during their incident.

The Office of Residential Life and Public Safety will record the name(s) of intoxicated student(s) and any other information that may enable any follow-up deemed necessary to ensure students' overall well-being. In order for **this policy to apply**, the intoxicated student(s) must agree to meet with the Assistant Dean for Student Conduct & Community Standards or a Residential Life Staff member to discuss the incident and understand the guidelines, process, and expectations. The student(s) will also agree to a timely completion of all the suggested educational and intervention recommendations.

Students who fail to complete any of the requirements assigned will be subject to action under the Student Conduct Code for failure to complete those initiatives. Furthermore, community members who demonstrate a consistent and repeated pattern of behavior after appropriate intervention and education from the University will not be considered under this policy.

This policy does not preclude the University from taking disciplinary action regarding other violations of the Student Conduct Code. Students should also be aware that this University policy does not prevent action by local, state and federal authorities.

The spirit of the Good Samaritan is that there is an ethical responsibility to help people in need and this policy is designed to save lives. It is an expectation that our students will take active steps to protect the health and safety and well-being of the community and one another.

ID CARDS

All students are required to carry their photo identification cards at all times, and are expected to produce their ID card when requested by a SHU Official. Lost or stolen ID's must be replaced for a \$25 fee.

IMMUNIZATION

As part of the Connecticut Immunization Program, SHU Health Services, located within the Wellness Center requires all students to provide proof of immunizations. See Health Services Forms on our website for specific requirements.

RACISM & ACTS OF INTOLERANCE

Sacred Heart University encourages and supports those in the SHU community who advocates and believes in understanding and tolerance. It is expected that members of the SHU community uphold the following:

1. Every person in the SHU community should be treated with dignity and assured security and equality.
2. Individuals may not exercise personal freedoms in ways that invade or violate the rights of others.
3. The promotion of racial, religious, and ethnic pluralism within higher education is a responsibility of both individuals and the SHU community.
4. Students, Faculty and staff have a duty to foster tolerance.
5. Acts of violence and harassment reflecting bias or intolerance of race, religion gender, sexual orientation, physical/mental challenge, and ethnic or cultural origins are unacceptable. Since these acts are inconsistent with the teachings and values of Sacred Heart University, individuals who engage in such behaviors have no place on the SHU campus.

SMOKE-FREE INITIATIVE

Sacred Heart's University's Smoke-Free initiative is part of broader institutional efforts to maintain a campus culture of mutual respect, wellness and sustainability and seeks to provide a safe, clean environment while promoting the health of our students, faculty, staff and visitors.

In addition to the implementation of the Smoke-Free Policy, the University's Smoke-Free Initiative will include [smoking cessation programs](#) offered to both students (via the Wellness Center) and employees (via the Office of Human Resources) as well as the prohibition of the sale of tobacco products on campus.

In addition to facilitating the right of individuals to breathe clean air while learning, living and working on campus there are several benefits which will be achieved by the Smoke-Free Initiative and the adoption of the SmokeFree Campus Policy.

- Student, employee and visitor exposure to secondhand smoke, which is a known human carcinogen, will be severely reduced. Per the EPA, there is no safe exposure level to secondhand smoke.
- While the policy does not judge or exclude smokers, but rather asks them to not use tobacco where it can impact others, increased awareness of the risks and the

availability of cessation programs may lead to lower smoking rates among employees and students which would lower their health risks. · The amount of smoking-related litter on campus will be significantly reduced, which will allow the resources and staff time spent on cleaning up cigarette butts, emptying ashtrays and handling complaints to be redirected. · The risk of fires caused by cigarettes dropped in planting areas and trash bins will be decreased. · The University is preparing its graduates for the smoke-free workplaces they will likely encounter after graduation.

SACRED HEART UNIVERSITY -SMOKE-FREE CAMPUS POLICY

EFFECTIVE JANUARY 1, 2012

Purpose

In order to provide a safe, clean environment and promote the health of our students, faculty, staff and visitors, the Sacred Heart University campus is a smoke-free environment. Smoking is defined as the burning of tobacco or any other material in any type of smoking equipment, including, but not restricted to cigarettes, cigars, pipes and hookahs.

Policy

Smoking is prohibited indoors in all Sacred Heart University-owned or leased facilities and outdoors on the grounds of any University-owned or leased property, with the exception of several outdoor designated smoking areas which are located at a safe distance from University buildings (see list below) and inside privately owned, closed vehicles. Smoke-free areas include all buildings owned, leased or controlled by Sacred Heart University, indoor and outdoor athletic facilities, walkways, sidewalks, residence halls and parking lots. Smoking is prohibited on sidewalks that adjoin University property. Smoking is also prohibited in any vehicle or equipment owned, leased or operated by Sacred Heart University.

Littering of smoking-related products and tampering with or moving receptacles in designated smoking areas are prohibited.

The sale, distribution, sampling or advertisement of all tobacco products is prohibited on the campus.

Designated Smoking Areas

Please [click here](#) for maps of the designated smoking areas which include areas near Scholars Commons, Seton and Merton Halls, Christian Witness Commons, South Parking Lot, Roncalli Hall, the Oakview building and the Cambridge building.

Enforcement and Violations

All members of the SHU community share a responsibility for reinforcing the policy with visitors as well as with their fellow students and employees, who should be politely reminded that smoking is limited to designated areas on campus. Public Safety will advise individuals who are not in compliance with the University's smoking policy of the designated areas.

SHU reserves the right to initiate progressive disciplinary process against any individual found to be in violation of this policy. Disciplinary actions may include: verbal counseling and education about the effects of secondhand smoke; written warnings; a monetary fine; or other appropriate disciplinary actions in accordance with the Student Code of Conduct and the Human Resources Employee Handbook for faculty and staff.

Visitors who continue to violate the policy following a warning will be escorted off campus.

Organizers of public events on campus are responsible for communicating this policy to attendees, and organizations renting University space will acknowledge awareness of this policy in writing at the time of the rental agreement.

SOLICITATION

Any solicitors who wish to sell goods or services on campus must gain approval in advance from the Student Union Office.

SPEAKERS/TOPICS

Student groups may invite speakers to campus to address topics chosen by students but always providing equal opportunity for opposing views for a holistic education. Student groups must realize that certain speakers/topics may ignite opposition; hence, groups should act with sensitivity/concern for the mission of SHU and the safety of the community.

UNAUTHORIZED ACTIVITY

Posting, distributing, and/or propagating: Unsolicited advertising, Computer worms or viruses, Unauthorized Global E-mails, Spamming or Mail bombing the E-Mail systems within or using the SHU network as a vehicle to Spam or Mail bomb outside networks and illegal file sharing.

Attempting, whether successful or not:

To attempt access to another users passwords via password cracking software or any other resources.

To enter another's account, files, or file space without authorization.

To modify any software or information without authorization.

To conceal or falsify one's identity in any electronic communication or activity.

To intercept network traffic intended for nodes other than your own. To set up, operate, or maintain a server, network analysis tool, or network management tool on the SHU network without authorization.

WHAT TO DO IN TIME OF FAMILY ILLNESS OR DEATH

The Campus Ministers provide concern and support through hospital visits, presence at wakes and funerals, and other ministerial services. If there is an illness or death in the family, the student (or a friend, faculty or staff member who is aware of the situation) should notify either the Dean of Students (371-7648) or the Campus Ministry Office (371-7840). Residential students should immediately notify their Resident Success Assistant who will contact the appropriate offices. The Office of Campus Ministry and the Dean of Student's office will then notify others in the University community so that assistance can be offered to the student or family.

Sacred Heart University Policy on Sexual Misconduct

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Sacred Heart University Policy on Sexual Misconduct

I. Introduction

Sacred Heart University is firmly committed to maintaining a learning, living, and working environment for the University community free of sexual misconduct. The Sexual Misconduct policy describes the University's policy toward Sexual Misconduct and zero tolerance policy towards sexual violence. It also provides guidance for those who have been involved in in an incident of sexually misconduct, outlines the University's disciplinary response to alleged incidents of sexual misconduct, and identifies the relevant organizations within the University responsible for managing the policy and programs associated with it. Sacred Heart University's policy is intended to comply with relevant state and federal statutes and it applies to faculty, staff and students. **Policy Statement**

Sacred Heart University is committed to an environment that promotes a spirit of responsibility, dignity, and respect in matters of sexual misconduct. All students and employees are entitled to pursue their work and education free of sexual misconduct or sexual violence in any form, including assault, acquaintance or date rape. When

sexual misconduct or sexual violence occurs at Sacred Heart University, the standards of the University, as well as the criminal laws of the state of Connecticut, are violated. Sacred Heart University is dedicated to preventing sexual misconduct by providing information and resources to the Sacred Heart University community about the risks and myths that contribute to sexual misconduct; providing assistance, support and procedures to a person who has experienced or been involved in an incident of sexual misconduct; and by providing a process for investigation and adjudication that includes appropriate disciplinary sanctions for those who commit sexual misconduct violations.

All complaints or reports of Sexual Misconduct will be investigated. Sexual misconduct committed by students, whether on or off campus, is prohibited and will not be tolerated. This applies to academic, educational, co-curricular, athletic, study abroad, residential and off-campus conduct, and other University programs. Sacred Heart University urges individuals who have been involved in an incident of sexual misconduct, to pursue criminal charges against the person or persons they believe to have committed the sexual misconduct. A person who has experienced a sexual misconduct involving a member of the campus community is also urged to make a complaint to the University. A criminal charge and an internal complaint may be pursued at the same time. Retaliation against an individual who brings a complaint, participates in an investigation or pursues legal action is prohibited, will not be tolerated and will result in disciplinary action.

Students, faculty members, and staff members should understand that consensual sexual relationships, particularly those between individuals of unequal status, may be or become a violation of this policy. Anyone who engages in a sexual relationship with a person over whom the individual has any degree of formal power or authority must understand that the validity of the consent involved can and may be questioned. The University does not condone sexual relationships between staff or faculty members and students, and between supervisors and their employees.

Members of the University community are encouraged to contribute to the prevention of, intervention in, and effective response to student sexual misconduct. All members of the community may play a role in building a safe and just educational environment.

The University is committed to:

- Educating students about the implications and consequences of their behavior.*
- Providing proper support and resources to aid any students harmed by sexual misconduct*
- Encouraging students to take responsibility for their behavior*
- Providing a process for investigation and adjudication that includes appropriate disciplinary sanctions.*
- Modeling healthy and respectful behavior in personal and professional relationships;*
- Increasing personal awareness of what constitutes sexual misconduct;*
- Speaking out against behavior that encourages sexual misconduct or discourages reporting;*
- Developing the necessary skills to be an effective and supportive ally to survivors of sexual misconduct;*

- *Intervening in situations that can lead to sexual misconduct and related misbehavior; and*
- *Interrupting an incident of sexual misconduct if it is safe to do so.*

The University has created or identified resources, both across campus and in the larger community, to reduce, eliminate, and address the effects of sexual misconduct involving students. Many programs or units serve to ensure a safe campus, educate about and prevent sexual misconduct, assist and advocate for survivors of sexual misconduct, and ensure a fair process when sexual misconduct is reported.

The University creates, supports, and evaluates education and support programs aimed at the eradication of sexual misconduct involving members of the Sacred Heart University student community. To support these programs the Title IX Coordinator will coordinate sexual misconduct education and prevention programs. As necessary and appropriate, funds will be allocated to this program each year to advance the goals of this policy and educate the University community.

The Title IX Coordinator in conjunction with the Dean of Students shall provide a yearly orientation for new students and shall make known to all students:

- The existence of the sexual misconduct policy and the University's commitment to enforce it.
- The process and responsibility of reporting sexual misconduct offenses to the Title IX Coordinator, Deputy Title IX Coordinators, Public Safety Office and the Dean of Students On-going wellness promotion programs that address issues including, but not limited to, sexual health and wellness, drug and alcohol education in collaboration with the University Counseling Center.
- Through Bystander awareness programs, students will become knowledgeable and supportive of efforts to identify and prevent incidents of sexual misconduct.

II. Definitions

For purposes of this policy, the following terms have the definitions provided below. Please note that some of these terms may also be used in other contexts.

Complainant

An individual who reportedly experienced sexual misconduct, regardless of whether that individual participates in the disclosure or review of that report by the University at any point.

Consent

Sexual activity requires consent, which is defined as positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary. Lack of protest does not imply consent. Consent to some sexual acts does not imply consent to others, nor does past consent to a

given act imply present, continued or future consent. Consent must be ongoing throughout a sexual encounter and can be revoked at any time.

Consent cannot be obtained by physical force, threats, intimidation, or coercion. Agreement under such circumstances does not constitute consent.

Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. If at any time during a sexual interaction any confusion or ambiguity should arise on the issue of consent, it is incumbent upon each individual involved in the activity to stop and clarify the other's willingness to continue.

Engaging in sexual activity with a person whom you know – or reasonably should know – to be incapacitated constitutes sexual misconduct.

Guidance regarding Sexual Consent: Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. Presumptions based upon factors (such as but not limited to: clothing, alcohol consumption, or inappropriate bodily gestures) are unwarranted, and should not be considered as evidence for consent.

Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and you are thus urged to seek consent in verbal form. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual respect and willingness.

Incapacitation

This term is defined as lacking the physical and/or mental ability to make informed and rational decisions or judgments. This term includes, but is not limited, to the following: persons, who are intoxicated, passed out, or asleep. Use of alcohol or drugs shall not diminish one's responsibility to obtain consent and does not excuse conduct that constitutes sexual misconduct under this policy.

Investigator

An appropriately trained individual who may be a University employee, who reviews and investigates reports of sexual misconduct under this policy.

Reporter

This is an individual who reports to the University a concern regarding a possible sexual misconduct. The Reporter need not be a Complainant. Without a statement from the actual Complainant, an investigation may be limited in its scope.

Respondent

A university student or participant in a University program, who is reported to have allegedly engaged in some form of sexual misconduct and/or has been charged with a violation of the sexual misconduct policy.

Sexual Misconduct

Umbrella term used to encompass unwanted or unwelcome conduct of a Sexual nature that is committed without valid consent, including sexual misconduct and sexual harassment. Sexual misconduct may occur between people of the same sex or between people of different sexes. Sexual misconduct can include both intentional conduct and conduct that result in negative effects, even if those negative effects were unintended. Sexual misconduct can also include retaliation in connection with a Complainant's or Reporter's allegations under this policy.

Sexual Misconduct can include but is not limited to:

□ Sexual Assault

Is defined as any type of sexual contact or behavior that occurs without explicit consent. Falling under the definition of sexual assault are sexual activities such as forced sexual intercourse, unwanted or unwelcome touching of a sexual nature, including hugging, kissing, fondling, oral sex, anal or vaginal intercourse, or other physical sexual activity that occurs without valid consent.

Some examples of sexual assault, but are not limited to:

- Someone had sex/inappropriate sexual contact with you while you were incapacitated from alcohol or drugs. You may have been asleep, passed out, too intoxicated to know what was happening, or have the ability to stop their actions.
- You agreed through words or actions to do one thing, but were forced to do more.
- You were kissing someone, and the physical intimacy escalated. You said no, but the other person continued. You did not willingly participate. The other person had sex with you anyway.
- An individual forced you to have sex when you did not want to.
- An individual refused to use a condom even though clearly communicated to use one.

□ Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature if: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education, living environment, employment, or participation in a

University-related activity or University Program; (2) submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that individual's education, living environment, employment, or participation in a University-related activity; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual's education, living environment, employment, or participation in a University-related activity.

Examples may include, but are not limited to, the following: unwanted sexual statements; unwanted personal attention including stalking and cyber-stalking; unwanted physical or sexual advances that would constitute sexual assault, as defined in this policy; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images without the knowledge and consent of all parties involved; touching oneself sexually for others to view; and voyeurism (spying on others who are in intimate or sexual situations).

Some examples of sexual harassment may include, but are not limited to:

- Unwelcome jokes, comments, erotic material, language, flirtation, advances or propositions that are frequent and may occur within the classroom, workplace, residence/ room and on/off campus.
- An individual won't stop calling, texting, following you or showing up at your residence/room, place of work, or any location on/off campus, even after you have asked them to stop.
- Your Professor, Supervisor or an individual of authority makes frequent sexual jokes, comments, stares at you, inappropriate touching or insinuates that you will receive a better grade or other reward if you develop a special relationship.
- An individual/neighbor in your residence/room places sexually graphic material and/or verbiage on your door/personal residence and/or personal property.

□ Domestic Violence

Includes violent offenses committed by the complainant's current or former spouse or significant other, current or former roommate/cohabitant, person similarly situated or protected under domestic or family violence law.

□ Dating/Relationship Violence

This term is defined as the use of physical violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse used to control a partner in an intimate relationship constitute intimate partner violence. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Intimate partner violence can be a single act or a pattern of behavior in relationships. Intimate partner relationships are defined as short or long-term relationships (current or

former) between persons intended to provide some emotional/romantic and/or physical intimacy.

□ **Stalking**

This term is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for her or his safety, for the safety of a third person, or to feel extreme emotional distress, bodily injury or death. Stalking behaviors include, but are not limited to: non-consensual communication by any means, collecting information by any means, use of surveillance in person or via electronic means (telephone, mail, email, text, social networking or any other like method), collecting information about a person's routine, friends, family, or coworkers, uninvited visits to a residence, workplace, classroom, worship location, or other locations where an individual is commonly found.

1. "Course of conduct" means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person, or interferes with a person's property.
2. "Emotional distress" means significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling.
3. "Reasonable person" means a reasonable person in the victim's circumstances.

Support Person

An individual chosen by a Complainant, Respondent or Reporter, to provide support during the review of a report and/or during the hearing process of possible sexual misconduct. The person(s) chosen may not already be directly involved in the investigative process (for example, a witness, or Reporter) and may not speak on behalf of the person they are supporting, but instead may be present only to assist or advise the individual they are supporting, in a non-advocacy role.

Title IX

Title IX of the Education Amendments of 1972 (Title IX) (20 U.S.C. § 1681 et seq.; 34 C.F.R. Part 106) (as amended) is a federal law that prohibits sexbased discrimination, including sexual harassment and sexual misconduct, in education programs that receive federal financial assistance.

Title IX Coordinator and Deputy Title IX Coordinators

The University officials charged with ensuring the University's overall compliance with Title IX and related University policy.

III. Policy Coverage/Jurisdiction

Sacred Heart University will adjudicate incidents of sexual misconduct in the following situations:

- Incidents that occur on or off campus;
- The alleged violator is a current student;

Reports of sexual misconduct from an individual outside of the University community and not relating to University conduct may be investigated if Sacred Heart University determines the described conduct described in the complaint constitutes a sufficient threat to the University community to warrant investigation. The Complainant can file a report as long as the Respondent is still a student at Sacred Heart University. If the Respondent is not a student, individuals are advised to file a report with the local law enforcement authorities. Students are advised that a delay in reporting could have a negative impact on evidence.

IV. Confidentiality of Information

Sacred Heart University will preserve student confidentiality to the extent possible and allowed by law. The degree, to which confidentiality can be protected, however, depends upon whether or not the individual is legally protected to withhold this information. The person being consulted should make these limits clear before any disclosure of facts. An individual can speak confidentially with certain persons in legally protected roles at Sacred Heart University, including counseling, advocacy, health, mental health, or sexual-assault-related services (e.g., sexual assault resource centers, campus health centers, pastoral counselors, and campus mental health centers).

As required by law, all disclosures to Sacred Heart University employees of an on-campus sexual misconduct are tabulated for statistical purposes by the Public Safety Department, without personal identifying information. In compliance with federal law, these statistics and other mandated crime statistics are reported annually. The Title IX officer will also be notified, in writing, that a sexual misconduct complaint has been filed.

The Family Educational Rights and Privacy Act (FERPA) prohibit the disclosure of conduct records to any third party without written permission from the student(s) involved. Requests from parents, family members, and concerned students for information about the Complainant and/or the Respondent will not be honored without written permission from the student(s) involved.

HIPAA Health Insurance Portability and Accountability Act- HIPAA provides for the protection of individually identifiable health information that is transmitted or maintained in any form or medium. Any release and/or transfer of healthcare information is only permitted with written permission.

V. Filing a report of Sexual Misconduct

The University strongly encourages the prompt reporting of a sexual misconduct. The report may be made by:

- A person who believes they experienced sexual misconduct (a "Complainant"); or
- A person who has information that a sexual misconduct may have been committed by either a University student or a participant in a University Program (a "Reporter").

If the Reporter or Complainant chooses not to participate in the University review of the report, the University may, as described below, pursue the report without that person's participation.

The student will be informed of their right to file a criminal complaint with local law enforcement authorities. The University reserves the right to initiate an investigation on its own if it perceives an imminent and/or on-going threat to the University community.

File a Report with the Public Safety and Police Department

For a sexual misconduct that took place on-campus or in a Sacred Heart University facility, students can contact Public Safety at (203-371-7999) and/or call the respective (Fairfield or Bridgeport) Police Departments directly at 911 to file a report with the police. Campus authorities can assist in notifying the local police if the student chooses.

File a Report with the Title IX Coordinator and/or Deputy Title IX Coordinators

Whether a student elects to report a sexual misconduct to the police, he or she is urged to make an official report directly to the Title IX Coordinator and/or Deputy Title IX Coordinators. Public Safety can also assist in this process, particularly if the misconduct is being filed after business hours. Public Safety can be reached at (203-371-7999). A report should be filed with the Title IX Coordinator or the Deputy Title IX Coordinators.

False Reports

An allegation that is both intentionally false and malicious maybe a violation of the Sacred Heart University Student Conduct Code and will be investigated and adjudicated accordingly

VI. University Response to Investigating an Allegation of Sexual Misconduct

a. Services

Sacred Heart University encourages students who have been involved in a sexual misconduct incident to file an official report. Students are also advised to seek medical attention as soon as possible and within 72 hours of a sexual misconduct. Students can choose one of a combination of options to create the most appropriate plan for them.

The Dean of Students Office will first suggest that the student attend to any medical needs immediately. The student will receive information on hospital procedures and resources available. Accompaniment to the hospital will be provided if desired by the student.

b. Obtain Medical and Counseling Attention

Medical - Legal Evidence Collection

A person who has experienced sexual misconduct is encouraged to request collection of medical-legal evidence. Collection of evidence entails interaction with police and medical professionals. Prompt collection of physical/medical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. The sooner a sexual misconduct incident is reported, the more likely physical/medical evidence will still be present.

Medical Treatment

A person who has experienced a sexual misconduct is urged to seek appropriate medical evaluation as promptly as possible, ideally within 72 hours of the incident.

Support and Counseling

Counselors at a variety of agencies both on- and off-campus can help a person decide what steps to take, such as seeking medical attention, preserving evidence, obtaining counseling, and reporting to authorities. Information, support and advice are available for anyone who wishes to discuss issues related to sexual misconduct. In the event a sexual misconduct incident has or has not occurred, and whether or not the person seeking information is a complainant, respondent or is a third party will be provided.

Students May Consult:

Sacred Heart University Counseling Center (203-371-7955)
Sacred Heart University Health Services (203-371- 7838)
Dean of Students Office (203-371-7916)
Office of Campus Ministry (203-371-7840)
Title IX Coordinator, (203-365-7633)
The Center for Family Justice, 203-334-6154

Hotline Information

Domestic Violence Local Hotline: (203)384-9559
Domestic Violence CT Hotline: 1(888) 774-2900
Domestic Violence National Hotline: 1(800) 799-SAFE
Rape Crisis Services Hotline: (203) 333-2233
V.E.D.A.S. Hotline (Español): 1(888) 568-8332

c. Interim Interventions

Students who have been involved in an alleged incident of sexual misconduct will have access to other available assistance in changing academic and living situations.

If requested by the student and if such changes are reasonably available no formal complaint, or investigation, campus or criminal need occur before this option is available.

Accommodations may include:

- Change of an on-campus student's housing to a different on-campus location;
- Assistance from University support staff in completing the relocation;
- Arranging to dissolve a housing contract and pro-rating a refund;
- Exam (paper, assignment) rescheduling;
- Taking an incomplete in a class;
- Transferring class sections';
- Temporary withdrawal;
- Alternative course completion options.

No Contact Letter

The Dean of Students will issue no contact letters upon receipt of a report of sexual misconduct in which the respondent and complainant are Sacred Heart University students. Students may also request a no contact letter towards students who have engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others.

d. Decision to Proceed with Investigation

The Title IX Coordinator will supervise an investigation into the incident. *The Title IX Coordinator will determine the most effective method of reviewing the concerns raised by the reported sexual misconduct. In all cases, the University will respond to the report in a prompt, thorough, procedurally fair, and effective manner. Upon receipt of a report, the University will strive to complete its review within sixty (60) calendar days.*

Immediate Response

The Title IX Coordinator in coordination with the Dean of Students will initiate an immediate response to separate the Complainant and Respondent from engaging each other in common areas, residence halls, campus buildings, and student activities; and will outline options to change the Complainant's or Respondent's academic and/or living situations if those changes are requested by the Complainant or Respondent and are reasonably available. The Title IX Coordinator and the Dean of Students have the discretion to remove the Complainant or Respondent from a hostile living situation. All Incident Reports and directions to the Respondent and Complainant will be forwarded to the Director of Public Safety. The Title IX Coordinator or designee will meet with the Complainant to review the details of the allegation and to explain the subsequent steps involved in a sexual misconduct investigation. The Title IX Coordinator has the discretion to consult with and/or refer the Complainant to Public Safety which will assist the Complainant to write the Incident Report. The completed Incident Report will be promptly forwarded to the Title IX Coordinator. The Complainant may also directly submit the

Incident Report to the Title IX Coordinator. Nothing herein shall preclude an immediate suspension in order to preserve the safety of the campus community.

e. Preliminary Investigation

Both parties will be informed of the respective time and place of the interviews and that contact between the parties will be limited to necessity. During this stage of investigation, the Complainant and Respondent have the right to be accompanied by a support person.

The Title IX Coordinator will investigate the incident by separately questioning the Complainant, Respondent, and any identified witnesses. The purpose of the preliminary questioning is to ascertain to reasonable suspicion if there may have been a violation of Sacred Heart University's Sexual Misconduct Policy and what immediate responses need to occur. Should this questioning not produce a reasonable suspicion, the hearing will not proceed. However, Complainants may still seek options such as filing a no contact letter and reporting the incident to the local police department. At the conclusion of the interviews, a preliminary report of the findings of the investigation will be prepared for presentation to the Hearing Panel as well as the Complainant and Respondent. It's important at this stage that all members of the University Community respect the role of the Title IX Coordinator and the Dean of Students and not engage in behavior that compromises the process. During any stage of the investigation, if the Title IX Coordinator or the Dean of Students reasonably suspects that the Respondent poses an imminent threat of harm or disruption to the campus community, he or she may immediately be removed from campus housing and/or be restricted from movement on campus.

f. Standard of Proof

The Investigator's findings will be made using the "preponderance of the evidence" standard. This standard requires that the information supporting a finding of responsibility be more convincing than the information in opposition to it. Under this standard, individuals are presumed not to have engaged in sexual misconduct unless a preponderance of the evidence supports a finding that sexual misconduct occurred

g. Hearing Panel

The Title IX Coordinator will appoint a permanent hearing panel comprised of three (3) individuals chosen as follows: Each Vice President (Student Affairs, Academic Affairs, and Human Resources) shall choose one (1) individual to serve as a hearing officer. The Academic Affairs representative shall be a full-time faculty member. The Title IX Coordinator will provide training for hearing officers initially and within 30 days of the appointment of new members to the hearing panel. The panel will hear the facts of the case from both parties and shall determine by a preponderance of the information gathered whether the Respondent has violated

the specific charge under the Sexual Misconduct Policy. Ordinarily, no information will be permitted concerning the sexual history of the Complainant or Respondent except in those instances where there was a prior sexual relationship between the parties and the testimony may be relevant to the issue of consent. The hearing will be closed to the public, and a support person may accompany either party. Either party may make a request for accommodations during the hearing procedures such as indirect questioning, special seating arrangements in the hearing room, or speaking to the panel without the other party and the corresponding advocate present in the hearing room provided the other party has audible access to the testimony. The panel will select a chair from among its membership. Panel members will deliberate in private and the chair will issue the panel's decision to the Title IX coordinator regarding whether the Respondent is found to be responsible or not responsible for the charges. The deliberations of the panel will not be recorded.

h. Disciplinary Sanctions

Sanctions against a student who has violated the Sexual Misconduct Policy will vary depending on the severity of the violation. The Hearing Panel will recommend sanctions to the Dean of Students, who has final approval.

Action against a student found to have violated the policy may include but are not limited to one or more of the following

- Expulsion from campus housing
- Mandated brief intervention, and/or may include censure □
Suspension from the University □ Expulsion from the University.

Both the Complainant and Respondent must be informed of the outcome of a sexual misconduct proceeding within three (3) business days of the panel's decision. To assist the Title IX Coordinator in formulating appropriate sanctions, the Complainant may make a statement of the impact of the misconduct.

i. Appeal Process

Any disciplinary action against a student who has violated the Sexual Misconduct Policy may be appealed to the Senior Vice President of Enrollment Planning and Student Affairs of the University whose decision shall be final.

j. Retaliation

1. Both Title IX and Sacred Heart University prohibit retaliation against any person for using this reporting system, or for participating in investigations or subsequent proceedings. The University will take steps to prevent retaliation and take strong responsive action if it occurs.
2. Retaliation is defined as any action by any person what is perceived as: intimidating, hostile, harassing, retribution, or violent that occurred in connection to the making and investigation of the report.

3. Complainants or Respondents should report any subsequent problems of harassment or retaliation. The Title IX Coordinator or a designee will follow up with complainants periodically to determine whether any retaliation or new incidents of harassment have occurred, and handle such reports accordingly.

VII. Institutional Responsibilities

Recording Investigative Materials and Reports

The permanent disciplinary record of a student who violates the Sexual Misconduct Policy will reflect this violation if and only if the allegations of the Complainant are found to be true.

However, a separate file including the incident report, findings of the hearing panel, and the Title IX Coordinator's final report will be maintained for at least seven (7) years from the date of the final report.

Disciplinary Action for Faculty and Staff

A violation of this policy will be addressed according to applicable faculty and staff personnel policies. For a proven violation, possible sanctions range from censure to separation from the University.

Legal Options

In addition to University disciplinary actions, a person who engages in a sexual misconduct may be the subject of criminal prosecution and/or civil litigation.

A police report must be made for criminal prosecution to be considered by the state's prosecuting authority. The chances of successful prosecution are greater if the report is timely and is supported by the collection of medical/legal evidence.

Managing the Interests of the Alleged Respondent

It must be recognized that the alleged Respondent in a University investigation has legal and other rights, and that complaints in which each of the parties are members of the campus community are the most ethically and legally complex. A presumption of guilt should not be made as the result of any allegations.

Insofar as it is possible, the University shall act to protect the identity of the Respondent until such time as allegations against the individual are confirmed through the procedures outlined in this policy.

In the event that a student is accused of sexual misconduct against another individual and a formal complaint is lodged with the Title IX Coordinator, the Respondent shall be encouraged to seek advice from a member of the University community on the following;

- A copy of any relevant documentation about conduct proceedings depending on the nature of the allegation, the Respondent should consider seeking qualified legal advice should criminal or civil action result; and the student's capacity to access confidential counseling from someone with no contact with the Complainant.
- The Respondent has a right to select a support person within the guidelines of this policy.

Counseling and/or support can only be offered to a Respondent who is a Sacred Heart University student.

- When the parties are members of the University community, arrangements will be made limiting or ceasing any on-going contact during the investigation phase. This will occur in conjunction with Public Safety and the Dean of Students or designee.

Public Notification of Incidents

As required by state and federal law, the University collects and reports annually statistical information concerning sexual misconduct incidents occurring in its jurisdiction. To promote overall public safety, the department of Public Safety will also alert the campus community to incidents and trends of immediate concern.

Policy Revision

Policy will be reviewed on a yearly basis to coincide with the law and mandates.

VIII. Policy Enforcement

This policy was authorized and approved by the President of Sacred Heart University and is enforced under the authority of the Dean of Students and the Title IX Coordinator.

IX. Addendum

Scenarios (contact the Title IX Coordinator)



The Student Life Department is located in the Hawley Lounge and is comprised of 9 main areas: Student Activities, Student Union, Greek Life, Commuter Life, Performing Arts (Pioneer Band, Choral Programs, Theater Arts Program and Dance Ensemble), Leadership, Club Sports, International Student Services and New Student Programs. The offices are open Monday - Friday from 9 am-5 pm.

The Student Life Department seeks to enhance the college experience outside of the classroom by offering both co-curricular and extra-curricular opportunities for students. Moreover, the Student Life Office exists to teach life skills to students through formal training sessions and leadership opportunities. SHU is different from other institutions in that we EXPECT that students become involved in student groups as a part of their holistic college experience. We believe that involvement in campus life leads to involvement in local communities following graduation.

STUDENT ACTIVITIES OFFICE: The Office is located in the Hawley Lounge, is open Monday-Friday from 9 am—5 pm and is responsible for scheduling, planning and overseeing most of the student events on campus. The Student Activities is a center for information on events, student groups, Student Government and student leadership. Students wanting to join a club should visit this office.

THEME WEEKS/WEEKENDS: A major emphasis of the Student Life Department is to aid in the sponsoring of theme weeks and weekends by tying together events around a common topic. Some of the SHU traditional themes are: Family Weekend, Siblings Weekend, Spring Week, Winter Week, Harvest Week and more.

STUDENT LIFE ODDS AND ENDS: To inform students of some of the particular systems used within the office, the following is provided:

- Sponsoring an Event: All student groups must fill out an Event Registration Form online (ERF) to gain authorization to schedule events (at least 4 weeks prior notice is needed), including fund-raisers.

-Mailboxes: Student Government Officers and all student groups are provided mailboxes in Hawley Lounge. Students can contact their student group leaders by leaving notes in these boxes.

-Posting Notices and Flyers: All notices to be posted must be approved by the Student Life Office. Select bulletin boards throughout campus may be used for

posting. No advertising may be placed on glass doors/ walls, hung from the ceiling, or placed directly on painted walls. A complete list of policies concerning posting may be obtained from the Student Union Office.

STUDENT GOVERNMENT: The Student Government (SG) is the parent organization to all student groups on campus. It is comprised of an Executive Board, Student Senate, Student Events Team (SET), Council of Clubs and Organizations (CCO), Finance Board, and Class Officers. SG's primary purpose is to oversee student groups, sponsor events to meet the needs of the students and to address concerns of the student body. The SG Office is in Hawley Lounge.

EXECUTIVE BOARD: This steering body of SG consists of 12 students, each holding one of the following positions:

- SG President
- SG Vice President Senate
- SG Vice President for Finance Board
- SG Vice President for CCO
- SG Vice President for SET
- SG Vice President of Public Affairs
- SG Vice President for Judicial Affairs
- SG Secretary
- Class 2016 President
- Class 2017 President
- Class 2018 President
- Class 2019 President

The Executive Board meets weekly at a time designated by the SG President. All students may attend all meetings listed as "open". Elections and appointments to key leadership roles take place each Spring, with the exception of the first year class whose elections are in October.

SENATE: The Senate consists of a Vice President for the Senate and four representatives from each class. The Senate's purpose is to address student issues and present them to the administration. The Senate meets on a weekly basis that is established and advertised in the beginning of the year. All students are welcome and encouraged to attend and share their views.

STUDENT EVENTS TEAM (SET): The main purpose of this organization is to provide activities on Campus within a wellness (holistic) approach. Categories within which events are provided include the six wellness dimensions: Spiritual, Physical, Intellectual, Career, Emotional and Social (SPICES). All students are encouraged to join a committee of SET! SET is chaired by a VP and consists of 6 standing committees:

Novelty, Theme, Entertainment, Advertising, Community Service and Special Events.

GREEK LIFE: Greek Life consists of 12 active national/local organizations (5 fraternities and 7 sororities). Each of our Greek organizations is based on the principles of brotherhood or sisterhood, leadership, scholarship, service and sisterhood/brotherhood. If you Go Greek! you'll enrich your life in more ways than you ever imagined.

We hope that you explore our website and attend our recruitment events to see how joining a Greek organization can provide you with exciting opportunities to give, to lead, to excel and to have more fun!

CCO (COUNCIL OF CLUBS AND ORGANIZATIONS): CCO is the governing body of all student groups on campus, is comprised of the presidents from each club or organization, acting as a representative. The CCO conducts monthly meetings to discuss organizational activities and community service projects, vote on club/organization related issues and to keep updated on CCO requirements.

CLASS OFFICERS: Four Officers are elected into these positions each Spring by members of the respective academic class. The Presidents serve on the SG Executive Board. Class officers lead in organizing many major events on campus including Senior Week, Winter Semi - Formal and Mr. SHU. All students are encouraged to contact their respective class officers with any ideas or suggestions they might have.

CLUB SPORTS: Sacred Heart University offers a wide variety of competitive club sports for the undergraduate student body. Whether you want to continue to play a sport you played in high school or learn a new skill, the Club Sports Department is the place for you to make that happen. These teams provide a great opportunity to become involved with all Sacred Heart has to offer. By joining one of these competitive club teams, you will be able to compete against other schools and universities, learn a new sport, improve your athletic ability, or just make new friends.

The 24 Active Club Sports are: Baseball, Men's Basketball, Women's Basketball, Bowling, Dance Team, field Hockey, Figure Skating, Football, Golf, Gymnastics, Men's Ice Hockey, Men's Lacrosse, Women's Lacrosse, Men's Rugby, women's Rugby, Running, Sailing, Men's soccer, Women's Soccer, Softball, Tennis, Triathlon, Men's Volleyball, Women's Volleyball, Weightlifting and Wrestling.

Visit the Hawley Lounge, 9 AM-5 PM Monday thru Friday to get involved or visit the Club Sports Website for more information:

<http://www.sacredheartpioneers.com/club>

COMMUTER LIFE: Commuter students are an important and vital part of the SHU community. Commuter students are encouraged to take part in this community, while still contributing to their home community. It is essential to know that commuter students are welcomed in all University facilities, including the Residence Halls.

There are numerous clubs and organizations available for a commuter student to join. If you have any questions or would like to get involved, please stop by the Student Activities Office or call the office at 203-371- 7969.

INTERNATIONAL STUDENT SERVICES: Located in the Hawley Lounge, the Student Life Office is here to assist International Students with any questions or

concerns they may have about Visa and immigration matters, adjusting to studying in the United States, or life at Sacred Heart. If you have any questions or concerns, please feel free to stop by the Student Life Office or call 203-371-7846.

STUDENT UNION OFFICE

The Student Union Office, located in the main academic center across from the dining hall, provides services and programs for students, faculty and staff to assist and complement the academic and campus life components of the University. In addition, this office provides a variety of work study opportunities that allow for leadership and management opportunities. The Union is staffed by the Student Union Director, Operations Assistant, Administrative Assistant and over 60 student staff members.

To contact the Student Union, please call 203-371- 7913

We handle the following:

- Campus Facility, Merchant Tables
- Campus Vending Services
- Class ring sales
- Conference Services
- Events with Alcohol registration
- Red's
- Hawley Lounge
- SHU Shuttle Service
- Student ID Cards
- Event/Facility Reservations

HAWLEY LOUNGE: Hawley Lounge serves as a recreational and relaxation space for students. As the home for the offices of the Dean and Associate Dean of Students, Student Life, Club Sports, Student Activities, Student Government, Greek Life and the Hawley Game Room, the Hawley Lounge is a great place to meet friends and get involved.

RED'S: Managed by the Student Union Office, Red's is open to students 21 or older, and is located in the Linda E. McMahon Commons. Open five (5) days a week, and special weekends, serving beer and wine as well as food service. Red's is here to provide the University community members of legal drinking age with a place to congregate with friends, faculty and staff after classes. Red's atmosphere fosters social interactions among all university stakeholders in an environment of learning outside of the class room

HAWLEY GAME ROOM: Located in the Hawley Lounge. Hawley Game Room is open to all students. The lounge facilities offer Billiards, TV, and a place to socialize with friends. Hours are M-F, 9 am-11pm, and, 10 am-11pm on weekends. Call the Student Union Office for information on tournaments at 203-396-8027.



THE OFFICE OF GRADUATE STUDENT AFFAIRS

The Office of Graduate Student Affairs supports and encourages life on and off campus for graduate students and serves as a general ombudsman and liaison between you and university administration to assist in making your transition and experience easier, happier and more meaningful. It assists with Graduate Student Affairs, Services and Student Life outside of the classroom. From the point you make the decision to attend SHU, through to your graduation - and beyond, the Office of Graduate Student Affairs is here to assist you to make your experience more fulfilling.

We work to coordinate events and programming among the five graduate colleges, advise the Graduate Student Advisory Committee (GSAC), provide you with information about student services and general information about community resources, assist in orienting new students each term.

Check this site regularly for updated information and check your SHU email for news and events from us.

<http://www.sacredheart.edu/officeservices/graduatestudentaffairs/>
or call 203-396-8259.

Please also come visit us in Roncalli Hall as we want to hear how things are going for you. Welcome to Sacred Heart University.

ADMISSIONS PROCEDURES

Graduate students are admitted through a coordinated process between the Office of Graduate Admissions and each department. All applicants must hold a bachelor's degree or equivalent from an accredited college or university. Application and program information can be requested from the Office of Graduate Admissions.

Office of Graduate Admissions Sacred Heart University

5151 Park Avenue

Fairfield, CT 06825

Curtis Hall, Second Floor Phone:

203-365-7619

Fax: 203-365-4732

gradstudies@sacredheart.edu URL: www.sacredheart.edu/graduate

Applications and all supporting materials (test scores, letters of recommendation, transcripts, etc.) are to be sent directly to the Office of Graduate Admissions. Once

an application is complete, it is delivered to the program office for consideration. Students are notified as soon as possible concerning any decision regarding applications.

Please note that the submission of some materials, such as transcripts and test scores, may take several weeks to arrive. Early submission of these materials is advised.

Graduate students at Sacred Heart University are admitted under four categories: Fully Matriculated, Provisional, Special, and Auditor. Complete descriptions for each category are provided in the University's Graduate Catalog and on the web at [http://www.sacredheart.edu/media/sacredheart/academics/Graduate-Catalog_Pagination_R6_060616-\(1\).pdf](http://www.sacredheart.edu/media/sacredheart/academics/Graduate-Catalog_Pagination_R6_060616-(1).pdf) Fully Matriculated students are those who have satisfactorily met the requirements for full admission into a graduate program.

Provisionally accepted students must complete additional requirements as specified in the letter of acceptance. Special students are those who attend class and do not wish to pursue a degree. Not every graduate program allows special registration in their courses. Please refer to the Office of Graduate Admissions for details. Auditor students who register for a course under the audit designation do not receive credit for the class. However, they are expected to fully participate in the learning process.

REGISTRATION PROCEEDURES

Students should consult with their advisor or the department office on their course of study and verify that all course prerequisites have been met according to the Graduate Catalog. Students may submit their registration by mail, fax, or in-person to the Registrar's Office or to the Office of Graduate Admissions if this is their first time registering.

Any prior balances must be paid before course registration. No student will be permitted to attend class unless officially registered. The University reserves the right to limit class size, change instructors, or cancel courses. If a course cancellation occurs, students will be notified in order to adjust their schedules or to obtain a complete refund.

Upon completion of the registration process, verification with room assignment (s) will be handed or sent to students. Room schedules with any late changes or TBA designations are posted on the bulletin boards near the Registrar's Office in the Academic Center on the Fairfield Campus or on the web site www.sacredheart.edu/registrar. Changes in registration should be made on an add/drop form, which can be obtained from the Registrar's Office.

CLASS CLOSINGS AND CANCELLATIONS

Information on class closings and cancellations is available through the Registrar's Office at www.sacredheart.edu/registrar or via the campus Snow Line, (203) 365-SNOW.

REGISTRATION FOR SPECIAL STUDENTS

Special students may be allowed to complete a limited number of credits at the University, depending on individual program guidelines. Students who want to take any courses beyond the maximum limit must be admitted into a graduate program. To request to register as a Special student, you must contact the Office of Graduate Admissions.

REGISTRATION FOR VISITING STUDENTS

Visiting students must be in good standing in their current graduate program. A maximum of nine (9) credits may be completed under this category.

INTERNATIONAL STUDENTS

International students are not allowed to register under any of these non-matriculated categories, they must be Full-Time to study in the United States on an F-1 Visa.

HEALTH IMMUNIZATION

Connecticut law requires that students born after December 31, 1956, provide proof of measles and rubella immunization. This includes two doses of measles vaccine administered at least one month apart (the second dose must be given after January 1, 1980) and one dose of Rubella vaccine after the student's first birthday. Varicella is also required for those who are studying in the US from another country. Although these are not required to complete an admissions application, you must be in compliance prior to course registration. Immunization verification information should be submitted directly to the University's Health Services Office. Any questions regarding this policy should be directed to the Health Services Office, (203) 371-7838.

TUITION, FEES, AND PAYMENT OPTIONS

Graduate tuition is charged on a per-credit or full-time flat-rate tuition fee basis and varies by program. All registered graduate students are assessed a mandatory registration fee, library fee, and student council fee each term.

WITHDRAWALS AND REFUNDS

Course withdrawals must be made in person through the Office of the Registrar. Official withdrawal is necessary to assure proper entry on the transcript and to determine eligibility for a refund. Refunds are based on full tuition charges. Failure to properly withdraw will result in the issuance of a withdrawal failure grade (W/F). Those who improperly withdraw will be charged full tuition.

The Student Accounts Office must be contacted in order to receive a refund. Refunds are given to students who have no outstanding balances.

Registration and Lab Fees are nonrefundable, unless the course is cancelled. Federal regulations require that veterans follow the University's withdrawal procedure or be liable for repayment of any benefits received. All refunds are based on the refund schedule and determined by the date of notification to the Registrar's Office, not the date of the last class attended.

Refund Schedule—Regular Sessions

| | |
|---------------------|------|
| Before first class | 100% |
| Before second class | 80% |
| Before third class | 60% |
| Before fourth class | 40% |
| Before fifth class | 20% |
| After fifth class | 0% |

Refunds for accelerated classes will be adjusted accordingly.

BILLING POLICIES

Payment can be made by cash, check, money order, or credit card (Visa, MasterCard, and American Express). Checks and money orders should be made payable to "Sacred Heart University." Credit card payments must be authorized in writing and cannot be taken over the phone. Each bill contains a credit card authorization section in the upper right-hand corner, which can be faxed to 203-365-7536. The University does not keep credit card numbers on file. Each individual payment must be authorized. Cards that are illegible, incomplete, or declined will be assessed a rejected card fee. Returned checks will be assessed a returned check fee. If paying from outside of the US, you can use PeerTransfer/FlyWire <https://www.flywire.com/>

All payments are due on the first of the month. Payments received after the due date are subject to a 1% finance charge on the entire unpaid balance. Payments are applied to the oldest balance first, including finance charges.

The University reserves the right to refuse to accept a check for payment on an account that has a history of returned checks. In addition, the University reserves the right to refuse to accept a student into the Guaranteed Payment Plan if they have presented invalid or rejected credit cards in the past.

All registrations are subject to credit approval from the Student Accounts Office before final processing. All prior terms must be paid in full before additional registrations will be accepted.

Payment Mailing Address: Cashier
Sacred Heart University 5151 Park Avenue
Fairfield, CT 06825-1000

For additional information about billing policies, contact Student Accounts at 203-371-7925.

PAYMENT PLANS

Sacred Heart offers payment options.

Please read the terms of these options carefully before choosing one.

Monthly Payment: A payment plan fee is assessed once per semester and students are required to make payments according to the monthly payment plan schedule. Go to <http://www.sacredheart.edu/officeservices/studentaccounts/paymentoptions/> for additional information.

GRADUATE STUDENT ADVISORY COMMITTEE (GSAC)

The Sacred Heart University GSAC is looking for students who are interested in serving fellow graduate students. GSAC is a student organization established to function as an advocate resource for graduate students at the University.

The primary objective of GSAC is to pursue continuous improvement in all aspects of the graduate educational experience. GSAC is currently looking for new members to continue the work that was started during the past academic year and meets monthly at the convenience of its members.

The Graduate Student Advisory Committee is available to all graduate student disciplines and programs to provide social events and financial support and funding for conferences, research, guest speaker lectures, and many other events throughout the year.

Every month, the Council of Graduate Students and the Office of Graduate Student Affairs hosts a number of events on and off campus, bus trips, professional development workshops, networking gatherings and cultural events, open to all Graduate Students. These events are a great social experience to bond and network with other graduate students and faculty, staff and future employers.

Each Spring, GSAC and the Office of Graduate Student Affairs also hosts a semi-formal Dinner Dance which is open to all graduate students and professors, as well as, Graduate Student Alumni of the previous two years. We also hold the major week-long event for National Graduate Student Appreciation week and we celebrate all cultures attending SHU during major holidays and during International Education Week in the fall.

To learn more about events, go to www.sacredheart.edu/GSA

RYAN MATURA LIBRARY

The Ryan-Matura Library is the place to go for research assistance and for answers to factual questions. Librarians are available at the Reference Desk to answer questions and to assist students in doing research. The library holds 122,000 print volumes and access to over 6,000 full text periodicals in print and online. For your specific program's librarian contact information, journals and other resources are available via links on the library homepage at <http://library.sacredheart.edu/home>

The Enterprise online catalog which provides access to the books in the library can also be found on the homepage. "Find Online Journals at SHU," also on the homepage, is a complete list of every journal accessed by the library. Materials not owned by the University may be obtained through the Interlibrary Loan service. All

SHU students have borrowing privileges at Universities of Connecticut Libraries and the Fairfield Public Library, as well as access to the majority of academic libraries in the State of Connecticut. Note: The SHU student ID card is used as a library card and will need to be activated in person at the library's Circulation Desk.

Library Hours

| | |
|---------------------------|-------------------------|
| Monday–Thursday | 8:15 AM–3:00 AM |
| Friday | 8:15 AM–9:00 pm |
| Saturday 10:00 AM–9:00 PM | Sunday 10:00 AM–3:00 AM |

*Students must swipe into the entrance after 10:30 PM Sunday-Thursday. Students should check library website for holiday hours.

STUDENT FINANCIAL ASSISTANCE

Student financial assistance is available to graduate students under a number of student loan programs administered by the Office of Student Financial Assistance. Students must be fully matriculated into a program in order to be eligible for financial assistance. Those applying for financial assistance should call 203-371-7980 for eligibility and deadline information.

VA ELIGIBILITY PROGRAMS

Veterans and their dependents are eligible for educational benefits in accordance with Title 38, Chapters 30-35 of the United States and Title 10 USC Chapter 106. Interested veterans should contact the Registrar's Office, Monday through Thursday, 8:30 am to 4 pm and Friday from 8:30 am to 1 pm. Veterans under the Vocational Rehabilitation Program can contact Student Accounts at (203) 371- 7925.

PUBLIC SAFETY AND PARKING

The Department of Public Safety, located in the Academic Building, is staffed 24 hours a day, 7 days a week. Officers regularly patrol the buildings and grounds of the campus via vehicle, foot, or bicycle. Some of the services the Department of Public Safety provides are on-campus personal safety escorts after dusk, motor vehicle assistance (unlocking doors, providing battery jump starts), immediate emergency response, and the investigation and documentation of incidents on campus.

Several blue light call boxes, which provide immediate communication with Public Safety, are located throughout the campus.

The staff of the Department of Public Safety is here to serve you; do not hesitate to contact them for any safety or security issue.

Information concerning parking passes can be obtained by going to this link:

<http://www.sacredheart.edu/officesservices/publicsafety/parkingproceduresvisitorparkingpass/parkingatfairfieldcampus/>

Annual Public Safety Right-to-Know Brochure

Every fall all students receive this brochure which provides information about Public Safety services and specific crime statistics. Copies are available at the Public Safety Office, or by calling 203-371- 7995.

Department of Public Safety Phone Numbers

| | |
|------------------|--------------|
| Routine Business | 203-371-7995 |
| EMERGENCIES ONLY | 203-371-7911 |

CAMPUS BOOKSTORE

The bookstore accepts cash, credit card (Master Card, VISA, American Express, Discover), or personal checks with ID. Hours are subject to change. Please call 203-365-4768 or 203-365-4769 or visit www.sacredheart.bkstr.com to confirm store hours.

| | |
|-----------------|------------|
| Monday–Thursday | 9 am–7 pm |
| Friday | 9 am–4 pm |
| Saturday | 10 am–1 pm |

DINING SERVICES

SHU Dining/Chartwells is the on-campus food service company and catering service. All faculty, staff, and students are welcome in to join us in all locations. A variety of meal plans are available to suit your needs while on campus. Stop in any of facilities if you have any questions, or call 203-371-7795; for catering call 203-371-7760; fax: 203-396-8009 or visit <http://www.sacredheart.edu/campuslife/lifeonoffcampus/diningservices/> for location hours and daily menus.

WILLIAM H. PITT HEALTH AND RECREATION CENTER

The William H. Pitt Health and Recreation Center is home to the University's athletic and recreational programs. The \$17.5 million complex features a variety of facilities available for student use. For more information regarding the use of the Pitt Center, call 203-396-8100.

CAREER DEVELOPMENT and PLACEMENT GRADUATE SERVICES

The Office of Career Development and Placement assists graduate students with all aspects of career planning and job searching. Graduate students are encouraged to take advantage of these services to increase their competitiveness in the marketplace.

The Career Development and Placement office is located on the second floor of the Linda E. McMahon Student Commons. Appointments can be scheduled through the office website. All graduate students are eligible to participate in the services listed below:

For further information on the services provided by the Office of Career Development and Placement please email careerdev@sacredheart.edu or call 203-371-7975.

Career Counseling

Students have the opportunity to meet with staff members from the Career Office to discuss career goals, transitions and job search strategies.

Career Workshops

Job search strategies, résumé writing, interviewing techniques, LinkedIn workshops are sponsored by the Office of Career Development and Placement throughout the year.

Internships

The Graduate Faculty and Career Development encourage students to broaden their horizons through an internship in their area of interest. The Office provides information to graduate students on available internship opportunities through the Pioneer Link Job Board and other resources.

Online Job Postings

Over 7500 employers are registered to post internships and employment opportunities on the office on-line Job Board (PioNetwork) at <https://sacredheart.12twenty.com/hire>

Resume Workshops

Counselors are available to assist students in writing or critiquing cover letters and resumes.

Job Fairs and on-Campus Interviewing

Job fairs and on-campus interviewing opportunities, and individual company information days are offered throughout the year. Recent participants include PricewaterhouseCoopers, IBM, Yale New Haven Health System, Indeed.com, Treasury Partners, ESPN, U.S. Secret Service, Goldman Sachs, and KPMG to name a brief few. A teacher recruitment event is co-sponsored with the Isabelle Farrington College of Education each spring.

PROCEDURES FOR INDIVIDUALS CLAIMING UNLAWFUL DISCRIMINATION OR HARASSMENT

Claims of harassment or discrimination are: (1) claims of violation of the University's nondiscrimination policy, and (2) claims of violations of the University policy in opposition to harassment.

The following complaint procedure has been established to ensure prompt and effective investigation into allegations of discrimination including harassment, under Title VI, Title IX, Section 504 of the Rehabilitation Act and the Age Discrimination Act.

An individual who believes that she/he has been discriminated against, including being harassed, may report the situation to the Title IX Coordinator (Coordinator for Section 504 of the Rehabilitation Act, Title VI, Title IX and the Age Discrimination Act) Ms. Leonora Campbell 203-396-8386 who serves as the primary University officer responsible for such matters. In the absence of the Coordinator, or if the complaint is against the Coordinator, the report may be to the Vice President of Human Resources or any Vice President of the University. Reports/complaints are to be filed within ninety (90) calendar days after the conduct complained of occurred or within the time the person reasonably becomes aware of the conduct. (Note: this filing period may be extended for good cause.)

The report can be written or oral and should consist of the following:

the specific conduct objected to, the date(s) and time(s) such conduct took place, the name(s) of the alleged harasser(s) or person(s) believed to be discriminating against them, the location(s) where the conduct occurred, the name(s) of any witness(es) action sought to remedy the situation, and any other details or information requested by the Executive Director or her/his designee. In addition, the person should provide any documentation (emails, notes, pictures, etc.) or other information in support of the allegation of discrimination or harassment.

Informal Procedure

Any individual who believes that she/he has been unlawfully harassed or discriminated against may, if she/he chooses to, attempt to resolve the situation through a discussion with the other party. If that is not practical, the individual should consult with the Coordinator who serves as the officer responsible for such complaints or her/his designee. The purpose of this consultation is multi-fold. The Coordinator or her designee will provide information and assistance to help the individual assess whether or not the behavior is harassing or discriminatory, will explain the University's grievance procedure and provide guidance regarding the investigative procedure. There is no requirement that an informal resolution must be attempted by the complainant. The individual may also request the Coordinator or her designee to attempt to facilitate a resolution of the grievance informally after investigating the matter. If the individual desires an informal resolution, the Coordinator or her designee will attempt to provide an informal resolution within twenty (20) working days of the receipt of the request.

Investigation of Complaints

Upon receipt of a complaint or report a prompt investigation will take place in a confidential manner so as to disclose information only to those who have a need to know or those who may have pertinent information. The respondent and witnesses will be interviewed. Disclosure of the complainant's name will be made if in the judgment of the investigator it is necessary to the investigation. The investigation will be kept as confidential as possible without compromising the investigation. The Coordinator or her designee (investigator) will determine whether there is a reasonable basis for the complaint. At the conclusion of this stage of the investigation the investigator will report her/his conclusions to the complainant in writing with the resolution of the complaint. The investigation should be completed within thirty

(30) working days of the complaint filing unless extended for reasonable cause.

The investigation may be delayed during the period of an attempted informal resolution should the Complainant desire it.

If it is determined that discrimination or harassment has occurred, the University will take action to stop the violation, prevent a reoccurrence and correct any discriminatory effect. Such action may include counseling, warning, disciplinary action, termination of employment, or expulsion. A confidential record of the proceedings will be maintained in a private file in the office of the investigator.

If a complainant is dissatisfied with the resolution because the investigation was not conducted as described above or due to the discovery of evidence not reasonably available during the investigation, she/he may request a review by the Vice

President of the University division within which the discrimination was claimed to have occurred. If the complaint involves that Vice President the President of the University or his/her designee shall conduct the review.

The request for review must be made within ten (10) working days of the notice of the result of the investigation. The review by the Vice President must be completed within thirty (30) working days and submitted in writing either sustaining the investigation result or reopening the investigation for further consideration if the investigation was not conducted as described above or due to the discovery of evidence not reasonably available during the investigation. The decision on the review shall be final.

State and Federal Rights

The complainant may at any time file a complaint with the Department of Education, Office for Civil Rights, or other applicable federal or state agency for the enforcement of federal or state laws within the jurisdiction of such agency.

Time Lines

Working days are days when the administrative offices of the University are regularly open for business; weekends, holidays, snow days and days the University is closed shall not be counted as working days.

KEY PERSONNEL

Provost/Vice President for Academic Affairs

Dr. Rupendra Paliwal 203-371-7851

Vice President for Enrollment Planning & Student Affairs

Mr. James Barquinero 203-365-4763

University Registrar

Ms. Dona Perrone 203-371-7890

University Bursar

Ms. Alice Avery 203-371-7925

Dean of Students

Mr. Lawrence Wielk 203-371-7916

Director of Graduate and International Student Affairs

Ms. Kathy Dilks 203-396-8259