

Sacred Heart University

Handbook



2013-2014

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, Title IX, 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 complain 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 Student Union Office.



President's Welcome

Dear Student,

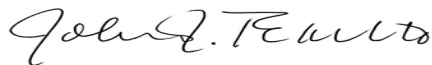
As Sacred Heart University turns 50, we have much to celebrate. We have grown from a commuter school with an initial enrollment of just 173 students in 1963 to a vibrant full-service campus with 10 residential buildings and more than 6,300 enrollees.

More importantly, we have five colleges offering challenging academic programs across a wide variety of disciplines. This spring, we broke ground on a new academic building, which will house our John F. Welch College of Business and our fast-growing Department of Communication & Media Student. 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 tradition. 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 un the world.

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

Sincerely,



John J. Petillo, Ph.D
President



Vice President's Welcome

Dear

Student,

It is with great enthusiasm that I welcome you to the 2013–2014 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, advisors, 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 to 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,

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 Rev. Walter W. Curtis, S.T.D., the second bishop of the Diocese of Bridgeport, to provide a quality education at a local, commuter-based Catholic university. On the eve of the Second Vatican Council, Bishop Curtis envisioned a new model of Catholic higher education and decided that this new University would be led and staffed by lay people from its very beginnings. This founding vision of lay leadership in Catholic higher education has given Sacred Heart University a unique place among its peer institutions and remains a key element in its mission to form lay leaders for the Church and for society.

In its first year, the University had nine faculty members and 173 commuter students. Today, the University now has more than 350 faculty members and over 6,300 full- and part-time undergraduate and graduate students. In 1989-90, the University opened its first residential facility and now more than 70 percent of its full-time undergraduate students live in campus housing.

The name Sacred Heart has a dual origin. It was the name of Bishop Walter W. Curtis' first pastorate in Bloomfield, N.J., and represents a pledge from the bishop attesting to the values of the institution.

UNIVERSITY COLORS: Red and White

NICKNAME: Pioneers



On the occasion of its 35th anniversary in 1998, Sacred Heart University adopted its official Alma Mater. Literally meaning “nourishing mother,” the traditional title refers to the University as a sustaining influence in the lives of the men and women who are educated there. This spirited anthem is sung at all major academic convocations.

Sacred Heart University Alma Mater



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



1. Sa - cred Heart's proud sons and daugh - ters Stand in u - ni - ty.
2. Love and Truth, her guid - ing vi - sion. Hail to S - H - U.

CHORUS



Swell the cho - rus, praise her glo - ry, On our fields and in these halls.



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

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Academic Policies

This section of the Student Handbook offers students a brief 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 for full-time students consists of a fall and spring semester. In addition, there are winter and summer sessions. The University offers weekday and evening classes as well as some weekend courses. The University uses the semester credit hour system of awarding credits. A semester credit hour is earned for satisfactory work in a 50 minute period of class per week for a semester. For a laboratory course, a longer period of laboratory work is required for a semester credit hour.

REGISTRATION: Registration information and forms are available from the Office of the Registrar on Monday-Thursday (8:30a.m.-6:00 p.m.) and 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 full-time 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: Students are permitted to change their course selections prior to the end of the first week of the semester. Add/Drop policy and procedures must be followed in order to ensure course registration and the proper issuance of refunds, if applicable (see refund policy). Students can change from credit to audit, audit to credit and pass/fail to grade, grade to pass/fail only through the add/drop period. Courses dropped within the first week will not appear on the student's transcript.

COURSE WITHDRAWAL POLICY EFFECTIVE FALL 2010: If withdrawal from a class or the University becomes necessary, the student should obtain an official withdrawal

Office. Official withdrawal is necessary to assure proper grade entry on the transcript and the issuance of any refunds.

- Students must complete the course withdrawal process by the eighth week of the semester (or the proportional equivalent for accelerated/intensive terms.)
- Withdrawal deadlines for each term are indicated on the Academic Calendar available on the University's website.
- After that deadline, students will receive the grade they earned at the end of the course.
- Non attendance or unofficial withdrawals do not constitute course withdrawal.
- Students will not receive academic credit for withdrawn courses and may not be able to maintain certain benefits or participate in certain University activities such as athletics if their enrollment status changes.
- The withdrawal process will require the signature of the student and the course instructor.
- Students are encouraged to consult with their academic advisor prior to proceeding with the withdrawal process to discuss the effect of the withdrawal on academic progress.
- Phone withdrawals will not be accepted. However, students enrolled in on-line courses may communicate their request and attach the instructor's acknowledgement by email to registrar@sacredheart.edu
- Only students may initiate a request for an official course withdrawal.
- Completed forms must be received in the Registrar's Office by the appropriate deadline as outlined in the Academic calendar, but the date of initial contact with the Registrar's Office will be used as the official date of withdrawal.

CLASS ATTENDANCE: Regular class attendance is the responsibility of each student. Instructors are permitted to include a portion of the final grade for attendance. All work missed by class absences must be completed by the students. Excessive absence could result in failure of the course. Attendance is a matter between instructor and student in each course.

ACADEMIC HONESTY:

I. THE MEANING OF ACADEMIC INTEGRITY

As an institution of higher learning, the University places special emphasis on academic



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.

Nonetheless, 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.

II. 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:

1. Refer in course syllabi to the University's policy on academic integrity.
2. Clearly explicate in course syllabi behaviors and actions that constitute academic dishonesty, especially those that may be specific to the assignments of the course.
3. Clearly explicate in course syllabi consequences for violations of academic integrity.
4. Reinforce these expectations and consequences periodically during the semester, such as when giving information for assignments.
5. Model and, where appropriate, teach students those scholarly practices that embody academic integrity.
6. 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:

1. Act with integrity in all their course work.
2. Abide by this policy on academic integrity and any policies established by their professors and the department in which they are majoring.
3. Refuse to share materials with peers for the purpose of cheating, or that they believe will be used for cheating.
4. Take care with their own papers, tests, computer files, and so on, lest these be stolen or appropriated by others.
5. 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).

III. 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*

 responsibilities are governed ◆ 12 ◆ *Handbook*. Students' ethical

 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.

1. CHEATING

Forms of cheating include, but are not limited to:

- a. 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.
- b. Copying from other students during any exam or quiz.
- c. Having un-permitted prior knowledge of any exam or quiz.
- d. 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.
- e. 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.

A note on collaboration. 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.

2. 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:

- a. Copying whole papers or passages from another student or from any source.
- b. Allowing another student to copy or submit one’s work.
- c. 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.
- d. Pasting a passage from the internet or any computer source into one’s paper without quoting and attributing the passage.
- e. Fabricating or falsifying a bibliography.
- f. Falsifying one’s results in scientific experiments, whether through fabrication or copying them from another source.
- g. Appropriating another person’s computer programming work for submission as an assignment.
- h. 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.
- i. Any other appropriation of another’s intellectual property without proper attribution.
- j. 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

only unless professors in multiple courses are informed of and approve of the multiple submission.

A note on improper citation. 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:

- a. 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.)
- b. 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.
- c. 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.

3. OTHER VIOLATIONS

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

- a. 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.
- b. Maintaining a file of exams or papers with the reasonable expectation that these will be used for the purpose of cheating or plagiarism.
- c. Theft and defacement of library materials.
- d. Theft of other students' notes, papers, homework, and textbooks.
- e. Posting another person's work on the internet without that person's permission.

IV. COURSE-BASED SANCTIONS FOR VIOLATIONS OF ACADEMIC INTEGRITY

When a faculty member ◆ 15 ◆ 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 Chair or Program Director, to the Dean of the College in which the course was taken, and to the Dean of the student’s College. The faculty member will provide all parties with appropriate documentation of the incident. The Dean of the student’s College will inform the student in writing of the accusation, the instructor’s course-based sanction, and the appeals process available to the student.

V. APPEALS OF COURSE-BASED PENALTIES

When a student fails a course or receives a reduced course grade based on an accusation of dishonesty, the student may appeal the grade upon presentation of 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 six months after the original grade was issued.

The procedure for a documented appeal is as follows:

1. The student will initially have presented his or her explanation to the faculty member when the faculty member first consults 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.
2. If, after the first step, 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

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.

3. 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.

VI. 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 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 documentation of the student's previous violations of academic integrity; however, the committee is not to reconsider the student's guilt or innocence in those incidents. The committee will hear from the student's advisor and the Chair or Program Director of the student's major department(s). The student will have an

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 Affairs will be final.

VII. 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 III.3 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*.

GRADES: Grades are mailed home to first year Freshman only. Students may view midterm and final grades on Web Advisor. The undergraduate system of grades, along with quality points issued for each grade, is presented below.

SACRED HEART UNIVERSITY UNDERGRADUATE GRADING SYSTEM BEGINNING FALL, 2010

Grade	Q.Point	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 (No Pass)	0.00 (for courses elected as pass/fail)
W (Withdrawal)	0.00
I (Incomplete)	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 revert to F's. In unusual circumstances, the six-week period can be extended. An Incomplete Extension (IX) grade will 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 the courses assigned a No Grade.

A grade below C is not an acceptable grade in Academic Writing (EN 110), Effective Speaking (EN 111—formerly CA 101), 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 above chart) by the number of credits of the course. A term point average is obtained by dividing the total number of quality grade points by the total number of credits taken during the term. A cumulative average is obtained 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 Sacred Heart University grade point average. Grades of P/NO, W, I and NG are not included in the calculation of the term or cumulative GPA.

following conditions:

1. Students are permitted to choose up to 4 courses toward their Baccalaureate Degree and up to 2 courses toward their Associate Degree. Once the course is completed with a grade of pass (P), it cannot be repeated for a letter grade.
2. The pass/fail option must be chosen during registration and cannot be changed after the end of the add/drop period for that semester.
3. Courses can be taken under pass/fail only from general elective courses.
4. Course taken under the pass/fail option will not count in the student's GPA.

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), or No Grade Reported (NG). Students who complete fewer than 6 credits per semester are not eligible for the Dean's List.

ACADEMIC HONORS: At graduation, students who complete the undergraduate program with the following cumulative averages are eligible for the listed honors: Summa Cum Laude (3.80 to 4.00), Magna Cum Laude (3.60 to 3.79) or Cum Laude (3.5 to 3.59). Transfer students must complete at least 60 credits for a bachelor's degree or 30 credits for an associate's degree in residence at SHU to be eligible to graduate with honors.

TAKING COURSES AT OTHER INSTITUTIONS: All matriculated students are expected to take the remaining courses for the degree at SHU. Under special circumstances a student may appeal to take the course(s) at another institution. The guidelines used in determining approval for taking courses at other schools are 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) defines students' rights of access to records and information maintained by the University. SHU students have the right to view any records which

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.

REPEATED COURSES: When a failed course is successfully repeated, only the most recent of the two grades will be counted in the computation of the Quality Point Average (QPA). The original grade will, however, be kept on the transcript, marked "repeat". This policy is limited to the first two "F's" received during undergraduate study. This process is not automatic - students who repeat a course and wish to adjust their transcripts must submit the "Repeated Course Form" to the Registrar's Office.

STUDENT STANDING: Students who meet the standards listed below are considered to be in Good Academic Standing:

00-15 Credits attempted = 1.80 Minimum Cumulative GPA

16-60 Credits attempted = 2.00 Minimum Cumulative GPA

61-90 Credits attempted = 2.00 Minimum Cumulative GPA

91 + Credits attempted = 2.00 Minimum Cumulative GPA

Grades transferred from other universities will not be counted in Sacred Heart University's cumulative GPA.

ACADEMIC PROBATION



1. All students, except 1st semester freshmen, whose cum GPA falls below 2.0 will be placed on academic probation. Any student (including 1st semester freshmen) who receives a one semester GPA of less than 1.8 will also be placed on academic probation. If a student's cum GPA is 2.2 or above

- 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, 2 consecutive semesters of less than a 1.8 GPA, regardless of cum GPA, will automatically result in academic probation.
2. A student who receives two or more F's in any given semester will be placed on Academic Probation.
 3. Any full-time student (i.e., enrolled for 12 or more credits) who fails to complete 12 credits in a semester will be reviewed and placed on Academic Probation, if appropriate.
 4. All students whose cumulative GPA falls below the minimum standards listed above will be placed on Academic Probation.
 5. Any student who represents 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, must maintain good standing. Any student who is placed on academic probation or dismissed from the University is immediately ineligible to represent the University in any of the above activities.
 6. A student on academic probation may choose to enroll in courses during the University's Winter session and Summer school. Grades from the Winter session will be applied to the fall semester GPA, while grades from summer session(s) will be applied to the spring semester GPA. This will include grades from all courses taken during the Winter and Summer sessions, not just repeats of failed courses. Winter and Summer session grades will also apply to the GPA.

NORMAL ACADEMIC PROGRESS: A student whose credits completed fall below the minimum listed below is considered as not making normal academic progress. Many financial assistance programs are contingent on the student maintaining satisfactory academic progress.

<u>FULL TIME</u>	<u>STUDENT CREDITS</u>	
<u>Semesters Completed</u>	<u>Status</u>	<u>Completed</u>
2	Freshman	0-23
4	Sophomore	24-48
6	Junior	49-72
8	Senior	73-96
10	Fifth Year	97-120

DISMISSAL STANDARDS: All students subject to dismissal for academic reasons will be reviewed individually prior to a final decision and notification:

1. A student who is on Academic probation for two consecutive semesters will be subject to dismissal.
- ~~2. Any student who incurs  22  three Academic Probations~~

during his/her academic career will be subject to dismissal.

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

	<i>Cumulative GPA</i>
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 Appeals Committee for reconsideration.

ACADEMIC APPEALS: A student placed on academic probation or dismissed can submit a request for change of status to the Dean of the college in which the student is enrolled. Students who were dismissed in previous semesters must obtain permission from the Academic Dean before re-enrolling at SHU.

UNIVERSITY WITHDRAWALS: A student who wishes to withdraw from SHU must schedule an appointment with the Assistant Dean of the College of Art and Sciences. Just leaving the University does not constitute an official withdrawal. In addition, any refund is based upon the official date of withdrawal. Students who do not plan to return to Sacred Heart after any semester should also contact the Assistant Dean of the College of Art and Sciences. Students who withdraw officially from the University are assigned a W grade.

REFUND POLICY: Students who withdraw officially from SHU are entitled to a proportional refund of their tuition only during the first 4 weeks of the semester. Refunds are granted and processed only after a student completes the withdrawal procedure. Refunds are based on the official withdrawal date; students who simply stop attending and do not withdraw officially are NOT entitled to a refund. No refund is provided for fees or other charges. The tuition refund schedule is:

Before the start of classes	=100%
During the first week	= 80%
During the second week	= 60%
During the third week	= 40%
During the fourth week	= 20%

No refund is offered once the fifth week of classes begins. Full-time students who withdraw from individual classes and place themselves below 12 credits are still

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 September
December graduation date: Application due the prior January

Failure to comply with the above schedule may result in a delay of degree conferral requirements.

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.

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 contains the official academic record of the student. Official transcripts are sent at the request of the student to other universities, graduate schools or prospective employers. The student's consent must be received before a transcript will be released. The student can complete a Transcript Request Form using the link on the Registrar's website available in the Registrar's Office or send a written request. A fee of \$8.00 is charged for each transcript requested. Transcripts will be withheld if the student has a financial obligation to SHU.



Academic Calendar

FALL 2013

8/26	CLASSES BEGIN
9/2	LABOR DAY (NO CLASSES)
10/13 - 10/15	COLUMBUS DAY WEEKEND (NO CLASSES)
10/16	MID-TERM GRADES
11/27 -12/1	THANKSGIVING HOLIDAY (NO CLASSES)
12/9	LAST DAY OF CLASSES
12/10 - 12/14	FINAL EXAMS
12/16	FINAL EXAMS SNOW DATE
12/24 - 12/31	CHRISTMAS HOLIDAY (NO CLASSES)

SPRING 2014

1/13	CLASSES BEGIN
1/20	MARTIN LUTHER KING DAY (NO CLASSES)
3/2 - 3/9	SPRING BREAK
3/10	MID-TERM GRADES
4/16- 4/22	EASTER BREAK
5/5	LAST DAY OF CLASSES
5/6 - 5/13	FINAL EXAMS
5/17 - 5/18	COMMENCEMENT WEEKEND



Academic Support Services

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. The Assistant Dean of the College of Arts and Sciences coordinates academic advising for all first-year students while the Associate Dean of the College Arts and Science oversees the advisement for incoming transfer students and for upper-class students. First-year students are assigned a faculty advisor from one of the Freshman Advising Programs for their first semester. Freshmen who are ready to decide are encouraged to declare their major immediately. Once a student officially declares a major by filling out our Declaration of Major form, he/she will receive a faculty advisor in his/her chosen discipline. An academic advisor works not only to assist students 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 that students meet with their academic advisors regularly.

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) located in the lower level of the Ryan-Matura Library, provides individual and group tutoring to assist students in developing computer and computation skills, as well as written, oral and critical thinking competencies for all courses

Monthly workshops help students reinforce skills in reading, listening, note taking, test-taking, public speaking, time management and English as a Second Language (ESL). Classroom Learning Assistants (CLAs) offer additional academic support for freshmen in core courses. Special tutoring services and an Adaptive Technology Lab are available for all students who are learning disabled or physically challenged. Staffed by highly experienced faculty and well-trained peer tutors, the JLC provides a warm, friendly learning environment where the needs of individual students are our primary concern. Hours are Monday-Thursday (9-9), Fridays (9-2) and Saturday and Sunday (2-6). 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.

SERVICE LEARNING PROGRAMS: The Service-Learning Program offers students an opportunity to learn and develop through active participation in service experiences that are integrated into the academic curriculum, meet community needs and provide time to reflect on the experience. Service-learning allows people to develop academic and leadership skills in real life situations, while fostering social responsibility and a sense of caring for others. Service-learning projects, for example, have included teaching children and adults, building houses with Habitat

histories, and working in shelters, after school programs and social service agencies. Service-learning may involve the entire class, a part of a class, a special project or be an internship for an individual. Other students wishing to volunteer for service-learning projects are welcome. The office is SU 100, adjacent to the Faculty Lounge. Office hours are Monday-Friday 8:30am-4:30pm. For an appointment, call 365-7622.



ALUMNI RELATIONS: The Office of Alumni Relations along with the SHU Alumni Association engage alumni and current students of Sacred Heart University through events, programs, and services. These activities allow you 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 creates specific events for students and alumni to connect. Notable events sponsored by Alumni Relations include Homecoming/Alumni weekend, Pioneer Pubs Nights, Pioneer in Business Networking Events as well as other regional and academic program specific events. Additionally, Alumni Relations supports mentoring programs through Career Development & Placement as well as the Welch College of Business. Other ways to stay involved with SHU include participating in community service and assisting 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. During the academic year Campus Operations publishes a monthly e-newsletter, "CAMPUS OUTLOOK", which provides information on happenings in the Department and around the campus.

Campus Operations ◆ 30 ◆ programs to improve, repair

or maintain campus facilities

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 **tracking number** verifying that your request has been processed. You will receive a **Work/Order Number** notice when the W/O has been generated and assigned to one of our staff. If you have a question about your requested work, you must use this W/O number to identify the work requested and receive information on the status of your request. The MOP web site also will explain the **Priority** value assigned to each work request as it is received.

In an EMERGENCY do not use MOP for any emergency requests. The Campus Operations office is open Monday through Friday 7:30 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 Residence Life in assessing the condition of your residence hall regularly during your occupancy to determine routine maintenance and any vandalism repair needs. The Residence 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 Residence Life Office for billing charges and are available for review by any resident student following billing, which is done semi-annually by Residence 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

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 (371-7840) 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:

1. 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

2. A completed Confidential Information Form must be submitted to the University's Office of Student Financial Assistance each application year.
3. 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 include social security card, birth certificate, citizenship verification, drivers license etc. **Loans and Pell grants for students selected for verification will NOT be processed until**

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:

1. Federal Unsubsidized Stafford Loan
2. Federal Subsidized Stafford Loan
3. Federal Perkins Loan
4. Federal Graduate PLUS Loan
5. Federal PLUS Loan
6. Federal Pell Grant
7. Academic Competitiveness Grant
8. National Smart Grant
9. Federal Supplemental Educational Opportunity Grant
10. Other federal sources of aid
11. Other state, private or institutional aid
12. 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 a total of 3 coin-operated machines on the main campus for student use. There are 2 copiers in the Library and one each in the HC wings of the Academic Building. The fourth is located in the Art Department at the Oak View Building.

Although we still offer a faxing service, a new and exciting service we are offering is scan 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 now open 22 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).

PUBLIC SAFETY: 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 and vehicle unlocks.
- Issuance of 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 Fire Marshal, enforces fire codes.
- Is the liaison with the local police, fire and ambulance response agencies.

PARKING REGULATIONS: University Parking Regulations are intended to insure 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.

- All students are required to utilize all campus crosswalks including those on Park Avenue. Any student who violates this safety request may be ticketed.
- All vehicles parked on campus must be registered and have a valid parking decal or permit, obtained at the Public Safety Office.
- Overnight parking for resident students is only allowed in certain lots with the proper parking decal; students are responsible to obtain the appropriate parking decal to park on campus overnight. (Specific information is sent to all first year students, and is also available at Public Safety.)
- Parking permits are available for a fee. The location of the parking lot assigned determines the fee. Public Safety has the right to revoke parking permits of students who have excessive violations and/or who have been written up for disorderly conduct. Students have the right to an appeal process.
- Students are responsible for insuring their guests and visitors obtain a valid parking permit and park legally.
- Students may not accumulate more than \$200 in outstanding parking/traffic fines. Those who exceed this limit will have their vehicle booted or towed from campus and will not be allowed back on campus until all fines have been paid.

PARKING/TRAFFIC ENFORCEMENT: The Department of Public Safety is responsible for enforcing University parking and traffic policies, and will issue tickets and may also boot or tow vehicles in violation of the following:

Handicap parking	Faculty/Staff Parking Only
Fire Lane	Loading Zone
Fire Hydrant	Stop sign violation
Unregistered vehicle or no valid permit	Speeding
One-way violation	Driving on other than roadway
Failure to keep right	Vehicles parked on lawn
Roadway or Travel Lane	Not a legal space
Restricted Area	J-Walking
Occupying two spaces	

TOWING: Vehicles in violation of University policy, as noted above, may be towed at the owners' expense and risk. Please join us in fostering a safe campus environment by adhering to these regulations. *Sacred Heart University is not responsible for the theft of or damage to vehicles, or the theft of property from vehicles or Residence Halls.*

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

KEYS/LOCKS: Each resident student is issued a room key/card, an exterior door key/fob and an apartment/bedroom key/card if applicable. 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 Residence 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 keys/access 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 Residence 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..... (371) - 7995
Fax..... (396) - 8372
EMERGENCIES ONLY..... (371) - 7911

STUDENTS ACCOUNTS/BILLING

Student Accounts/Cashier Offices are located in Academic Building Room SC100

Billing Statements :

Billing Statements are mailed monthly.

Billing questions can be directed to Student Accounts 203-371-7925

Sacred Heart University offers a payment plan option to all full-time students (those enrolled in 12 or more credits per semester).

Payment Plans:

Please go to the Student Account website to review the per semester 5 month payment plan- www.sacredheart.edu/studentaccounts.cfm

Please note that if you do not select a payment plan, you will receive a bill for payment due in full.

Fall Term—July 1

Spring Term—December 1

Students receiving financial assistance are responsible for paying the portion not covered by pre-credited aid according to the payment plan elected.

How Do I Pay My Bill?

Automatic Bank Payment (ACH) options is a way of making tuition payments through the online program, to make a single payment or enroll in a payment plan with us go to: www.sacredheart.edu.studentaccounts.cfm

Alternatively, accounts can be paid through the mail my check or in person by cash and /or check at the Cashier’s Office.

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%).

SC 100 (Main Academic Building)
Phone.....(203) 371-7925
Web.....www.sacredheart.edu/studentaccounts.cfm

PAYMENT PLANS

Sacred Heart offers payment options.
Please read the terms of these options carefully before choosing one.
Full Payment: Payment in full is due:
Fall Term—July 1
Spring Term—December 1
Late Spring Term—May 1 Summer Term—June 1
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 [ww.sacredheart.edu/studentaccounts.cfm](http://www.sacredheart.edu/studentaccounts.cfm) for additional information

Guaranteed Payment Plan (part-time students only).
Go to [ww.sacredheart.edu/studentaccounts.cfm](http://www.sacredheart.edu/studentaccounts.cfm) for additional information.

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

Promissory Note:

For value received, the undersigned jointly and severally promises to pay to the order of Sacred Heart University of 5151 Park Avenue, Fairfield, CT 06825

In the event a payment is received later than the due date, a late charge will be assessed at the rate of .75% per month on the unpaid balance (annual rate of 9%), such charge to be computed from the due date. Should any outstanding balance be referred to a collection agency for collection, the signer of this note acknowledges that this may affect signer's credit rating. Should suit be brought to recover this note, or should the same be placed in the hands of an attorney for collection, the maker(s) of this note promise to pay (holder's attorney fee), an amount equal to 15% of the principal amount owing hereon but in no event less than \$50 in addition to the amount found owing hereon.

In addition the University will not release grades, transcripts, education verifications, diplomas or allow a student to register for subsequent terms with a delinquent balance.

The University reserves the ◆ 40 ◆ right to request all delinquent

payments be made in the form of a bank check, certified check, or money order.

Failure to comply with the aforementioned terms will result in automatic cancelation of classes and or submission to outside collection agency.

All balances must be paid within the same academic year

By signing below, the applicant hereby certifies that this Agreement was entered into and executed in the State of Connecticut."

It is the students responsibility to maintain a current mailing address log - on to Blackboard and update your personal information.



CAREER DEVELOPMENT and PLACEMENT CENTER

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

- Assistance choosing a major when you're undecided or unsure (Major in Success Program)
- Interest and personality style testing
- Exploration of career options for your chosen major
- Finding paid and unpaid internships, for which you may be able to earn academic credit
- Finding part-time or summer jobs
- Conducting your senior-year job search for a full-time position after graduation
- Planning for and researching graduate school options
- Resume writing workshops and individual assistance
- Interviewing skills workshops and individual assistance
- On-campus interviewing
- Pioneer Link, an online job bank exclusively for SHU students
- One-on-one career counseling for career-related issues
- 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 full-time 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 (371-7955) or email carlsonc@sacredheart.edu to make an appointment. 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 Park Avenue

House.

HEALTH SERVICES The Student Health Center provides a full range of primary care, referral and educational services tailored to the individual and often unique needs of college students. We are staffed by two RNs and three Nurse Practitioners and one physician from St. Vincent's Hospital.

Services include triage and acute illness and accidents common to college students, as well as management of chronic ailments and conditions affecting adolescents and young adults. Treatment is provided for all enrolled students who have submitted the mandatory physical exam form and immunization history required by the state and federal authorities. Credentialed providers utilize the history and physicals of students as an initial guide to begin assessment of the student patient. With in-house diagnostics (basic laboratory testing) and examination of present symptoms students are then diagnosed and treated. To be seen by a practitioner an appointment must be made by calling 203-371-7838. There is no charge for the office visit for full-time undergrads. Part-time undergrads and graduate students pay \$35.00 per visit. All students are responsible for any medications and/or billable procedures deemed necessary as the result of the examination. For students who are treated off campus; all are advised to inquire of the provider any fee associated with services. The University requires full-time undergraduate to be insured for accident and sickness benefits. This requirement can be met by purchasing the University's identified plan or provide a copy of your current plan to health services (via a current membership card or copy.

The Health Center is located in the lower level of the Park Avenue House. To utilize services students must have completed and submitted all necessary forms at time of enrollment specifically a physical exam form. All forms can be obtained from our website Wellness Center—Counseling and Health Services.

IT IS THE STUDENT'S 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>>.

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 Chartwells Dining Services staff, we are delighted to welcome you to Sacred Heart University for the 2013-2014 academic year. We are looking forward to the exciting year ahead.

We are pleased to announce our new All You Care to Eat dining option this coming Fall! We have one of the finest dining programs available with plenty of special events, innovative promotions and fun. Over the last Academic Year, ◆ 44 ◆ 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:

SHU Premium Plan - \$2,200.00 per semester
150 meal swipes and \$670 declining balance dollars.

Big Red - \$2,020.00 per semester
115 Meal swipes and \$825 declining balance dollars.

Pioneer - \$1,520.00 per semester
85 meals and \$620 declining balance dollars.

Red and White - \$1,300.00 per semester
\$1,300 declining balance dollars.

Park Ave. - \$605.00 per semester
\$605 declining balance dollars.

Commuter Plan

90 Value Pack—\$800 per semester
Enjoy 90 Meal swipes and \$75 declining balance dollars for the semester.

45 Value Pack—\$425 per semester
Enjoy 45 Meal swipes and \$45 declining balance dollars for the semester.

20 Value Pack—\$175 per semester
Enjoy 20 Meal swipes for the semester.

10 Value Pack—\$85 per semester
Enjoy 10 meal swipes 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/myslu or report it immediately to the Student Union Office and a new one will be issued for a nominal fee.

Budgeting

Points provide an easier way to budget your food allowances. To assist you in keeping track of your account, your balance is displayed each time you make a purchase.

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

OFF-CAMPUS HOUSING: A file which lists area housing rentals is available for students to view in the Student Life Office at no charge.

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.

building on campus.

Refer to the University Policy found on pages 96-99 in the Student Handbook.

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- 99.9 FM	WELI- 960 AM	WICC- 60 AM	WAVZ- 1300 AM
WSHU- 91.1 FM	WNHC- 1340 AM	WLAD- 800 AM	WKCI- 101.3 FM
WDAQ- 98.3 FM	WGCH- 1490 AM	WINE- 940 AM	WNLK- 1350 AM
WATR- 1320 AM	WSTC- 1400 AM	WPLR- 99.1 FM	WJAZ- 96.7 FM
WEBE- 108 FM	WMMM-1260 AM	WFAS- 103.	



ATHLETICS: The Sacred Heart University athletics program competes at the NCAA Division I level sponsoring 31 varsity sports. Male sports include: baseball, basketball, cross country, football, golf, ice hockey, indoor track and field, lacrosse, soccer, tennis, outdoor track and field, wrestling, fencing and volleyball. Female sports include: basketball, bowling, crew, cross country, equestrian, field hockey, golf, ice hockey, indoor track and field, lacrosse, soccer, softball, tennis, outdoor track and field, swimming, fencing 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 Athletics or 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 out our website at www.sacredheart.edu/pages/12269-intramural-programs.cfm

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, staff and the greater community with a valid Pitt Center 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 promoting 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 **11 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 and **10 Resident Success**

Angelo Roncalli Hall

Open since Fall 1999, Roncalli Hall houses **approximately 400 first and second-year students**. The building is also home to the John F. Welch College of Business. A Residence Hall Director lives in the building and supervises a staff that includes a Senior Resident Success Assistant and 10 Resident Success Assistants.

Christian Witness Commons

Open since the Fall of 2004, CWC is comprised of three buildings (Jean Donovan Hall, Oscar Romero Hall and Dorothy Day Hall), and houses **approximately 400 sophomore students**. In Donovan Hall, students have access to a fitness center, as well as to *Holy Grounds*, a dining area serviced by Chartwells. A Residence Hall Director lives in the area and supervises a staff that includes one Senior Resident Success Assistant and eight Resident Success Assistants. The staff office is located in Romero Hall.

Scholars Commons

Open since Fall of 1992, Scholars Commons is comprised of four apartment-style buildings (Augustine Hall, Thomas Aquinas Hall, Theresa of Avila Hall and John Henry Newman Hall), and houses **approximately 300 sophomore students** across 39 apartments. A Residence Hall Director lives in the area and supervises a staff that includes one Senior Resident Success Assistant and seven Resident Success Assistants. The staff office is located in Newman Hall.

Off-Campus University Apartments

Park Ridge Apartments

Comprised of an apartment complex and seven townhouses, Park Ridge houses **approximately 200 upper-class students**. Park Ridge is located on Park Avenue, approximately one mile south of campus. A Residence Hall Director lives in the apartment complex and supervises a staff that includes one Senior Resident Success Assistant and six Resident Success Assistants.

Oakwood Garden Apartments

Comprised of four buildings, Oakwood houses **approximately 130 upper-class students** who must meet academic and disciplinary eligibility requirements to apply. The apartments are located on Madison Avenue, approximately one mile east of campus. A Residence Hall Director

supervises a staff of four Resident Success Assistants.

Pioneer Gardens

Pioneer Gardens houses **approximately 108 upper-class students**. The apartment complex is located on Eckert Street, approximately one mile south of campus. A Residence Hall Director also resides in the building and supervises a staff of four Resident Success Assistants.

Taft Commons

Taft houses **approximately 100 upper-class students**. The apartment complex is located on Taft Avenue, approximately three miles south of campus. A Residence Hall Director also resides in the building and supervises a staff of four Resident Success Assistants.

Hall Staff

Central Office

The Office of Residential Life (ORL) is located on the first floor of Thomas Merton Hall. The central office is home to the Director of Residential Life, the Assistant Director of Residential Life, and the department's Administrative Assistant. 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 seven 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.

Student Staff

The ORL employs a team of 74 Resident Success Assistants who assume leadership roles within the residence halls and apartments across campus. Staffs 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.

Senior Student Staff

The ORL employs seven Senior Resident Success Assistants (SRSAs), who provide support to their

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

Sacred Heart University guarantees housing for all full-time, undergraduate students. **All full-time residential students are required to reside in university housing during their freshmen and sophomore years.** 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 a residing at this home 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 2013-2014 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.*

Room Selection

Returning students participate in room/roommate selection in the spring semester. To qualify for the process, students must submit a Housing Contract and a \$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 packets are distributed in the winter to residents during Housing Selection Meetings.

Housing Deposit

All undergraduate students interested in living in residential housing for the Fall 2013 semester are required to place a \$500 deposit. This deposit is applied toward the Fall 2014 housing fee.

1. A **non-refundable** lottery number deposit of \$500 must be made to Student Accounts for housing by noon on Friday, February 28, 2014. This is a separate charge and will not appear on the student's billing statement. *Please Note: Deposit is payable by check only.*
2. 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.

The deposit ensures that each student has a valid lottery number. 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 Housing Deposit is forfeited if a lottery number is assigned and the student selects a housing placement for the Fall 2014 Semester through the selection process and does not live in University Housing.

Selection Process

The aim of the Housing Selection Process is threefold:

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

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

3. 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 2300 bed spaces across eight 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.

All undergraduate students interested in living in residential housing for the Fall 2014 semester are required to place a \$500 deposit. This deposit is applied toward the Fall 2014 housing fee.

1. Students with Special Needs

Special accommodations are available for students who need specialized housing because of a documented physical condition, not a learning disability. Students who are requesting special accommodations should contact Residential Life, (203) 416-3417, prior to **Friday, February 28, 2014** and provide documentation of need.

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 judicial incidents or 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

Listings for apartment rentals in the area can be found at <http://sacredheart.apartmentsource.com>. Students living off campus are still responsible for abiding by the University Student Conduct Code. Students who elect to live off-campus are required to submit their local address.

Provided Amenities

Cables/Wireless

Every bedroom/suite/apartment is equipped with wireless internet access and cable television jacks. The University does not provide cable TV service to residents of Taft Commons; Taft residents interested in a cable TV subscription should contact *Cablevision*.

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, Oakwood, Parkridge, and Taft have closets. (*see also: What to Bring/What Not to Bring*, on pages 59-62 in the Student 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, Spring Break, and Easter. 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 close-out procedures with building staff members to avoid fees and fines.

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.

Keys & Locks

Lockouts

Students are expected to carry their identification card and keys at all times. 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. Public Safety (ext. 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 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 will result in a lock change and the student billed the cost of the change. Residents should lock their doors at all times and should never "prop open" exterior doors. Lost keys result in a \$35 fine/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.

Respectful Living

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 gender with whom the guest may reside. Students may not have overnight guests of the opposite gender staying in their resident hall room. The host must accompany guests at all times.

Visitation Hours & Guidelines

Non-student and other SHU ♦ 58 ♦ 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.

*Please forward all details regarding guest and/or visitation policy to Public Safety.

Health & Safety Guidelines

Permissible Items

“The Basics” - You Should Bring:

Alarm Clock	Desk Lamp (NOT Halogen)
Trash Can and Trash Bags	Hangers
Personal Toiletries (Soap, Shampoo, etc.)	Cleaning Supplies for Room
School Supplies	Dictionary & Thesaurus
Laundry Supplies (Basket, Soap)	Money for Textbooks
Chargers and cords for computers and cell phone	Pillow, Sheets (75" length), Comforter
Coaxial Cable for TV	Calendar
Electrical Power Strip with Circuit Breaker/Surge Protector	Food (and Cups, Plates, etc.)

“Optional” - You may want to Bring:

0	Microwave
Refrigerator of any size	Halogen Lamps
Toaster Oven or Open Burner Cooking Items	Alcohol & Alcohol Paraphernalia (bottle/can collection, boxes, etc.)
Drugs & Drug Paraphernalia	<i>Pets other than Fish</i>
Candles and Incense, Firearms, Fireworks, Weapons (including but not limited to: guns, knives, martial arts implements, paint-ball equipment, air pellet guns), Explosives, etc.	First-Year Students CANNOT Have Cars on Campus

Prohibited Items

Posters (and Fun Tack adhesive)	Sports Equipment
Stationary Items (Stamps, Envelopes, etc.)	Personal Items (Hair Dryer, Curling Iron, etc.)
Approved Appliances*	Basic Tools (hammer, screwdriver, measuring tape, wrench)
TV, Stereo, Video Games	Clothes Iron & Sm. Ironing Board
Vacuum Cleaner/Dust Buster	*Approved: Coffee Maker, Popcorn Popper

“Unacceptable” - Do Not Bring:

Appliances (micro-fridge)

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

Refrigerator

Microwave-refrigerators are provided in each room of Roncalli Hall, Merton Hall, Seton Hall, and Christian Witness Commons. All areas are 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 the Director of Special Services.

Decorations

Residents 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. "Fun 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, as well as no items are to be attached to the ceilings or heaters. *See page 68 for guideline specifics.

Furniture

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 judicial hearing and/or fine. All furniture provided by the University for use in student rooms and apartments must remain in the apartment. 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-campus apartment. This includes the removal of furniture of common room furniture for personal room use.

Bicycle Storage

Residents with bicycles are responsible for storing the bike in their room or on provided bicycle racks outside of the buildings. Students are encouraged to keep their bicycle locked when not in use. Bicycles cannot block egress from all rooms or apartments. Bicycles are not permitted inside at the Oakwood apartments.

Storage

The residence halls are designed with minimal storage space; therefore, residents are expected to store all personal items in their hall room/apartment. No storage is available to students over the summer months and breaks.

Pets

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

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 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 of Residential Life
- Assistant Director of Residential Life
- Dean of Students
- Assistant Dean for 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) appliances, 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 operate through card use while others are coin operated. Inoperative machines should be reported to the RA or RHD immediately.

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 RA/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 in the underclassmen areas are attended to daily by the cleaning staff; however, custodians are directed to refuse service to common areas that are 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.

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 judicial 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.

Approved vs. Non-approved Materials

Extension Cords

Extension cords are not permitted! Only authorized Underwriter Laboratories (UL) listed surge protectors with built-in circuit breakers are allowed. Surge protectors must not be plugged into each other, hang from the ceiling, laid

rug), and 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.

Room Gatherings

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

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

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 judicial hearing and a possible fine between \$100 - \$500.

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 SHuttle 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.



STUDENT CONDUCT & COMMUNITY STANDARDS

I. INTRODUCTION

Sacred Heart University (here after referred to as SHU or 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 SHU Student Conduct Code & Community Standards is designed to ensure an environment conducive to academic success and holistic personal growth. SHU seeks to teach students about their rights and responsibilities, as well as the behavioral guidelines, established for the campus. SHU's guidelines ensure mutual respect for all students, the facilities, and the educational mission. SHU strives to hold students accountable for behavior and reward/sanction behaviors in accord with the guidelines. Within these pages, SHU identifies student rights and responsibilities, the student conduct code (violations) and community standards, the student conduct process, hearing procedures, sanction, and appeal process.

The Student Conduct Code & Community Standards applies to all full-time and part-time students (undergraduate and graduate) as well as any recognized student club/organization or group of Sacred Heart University. All students begin their SHU experience in good conduct standing. Should a student's behavior be in violation of the established SHU policies, procedures, guidelines or standards, that student immediately becomes subject to the Student Conduct Code & Community Standards as outlined herein. The Student Conduct Code applies to all violations that occur on-campus. Additionally, the Student Conduct Code will be applied to students for violations that occur at off-campus SHU sponsored events or which involve SHU students or related property.

The Dean of Students may choose, at his/her option, to apply the Student Conduct Code to students whose behavioral violations result in danger or physical harm to persons/property regardless of whether the violation occurs on or off-campus. This action may occur if the behavior is deemed by the Dean of Students to not be in the best interests of the mission of SHU. 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. 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, SHU 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 SHU 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.

II. GENERAL INFORMATION

Responsibility for good conduct rests with students as individuals. All members of the campus community are expected to use reasonable judgment in their daily life to show concern for the welfare and rights of others. Students are entitled to be secure in their personal privacy. To ensure this, the University will conduct residential inspections for maintenance, health or safety purposes. Also, the University may conduct search and seizure operations when the health and safety of persons or property are involved.

Students agree to abide by all rules and regulations of the University as a condition of admission. Any violation of the Student Conduct Code and Community Standards that occurs between the time of acceptance and enrollment at the University may be subject to review by the Dean of Students.

III. STUDENTS RIGHTS AND RESPONSIBILITIES

The following student rights and responsibilities are granted to all students who have been charged with an alleged violation in the formal handling of all behavioral violations.

Respect: Students have the right to be treated with respect, dignity and compassion by University officials and by all persons involved in the disciplinary process.

Notice: Students have the right to be informed by written notice/ electronically mailed of the alleged violation(s) placed against him or her that also indicates the date, time and place of a disciplinary student conduct hearing. Proper written notification shall be defined as delivery of mail to a student's University address, as reported by the student to the University Registrar or an e-mail message to the student's established University e-mail account. Students who fail to attend their student conduct meeting after two (2) attempts for notification will forfeit their right to request an appeal and the hearing will be heard without the presence of the student. Students shall be held responsible for being cognizant of the contents of mail sent to reported addresses and of e-mail messages sent to their University e-mail account.

Procedures: Students have the right to be informed orally and/or in writing/electronically of the student conduct procedures.

Information: Students have 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.

Search: Students have the right to know that no residence hall room will be searched during an incident without proper authorization. In the event that the RHD on duty deems it necessary to conduct the search immediately, they may do so based on their evaluation of the situation and subsequently notifying, the Dean of Students or the Director of Residential Life and Housing Services within 24 hours of their actions explaining their reasons for this decision and of their findings as well. The object of information sought and the location to be searched will be documented with the student informed if they are present. If they are not present, a search can still take place as outlined previously.

Witness Statements: Students have the right to present witness statements in a conduct meeting. Prior to the student's conduct hearing, the student must notify the conduct hearing Officer one business day in advance and submit the witness(s) written documentation.

Advisor: 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 conduct hearing Officer, but may consult freely with the student.

Self-Incrimination: Students have the right to invoke the privilege against self-incrimination where criminal charges are pending against the student.

Confidentiality: Students have the right to confidentiality and that all records, files and proceedings are kept appropriately confidential. It is a policy of Sacred Heart University to not release disciplinary records.

Written Notification: Students have the right to written notification of the results of the student conduct hearing and are required to sign off that they have received and understand the sanctions imposed.

Appeal: Students have the right to be informed orally and/or in writing/electronically of his/her right to appeal and the process of doing so. Students have the right to appeal the outcome of a student conduct hearing. Any student wishing to appeal must contact the Assistant Dean for Student Conduct & Community Standards at campbell@sacredheart.edu or at 203-416-3421 within 24 hours, one business day after the student conduct meeting. The Appeal process is noted and explained within this document.

For scheduling purposes student conduct hearings and/or appeals that would normally occur by the end of the semester, may be conducted either by phone/email at the outset of the current semester, the onset of the new semester or over a break period all with consent and agreement of the student.

The burden of proof rests upon those charging the violation. To demonstrate proof, the facts must be proven to be more likely so than not so. No potentially damaging evidence may be considered unless the alleged violator (and victim, if applicable) is made aware of contents/ source and has the opportunity to rebut the evidence.

IV. UNIVERSITY STUDENT CONDUCT CODE & COMMUNITY STANDARDS

VIOLATIONS: The Student Conduct Code & Community Standards. The following is a listing of offenses which are considered to be inconsistent with responsible student behavior. This list is not intended to be exhaustive but rather representative of these types of behavior):

A. Academic

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. Violations include, but are not limited to: plagiarism, inappropriate use of sources, cheating, and theft of exams or library resumes, and falsifying records.

B. Student Conduct

1. Controlled Substances

- a. The possession and/or use of illegal or harmful drugs is prohibited.
- b. The possession and/or use of drug paraphernalia including, but not limited to, hookahs, pipes, bong, bowls, etc. is prohibited.
- c. The manufacture, distribution, possession with intent to sell and/or sale of prescription medication, illegal or harmful drugs is prohibited.
- d. The improper possession and/or misuse of prescription medication is prohibited.

2. Alcohol Guidelines

- a. The possession, sale, distribution, consumption of, open containers, and being in the presence of alcohol on campus for students is prohibited.
- b. The possession, sale, distribution, and consumption of alcohol off campus for those under the legal age to possess alcohol is prohibited
- c. The sale or distribution of alcohol to those under the legal age to possess alcohol is strictly prohibited.

e. 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.

f. The possession of any items that provide for the common distribution of alcoholic beverages, drinking paraphernalia, devices and/or games (i.e., beer bong, 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 on pages 88-92 of this handbook for specific guidelines and further clarification and expectations.)

3. Residence Hall Visitation Guidelines

a. A resident's privilege to have a guest in the room may not interfere with a roommate's right to privacy, sleep and quiet study space. Non-student and other 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/floor 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-student guests to the halls must be registered and accompanied by a 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 his/her guest. Resident students assume all responsibility for the conduct of their guest (s) while on campus or at University sponsored events.

b. Non-student over-night guests under the age of 18 need parental permission, and no non-student over-night guest under the age of 16 will be permitted.

4. Physical Assault

The University prohibits and will not tolerate any physical assault, abuse or immediate threat by any member of the University community or guest against another.

a. 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 is prohibited.

- b. 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 is prohibited.
- c. Assault of a University employee or official will result in immediate disciplinary action.

5. Threat

- a. The expression of intention to inflict punishment, injury, damage or slanderous, false or malicious statement(s) about a person or defamation of character is prohibited.

6. Harassment /Intimidation /Verbal Abuse

The University promotes an environment open to an exchange of ideas and free from fear or threat.

- a. Anyone attempting by word/action to verbally harass, threaten to intimidate, likely to be carried out toward a member or guest of the University community is subject to disciplinary action, including suspension/dismissal. This can take the form of written, verbal, e-mail or any electronic/social media communication either directly or through a third party.

7. Motor Vehicle Guidelines

- a. 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.)

8. Firearms, Explosives and Weapons

- a. The possession, usage, storage and/or transport of firearms, and other weapons, including non-lethal weapons, (examples of such weapons may include but not limited to pellet guns, bb guns, airsoft guns, paintball guns), whether operable or inoperable, loaded or unloaded even if legally possessed or any other weapon facsimile is prohibited.
- b. The possession, usage and /or storage of fireworks, firecrackers, fire/smoke bombs, explosives, explosive or incendiary devices, or other materials/substances which could endanger health and safety is prohibited.
- c. The possession of various kinds of knives other than eating or cooking utensils capable of being used as weapons.

9. Fire Safety Regulations

- a. The cause or attempt to set, the setting of, the adding to unauthorized fires or false fire alarm is prohibited.

- b. The tamper with, damage or misuse or removal of any fire protection equipment (e.g., fire extinguishers, smoke/heat sensors, etc.), signage, or emergency warning equipment is prohibited.
- c. Failure to evacuate during a fire alarm or emergency is prohibited.

10. Attempted Sexual Assault, Sexual Assault, Rape or Forcible Fondling

(Sexual Misconduct) The University prohibits any form of sexual misconduct, including but not limited to acts of sexual assault (stranger, date or acquaintance), sexual abuse or any sexual contact that occurs without consent of the victim, or that occurs with the victim is unable to give consent. Please refer to the Sexual Misconduct policy contained in the Policies and Procedures section of the Student Handbook for a complete description, philosophy, definitions, process, information and resources.

11. Sexual Harassment

Please refer to the Sexual Harassment policy contained in the Policies and Procedures section of the Student Handbook for a complete description, philosophy, definitions, process, information and resources.

12. Theft or Unauthorized Acquisition of Property

- a. The unauthorized use, misuse, misappropriation or possession of another's property, money or property owned or maintained by the University is prohibited.
- b. The theft or unauthorized possession of another's property or property owned or maintained by the University is prohibited.
- c. In addition, it is a violation of University policy to possess stolen personal or public property belonging to others outside the University community

13. Vandalism or Damage to Property

- a. The damage and/or vandalism, defacement or willful abuse, to another's property, visitor or of property owned, occupied or leased by the University is prohibited.
- b. The tampering with

- fire protective devices, locks, and doors is prohibited.
- c. The creating messes and littering on campus or University-owned property is prohibited.
 - d. The throwing, launching or propelling objects is prohibited.

14. Residence Life Hall Contract Agreement -pages 56-68 of Student Handbook (other than those within this list)

15. Failure to comply with University Official

- a. Failure to comply with reasonable requests/orders, including the request to identify one's self by authorized University personnel who are acting in their official capacity is prohibited.
- b. Failure to comply with the sanctions that are issued through the student conduct process is prohibited.
- c. Failure to comply with reasonable requests to attend a scheduled meeting with a University staff or faculty member of the University.

16. Inappropriate /Disruptive behavior

Students are expected to conduct themselves responsibly at all times, respecting the rights of others. Any conduct or behaviors that are unbecoming of a student, show disregard or disrespect for the personal/property rights of others or of the University are unacceptable and considered inappropriate (see student conduct violations below). Any sexual activity on the SHU campus between unmarried individuals or sexual behavior in view of others is also considered inappropriate behavior and will be addressed through the Student Conduct Code system.

- a. The misconduct or disruptive behavior by any student, on or off campus that which interferes with the educational process or which prevents reasonable free access to University property and activities is prohibited.
- b. The actions that impair, interfere with, disturb, or obstruct the normal operations of the University and/or interfere with the rights of other members of the University community or visitors.
- c. The actions that impair, interfere with, or obstruct the orderly conduct, processes and functions within any classroom or other instructional setting. This includes interfering with a faculty member's or instructor's role to carry out the normal academic or educational functions of his/her class.
- d. The solicitation on campus without prior approval from appropriate University officials. This includes, but is not limited to, the disbursement of any forms of promotional/informational material on University property or on

University property, requests for donations, or the selling or vending of any merchandise or services is prohibited.

e. The 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 University network as a vehicle to Spam or Mail bomb outside networks and illegal file sharing is prohibited.

f. The attempt, whether successful or not to: access to another users passwords via password cracking software or any other resources or to enter another's account, files, or file space without authorization is prohibited.

17. Trespass or Unauthorized presence on property

a. 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. Additionally, this applies to unauthorized possession, duplication or use of keys or access cards to any University premise is prohibited.

18. Quiet Hours and Interference with the residential life of others

As members of a living/learning community, resident students are asked to comply with requests by other residents and/or staff members to maintain reasonable levels of noise within the residence halls. At all times, students are expected to respect the right of others, be courteous and to conduct themselves in a way that does not intrude or interfere with the residential life and/or the rights and privileges of others. Specific quiet/courtesy hours have been established to create an atmosphere conducive to studying and/or sleeping in the residence halls without interference, undue disturbance or unreasonable noise. During quiet hours, any noise (e.g., stereos, TVs, radios and verbal interactions) must be kept at a level such that it cannot be heard by neighboring residents. Students living in University-owned or leased properties must be respectful of the greater community in which they live. Continual violation of Quiet Hours is prohibited and will result in disciplinary action.

19. Forgery (Misrepresentation of Information)

a. The knowingly possession, use or furnishing of a false, forged, borrowed or altered identification card of any kind or the use of the identification of another is prohibited.

~~b. The alteration, ————— ◆ 78 ◆ falsification, withholding or~~

other misuse of a student's documents or, records or an instrument of identification is prohibited.

- c. The misuse, reproduction, alteration or forgery of any University related documents, records, identification, keys, access codes or property is prohibited.
- d. The forgery, alteration, possession or manufacturing or distribution of false identifications, documents or records is prohibited.
- e. The unauthorized use of Sacred Heart's University name or logo or failure to use Sacred Heart's name or logo in a manner consistent with its designated objectives is prohibited.
- f. The furnishing of false information to the University, including false reporting of emergencies, knowingly making false accusations or giving false testimony during the disciplinary process is prohibited.

20. Violations of Information Technology Department Policies (refer to page _____ of Student Handbook)

- a. The University prohibits unauthorized access to or abuse of University network and computing systems, or any other violations of the University computer use policy including but is not limited to:
- b. Unauthorized entry into a file, to use, read or change the contents, or for any other purpose.
- c. Unauthorized transfer of a file or file sharing.
- d. Use of computing facilities and resources in violation of copyright laws.

21. Health & Safety Violation (refer to pages 56-68 of this Student Handbook)

22. Hazing

- a. Hazing is 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." SHU unequivocally opposes any situation created intentionally to produce emotional, mental or physical discomfort or injury, embarrassment, harassment, humiliation or ridicule toward any student organization, student athletic team or group of students, whether on or off campus.
- b. Hazing by any group/individual for induction purposes or as a condition of membership is not permitted and will subject the individual/group to disciplinary action and is strictly prohibited.
- c. The expressed or implied consent, or willingness to

participate by the person being hazed will not be considered as a defense. Knowledge of, apathy toward or acquiescence in the presence of hazing are not

neutral acts and will be construed as violations of code of conduct and are prohibited.

23. Other (as determined by the Student Conduct Hearing Officer or Designated University Official)

a. Violation of federal, state or local law on University premises, at University sponsored or University-supervised activities or elsewhere including off-campus locations, if such conduct adversely affects the University community is a violation of University policy.

C. Policy Administration

- a. Failure to Comply with (or complete) an imposed sanction
- b. Repeat Violations (continued violations on multiple occasions)
- c. Interference with the investigation of a violation
- d. Failure to release pertinent data about a violation during an investigation
- e. Assisting in a violation or being aware of a violations without reporting

V. UNIVERSITY STUDENT CONDUCT PROCESS

Any member of SHU community who observes a violation is expected to report the behavior. They may report an alleged violation of University policies or the Student Conduct Code if that member observed the violation or had personal knowledge of it through means other than hearsay. Most often within the residence halls, the hall staff, Residence Hall Director (RHD's) or Resident Success Assistants (RSA's) will be the individuals who address student behavior along with members of the University's Department of Public Safety. Each RSA will document alleged violations through an incident report system and submit to the RHD. Upon receipt of the report, the appropriate RHD will begin the process of meeting with the student. In the process of resolving the violation(s), the RHD attempts to educate the student's involved about proper student conduct and behavioral community standards. The RHD will assess and determine how to proceed: The student has learned from the situation, the behavior need not be addressed further. The RHD needs to meet with the student to discuss behavior in greater detail.

addressed about the behavior through the formal Student Conduct process and have a student conduct hearing with an assigned Student Conduct Hearing Officer.

The RHDs may assess sanctions to students for situations that they review. Sanctions available to RHDs are marked with an asterisk (*) under the "Sanctions" section of this Conduct Code. In the event that an RHD deems it necessary, they may issue an immediate sanction of "no contact", suspension from the residence halls or from a specific building(s) to relieve tensions or to provide safety to all individuals for a

period not to exceed 48 hours. Should such a situation occur on a weekend or holiday period, they will need permission from either the Assistant Director of Residential Life, Director of Residential Life and Housing Services, or the Dean of Students to extend this temporary sanction. In these instances, the RHD must also notify individual(s) against whom these sanctions were taken that they are required to attend a formal hearing with the appropriate hearing Officer during the next official business day at the University.

The Assistant Director of Residential Life, the Director of Residential Life and Housing Services and the Assistant Dean for Student Conduct & Community Standards may levy all sanctions except full expulsion. After meeting with a student about behavior once, in cases when a sanctioned student failed to complete their sanction or for situations that may be subject to expulsion, the appropriate administrative hearing Officer will submit incident reports to the Dean of Students for a formal hearing. For violations occurring outside the residence halls or instances that they are contacted, a Public Safety Officer(s) may/or may not resolve the violation and document the incident as necessary. A copy of all incident reports involving students, filed by Public Safety, will be forwarded to the Assistant Dean for Student Conduct & Community Standards for review and when necessary, forwarded to the appropriate Student Conduct Hearing Officer for a formal hearing.

Any violation of SHU guidelines forwarded to a Student Conduct Hearing Officer will be handled in a manner which ensures due process in accordance with the standards outlined in the Student Conduct Code and Community standards. Final determination shall be made on the basis of whether it is more likely than not or preponderance of the evidence that the alleged student violated the

Student Conduct Code.

The University reserves the right to involve parents and guardians in disciplinary consideration. Students under the age of 23

are considered to be financially dependent upon parents/guardians unless the Dean of Students is otherwise notified.

VI. STUDENT CONDUCT HEARING PROCEDURES

A student who is formally charged with an alleged violation of the Conduct Code will be notified in writing via e-mail by the Student Conduct Hearing 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 Student Conduct Code and Community Standards and University Student Conduct process 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 they have been charged with at the student conduct hearing. If a student neglects to attend a scheduled student conduct hearing, cases may be heard as scheduled with or without the student present.

At the time of the student conduct hearing, the Student Conduct Hearing Officer will ask:

- a. Has the student reviewed the Student Conduct Code and Community Standards and the University Student Conduct process found in the Student Handbook.
- b. Begin the process in reading/reviewing the incident report and allowing the student to hear or read what has been documented.
- c. Review with the student the alleged violations they were sent in their Student Conduct Hearing Notification, and ask if they understand /or have any questions regarding the violations.

- d. 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 had allegedly taken place.
- e. Once the discussion has been concluded and all relevant information is gathered, the Student Conduct Hearing Officer will request a plea of responsible or not-responsible from the student regarding the listed violation(s).
- f. The Student Conduct Hearing Officer will then determine the student's level of responsibility (or not) for any/all violations and then either decides on appropriate sanction(s) or dismisses the violations(s) accordingly.
- g. The student will be notified in writing at the time of the hearing, by the Student Conduct Hearing Officer regarding the sanctions and what the expectations of those sanctions are. Any final sanctions may also be deferred by the Student Conduct Hearing Officer for further discussion and consideration for no more than 48 hours after the student conduct hearing has taken place.
- h. Additionally the Student Conduct Hearing Officer will also notify the necessary SHU offices/staff and when applicable and appropriate, any victim of the hearing results and the sanctions.

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 Assistant Dean for Student Conduct & Community Standards.

VII. SANCTIONS

The sanctions that may be levied by the Student Conduct Hearing Officer are listed below. It is the intent of the student conduct process that the sanction imposed is in response to the behavior and background of the student so that education and growth takes place. Sanctions noted (*) can be imposed by the RHDs. All other Student Conduct Hearing Officers as designated by the Dean of Students may impose all sanctions except full suspension and expulsion. Full suspension and/or expulsion from the University can only be imposed

by the Dean of Students. If the Dean of Students is unavailable the Dean may designate another administrator to respond to cases requiring immediate attention.

In determining appropriate sanctions, consideration may be given to:

- The nature of, severity of, and circumstances surrounding the violation,
- The student's acceptance of responsibility;
- Conduct history of the student or organization;
- The impact of a sanction on a student;
- Previous cases involving similar conduct; and
- Any other information deemed relevant by the Student Conduct Hearing Officer or the Assistant Dean for Student Conduct and Community Standards.

***A. Verbal Warning** - A verbal warning communicated to the student during a hearing, that the isolated behavior was cause for discussion and further violations will result in more severe sanctions.

***B. Written Warning** - A more formal written notice documented warning that the isolated behavior was unacceptable/ inappropriate.

***C. Fine(s)** - A specific monetary fine that a student is required to pay which is deemed appropriate for the offense.

***D. Restitution** - A financial accountability for damage to property caused by the student and to make restitution issued when a student has engaged in conduct injurious to the property of another individual, group or the University for which monetary damages may be determined.

***E. Campus/Community Service Hours** - A project or amount of hours served by the student for the good of the community as a whole and be as closely relevant to the nature of the violation.

***F. 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.

***G Referral for Counseling** - An assigned one on one meeting with a Counselor from the Counseling center to discuss issues/concerns noted through the student conduct hearing process.

***H. Alcohol & Other Drug Assessment Referral** -An assigned one on one - two scheduled appointments with the Alcohol and Other Drug Intervention and Prevention specialist utilizing the BASICS intervention tool.

***I. Disciplinary Probation** - 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.

***J. Partial (non-academic) Suspension** - This is a formal separation of the student from the either the Residence Halls or the University in all regards (without refund). Exception is made with designated academic related activities (classes, library & chapel) during a specific period.

K. Termination of Residency - Temporary or permanent loss of on-campus housing (without refund) as well as a loss of residence hall visitation privileges.

L. Full Suspension - A formal separation of the student from the University (without refund) during a specific period, not to exceed 1 year.

M. Expulsion - Permanent separation of the student from the University.

***N. "No Contact" Order** - A no contact order is 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 failure to comply. This violation could be grounds for suspension from the University or residence halls.

VIII. APPEAL PROCESS

Each case that appears before a Student Conduct Hearing Officer may be appealed by the student involved only once. A request to appeal form may be obtained from the Assistant Dean for Student Conduct & Community standards within 24 hours (one business day) of the time the (verbal or written, whichever is first) student conduct hearing decision is given to the student .

The student submitting the appeal, must state in writing the grounds for the appeal which may be as follows:

- *Severity of the Sanction
- *Additional and/or new relevant information not available at the time of the original student conduct hearing.
- *Improper student conduct procedures or related issues

Upon meeting with the Assistant Dean, the student must complete an appeal form, and submit a formal letter of appeal for an appeal to be considered. 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 cases will be heard by the Assistant Dean for Student Conduct & Community Standards. If the initial hearing was conducted by the Assistant Dean for Student Conduct & Community Standards, the appeal hearing will be conducted by the Dean of Students or his administrative 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.

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 meeting. An appeal is automatic if the initial sanctions(s) imposed by the Student Conduct Hearing Officer are 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:

- To concur with the primary conduct Officer. In this case, the initial decision is final.
- To modify the

finding(s) and/or sanction(s)

decided by the conduct Officer(s).
The appeal decision is final.

When the appeal is made based on the severity of the sanction, it is understood that the Student Conduct Hearing Officer can reduce, uphold or increase the original sanction.

SHU has formed policies/systems in accord with SHU's Catholic Intellectual tradition and the mission of the institution. Students have both rights and responsibilities to ensure a harmonious community. The policies are established for all students-resident and commuter - and are necessary to maintain an academic atmosphere which encourages growth and learning. The policies are not all inclusive and the Dean of Students will sanction any student behavior deemed inappropriate.

The Student Conduct Code and all policies/procedures are subject to change at the discretion of the Dean of Students and he reserves the right to amend at any time with proper notification to the student body and community at large.

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

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.

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.
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 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, TAFT, PIONEER GARDENS, and OAKWOOD 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, and Oakwood 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 in Red's area) without authorization through an approved alcohol registration form.

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 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/card.

Events with Alcohol: (for student groups and organizations)

Every event with alcohol at Sacred Heart University must be registered and authorized through the Student Affairs Office by the Associate Dean of Students. 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 Associate Dean of Students 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 Associate Dean of Students. 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 Associate Dean of Students in the Student Affairs 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 non-alcoholic 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, bongs, bowls, 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.

For students with alcohol or drug addictions, the Counseling & Health service Offices serve as a resource to assist the student in receiving the appropriate assistance for recovery.

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.

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 Residence 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 \$20 fee.

IMMUNIZATION

SHU Health Service, as part of the Connecticut Immunization Program, requires all students to provide proof of immunity to the following diseases: Measles and Rubella.

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 Smoke-Free 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.

Sexual Assault Policy:

Sacred Heart University is committed to maintaining a learning, living, and working environment for the University community free of sexual assault. The Sexual Assault Policy describes the University's policy toward sexual assault and zero tolerance policy towards rape. It also provides guidance for those who have been sexually assaulted, outlines the University's disciplinary response to alleged incidents of sexual assault, 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 conduct. All students and employees are entitled to pursue their work and education free of sexual assault or sexual violence in any form, including acquaintance or date rape. When sexual assault 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 assault by providing information resources to the Sacred Heart University community about the risks and myths that contribute to sexual assault; providing assistance, support and procedures to a person who has experienced a sexual assault; and by providing a process for investigation and adjudication that includes appropriate disciplinary sanctions for those who commit sexual assaults.

All complaints or reports of sexual assault will be investigated.

Sexual assault 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 people who have been sexually assaulted to pursue criminal charges against the person or persons they believe to have committed the sexual assault. A person who has experienced a sexual assault 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 and will not be tolerated.

Students, faculty members, and staff members should understand that apparently 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 particularly abhors the abuse potentially inherent in sexual relationships between staff or faculty members and students, and between supervisors and their employees.

Definitions:

Sexual assault -

Attempted or actual sexual contact performed without the active, verbal consent of another Individual. Sexual assault is any form of non-consensual sexual contact. Sexual assault can be committed by any gender against a person of the same or opposite gender. Sexual assault can be committed by current or former lovers, friends, acquaintances, or strangers.

Rape - Under this policy, rape is the act of sexual penetration (oral, anal or vaginal) committed against a person's will by means of force, violence, duress, threat, or fear of immediate and unlawful bodily injury. Sexual penetration is non-consensual and, therefore, rape when the person is incapable of giving consent because the individual is incapacitated from alcohol and/or drugs, or if a mental disorder or developmental or physical disability renders the victim incapable of giving consent. Any sexual penetration, however slight, is sufficient

to complete the offense.

Rape includes:

Non-Consensual or forced Sexual Intercourse -

Unwilling or non-consensual penetration of the mouth, genitalia, or anus with any object or body part. This includes, but is not limited to, penetration of the mouth, genitalia, or anus with any object or body part that occurs without consent or through the use of coercion either by force, threat intimidation, or through exploitation of another's mental or physical conditions of which the respondent was aware or should have been aware.

Sexual Battery- Under this policy, is defined as the non-consensual touching of an intimate part of another person, whether directly or through the clothing of the person committing the offense.

Sexual battery includes:

*Non-Consensual Sexual Contact-*The non-consensual touching of an unwilling or person's intimate parts (such as genitalia, groin, breast, buttocks, mouth, and/or clothing covering them) with one's own intimate parts; or forcing an unwilling person to touch another's intimate parts.

Sexual Contact-The touching of a person's intimate parts and touching a person with one's own intimate parts. Intimate parts include genitalia, groin, breast, buttocks, mouth and/or clothing covering them.

Sexual Intercourse-Intercourse is not synonymous with penetration. Intercourse includes: vaginal penetration by a penis, object, tongue or finger; anal penetration by a penis, object, tongue or finger; and oral copulation (mouth to genital contact or genital to

mouth contact).

Consent

Sexual Contact- Sexual Intercourse -Both parties who have the capacity to act freely must receive verbal agreement or physical cooperation for sexual contact or sexual intercourse to be considered consensual under this Policy.

With both sexual contact and sexual intercourse, a verbal "no," even if it may sound indecisive or insincere, constitutes a lack of consent. The absence of a verbal "no" does not mean "yes." Lack of protest does not imply consent.

Consent cannot be given under the following circumstances:

If either participant is unable to provide positive cooperation either due to unconsciousness or incapacitation.

If a participant has a mental disability that renders he/she unable to appreciate the fact, nature, or extent of the sexual situation and that is known or reasonably knowable to a non-disabled sexual partner.

Either party uses physical force, threats, intimidation, or coercion to gain consent.

Past consent of sexual activities does not imply ongoing future consent. Consent to some form of sexual activity does not necessarily imply consent to other forms of 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.

Incapacitation-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

assault under this policy.

Sexual Exploitation- Occurs when a person takes non-consensual or abusive sexual advantage of another for the individual's own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

Prostituting another

Non-consensual video, photographing, or audio-taping of sexual activity and/or distribution of these materials via mediums such as the Internet.

Going beyond the boundaries of consent (e.g., allowing people to watch consensual sex without knowledge from the participants)

Voyeurism

Knowingly transmitting an STI (STD) or HIV to another individual

III. 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 counselors at the Health Center, medical clinicians, and clergy.

As required by law, all disclosures to Sacred Heart University employees of an on-campus sexual assault 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 assault complaint has been filed.

The Family Educational Rights and Privacy Act (FERPA) prohibits 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.

IV. Jurisdiction

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

Incidents that occur on or off campus;
The alleged violator is a current student;
Reports of sexual assault 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 Police Department. Students are advised that a delay in reporting could have a negative impact on evidence.

V. Options Following a Sexual Assault

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

Obtain Medical and Counseling Attention

Medical - Legal Evidence Collection

A person who has experienced a sexual assault (particularly rape, forcible oral copulation, or sodomy) is encouraged to request collection of medical-legal evidence. Collection of evidence entails interaction with police and a police report. Prompt collection of physical evidence is essential should a person later decide to pursue criminal prosecution and/or a civil action. The sooner a sexual assault is reported, the more likely evidence will still be present.

Medical Treatment

A person who has experienced a sexual assault is urged to seek appropriate medical evaluation as

promptly as possible, ideally within 72 hours of the incident.

Obtaining Information, 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 assault, whether or not a sexual assault has actually occurred, and whether or not the person seeking information has been assaulted, has been accused of a sexual assault, or is a third party.

Students May Consult:

Sacred Heart University Health Services (201-371-7838)
Dean of Students Office (203-371-7916)
Office of Campus Ministry (203-371-7840)
Title IX Coordinator, Julia Nofri (203-365-4837)

File a Sexual Assault Report

File a Report with the Police Department

For a sexual assault 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 Dean of Students Office

Whether a student elects to report a sexual assault to the police, he or she is urged to make an official report directly to the Dean of Students. Public

Safety can also assist in this process, particularly if the assault is being filed after business hours. Public Safety can be reached at (203-371-7999). The Dean of Students Office phone number is (203-371-7916) and is located at 5151 Park Avenue, Fairfield, Connecticut. A report should be filed with the

Title IX Coordinator, Julia Nofri (203-365-4837).

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.

The student will be informed of their right to press charges against the respondent on campus and/or with the police and will be given a copy of the campus Sexual Assault Policy. The student has the right to determine whether formal charges will be filed against the respondent either on campus or with the police; but if the situation indicates that the student or others may be in danger, a University officer will be appointed, and investigation will take place immediately, and action may be taken against the respondent by the University in the absence of a formal complaint by the student.

Students who have been sexually assaulted have access to other available assistance in changing academic and living situations after an alleged incident, if so 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 a no contact letter upon a receipt of a report of sexual misconduct in which the accused is a Sacred Heart University student. Students may also request a no contact letter towards the other student who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others. The Dean of Students will issue this document on behalf of the student initiating the request.

VI. Investigating an Allegation of Sexual Assault

Initiating a Complaint

Students at Sacred Heart University who believe that they have been sexually assaulted or any faculty, staff, administrator, or student who witnesses sexual assault should promptly report the incident to the Dean of Students Office or the Title IX Coordinator to initiate a complaint.

Immunity for Sexually Assaulted Students Policy

While the University does not condone underage drinking or violation of other University policies, it

considers reporting assaults to be of paramount importance, and will therefore extend immunity to students who have been sexually assaulted to foster reporting and adjudication of sexual assaults on campus. This policy solely applies to instances of sexual assault.

Immunity for Reporting Policy

Students who report assaults, or other behaviors that violate this policy, or who assist victims of policy violations, but who might be policy violators themselves will be given consideration up to and including immunity in instances of students who file a sexual assault complaint.

Filing a Report

The Title IX Coordinator will supervise an investigation into the incident.

The Title IX Coordinator or her designee will meet with the complainant to review the details of the allegation and to explain the subsequent steps involved in a sexual assault 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.

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.

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 an advocate who is not a lawyer during interviews

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 Assault 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.

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.

Hearing Panel

The Title IX Coordinator will assemble a panel chosen by the respective division Vice President composed of three (3) representatives one each from Student Affairs, the faculty, and Human Resources. 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 Assault 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 although an advocate may accompany either party, neither party may be accompanied by an attorney. 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.

Disciplinary Sanctions

Sanctions against a student who has violated the Sexual Assault 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 expulsion from campus housing, mandated brief intervention, and/or may include censure, suspension, or expulsion from the University. In congruence with a Zero Tolerance Policy, any student found to have committed rape as defined in this Policy will be expelled from Sacred Heart University. Both the complainant and respondent must be informed of the outcome of a sexual assault 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 assault.

Appeal Process

Any disciplinary action against a student who has violated the Sexual Assault Policy may be appealed to the Academic Vice President of the University who shall report his/her decision to the President. The President has the discretion to review the decision and the sanctions or defer to the Academic Vice President's decision which will then be final.

Recording Investigative Materials and Reports

The permanent disciplinary record of a student who violates the Sexual Assault 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 kept for at least seven (7) years from the date of the final report.

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 assault 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 sexually assaulting 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 non attorney advocate, 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.

IX. Education & Prevention: Departmental Responsibilities

Division of Student Affairs - creates, supports, and evaluates education and support programs aimed at the eradication of sexual assault involving members of the Sacred Heart University student community. To support these programs the Dean of Students shall assign an administrator responsible for to coordinate sexual assault education and prevention programs. As necessary and appropriate, the Dean of Students will allocate funds to this program each year to advance the goals of this policy.

The Division of Student Affairs shall mandate a yearly orientation of new students and shall make known to all students:

The existence of the Sexual Assault Policy and the University's commitment to enforce it;
The process and responsibility of reporting sexual assault offenses to the Title IX Coordinator, the Dean of Students or any

Vice President of the University;
Sexual assault awareness and resources for students who have been sexually assaulted and accused of sexual assault;
How to be a knowledgeable and supportive peer presence;
On-going wellness promotion programs that address issues including, but not limited to, sexual health and wellness, drug and alcohol education.

X. institutional Responsibilities

Public Notification of Incidents

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

Policy Revision

Policy will be reviewed to coincide with the law.

XI. 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.

SEXUAL EDUCATION STATEMENT: One Aspect of Sacred Heart University's mission is the promotion of holistic well being, which is the spiritual, physical, intellectual, career, emotional and social education of each student. Recognizing SHU's Catholic tradition,

students are encouraged to develop an awareness and understanding of, as well as a respect for, the teachings of Jesus Christ and the Roman Catholic Church. Because a genuine and complete expression of love through physical intimacy requires a commitment to the living and sharing together of two persons in marriage, SHU believes that physical intimacy should occur only in the union of marriage. In keeping with the developmental and individual needs of SHU students, information and/or counseling about various aspects of human sexuality are available. The Counseling Center, staffed by Professionals, offers assistance on a personal and confidential basis. The Student Health Center, Campus Ministry and other Student Life offices are also sources of support and information.



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 11 students, each holding one of the following positions:

-SG President	
-SG Vice President Senate	-Class 2014 President
-SG Vice President for Finance Board	-Class 2015 President
-SG Vice President for CCO	-Class 2016 President
SG Vice President for SET	-Class 2017 President
-SG Vice President for Judicial Affairs	
-SG Secretary	

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

wellness (holistic) approach. Categories within which events are provided include the six wellness dimensions: Spiritual, Physical, Intellectual, Career, Emotional & 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). Greek organizations serve the principles of brotherhood or sisterhood, while strengthening leadership skills, academic foundations and social interactions. The underlying goals of fraternities and sororities are to aid the SHU community and the surrounding area through voluntary service.

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	Golf	Women's Soccer
Men's Basketball	Men's Ice Hockey	Softball
Women's Basketball	Men's Lacrosse	Men's Swimming
Men's Bowling		Women's Lacrosse

	Tennis	
Curling	Men's Rugby	Ultimate Frisbee
Dance Team	Women's Rugby	Women's Volleyball
Field Hockey	Men's Soccer	Weightlifting
Figure Skating	Running	Gymnastics
Men's Volleyball	Sailing	

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. Staffed by the Student Union Director, Operations Assistant, Administrative Assistant and over 80 student staff members. To contact the Student Union please call 203-371-7913.

We handle the following :

- Campus Facility, Merchant Tables, Bulletin board/Display case reservations
- Campus Vending Services
- Ch. 6, UCTV & Marketsource
- Class ring sales
- Conference Services
- Events with Alcohol registration
- Red's
- Hawley Lounge
- SHU Shuttle Service

- Student Handbook
- Student ID Cards
- Technical Services

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 both 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. Offering 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.



Graduate Student Handbook

Admissions Information and Registration 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

Location: Curtis Hall, Second Floor
Phone: (203) 365-7619
Fax: (203) 365-4732
E-Mail: gradstudies@sacredheart.edu
URL: www.sacredheart.edu/graduate.cfm

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 www.sacredheart.edu/. 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 Procedures

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.

Mail

Office of the Registrar
Sacred Heart University
5151 Park Avenue
Fairfield, CT 06825

Fax

(only with credit card payment) 203-365-7509

Web Advisor

See Registrar's Home Page for Login details and instructions

In-person

Registrar's Office Hours
Monday–Thursday 8:30 am–8 pm
Friday 8:30 am–1 pm

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. A fee of \$5 will be charged

for each form submitted. Add/drops are accepted only in person.

Important Information

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 maybe 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 IN-PROCESS STUDENTS

Qualified students who have applied to a graduate program might be allowed to complete a maximum of six (6) to nine (9) credits at the University as an in-process student per individual program guidelines. Students who want to take any courses beyond the maximum limit must be admitted in to a graduate program. In-process students are non-matriculated students and registration in this category does not guarantee admission into a graduate program. Registration as an in-process student in the Graduate Education program or the MBA program requires the approval of the Program Director. Graduate students in the College of Business may use this process for one term only. For more information regarding this category, 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-matriculant categories.

MEASLES AND RUBELLA 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. Although this is not required to complete an 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 hour 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.

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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.

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.

Full Payment: Payment in full is due:

Fall Term—August 1

Spring Term—December 1

Late Spring Term—May 1

Summer Term—July 1

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 www.sacredheart.edu/studentaccounts.cfm for additional

information.

Guaranteed Payment Plan (part-time students only).
Go to www.sacredheart.edu/studentaccounts.cfm for additional information.

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

Promissory Note:

For value received, the undersigned jointly and severally promises to pay to the order of Sacred Heart University of 5151 Park Avenue, Fairfield, CT 06825

In the event a payment is received later than the due date, a late charge will be assessed at the rate of .75% per month on the unpaid balance (annual rate of 9%), such charge to be computed for, the due date. Should any outstanding balance be referred to a collection agency for collection, the signer of this note acknowledges that this may affect signer's credit rating. Should suit be brought to recover this note, or should the same be placed in the hands of an attorney for collection, the maker(s) of this note promise to pay (holder's attorney fee), in amount equal to 15% of the principal amount owing hereon but in no event less than \$50 in addition to the amount found owing hereon.

In addition the University will not release grades, transcripts, education verifications, diplomas or allow a student to register for subsequent terms with a delinquent balance. The University reserves the right to request all delinquent balance payments be made in the form of a bank check, certified check, or money order. Failure to comply with the aforementioned terms will result in automatic cancelation of classes and or submission to outside collection agency. All balances must be paid within the same academic year. By signing below, the applicant hereby certifies that this Agreement was entered into and executed in the State of Connecticut.

CAMPUS SERVICES

University ID Cards

Your ID card serves as your Ryan-Matura Library card and meal plan card. To obtain an ID card, bring a copy of your current registration/schedule to the Student Union ID Card Office. The office is in the Main Academic Building across from the ATM. Hours of operation are posted next to the ID Office as well as in the Student Union Office. Call 203-371-7913 for more information on ID cards. There is a fee to replace all lost, stolen, or damaged ID cards.

Other fees apply to part-time and undergraduate students. Cards are valid for your entire time at Sacred Heart, and students are required to carry their ID cards at all times while on campus. ID cards are the property of the University.

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. Journals and other resources are available via links on the library homepage at <http://library.sacredheart.edu>.

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 for Fall 2008

Monday-Thursday	8:30 am-12 midnight
Friday	8:30 am-6:00 pm
Saturday	9:00 am-5:00 pm
Sunday	12:30 pm-12 midnight

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.

You must obtain a parking permit from the Department of Public Safety. Vehicles that do not display a valid permit, and those that are parked illegally, may be ticketed, booted, and/or towed at the owner's expense.

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.

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 to confirm store hours.

Monday-Thursday	9 am-7 pm
Friday	9 am-4 pm
Saturday	10 am-1 pm

Books may be purchased at the Stamford site on the first night of classes or during the regular business hours at the Main Campus Bookstore. Danbury and Shelton books may be purchased through our

online site, www.sacredheart.bkstr.com, or at the Main Campus Bookstore.

DINING SERVICES

Chartwell's is the on-campus food service company. All faculty, staff, and students are welcome in the main Dining Hall. A variety of board plans and declining balance programs are available to suit your needs while on campus. Stop in the Dining Hall if you have any questions, or call 203-396-8008; for catering, call 203-396-8007; fax: 203-396-8009. Dining Hall hours for the Fall are:

The Dining Hall

Monday-Friday

Breakfast 7:30 am-10 am

Lunch 10:30 am-2 pm

Dinner 4:30 pm-7 pm

Saturday-Sunday Brunch 10:30 am-2 pm

Dinner 4:30 pm-7 pm

Sunday Continental 9-10 am

Brunch 10 am-2 pm

Sunday 4:30-7 pm

Roncalli Hall

Monday-Friday 8 am-midnight

Saturday 10 am-11 pm

Sunday 3 pm-11 pm

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.

Graduate students may use the complex for a fee. For more information regarding the Pitt Center, call 203-396-8100.

COUNCIL OF GRADUATE STUDENTS (COGS)

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

The primary objective of COGS is to pursue continuous improvement in all aspects of the graduate educational experience. Within

the past year, COGS has made great strides in opening channels of communication with the administration in service to both full- and part-time students. COGS is currently looking for new members to continue the work that was started during the past academic year. COGS meets monthly at the convenience of its members.

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

Every year, the Council of Graduate Students hosts a number of events open to all Graduate Students. Graduate Pub Nights are held approximately six to eight times each semester in the Faculty Lounge at Sacred Heart University's Fairfield Campus. These events are a great social experience to bond and network with other graduate students and Professors while enjoying a light dinner of subs and salads. Each Spring, the Council of Graduate Students also hosts a semi-formal Dinner Dance which is also open to all graduate students and professors, as well as, Graduate Student Alumni of the previous two years. This event allows graduate students to have a great time and enjoy a delicious meal and open bar at an off campus location in the community.

To obtain a copy of the latest newsletter, or if you are interested in serving on the Council, or if you have any questions or concerns, contact COGS by email at cogs@sacredheart.edu or visit their website at <http://cogs.sacredheart.edu>.

CAREER DEVELOPMENT GRADUATE SERVICES

The Office of Career Development 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 office is located on the second floor of Curtis Hall. The office maintains evening hours, by appointment, to accommodate graduate and adult students. All graduate students are eligible to participate in the services listed below.

For further information on the services provided by Career Development, call 203-371-7975.

CAREER COUNSELING

Students have the opportunity to meet with staff members from Career Development to discuss career goals, transitions and job search strategies.

CAREER DEVELOPMENT WORKSHOPS

Graduate students are encouraged to attend workshops and seminars sponsored by Career Development throughout the year. Topics of interest include: interviewing techniques, résumé writing, researching employ-ers, networking, and job search strategies.

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.

ON-LINE JOB POSTINGS

Hundreds of employers post positions on Career Development's on-line Job Board at <http://shu.erecruiting.com>.

RÉSUMÉ AND COVER LETTER CRITIQUES

Counselors are available to assist students in writing or critiquing cover letters and resumes.

CAREER RESOURCE LIBRARY

The University's Career Library maintains information on career fields, internships, jobs, and employers across the nation. In addition, the library's resources include company literature, corporate directories, and job search guides.

JOB FAIRS AND ON-CAMPUS INTERVIEWING

Career Development holds two Recruitment Days each year in the fall and spring. There are also on-campus interviewing opportunities with individual companies throughout the year. Recent participants in our recruitment programs include PricewaterhouseCoopers, IBM, KPMG and Unilever. A teacher recruitment event is held 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 Executive Director of Human Resources who serves as the primary University officer responsible for such matters. In the absence of the Executive Director or if the complaint is against the Executive Director, 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:

1. the specific conduct objected to,
2. the date(s) and time(s) such conduct took place,
3. the name(s) of the alleged harasser(s) or person(s) believed to be discriminating against them,
4. the location(s) where the conduct occurred,
5. the name(s) of any witness(es)
6. 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 Executive Director of Human Resources who serves as the officer responsible for such complaints, or her/his designee. The purpose of this consultation is

multi-fold. The Executive Director or her/his 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 Executive Director or her/his designee to attempt to facilitate a resolution of the grievance informally after investigating the matter. If the individual desires an informal resolution, the Executive Director or her/his 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 Executive Director or her/his 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.

PERSONNEL

Executive Director of Human Resources 203-365-4837 (Coordinator for Section 504 of The Rehabilitation Act, Title VI, Title IX and the Age Discrimination Act) Provost/Vice President for Academic Affairs	Ms. Julia Nofri Dr. Laura Niesen de
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Abruna 203-371-7910
Sr. Vice President for Finance & Administration Michael J. Kinney
203-371-7872
Vice President for Enrollment Planning & Student Affairs
James Barquinero 203-365-4763
Vice President for Human Resources Robert Hardy
203-365-7676
Vice President for Finance Philip McCabe
203-371-7934
Vice President for Info. Technology & Security Michael Trimble
203-365-7555