1999

1999-2000 Sacred Heart University Student Handbook

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Sacred Heart University

Student Handbook
1999-2000
The Sacred Heart University Student Handbook and Weekly Planner 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 Affairs Office. One copy is free to all full-time undergraduate students, funded by the Student Activity Fee.
Dear Students,

On behalf of the entire Sacred Heart University community, I am pleased to welcome you for the 1999-2000 academic year. We are not only on the threshold of a new school year with all the hopes and excitement that brings, but you and I are also about to begin a unique and thrilling journey into a new century and a new millennium. Ahead of us lie challenges and opportunities that we cannot even imagine.

Sacred Heart University is a community of scholars and learners. It exists to prepare men and women like yourselves to live in and make your contribution to the human community. The University’s abundant resources include a gifted and caring faculty, state-of-the-art technology, numerous service opportunities, a vibrant student life, and more than 60 social and service clubs and organizations.

Rooted in the Catholic intellectual tradition, the University offers students a solid foundation in the liberal arts. I encourage you to take full advantage of the intellectual and social riches to be found here in such great abundance. It is my hope that you will learn at Sacred Heart University not only how to make a living, but also how to make a life.

We have it in our power, you and I, to help ensure that the 21st century will be a century of peace. But before that can take place, peace must find a home within each of us. I invite you to join with every other member of the Sacred Heart University community to work for that peace in our classrooms and residence halls, in our organizations and service projects, in our families and ourselves. If we do that, the year ahead will surely be one for the record books.

The University’s first priority is its students. My office is always open to you. With every good wish for the year ahead, I am

Sincerely yours,

Anthony J. Cegarra, Ph.D.
President
Rooted in the Catholic intellectual tradition, Sacred Heart University is a comprehensive, independent, coeducational institution of higher learning. The primary focus of its 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 organizations, 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 has more than 300 faculty members and 5,700 full-time and part-time undergraduate and graduate students, with more than 70 percent of its full-time undergraduate students now living in campus housing.

University Colors: Red and White

Nickname: Pioneers
The Sacred Heart University shield consists of a Dexter—the right-hand side of a shield (the left as seen by the viewer)—and a sinister, the left-hand side of a shield. The Dexter employs elements from the jurisdictional arms of the Diocese of Bridgeport. The bridge above waves of flowing water affords an apt expression of the name of the diocese that encompasses Fairfield County, Connecticut, where Sacred Heart University is located. The bridge represents service, which forges strong bonds of understanding and unity between diverse constituencies, while the life-giving water symbolizes the “port” by which new knowledge and ideas energize the scholars who commit themselves to the disciplines of academic inquiry. The Cross of Our Faith above the bridge dignifies the other symbols and identifies the University as a community that celebrates the richness of the Catholic intellectual tradition.

The other side of the shield (sinister) uses elements from the personal coat of arms of the Most Rev. Walter W. Curtis, S.T.D., the founder of Sacred Heart University and the second bishop of the Diocese of Bridgeport. The central checkered bar, taken from the Curtis family coat of arms, suggests the collaborative nature of the learning community in which each individual member contributes to the integrity of the whole. The two diamonds, taken from the Costello family shield to honor the Bishop’s mother, are placed in the upper portion to represent the University’s two most precious treasures: Love, the compassion of God as symbolized in the Sacred Heart of Jesus, and Truth, the goal of all scholarly activity. To honor Mary, the Seat of Wisdom, the University shield includes the crescent moon, which is the symbol of Our Lady under the title of the Immaculate Conception, signifying the years that Bishop Curtis spent as a professor of moral theology at Immaculate Conception Seminary.
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.

Hail to thee, our Alma Mater, Pioneers are we. Sacred Heart's proud sons and daughters. Stand in unity.
Swell the chorus, praise her glory, On our fields and in these halls.
Loyal hearts proclaim her story. Red and White o'er all.
Alma Mater, grant us wisdom, Heart and mind renew.
Love and Truth, her guiding vision. Hail to SHU.
Swell the chorus, praise her glory, On our fields and in these halls.
Loyal hearts proclaim her story. Red and White o'er all.
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 Academic Affairs Office in the Science Wing of the Academic Center.

**ACADEMIC YEAR:** The academic year for full-time students consists of two 15 week semesters. In addition, there are two summer sessions. The University offers weekday and evening classes as well as some weekend courses. The University uses the semester credit hours 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:** The registration schedule, course offerings, and forms are available from the Office of the Registrar on Monday-Thursday (8:30 a.m.-8:00 p.m.) or Fridays (8:30 a.m.-4:00 p.m.). New students interested in full-time study must apply to the Office of Admissions for matriculation prior to registration. Academic Advising is provided 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 12-17 credits per term. Students wanting to take more than 17 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 selection by the end of the 1st week of the semester. A nominal charge for changes is assessed. The procedure for program changes is available at the time of registration each term from the Registrar's Office. The procedure must be followed in order to ensure course registration and the proper issuance of refunds (see refund policy). Students can change from
credit to audit/audit to credit and pass/fail to grade/grade to pass/fail only during the add/drop period.

**COURSE WITHDRAWALS:** Any student who wishes to withdraw from a class must obtain an official withdrawal form from the Registrar's Office, have the form signed by his/her Academic Advisor and by his/her Instructor, then return it to the Registrar. Your course withdrawals are permitted without grade penalty (W) only during the first five weeks of the semester (Academic Calendar identifies exact date). After five weeks, the grade withdrawal or withdrawal failure (W or WF) can be assigned by the course instructor.

**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:** SHU places emphasis on academic honesty. Plagiarism, theft of library books or other University equipment and all forms of academic dishonesty are subject to appropriate disciplinary action through the University judicial system. Clear cases of academic dishonesty as determined by the instructor in any course will result in a F grade for that assignment/course or dismissal from the University. For any disciplinary action, the University affords a student the right of due process.

**GRADES:** Grade reports are mailed to all students at their home address about two weeks after the end of each semester. Grade reports may be withheld if the student had an outstanding financial account with the University. The undergraduate system of grades, along with quality points issued for each grade, is presented below. The system of grades for each graduate program is listed in the appropriate graduate publication.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Q. Points</th>
<th>Grade</th>
<th>Q. Points</th>
<th>Grade</th>
<th>Q. Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>B-</td>
<td>2.75</td>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.75</td>
<td>C+</td>
<td>2.50</td>
<td>F</td>
<td>0.00</td>
</tr>
<tr>
<td>B+</td>
<td>3.50</td>
<td>C</td>
<td>2.00</td>
<td>W</td>
<td>0.00</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>D+</td>
<td>1.50</td>
<td>WF</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>I</td>
<td>0.00</td>
</tr>
</tbody>
</table>
The 'I' grade (incomplete) may be changed by completion of the course work deficiency no later than 6 weeks after the beginning of the following semester. If at the end of this 6 week period the 'I' grade has not been changed, the grade will automatically be changed to an 'F'. A one-year extension may be granted by the instructor. "Incomplete grade extension" forms can be obtained at the Registrar's Office. Failure to complete work by the end of this period will result in the automatic conversion of the 'I' to an 'F. Note: A grade below "C" is not an acceptable grade in rhetoric or major course work. In addition, some courses have as their prerequisite a grade of "C" or better. These courses must be repeated until a "C" or better is obtained. A repeated course can only be credited once toward the degree requirements.

PASS/FAIL OPTION: The Pass/Fail option has the following conditions:
1. Students are permitted to choose up to 4 courses toward the Baccalaureate Degree and up to 2 courses toward the 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. Area B, major, minor, education or BA/BS required courses cannot be taken under the pass/fail option, except by permission of the major or minor or education department chairperson.
3. Courses can be taken under pass/fail only from elective courses.

DEAN'S LIST: Full-time students (earning 12 credits or more) who earn a grade point average of 3.40 or better each semester are eligible for the Dean's List. Part-time students who complete 9 or more credits with a 3.40 or better (or 6 credits with 3.75 or better) are 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).

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 1998-99 undergraduate catalog.
SOCIAL SECURITY & VISA CERTIFICATION: The Registrar is the official SHU officer to issue certification of attendance for all government and private programs as well as the overseer of all F-1 Visa applications (I-20 forms) and employment applications (I-538 forms).

ACCESS TO STUDENT RECORDS: The 1974 Family Education and Privacy Act defines students' rights of access to records and information maintained by the University. SHU students have the right to view any records which directly involve the student except for financial records and statements given by your parents to the Financial Aid Office, medical records supplied by a physician and confidential letters or recommendations. No one else has the right of access to this material without the prior written consent of the student involved. It is important to note that some information is designated as "Directory Information" and is available to individuals, agencies and organizations within and without the University. SHU identifies the following as "Directory Information": name, degrees, awards, address, prior education/institution in officially recognized sports/activities, major field of study. A student, however, may refuse the release of any or all of this "Directory Information" by stating this in writing to the Dean of Students during the first 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 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 "Fs" 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 and the semester GPA is lower than 1.8 but not lower than 1.5, the student will be administered an academic warning, rather than placed on academic probation. However, 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 or WF'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 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.

<table>
<thead>
<tr>
<th>FULL TIME</th>
<th>STUDENT CREDITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semesters Completed</td>
<td>Status</td>
</tr>
<tr>
<td>2</td>
<td>Freshman</td>
</tr>
<tr>
<td>4</td>
<td>Sophomore</td>
</tr>
<tr>
<td>6</td>
<td>Junior</td>
</tr>
<tr>
<td>8</td>
<td>Senior</td>
</tr>
</tbody>
</table>
**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 three Academic Probation's 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:

<table>
<thead>
<tr>
<th>Credits Attempted</th>
<th>Cumulative GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>16-30</td>
<td>1.00</td>
</tr>
<tr>
<td>31-90</td>
<td>1.50</td>
</tr>
<tr>
<td>91+</td>
<td>1.70</td>
</tr>
<tr>
<td></td>
<td>1.90</td>
</tr>
</tbody>
</table>

A student who has been dismissed can appeal the dismissal to the Academic Appeals Committee for reconsideration. The Academic Appeals Committee consists of the Assistant Vice-President for Academic Affairs and University Registrar, the Dean of Students, and six members of the faculty.

**ACADEMIC APPEALS:** A student placed on academic probation or dismissed can submit a request for change of status to the Academic Appeals Committee (see Dismissal). Students who were dismissed in previous semesters must obtain permission from the Appeals Committee before re-enrolling at SHU. For more information please contact the Registrar.

**UNIVERSITY WITHDRAWALS:** A student who wishes to withdraw from SHU must schedule an appointment with the Director of Advisement (if an upper-class student) or with the Dean of Freshmen (if a first year student). 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 Director of Advisement. Students who withdraw officially from the University during the first five weeks are assigned W's for their courses. Students withdrawing after the last day to withdraw may receive a WF grade for a course at the discretion of the Instructor.
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 charged at the full-time rate and are not entitled to a proportional refund. Room/board refunds normally use the same refund schedule as the tuition refund schedule. Students must conduct an exit interview with the Director of Residential Life and Housing Services for final arrangements and refunds.

DEGREE REQUIREMENT WAIVER: On occasion, it becomes necessary that degree requirements or other considerations involving SHU policies and regulations be modified, based on individual needs. A student wishing a modification in academic requirements should obtain the application for an Academic Waiver Form from their department chairperson or from the Office of the Vice-President for Academic Affairs. 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 handicap, proficiency, and substitutions and are defined in the Undergraduate Catalog.

APPLICATION FOR GRADUATION: In order to receive a degree, a student must complete all requirements of that degree as listed in the University Catalog and in the Undergraduate Advisor as distributed by the Office of the Registrar. All students eligible for a degree must apply for graduation candidacy with the Registrar at least one semester before completing the degree. Failure to comply might result in a delay of receiving the degree. In order for a student to officially graduate and/or participate in commencement activities, the student must have completed all financial obligations to the University.

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 and academic year study abroad programs. The University is a member of the College Consortium for International Studies which offers full academic programs in cooperation with universities throughout the world. Programs may be short term, semester or year long. They may involve homestays 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 at x 8022.

TRANSCRIPTS: The transcript contains the official academic record of the student. Official transcripts are sent at the written request of the student to other universities, graduate schools or prospective employers. The student's written consent must be received before a transcript will be released. The student can complete a Transcript Request Form available in the Registrar's Office or send a written request. A fee of $5.00 is charged for each transcript requested and two weeks are needed for processing. Transcripts will be withheld if the student has a financial obligation to SHU.

FACULTY SENATE: A representative of the full-time day students (selected by the Student Government) and a representative of the evening students (selected by the Continuing Education Council) serve on the Faculty Senate as nonvoting members. The Senate initiates, reviews, and makes recommendations on policies and procedures for the University in the areas of academics and faculty affairs.

1999 FALL ACADEMIC CALENDAR
9/6 Labor Day/No classes
9/7 Classes begin
10/9-11 Columbus Day Weekend/No classes
10/20-26 Mid-term Exams
11/24-28 Thanksgiving Holiday/No classes
12/13 Last day of classes
12/14-18 Final Exams
12/19 Christmas Holiday begins/No classes

1998 SPRING ACADEMIC CALENDAR
1/17 MLK, Jr. Day/No classes
1/18 Classes begin
2/24-3/4 Mid-term Exams
3/5-12 Spring Break/No classes
4/19-25 Easter Holiday/No classes
5/8 Last day of classes
5/9-116 Study Day & Final Exams
5/20-21 Commencement Weekend
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 Dean of Freshmen coordinates advisement for all first-year students, while the Office of Academic Advisement oversees the advisement process for upper-class students. The process begins when first-year students are assigned an advisor from one of the Freshmen Advisement programs. Students must fill out a declaration of major form with their current advisor or with the Coordinator of Academic Advising. Once a student declares a major, he/she will receive a faculty advisor in this/her major field. The advisor works not only to assist the student with course, program, and major selection, but also to provide the guidance and support needed to help a student explore personal and professional goals. It is very important that each student meet with his/her advisor on a regular basis, particularly prior to registration.

ACADEMIC INCENTIVE PROGRAM (AIP): The AIP serves selected students by offering them special curriculum and advisement opportunities. Students accepted into the AIP take special English courses that develop their reading and writing skills. Equally important, they have the opportunity to meet weekly with caring advisors who talk with them about classes and other factors that affect their academic progress. The goal of the AIP is to do everything possible to make the completion of a college education a reality for the students. Advisors take pride in the role they play in working together with AIP students to achieve that shared goal.

ENGLISH AS A FOREIGN LANGUAGE (EFL): The EFL program is designed for students whose primary language is not English. Its purpose is to teach the form and function of American English and to prepare students linguistically so that they may successfully study in an American academic institution. Students are mainstreamed into other University content courses and concurrently take English language courses. Placement into the program depends on TOEFL or SAT
Scores, the University placement test, an oral interview and the student's language profile. Academic credit is granted for courses designated with the EFL prefix.

**GE Scholars Program:** In conjunction with the General Electric Corporation, SHU began the GE Scholars Program in 1994. The program is a scholarship and educational opportunity designed to recognize and reward the accomplishments of a selected group of SHU minority students. During the academic year, GE Scholars join together, under the guidance of faculty mentors, to participate in appropriate academic and service activities. Each year 25 students are designated GE Scholars.

**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 18 Honors credits will graduate with a minor in the Honors Program.

**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 across the curriculum. Monthly workshops help students reinforce skills in reading, listening, note taking, test-taking, public speaking, time management and English as a Foreign Language (EFL). 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 individual/group instruction to students writing papers, researching class materials or personal exploring. Students should inquire at the reference desk and a Librarian will provide assistance centered on research needs. Services include assistance on locating books, periodicals and reference
materials as well as demonstrations on how to use appropriate automated or other equipment. The Library has an on-line catalog, on-line access to remote databases and a CD-Rom collection of databases available both in the library and on the campus network.

**LIBRARY CARDS:** The SHU student ID card is used as the Library card for checking out materials.

**NEWCOMER PROGRAM:** The Newcomer Program, the largest of SHU's freshman advisory programs, provides academic advisement and support for all freshmen not enrolled in one of our specialized programs. The Dean of Freshmen supervises the faculty advisors in the Newcomer Program as they provide academic advice and support, assist with course and program selection, and make referrals to other University support services. The Newcomer advisor, who meets regularly with his/her advisees throughout freshman year and who also serves as the instructor in a student's Freshman Seminar, remains a student's primary advisor through the entire first year.

**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 Probation List information. Application and approval for graduation are also the responsibilities of the Registrar. The Registrar's office is located in the Academic Center, North Wing. Office hours are Monday-Thursday (8:30 am to 8pm) & Fridays (8:30 am to 4pm).

**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 for Humanity, doing oral 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 SC125 in Academic Support Services. Office hours are M-F 8:30am-4:30pm. For an appointment, call 365-7622.

University Support Services

**ALUMNI RELATIONS:** The Alumni Relations Office is here to serve you as future SHU graduates. The Alumni Association - some 15,000 members strong, is headed by an Alumni Executive Council which acts as your voice on campus. The council includes representatives from each alumni class who help organize a variety of alumni-oriented events and programs. These special events for alumni include Alumni Homecoming, Reunion Weekend, Alumni Day, Alumni Children’s Easter Egg Hunt and the annual Golf Tournament, as well as Career Workshops and the Alumni-Student Mentor Program. Additionally, the office keeps alumni informed throughout the year with the Sacred Heart University Magazine and announcements of upcoming alumni and University events. The Alumni Relations Office is located at the Lindeman Drive Annex, and is open M-F, 8:30 am to 4:30 pm.

**BUILDINGS & GROUNDS:** The Building and Grounds / Residence Hall Maintenance is responsible for the maintenance and housekeeping of all campus buildings, including off site residence halls. Our office is located on the ground level of the Academic Center. We are a customer service center for student’s maintenance and custodial concerns. Our primary challenge continues to be improving the quality of your living environment in the residence halls and on campus - year round, and to maintain an acceptable environment for future residents.

**CAMPUS MINISTRY:** Central to the learning experience at SHU is the commitment to spiritual growth. The Office of Campus Ministry is focal in that commitment and, therefore, provides opportunities for students to examine and experience their religious traditions in relationship to their own developmental issues. In keeping with the University’s philosophy and orientation, Campus Ministry offers liturgical, educational, and pastoral services in the Catholic tradition and
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, especially for those who have no local parish community, either by inviting them into the Catholic campus community or by facilitating contact with local faith communities corresponding to their individual backgrounds and preferences.

True to its Judeo-Christian heritage, SHU values community service as a necessary expression of religious faith. In conjunction with other university components, Campus Ministry encourages and facilitates community-based volunteer experiences. Retreats, discussion groups, evenings of prayer and special events respond to student needs for personal reflection, social interaction, and exploration of life issues.

The Catholic Eucharist is celebrated each Sunday evening at 9pm during the academic year, and daily in the chapel at 12 noon. Many opportunities for ministry within the liturgical context (e.g., hospitality, readers, musicians, Eucharistic ministers, altar servers, etc.) are open to students, and training for these ministries takes place each semester. The Campus Ministry Center, 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 Center or by phoning x7840.

FINANCIAL ASSISTANCE: The services and resources of the Student Financial Assistance Office (SFAO) are available to all students. Financial Assistance awards are based on the student’s citizenship, financial need, academic progress and enrollment status (minimum 6 credit hours per term). About 78% 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. Therefore, students are encouraged to contact the SFAO to utilize the information and financial counseling services available.

APPLICATION PROCEDURES
1) ALL STUDENTS must complete a Free Application for Federal Student Aid (FAFSA). Our title IV Code is 001403.
2) NEW STUDENTS Full time undergraduate financial assistance applicants must complete the PROFILE Application with the College
Scholarship Service (CSS) in addition to the FAFSA. Please use our CSS Code Number 3780 to have an official report sent directly to the university.

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

Students may also be required to submit the following:
- Federal Pell Grant Student Aid Report
- Statement of Educational Purpose, Selective Service, Default Compliance.
- Verification Form (if applicable)
- Financial Aid Transcript (for transfer students)

Most forms and applications can be obtained in the SFAO. Determination of a student's eligibility for aid will be provided once all of the required forms are successfully completed and on file with the SFAO.

Remember to KEEP IN MIND THE FOLLOWING:
1) New student applicants must be accepted by the Admissions Office before any commitment of aid is given.
2) Registration documentation must be on file with the Registrar's Office before any commitment of aid is given to returning students.
3) Students must be in good standing and maintaining satisfactory academic progress according to University policy. Students in junior year status must maintain a minimum of 2.0 GPA for renewal of aid.
4) Any changes in your status, for example, from full-time to part-time (less than 12 credits), will change your award package.
5) Any change in housing status (from resident to commuter; commuter to resident) will result in a change to your award package.
6) Withdrawals from SHU must be made officially through the Dean of Freshmen or the Advisement Office. This is extremely important for aid purposes and for future relations with the federal government, banks, and/or institutions to which you might transfer. Also, note the refund schedule as this also affects aid recipients.

If you wish to discuss your specific concerns further or have special circumstances that need to be addressed, contact the SFAO (371-7980).
MAIL & DUPLICATING CENTER: Mail services are available to all students in the Duplicating/Mail Center, located next to Buildings and Grounds in the Academic Center. Resident’s mail is delivered to the appropriate boxes Monday through Friday by early afternoon. Packages too large to fit in the mailboxes are kept at the Mail Center and a written notice is then sent to the student for parcel pick up. ID is required. Overnight mail notification is done by phone the same day it arrives and followed up with written notification. USPO stamps can be purchased from the stamp vending machine located across from the SHU Bookstore. This machine is owned and operated by the USPO. Other mail, such as overseas, next day, priority mail and packages can be processed in the Mail Center. The Mail Center also offers a fax service for a minimal cost. Students have access to 4 coin-operated machines located in the Ryan-Matura Library and the Main Academic Center. The Copy Center can produce full color copies and overheads from hard copy or diskette using MS Excel, Word, Publisher or Power Point. There is a 24 hour turnaround on this service. The Mail and Copy Center hours are 10:30am-8pm, Mon.-Thur., 10:30am-4pm Fri., and 10am-1pm on Sat. during the semesters.

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

PUBLIC SAFETY PHONE NUMBERS
Routine Business Calls......................... (371) - 7995
TTY (Hearing impaired) callers............. (365) - 4714
Fax................................................. (365) -4781
EMERGENCIES ONLY......................... (371) - 7911

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.
INFORMATION CENTER: The Information Center, located at the Park Avenue entrance to campus, is staffed from 8 a.m. to 3 p.m., Monday through Friday to assist the University community and their guests with directions, event information, parking permits and other general information and inquiries. The Information Center’s phone number is 371-7758.

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 CT State Motor Vehicle Laws and University policies.

1) All vehicles parked on campus must be registered and have a valid parking decal or permit, obtained either at the Public Safety Office or the Information Booth (for temporary parking permits).

2) 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.)

3) Commuter students may obtain a parking decal, at no cost, to park on campus during school hours; this decal does not permit overnight parking on campus.

4) Students are responsible for insuring their guests and visitors obtain a valid parking permit and park legally.

5) Students may not park in designated Visitor Parking Spaces.

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
- Visitor Parking Only
- Fire Lane
- Faculty/Staff Parking Only
- Fire Hydrant
- Unregistered vehicle or no valid permit
- Roadway or Travel Lane
- Stop sign violation
- Vehilces parked on lawn
- One-way violation
- Loading Zone
- Speeding
- Restricted Area
- Failure to keep right
- Not a legal space
- 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:** Blue light emergency phones are located at the following locations on campus: South, North and Library Lots, Jefferson Hill, Camus Center Rd. and Parkridge Apts. Pressing the button automatically dials the Public Safety Dispatcher.

**Keys/Locks:** Each resident student is issued a room key/card, 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 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 at all times. If, however, a student becomes locked out of their room or apartment, the student should first contact the RA on-duty to be let in. Public Safety should only be contacted as a last resort. Identification will be required upon unlocking of a door. Excessive lockouts (more than 3) may result in a fine.

**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.

**Student Identification:** Student Identification Cards must be carried by students at all times, and must, at the request of any University Official, be presented.

**Student Accounts:** All students should take care of their financial responsibilities to the University at the Student Accounts Office in the Academic Center, room SC100. Payment plan options and promissory notes can be processed at this office. Bills are paid at the Cashier's
office. If information regarding billing is needed, it is the student's responsibility to contact Student Accounts at (203) 371-7925, prior to the scheduled payment dates to avoid any late payment charges. Full payment for the Fall semester is due on or before August 1. The Fall Deferred Payment Plan begins July 1 and ends November 1. Full payment for the Spring semester is due on or before January 1. The Spring Deferred Payment Plan begins December 1 and ends April 1. Failure to meet financial obligations will result in holding of grades, diplomas and future registrations.

OFFICE OF CAREER DEVELOPMENT: The Career Development staff serves 4 major functions: 1. to provide career exploration and decision making; 2. to assist students in securing meaningful internships and resume building work experiences; 3. to help students find summer and part-time employment to aid in paying for their college education; and 4. to facilitate the securing of career options or admissions to graduate school upon graduation. The schedule of workshops including choosing a major, career exploration, resume writing and interviewing are held weekly. Career Development hosts many recruitment events each semester. Students receive personal phone calls and regular mailings and a schedule of these events is posted on e-mail, in the hallways/residence halls and in the student newspaper. A resource library containing information on career options, employment trends, salary ranges, annual reports and job postings are available in the office. Special placement events happen primarily in November/December and in March/April. April of this past year featured recruitment events with over 700 scheduled interviews. The office is located on the second floor of the Campus Center and can be reached by phone at 371-7975.

PERSONAL COUNSELING: Counselors provide free support to students who are having difficulty coping in any one of a variety of areas and as a resource for faculty/staff working with students. Some areas commonly addressed include substance abuse, eating disorders, family issues, stress management, learning disabilities, depression, 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 network; and to perform outreach programs which address various wellness topics. In addition, the office coordinates various support groups and self-help networks. Anyone wishing to make use of this service can drop by the Park Avenue House or call (371-7955) to make an appointment. All counseling sessions are
strictly confidential. Students in need of long term therapy will be referred to appropriate local services. Students are financially responsible for outside (off campus) services to which they are referred which are beyond the scope of the SHU Counseling Office.

**HEALTH SERVICES:** Designed to promote the physical health of the student as well as the campus community, the Student Health Center is staffed by a Director and multiple RNs, each with RN certification. The Health Services Staff provides the first-aid and treatment of minor illnesses, administration of non-prescription medication, follow-up care for health problems and referrals for situations which require detailed medical care. A physician is available at the Office for 4 hours weekly on a fee-for-service basis (hours posted). The Office opens at 9am on weekdays for walk-ins or appointments (371-7838). Some weekend/evening hours are also arranged and posted each term to meet the needs of the students. All students must file a Health Record at the outset of their enrollment which must contain the student's immunization history and comply with Connecticut State law:

1. Two doses of measles vaccine administered at least one month apart. The first dose must have been given after your first birthday and after January 1, 1969. The 2nd dose must have been given after January 1, 1980.
2. One dose of rubella vaccine administered after your first birthday.

Laboratory evidence immunity (blood test) is acceptable in lieu of vaccine. A physician's letter stating you had the diseases is not acceptable. All student health information/records are kept strictly confidential and are only divulged to emergency medical staff if such a situation arises.

**ALL FULL-TIME STUDENTS MUST HAVE INSURANCE. YOU CAN CHOOSE TO CARRY YOUR OWN INSURANCE OR THE UNIVERSITY INSURANCE PLAN.**

You will need to either show proof of insurance OR enroll in the SHU program. Enrollment in the SHU plan is automatic and you will be billed for the plan if you do not show proof of your own insurance.

**HEALTH FEE:** The University has approved a nominal fee for all full-time undergraduates to be used to continue to upgrade the Health Center and the services available to students.
ATM: An ATM machine is available for use in the Main Academic Center.

BOOKSTORE: The SHU Campus Bookstore carries all required course textbooks including course related materials such as study guides and lab goggles. In addition, the bookstore offers a vast selection of school supplies, emblematic clothing and gift items, film developing, special orders and year-round textbook buyback. Also, health and beauty aids and snacks and beverages are offered for sale. Returns are accepted with a receipt within a reasonable time period from the date of purchase. However, all returned merchandise, including textbooks, must be in original purchase condition. Store hours are Monday - Thursday 9 - 7, Friday 9 - 4, and Saturday 10 - 1. Hours vary in the summer and increased at the start of each semester. The bookstore is located in the Main Academic Building.

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 and in the Ryan-Matura Library. Please contact the Duplicating/Mail Center if there is a problem with a machine.

DINING SERVICES: FLIK International Corporation and Sacred Heart University have designed a variety of exciting meal plans to meet the needs of all Sacred Heart University students.
**INSURANCE:** All full-time students must have insurance. You can choose to carry your own insurance 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 in Hawley Lounge 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 $10.00 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 SUO does not recommend punching a hole in the ID card for neck rings. Your student ID card is the property of the issuer, Sacred Heart University. The carding office is located in the old gym lobby, near Public Safety. Call 371-7913 for hours.

**SMOKING:** State law prohibits smoking in any building on campus.

**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. For up-to-date campus information on weather delays and closings, call: 365-SNOW (7669).

Announcements will be made on the following area radio stations and TV cable channels 8 and 12:

<table>
<thead>
<tr>
<th>Radio Station</th>
<th>AM Frequency</th>
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<tbody>
<tr>
<td>WIZN- 99.9 FM</td>
<td>WELL- 960 AM</td>
</tr>
<tr>
<td>WSHU- 91.1 FM</td>
<td>WICC- 60 AM</td>
</tr>
<tr>
<td>WDAQ- 98.3 FM</td>
<td>WAVZ- 1300 AM</td>
</tr>
<tr>
<td>WATR- 1320 AM</td>
<td>WMMC-1260 AM</td>
</tr>
<tr>
<td>WBEF- 108 FM</td>
<td>WFAS- 103.9 FM</td>
</tr>
</tbody>
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26
ATHLETICS
The Sacred Heart University athletics program competes at the NCAA Division II level sponsoring 34 sports. Athletics will be reclassified to NCAA Division 1 by the 1999-2000 season. Male sports include: baseball, basketball, bowling, crew, 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 New England Collegiate Conference (NECC). Just recently, the university joined the Northeast Conference (NEC), which will be our new competition conference in Division 1. Sacred Heart University will compete in the Metro Atlantic Athletic Conference (MAAC) in men's ice hockey and men's lacrosse. The University also offers 10 junior varsity 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 Athletics,
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 to broaden the Sacred Heart experience. The Intramural office is located in the William H Pitt Health and Recreation Center, on the 2nd floor in the athletic department at (203) 365-7563.

WILLIAM H. PITT HEALTH & RECREATION CENTER: The William H. Pitt Health & Recreation Center is a state of the art multipurpose facility that is the home to the University's intercollegiate athletic, intramural and recreational programs. The Pitt Center is open to students, faculty, staff and the greater community with a valid Pitt Center ID card. Hours of operation are Mon.-Thurs. 6am-10pm, Fri. 6am-9pm, Sat. 9am-6pm and Sun. 12pm-6pm. Summer and holiday hours may vary, and will be posted in advance. For more information, call 396-8100.

RESIDENTIAL LIFE & HOUSING SERVICES
The SHU residence hall community, beginning its 9th year, is special and unique. Students who choose the privilege of living in the halls find that the environment complements the total educational experience. The Office of Residential Life and Housing Services (ORLHS) goes beyond offering housing, we promote an atmosphere of mutual respect and cooperation. In this section, we provide the basic guidelines and standards particular to all who live in (or visit) the halls. All students are expected to know the guidelines and abide by them so that a setting conducive to academic excellence and personal growth is created.

THE HALL STAFF: The ORLHS, located in the Main Academic Center, is made up of 10 professional staff: a Director of Residential Life and Housing Services, Associate Director, Assistant Director, 6 Residence Hall Directors (RHDs) and an administrative assistant. A team of 50 upper-class students known as Resident Assistants (RAs) also work to create a "home away from home" for residents. The staff is responsible for the 6 University housing areas and nearly
1,700 students that make up the residential community. All Residence Hall Directors reside in the halls. They supervise the RA staff and advise Residence Hall Councils to provide educational and social events for the building. The staff work hard to link students of common academic areas and facilitate the development of fun, healthy, living-learning communities.

The largest building, South Hall, opened in September '93, will again be our primary home for First Year students in the Class of 2002 with approximately 400 students living there. An RHD lives in the building & works with one senior RA, 12 RAs, and the Hall Council (HC) for this hall.

West Hall opened September of '94 and is a mix of first year and upper-class students. An RHD lives in the building and works with a senior RA, 8 RAs, and the Hall Council for this building.

The Jefferson Hill (JH) area opened in '92. The hall holds about 265 upper-class students in 39 apartments. The RHD lives in the hall and oversees one senior RA, 6 RAs, and the Hall Council for the JH area.

The JH staff office is in Building 4. There are 3 additional university housing sites located off-campus. Many sophomores, juniors, and seniors live in our off campus apartments at Parkridge (PR). This area has 7 townhouses and 5 apartment sections in which about 210 students will live this year. The RHD for PR works with RAs, the senior RA, and the Hall Council for the Parkridge area.

The newest campus housing complex is East Hall. East Hall is located on Park Avenue and is composed of suite style units. Approximately 380 sophomore students reside in this building. The RHD lives in the building and oversees the RAs and the Hall Council.

Avalon Gates houses 250 upper-class students. It is located approximately 3 miles off campus in Trumbull. The RHD at Avalon Gates oversees one Senior RA, 5 RAs, and the Hall Council for Avalon Gates.

The "RA" POSITION: There are 50 Resident Assistants (RAs) living in the halls. Each upper-class student chosen to serve in this role has undergone an extensive interview process as well as detailed training. The RA is hired to help students develop in personal and academic areas. RAs assist through listening, organizing activities, holding students accountable for behavior, developing a sense of community, serving as a campus resource, and attending to housing concerns. Students are encouraged to get to know the RA's in their area and assist the RAs in
creating a fun, living-learning environment for the hall/area. Six returning RAs will be assuming extra duties this year in the "Senior RA" position.

**ACADEMIC ACHIEVEMENT AWARD:** Each semester the ORLHS is proud to honor the residential communities which have the highest percentage of students achieving 3.0 or better. In addition, individual resident students who achieve a 3.5 or better are also recognized. The outstanding students are recognized at a dessert reception in their honor.

**SUNSHINE REPORTS/POSITIVE INCIDENT REPORTS:** Students who make positive contributions to the well-being and development of the residence hall communities are acknowledged by sunshine reports. These positive incident reports document students who go over and beyond normal expectations in the residence halls to be helpful, to assist in crisis situations, or to assist in making that area of campus a great place to live. These students are acknowledged each semester at a reception.

**RESIDENTIAL LIFE LEADERSHIP AWARDS:** Students who take on leadership roles in the halls are recognized each year with a reception. In addition, each month both the ORLHS and the National Residence Hall Honorary nominate student leaders for campus, regional, and national consideration.

**HALL COUNCIL, RESIDENCE HALL ASSOCIATION, NATIONAL RESIDENCE HALL HONORARY AND LIFE:** Each residence hall/area has a Hall Council (HC) which is made up of concerned residents serving as representatives. The HC is open to all resident students living in that building. The HC meets weekly, elects officers and contributes to the betterment of the hall through sponsoring programs and discussing issues. The RHD serves as the advisor to the HC and attends all meetings. The elected officers from each HC meet weekly to form the Residence Hall Association (known as RHA). Most recently, the RHA was awarded a chapter status for the National Residence Hall Honorary (NRHH) and has inducted the fourth class of members. The RHA is active in NACURH, the National Association of College/University Residence Halls, and has attended regional and national conferences.
RESIDENTIAL GUIDELINES & STANDARDS: The success of a residential community depends upon mutual respect between all residents. Residents need to be concerned for the safety, rights and property of others. The ORLHS has established the following set of guidelines to create and foster a living-learning atmosphere. All residents are expected to abide by the policies found here as well as those established/promulgated by the Hall Staff. Failure to abide by these guidelines will subject the individual to disciplinary action and possible loss of SHU housing. These policies may change at the discretion of the ORLHS.

ALCOHOL: Alcohol use is allowed for students of legal age (over 21) who reside in PARKRIDGE, TAFT, or AVALON GATES only. Such use is allowed only in apartments in which all the residents are over the legal drinking age of 21. All other residence halls and apartments in Parkridge, Taft, and Avalon Gates are considered "dry," and no alcohol or alcohol containers are permitted in these areas. Open containers of alcohol are not permitted in community areas. Students in residential hall rooms where alcohol is present may be considered in violation of policy for not leaving or reporting the situation. Public or obvious intoxication is unacceptable behavior at SHU and will result in disciplinary action. Residents are responsible for the actions of their guests regarding alcohol possession/use. Please see "Campus Policies - Alcohol" for the detailed SHU policy regarding alcohol.

APPLIANCES: Other than those cooking appliances provided by SHU, the only acceptable items are coffee-makers, popcorn poppers & hot-pots. Open coil heating devices are not permitted. Microwave ovens are not allowed in South and West Halls unless they are one-piece microwave-refrigerator rental units. The only acceptable extension cords have built-in circuit breakers.

BICYCLES: Residents with bicycles are responsible for storing the bike in their room/apartment. SHU asks students to always keep their bicycle locked when not in use. Bicycles must not be in the way of safe egress from all rooms.

CONFISCATION: Hall Staff and Public Safety Officers are authorized to confiscate what is not permitted in the halls. Items not permitted include (but are not limited to): appliances, alcohol, empty alcohol containers, beer balls, kegs, taps, illegal drugs, weapons, martial arts implements, pets, incense, candles, explosives, and drug paraphernalia.
Confiscated items will be turned over to Public Safety, the Dean of Students, or Police and the residents will be notified of the confiscation. Normally, confiscated items are not returned to residents.

**DAMAGES:** A damage deposit ($150) is required of all residents. This deposit is held against the student's account for the duration of the student's residency. 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 damage charges.

**DECORATIONS:** Provided damage is not done to the rooms and furnishings, residents may decorate apartments and rooms to their liking, but must adhere to the established fire code. Reminder: tape, tacks & nails cause damage to walls and are unacceptable. "Fun tac" is encouraged as an adhesive, but must be removed completely upon move-out. Some decorations that pose fire hazards (tapestries, candles, incense) are not permitted.

**EXTERIOR DOOR LOCKING:** For safety reasons, exterior doors to the halls are locked the majority of the time. Residents must carry their ID card, key, and/or key card with them to gain entrance. It is unacceptable to "prop open" exterior doors or allow other people into the hall who do not have their key/card (or are not an escorted guest of a resident). Guests of residential students must call up to their host using a campus phone and must be escorted by their host at all times.

**FIRE/FIREWORKS:** Residents must exercise care and caution in the prevention of fire. Resident students and their guests must abide by all the stated Fire Safety Regulations. Fire safety equipment is installed in each hall & fire drills are conducted yearly. When a fire alarm sounds, all occupants MUST leave the building. Failure to leave the building will result in fines and disciplinary action. Residents are not permitted
to tamper with fire safety equipment, including fire extinguishers, smoke detectors, and fire doors. Setting off false alarms or discharging fire extinguishers are serious violations, and students involved with such violations will be fined plus face disciplinary action and possibly police charges.

**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. All furniture found in apartments must remain in the apartment. There is no storage. There will be charges for all furniture pushed into common areas and areas of egress.

**GARBAGE:** Residents are responsible for moving 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 being imposed on those responsible. Excess garbage must be cleaned immediately to avoid health risks for the community.

**HALL SPORTS:** For the safety of all persons, ball playing, sports, water fights and other such disruptive behaviors are not permitted in the halls.

**HOUSEKEEPING:** Residents are expected to maintain and clean their room/apartment on a regular basis. Regular, announced 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 are attended to daily by the cleaning staff; however, cleaners have the right to refuse service to common areas that are excessively dirty.

**HOUSING CONTRACTS:** All residents sign a Residence Hall Agreement which lists specific terms and conditions between the student and SHU. Residents should know the terms and conditions. A violation may result in disciplinary action. Residence Hall Agreements are valid for the entire academic year. A request to be released from a Housing Contract at mid-year must be made in writing (Release Form) to the Director of Residential Life and Housing Services prior to the end of the Fall
Term. All residents leaving housing must fill out an exit interview by filling out the release form at the end of each year if they do not plan to return to housing. All residents in single rooms for any reason will be charged an additional $300 per semester surcharge. Room/board fees are non-refundable after the first day of classes for each term.

**IDENTIFICATION CARD:** Students must carry their student identification card at all times and must show it to campus officials or their designees upon request.

**KEYS/LOCKS:** Each resident is issued a room key/card, 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 ORLHS immediately. Lost keys will result in a lock change and the student billed the appropriate amount. Residents should lock their bedroom (and apartment) doors at all times and should never "prop open" exterior doors. Lost keys result in a $35 fine/replacement charge. Lost key-cards result in a $10 replacement fee.

**LAUNDRY:** Washers/dryers are installed in all halls for use ($1.00 to wash, $1.00 to dry). Inoperative machines should be reported to the RA or RHD immediately.

**LOCK-OUTS:** Although students are expected to carry keys at all times, there may be a time when a student becomes "locked out" of their room/apartment. Should this situation arise, the student should first contact the RA On-Duty to be let in. Public Safety (ext. 7995) should be contacted only as a last resort. Identification will be required upon unlocking of a door for security purposes. Excessive lockouts (more than 3) will result in a judicial sanction or fine as established by the RHD or Hall Council.

**MAIL DELIVERY:** Residents are issued a mailbox and combination at the start of the term. Mail is delivered Monday-Saturday afternoons to boxes. Package notices will be distributed to students (with notification about where to pick up) as applicable. Stamps may be purchased from the stamp vending machine outside of the SHU Bookstore.

**MURAL PAINTING:** Although students may not paint the inside of their room/apartment, the Office of Residential Life and Housing Services
encourages common area murals as an enhancement to the living area. HCs or interested student groups must gain approval from the RHD and the Director of Residential Life and Housing Services in advance with all mural designs.

**OVERNIGHT GUESTS:** Residents are given the right to have 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 Form. All hosts must gain authorization for their guest at least 24 hours in advance with their RA/RHD. A resident accepts all responsibilities for his/her guest while on campus. If an unanticipated guest arrives for the evening, the resident must contact the RA "on-duty" to obtain authorization for the "spontaneous guest". 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. Guests must be escorted at all times.

**PETS:** The only pets permitted in the halls are those that are self-contained in water, namely fish.

**PROPERTY:** SHU does not take responsibility for any lost, damaged, or stolen property in residence halls or residence hall parking lots. Residents are encouraged to arrange for personal property insurance. This insurance may be obtained through National Student Services if desired, and forms may be obtained in the ORLHS.

**QUIET HOURS:** 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 exist Sunday through Thursday 9pm to 9am and Fridays and Saturdays from 1am to 9am. Hours are extended to 24 hours a day during Final Exams. Any violation which disrupts the community may result in immediate removal for the remainder of finals. During quiet hours, the right to sleep or study is the top priority and no noise should be heard outside of a room/apartment. Repeat violations of quiet hours will result in the possible removal of offending items, including stereos and televisions and/or possible removal of the offender from housing. Any noise that infringes on the rights of others shall be a considered a violation.

**REFRIGERATOR RENTALS:** Residents may rent refrigerators and microwave-refrigerators for private use for the academic year from a
vendor identified by SHU at the outset of each term. Students bringing their own refrigerator from home should note that the maximum allowed size is 3.2 cubic feet.

**ROOM CHANGES:** SHU believes that part of the residential experience is learning to live with other people through shared experiences and compromises. Requests for room changes will be heard by the RHD in special situations during the designated room change period after the first two weeks of classes. Unauthorized room changes are not permitted and will result in the students involved moving back and losing their room change privilege for the rest of the year. Upper-class residents who participated in the room selection process are ineligible for room changes during the Fall semester. Students are expected to take the time to learn how to talk through conflict and to work out problems. The Residential Life staff is available to teach these skills and to assist with mediations. If a RHD deems a mediation is warranted, all parties must meet as scheduled to work out the conflicts or judicial action may ensue.

**ROOM ENTRY/SEARCH:** If a Hall Staff member requests to enter a unit for a reasonable cause, if the resident is present the resident(s) must permit entry; failure to do so represents a "failure to comply" violation. Hall Staff usually enter a room/apartment with a resident's consent if the resident is present. When consent is given, official action may be taken against residents who are in violation of SHU policy, and unacceptable items will be confiscated. If a resident refuses consent, or is not present, the staff member may still enter (after identifying self) for reasonable cause. Reasons why staff may enter a room/apartment include but are not limited to: to perform routine safety/maintenance inspections/repairs (residents are not required to be present for these); to verify room occupancy; to respond to an emergency/crisis situation; and to investigate probable violations of SHU policy. SHU 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 in the presence of designees of the Dean of Students Office or Office of Residential Life and Housing Services. Within 24 hours the initiator of the search must document the rationale for the search for the Dean of Students and the Director of Residential Life and Housing Services.

**ROOM PARTIES:** Social gatherings of more than three times the number of designated residents for that space are unacceptable. Social
gatherings of more than 15 people in an apartment or lounge need to be approved in advance by the RHD. "DJs" are not allowed in individual apartments/rooms for parties. All attending gatherings which exceed allowed capacity will be responsible for violation policy.

**Room Repairs:** Residents are responsible for completing a maintenance request form (MRF) or e-mail ResHall Maintenance, for repairs needed to their room/apartment or common areas within their living area. Residents should see their RA or RHD to assist in this process. At no time should residents attempt repairs to their rooms/apartments. Such unauthorized repairs will still be billed to residents.

**Room Selection:** Upper-class, returning students participate in room/roommate selection each Spring. To qualify for the process, students must submit a Housing Contract and $300 Housing Reservation Deposit by the designated date. The reservation deposit is not refundable. Room selection order will be based on total number of credits completed by the previous semester. Detailed room selection information packets are distributed to residents prior to spring break.

**Single Room Rate:** All residents in single rooms for any reason will be charged an additional $300 per semester surcharge. Any student by themselves in a double occupancy room (and not wishing to pay for a single room) is responsible for securing a roommate or locating another space to which she/he will move. The RHD can help facilitate this process and should be contacted.

**Shuttle Service:** SHU provides daily shuttle service on an established schedule. The shuttle transports students to and from off-campus housing sites and service sites from the main campus. (see Campus Services - Shuttle).

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

**Telephones/Cable TV:** Residents will be supplied with a live telephone jack in their room as a part of the yearly housing cost (no additional charge). Most students will have their own phone jack, but some will share with others. This will allow for on-campus, local, and
incoming calls only. Access codes will be distributed for long distance service, and residents are not to share this number with anyone. Monthly long distance costs are billed to the student. Residents must provide their own phone or purchase one through SHU. Cable TV service is available to all on-campus units through SHU at a determined cost. Parkridge, Taft, and Avalon Gates residents must contract individually through Public Cable for service. Cable TV is provided in designated lounges in South/West Halls.

**THEFT:** Unauthorized possession of property belonging to SHU or other residents is considered theft, and students involved in such behavior will face disciplinary action. SHU does not take responsibility for the theft of any property. Students are encouraged to have renters insurance.

**VEHICLES:** Due to restrictions placed on SHU by the Town of Fairfield, residents of South and West Halls are not allowed to have vehicles on campus. Residents of other halls may have cars, provided they are registered with Public Safety and have been approved by the Residential Life Office. Jefferson Hill residents are asked not to park by the Academic Center or Library (spaces for commuters). Parking at Jefferson Hill, Taft, Avalon Gates, and Parkridge is extremely limited; permits will be issued on the room selection seniority. Parking at these halls is by permit only; unauthorized vehicles are subject to ticketing/towing.

**VISITATION:** Non-student and other SHU student guests are permitted in the halls from 9am to 1am (Sundays - Thursdays) and 9am to 2am (Fridays & Saturday). All non-residents of that hall/floor and guests must leave the hall no later than the designated time (1am or 2am). Men & women 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 a maximum of 60 hours per week, with permission of staff and roommates. Guests must check-in at the main desk or 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 and displayed on the vehicle while on campus, or it is subject to
ticketing/towing. During mid-terms and finals, certain areas may be approved as designated study areas for coed study groups. For this purpose only, the visitation times and gender separation are suspended with prior permission from the RHD.

**WEAPONS:** Residents are not permitted weapons (including but not limited to: guns, knives, martial arts implements) on SHU grounds.

**WINDOWS/SCREENS:** Windows/screens must remain in place at all times - screens removed from their place will result in a fine and disciplinary action. Residents may not throw objects at or from the windows for safety reasons.

**RESIDENCE LIFE FIRE SAFETY REGULATIONS**

**APPLIANCES:** All appliances must be UL listed. In South and West Halls, cooking is not permitted in residence rooms; kitchenettes are provided on each floor. Appliances prohibited in South and West Halls include hot plates, toaster ovens, electric frying pans, heating coils, electric blankets (unless medically required), microwave ovens (except as provided by the University), refrigerators larger than 3.2 cubic feet, and free standing halogen torchiere floor lamps.

**CEILINGS:** Nothing, including decorations, may be hung from the ceiling, or on any fire safety device such as a smoke or heat detector or sprinkler pipe or head.

**CONFISCATION:** Residence Life and Public Safety staff are authorized to confiscate prohibited items in the halls. Items not permitted include, but are not limited to, specific appliances (see above), alcohol (except authorized Parkridge, Taft and Avalon apartments), empty alcohol containers, beer balls, kegs, taps, illegal drugs, weapons, martial arts implements, pets, incense, candles, explosives, fireworks of any kind, and drug paraphernalia. Confiscated items will be turned over to Public Safety and/or the police. Residence Life staff, the Dean of Students, and the students involved are informed of all confiscation's. Confiscated items are not returned to students.

**COOKING:** In South and West Halls, cooking is only permitted in the kitchenettes, and only when being attended. Cooking is not allowed in residence rooms. (Students who utilize the kitchenettes must clean the area when they are done; failure to do so may result in loss of privileges.)

**DRAPELIES/TAPESTRIES:** Any draperies or tapestries in rooms must
be flame resistant, and labeled as such by the NFPA, 701 test.

**EGRESS:** All hallways and stairwells must be kept clear and allow for egress at all times; property may not be stored in these areas. Any items found in these areas will be confiscated. (Any furniture which is moved into a hallway from a room will be billed as lost furniture to the residents of that room.)

**EXTENSION CORDS:** The only authorized extension cords are UL listed, surge protected with built-in circuit breakers. Extension cords must not be overloaded, nor may they be across the room threshold or under rugs.

**EVACUATION:** All occupants of the building must immediately evacuate in an orderly manner whenever the building fire alarm sounds. Failure to promptly evacuate the building is cause for disciplinary action.

**FIRE DOORS:** Hallway, stairwell, and residence room doors are considered fire doors, and as such must be kept closed and unobstructed at all times; the exception are the magnetically controlled hallway doors in South and West Halls.

**FIRE DRILLS:** Fire drills are conducted in all residence facilities. As with any building fire alarm, it is imperative that all occupants evacuate the building immediately. Failure to do so will result in disciplinary action.

**FIREWORKS:** As a violation of Connecticut State Law, the possession or use of all types of fireworks are strictly prohibited.

**FUEL:** Any fuel, including but not limited to, kerosene, propane, gasoline and charcoal lighter fluid is strictly prohibited in any University residence hall or apartment.

**HOLIDAY DECORATIONS:** Natural Christmas trees and wreaths, because they are highly combustible, are prohibited. All holiday lighting must be UL listed. Holiday decorations which are considered excessive and a potential fire hazard are prohibited. (See Residential Life or Public Safety for specific information on approved, fire retardant/flame resistant decorations.)

**OPEN FLAME DEVICES:** The possession or use of any open flame devices, such as candles, incense and oil burning lamps is prohibited.

**TAMPERING WITH SAFETY DEVICES:** Tampering with any fire safety equipment, including smoke detectors, sprinkler heads, pull stations, horn/strobe units, fire extinguishers, heat detectors etc... is both a violation of University policy and against the law. Anyone found responsible for endangering the safety of occupants by tampering with or damaging any fire safety equipment will be subject to both University
INTRODUCTION: Within these pages, SHU identifies behavioral violation categories, Judicial process, hearing procedures, sanction categories, procedural guarantees, and appeal process. The SHU Student Conduct Code & Judicial System are 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 accordance with the guidelines.

The Conduct Code & Judicial System apply to all full-time and part-time students as well as any recognized student 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 Conduct Code and the Judicial System as outlined herein. The Conduct Code applies to all violations that occur on-campus. Additionally, the 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 her/his option, to apply the 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. 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), she/he reserves the right to impose an immediate suspension from residency and/or partial or full academic suspension until a 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 are 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.

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, theft of exams or library resumes, and falsifying records.

B. VIOLATIONS: Social Standards & Campus Environment (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):
1a. Possession or use of illegal drugs
1b. Sale or distribution of illegal drugs
2. Alcohol Guidelines
3. Residence Hall Visitation Guidelines
4. Physical Assault
5. Threat
6. Harassment, Intimidation, Hazing or Verbal Abuse
7. Motor Vehicle Guidelines
8. Use or Possession of firearms or fireworks
9. Fire Safety Guidelines
10. Attempted Sexual Assault, Sexual Assault or Rape
11. Sexual Harassment
12. Theft or Unauthorized Acquisition of Property
13. Vandalism or Damage to Property
14. Residence Hall Contract Agreement (other than those within this list)
15. Failure to Comply with SHU Official
16. Inappropriate behavior/ violation of campus policies (see "Campus Policies-Behavior")
17. Trespass or Unauthorized presence on property
18. Interference with the residential life of others (including Quiet Hours)
19. Forgery

C. POLICY ADMINISTRATION:
1. Failure to Comply with (or complete) an imposed sanction
2. Repeat Violations (violations of same nature on multiple occasions)
3. Interference with the investigation of a violation
4. Failure to release pertinent data about a violation during an
investigation
5. Assisting in a violation or being aware of a violations without reporting

**JUDICIAL PROCESS:** Any member of SHU community who observes a violation of SHU guidelines is expected to report the behavior. Most often within the residence halls, hall staff (RHD's or RA's) will be the individuals who address student behavior. Upon resolving a violation, the hall staff attempts to educate the student(s) involved about proper behavioral standards. Each RA will document behaviors through weekly reports or incident report forms and submit to the RHD. The RHD determines, with the RA, one of the following:
1. The student has learned from the situation, the behavior need not be addressed further.
2. The RHD needs to meet with the student to discuss behavior in greater detail.
3. The student is to be addressed about the behavior through the formal Judicial system and have a hearing with a member of the Residential Life and Housing Services staff, the Assistant Dean of Students or the Dean of Students.

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 24 hours. Should such a situation occur on a weekend or holiday period, they will need permission from either the Associate/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 arrange for a formal hearing with the appropriate hearing officer during the next official business day at the University. The Associate/Assistant Director of Residential Life, the Director of Residential Life and Housing Services and the Assistant Dean of Students 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 Director of Residential Life and Housing Services or Assistant Dean of Students 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) will 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 Director of Residential Life and Housing Services or the Assistant Dean of Students (as is appropriate) for review. The Assistant Dean/Director may choose to hear the case or to forward the report to another hearing officer or to the Dean of Students for a formal hearing.

Any violation of SHU guidelines forwarded to the Director of Residential Life and Housing Services, Assistant Dean of Students or Dean of Students will be handled in a manner which ensures due process in accordance with the standards outlined in the Student Conduct Code and Judicial System. 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. The Conduct Code Officer (Directors or Dean) will notify the student(s) involved of a hearing to review the alleged violation(s). The appropriate person serving as a Conduct Code Officer investigates all violations formally brought to her/his attention during the formal assigned hearing, it will be held in her/his absence. At this hearing, if the student enters a plea of responsible, a discussion of the matter will be conducted immediately with the Conduct Code Officer. If the Conduct Code Officer so chooses, she/he may provide a sanction immediately. In those circumstances when the sanction is not immediately forthcoming, the Conduct Code Officer must provide the sanctioning in writing to the student in a timely manner. If the student enters a plea of not-responsible, the student must choose to either have the hearing with the Conduct Code Officer or with the Judicial Board. For cases before the Judicial Board, a hearing date will be established for the student by the Conduct Code Officer. If a student fails to appear at any assigned hearing, it will be held in her/his absence.

The Judicial Board consists of 12 members. An appointee of the Dean of Students, serves as the non-voting Chairperson (voting only if the Board cannot reach consensus). The Board consists of the following members:
* 2 commuters chosen by the Commuter Council
* 1 faculty chosen by VP-Academic Affairs
* 2 staff chosen by VP-Enrollment Planning
* 1 staff chosen by VP-Finance & Administration
* 6 residents, 1 representing each hall

The Dean of Students appoints 2 alternates (1 commuter, 1 resident student). Each member serves a 1 year term and the Dean provides necessary training and education so that they may function fairly and systematically. A quorum is 7 members and a majority vote of those present is needed to decide each case.

**HEARING PROCEDURES:** A student who is formally charged with a violation of the Conduct Code will be notified in writing by the Conduct Code Officer regarding:
1. The alleged violation and date as well as the hearing date, time and place.
2. The student's responsibility to review the Conduct Code/Judicial System as well as the Student Handbook so that the student is aware of her/his rights.
3. That the student will be required to enter a plea for each violation they have been charged with at the hearing.

At the time of the hearing, the Conduct Code Officer will:
1. Provide the student an opportunity to review the incident report.
2. Have the student acknowledge (by signature) the Judicial system process.
3. Request a plea of responsible or not-responsible from the student regarding the listed violation(s).
4. Have a student who pleads not-responsible choose a hearing (with Conduct Code Officer or Judicial Board).

At the time of a hearing, the following guidelines will apply:
1. All hearings are closed to the public and legal counsel may not be present.
2. The alleged violator and accuser are both provided the opportunity to describe the alleged situation in detail.
3. The alleged violator and accuser may bring witnesses to the hearing. Witnesses may speak on the behalf of the alleged violator (or accuser) if the Conduct Code Officer or the Judicial Board Chair believe testimony to be needed.
4. The confronting staff members or other individuals may be present if requested by the Conduct Code Officer or the Judicial Board Chair.
After all relevant information is gathered, the Conduct Code Officer (or the Judicial Board) determines the student level of responsibility (or not) for any/all violations and then either imposes an appropriate sanction or dismisses the charge, accordingly. The student will be notified in writing by the Conduct Code Officer as soon as possible after the hearing. The Conduct Code Officer will also notify the necessary SHU offices/staff and (when applicable) any victim of hearing results.

**SANCTIONS**: Typical sanctions that may be levied by the Conduct Officer are listed below. This list is not exhaustive and sanctions are based on the circumstances of the charges. It is the intent of the Judicial system that the sanction imposed be 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. The Associate/Assistant Director of Residential Life, Director of Residential Life and Housing Services and Assistant Dean of Students may impose all sanctions except full suspension and expulsion.

**A. Written Reprimand** *
Documented warning that the isolated behavior was unacceptable/inappropriate.

**B. Restitution of Monetary Fine** *
Financial accountability for damage to property caused by the student or a fine which is deemed appropriate for the offense.

**C. Community Service** *
A project or amount of hours served by the student for the good of the community.

**D. Disciplinary Probation** *
Loss of rights and/or additional responsibilities given over a specific period.

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

**F. Partial (non-academic) Suspension**
A formal separation of student from SHU in all regards (without refund) except designated academic related activities (classes, library & chapel) during a specific period.

**G. Full Suspension**
A formal separation of student from SHU during a specific period, not to exceed 1 year.

**H. Expulsion**
Permanent separation of student from SHU.
PROCEDURAL GUARANTEES: The following guarantees are granted to all students in the formal handling of all behavioral violations.

NOTICE: Any student charged with a violation of the Conduct Code will be given written notice as outlined in the section titled "Hearing Procedures". For scheduling purposes, hearings and/or appeals that would normally occur near the end of the term may be conducted at the outset of the following semester or during the vacation period.

DISQUALIFICATION: No member of the Judicial Board who is otherwise interested in a particular case will participate in that said hearing. An alternate member may be requested by the Dean of Students to serve on the Board in such an instance.

SEARCH: No residence hall room or personal property will be searched during an investigation without the authorization of the Dean of Students or either the Assistant Dean of Students or the Director of Residential Life and Housing Services. In the event that the RD on duty deems it necessary to conduct the search immediately, they may do so based on their evaluation of the situation and subsequently notifying, in writing, 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.

ASSISTANCE: Any student going before the Judicial Board has the right to be assisted by one, SHU administrator, faculty member or student of their choice provided that individual is not legal counsel. The Judicial Board also has the right to be assisted by one SHU administrator, faculty member or student of their choice provided that individual is not legal counsel.

PROOF: 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.

APPEAL: All students who are charged with a violation through the Conduct Code have the right of appeal as identified below.

APPEAL PROCESS: Each case that appears before a Conduct Code Officer or Judicial Board may be appealed by the alleged violator only once. A request to appeal must be submitted in writing to the Conduct Code Officer within 24 hours of the time the (verbal or written,
whichever is first) hearing decision is given to the student. The alleged violator must state, in the request for appeal, the grounds for appeal. The only three grounds that may be pursued are: Due process not followed, new evidence available, sanction believed too severe. When followed, new evidence available, sanction believed too severe. When the appeal is made based on the severity of the sanctions, it is understood that the Hearing Officer can reduce, uphold or increase the original sanction.

When the initial hearing is conducted with the RHD or the Associate/Assistant Director of Residential Life, serving as the Conduct Code Officer, the appeal hearing will be conducted with the Director of Residential Life and Housing Services. When the initial hearing is conducted with the Director of Residential Life and Housing Services or the Assistant Dean of Students serving as the Conduct Code Officer, the appeal hearing will be conducted with the Dean of Students. When the initial hearing is conducted with the Dean of Students, the appeal hearing will be conducted with the Vice President for Enrollment Planning and Student Affairs. The Vice President may opt to refer an appeal hearing to the Judicial Board if, in his/her belief, such a situation would provide optimum fairness. When the initial hearing is with the Judicial Board, the appeal hearing would be with the Dean of Students. A decision made by the authority which hears the appeal is final.

SHU has formed policies/systems in accord with SHU’s Catholic tradition. 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 policies/procedures are subject to change at the discretion of the Dean of Students.
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 service. 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 (371-7913) or the Campus Ministry Office (371-7840). Residential students should immediately notify their Resident 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.

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 judgement of the Dean of Students, Assistant Dean of Students or Director of Residential Life and Housing Services (in consultation with the Counseling Services staff), remaining as 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, Assistant Dean of Students or Director of Residential Life and Housing Services may also require the student to undergo a professional psychological and/or medical evaluation to determine the condition and plan of treatment prior to making a decision about the status of the student or as a condition of reinstatement. In either instance, the student’s continuation at the University is contingent upon the release of all psychological and/or
medical information to the Dean of Students, who will, in consultation with the Counseling Services staff, determine the appropriateness and conditions of the student's return. In such cases, the student is financially responsible for all costs associated with such evaluation(s) 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.

**ALCOHOLIC BEVERAGES:** SHU accepts the fact that alcohol is a part of society; therefore, we strive to educate students about alcohol effects and the prevention of alcohol abuse. SHU enforces Connecticut alcohol laws regarding legal age and open container. This handbook section defines terms and identifies alcohol guidelines related to students:

**LEGAL AGE:** Connecticut state law states that only individuals who are 21 years of age or older may purchase, possess and consume alcohol.

**UNDERAGE:** Individuals under 21 years of age may neither possess, consume or purchase alcohol.

**INTOXICATION:** No student may be intoxicated while on-campus.

**SUPPLYING:** No one may purchase or provide alcohol for anyone underage.

**OPEN CONTAINER:** Any alcoholic beverage out of the original container or having a broken seal in the original container is considered an open container, which may not be carried or consumed on SHU grounds (except in The Outpost Pub area) without authorization through the approved alcohol registration form.

**KEGS/BEER BALLS:** Kegs and beer balls are not permitted on campus (except in The Outpost Pub) without an approved alcohol registration form. Also, alcohol "punches" using wine or hard liquor are not permitted on campus.

**SALE OF ALCOHOL:** Beer/wine is sold only in The Outpost Pub area during designated hours. Any other sale of alcohol on campus must have prior approval through an alcohol registration form and State resources. Employees of The Outpost Pub have the right and responsibility to deny the sale of beer to anyone under 21, anyone carrying a false ID, anyone intoxicated and for any other reason they deem.
For alcohol guidelines particular to the residence halls, see Residential Guidelines. Students who wish to hold an event with alcoholic beverages must contact the Director of the Student Union in the Student Union Office for event registration, guidelines, authorization and ordering. Any event not properly registered through the Student Affairs Office and/or State of Connecticut, will be canceled. Any function which provides an alcoholic beverage must also provide a 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.

ASSAULT: Physical assault by any member of SHU community is considered a serious offense and will be subject to disciplinary action (including suspension/dismissal). Assaulting a SHU employee will result in immediate disciplinary action.

ASSEMBLY: All members of the community have the right to peacefully assemble, providing the assembly does not interfere with classroom, educational or SHU activities.

BEHAVIOR: Students are expected to conduct themselves responsibly at all times, respecting the rights of others. Any behaviors that show disregard or disrespect for the personal/property rights of others or of SHU are unacceptable and considered inappropriate (see judicial system violations). 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.

DAMAGE: Students who willfully/maliciously damage property are required to pay for damages and are subject to disciplinary action.

DISCRIMINATION: SHU does not discriminate on the basis of sex, race, color, religion, national/ethnic origin, or physical challenge 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.

DISRUPTIVE BEHAVIOR: Disruptive behavior, that which interferes with the educational process or which prevents reasonable free access to SHU property and activities, is not permitted. Offenders will be subject to disciplinary action.

DRUGS: The use, possession, distribution or sale of illegal/unauthorized drugs, drug paraphernalia, or misuse of any product to act as a drug is a violation of state and federal laws, and is contrary to SHU Policy.
Students violating this policy are subject to disciplinary action and the local legal system. For students with drug addictions, the Counseling & Health Service Offices serve as a resource to assist the student in receiving the appropriate assistance for recovery.

**EMERGENCIES:** For any emergency situation on campus, Public Safety must be contacted (ext. 7995). In the residence halls, the RA 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 Life.

**EVENTS WITH ALCOHOL** (for student groups and organizations): Every event with alcohol at Sacred Heart University must be registered and authorized through the Student Union Office by the Director of the Student Union. This is required 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 and possible sanctions.

All applicants must make an appointment with the Director of the Student Union no later than 2 weeks before the event date (if a Connecticut state-issued temporary permit is needed, applicants will need to make an appointment no later than six weeks prior to the event date). Failure to do so will result in the cancellation of the event.

The purchase of alcohol for an event cannot be made using money allocated by Student Government. All alcohol must be ordered by the Director of the Student Union. An event representative must be present to accept delivery and transfer alcohol to event location. All events with alcohol REQUIRE THE ATTENDANCE of the CLUB/ORGANIZATION ADVISOR throughout the entire event. State law and SHU policy mandate that no person under the age of 21 years can purchase, obtain/possess or consume alcoholic beverages. All events at which alcohol beverages are being sold (either through an entrance fee or per drink charge) require a permit from the Department of Liquor Control. Information on obtaining temporary permits can be found in the Student Union office.

**FAILURE TO COMPLY:** Students must comply with reasonable requests/orders by SHU Personnel who are acting in their official capacity or the student(s) will face disciplinary action. Students are asked to work with SHU Officials for the benefit of the campus.

**FALSIFICATION OF RECORDS:** Falsifying records and/or withholding relevant information from SHU is subject to disciplinary action.

**HARASSMENT/INTIMIDATION/THREAT:** SHU promotes an
environment open to an exchange of ideas and free from fear/threat. Anyone attempting by word/action to harass, threaten or intimidate a member of the SHU family is subject to disciplinary action, including suspension/dismissal.

HAZING: 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. 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 membership in a student organization."

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.

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 INTOLEANCE: Sacred Heart University encourages and supports those in the SHU community who advocate and believe 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.

SEXUAL ASSAULT AND SEXUAL ACTIVITY
Sexual activity between unmarried persons is considered unacceptable on the SHU campus (see "behavior"). Moreover, all forms of unwanted sexual actions will be considered sexual assault and dealt with through the Student Conduct Code & Judicial System.
SEXUAL EDUCATION STATEMENT

One aspect of Scared 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 readily 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.

SEXUAL HARASSMENT

It is the policy of Sacred Heart University that all employees and members of the academic community, including students, are responsible for assuring that the institution be free of sexual harassment. Because of the University’s condemnation of offensive or inappropriate sexual behavior at work and within the academic community of the institution, all employees and members of the academic community must avoid any action or conduct which could be viewed as sexual harassment; such conduct includes the following: a) unwelcome sexual advances; b) requests for sexual favors; c) other verbal or physical conduct of a harassing nature. Any employee or member of the academic community, including a student, who wishes to complain of sexual harassment by anyone, including supervisors, co-workers, students or visitors, must bring the problem to the attention of the Title VII Coordinator, Director of Human Resources. If there is not immediate response then complainant should notify a higher authority up to and including the President of the University. A complete policy statement, including a definition of what constitutes sexual harassment, the grievance procedure and hearing procedure can be requested through the Title VII Coordinator, Director of Human Resources.

SMOKING: In compliance with Connecticut law, all areas are designated as non-smoking areas with the exception of residence hall student rooms.
**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.

**THEFT:** Theft of money or property from SHU, from any member of the Community, or on SHU premises as well as the misappropriation or unauthorized use of any SHU facility is not permitted. Those violating this rule will be subject to disciplinary action.

**WEAPONS:** Weapons, including, but not limited to, firearms, explosives and knives are not permitted on any property owned or leased by SHU. Violators are subject to disciplinary action.
The Department of Student Life is located in the Hawley Lounge and is comprised of 6 areas: Student Activities, Commuter Life, Marching Band, International Programs, Orientation and Student Union. The office is open M-F from 10am-8pm.

The Student Life Office seeks to enhance the college experience outside of the classroom by offering both co-curricular and extracurricular 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. SHU is proud of our students and alumni, individual and collective efforts to be active citizens.

**STUDENT ACTIVITIES OFFICE (SAO):** Located in the Hawley Lounge, the SAO is open Monday-Friday from 10am-8pm and is responsible for scheduling, planning and overseeing most of the student events on campus. The SAO is a center for information on events, student groups, Student Government and student leadership. Students wanting to join a club or start a new group should visit this office. The SAO wants all students to become "pioneers" and stop by the office to start their SHU exploration!

**THEME WEEKS/WEEKENDS:** A major emphasis of the SAO is to aid in the sponsoring of theme weeks and weekends by tying together events around a common topic. Plus, special month-long events are coordinated to celebrate both Black History Month in February and Women's History Month in March. Some of the SHU traditional themes are: Pioneer Weekend, Parents Weekend, Siblings Weekend, Winter Weekend, Alcohol Awareness Week, Wellness Week, Greek Weekend, Spring Week, Christmas Week, Hispanic Week, AIDS Awareness Day, and Harvest Weekend.
The "Heartbeat" & Monthly Calendars: One of the services provided by the SAO is the publication of a monthly events newsletter, known as the "Heartbeat". This information sheet, distributed around campus each Monday, highlights student related events and a monthly calendar.

S.T.A.R. Leadership Certification: Each Spring, the SAO sponsors a leadership certification program for students who want to gain valuable life skills. The S.T.A.R. (Students Taking an Active Role) program is open to all students and consists of weekly, topical sessions to develop leadership. Sign up information is posted at the beginning of the Spring semester.

S.T.A.R. II: Leadership by Seuss: An 8 week leadership development course that delves into the reading of Dr. Seuss and The 7 Habits of Highly Effective People by Dr. Stephen Covey.

Campus Life Leadership Awards: During Spring Week, the SAO honors student leaders at the Leadership Awards Presentation. Past recipients of the awards are (first 4 awards are for Outstanding Involvement by a...)

First Year Student 1999
Sophomore Victor Potemski 1998
Junior Gabe Goodine Caitlin Hurley
Senior Gia-Marie Vacca Ted Miller
Doug Bohn Unsung Hero Mike Dutton Tom McCabe
John Croffy Outstanding Leader Michelle Friedrich Eric Wood
Michelle Day Patrick Callahan
Matt Fortney

Student Activities Odds and Ends: To inform students of some of the particular systems used within the SAO, the following is provided: -Sponsoring an Event: All student groups must come to the SLO to gain authorization to schedule events (at least 2 weeks prior notice is needed), including fund raisers. The SAO assists groups in the reservation of space on campus, as well as other support services.

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

-Posting Notices and Flyers: All notices to be posted on campus must be approved by the SAO. Notices must be dated and must be removed by the expiration date. Select bulletin boards throughout campus may be used for general 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, Program Board, Council of Clubs and Organizations (CCO), Finance Board, Greek Council 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 the Hawley Lounge.

EXECUTIVE BOARD: This steering body of SG consists of 11 students, each holding one of the following positions:

- SG President
- Executive Vice President Senate
- SG Vice President for Finance Board
- SG Vice President for CCO
- SG Vice President for SET
- SG Vice President for Greek Life
- Class '2000 President
- Class '2001 President
- Class 2002 President
- Class 2003 President
- 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 six representatives from each class. The Senate's purpose is to address student issues and represent their class to the administration. The Senate meets on a bi-weekly basis that is established in the beginning of the year. All students are welcome to attend and share their views.

STUDENT EVENTS TEAM: The main purpose of the Program Board is to provide activities on Campus within a wellness (holistic) approach. Categories within which events are provided include the 6 wellness dimensions: Spiritual, Physical, Intellectual, Career, Emotional & Social (SPICES). All students are encouraged to join a committee of the SET! SET is chaired by a VP and consists of 6 standing committees:
- Theme Weeks
- Outpost Pub Events
- Film/movie
- Social
- Lectures
- Major Concerts

GREEK LIFE: Greek Life consists of 9 active organizations (4 fraternities and 5 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 one elected member from each club or organization, acting as a
representative. The CCO conducts bi-weekly meeting to plan organizational activities and community service projects, vote on club/organization related issues, hold roundtable discussions 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, Flea Markets, Semi-Formal dances and Parents' Weekend. All students are encouraged to contact their respective class officers with any ideas or suggestions they might have.

CLUBS & ORGANIZATIONS

<table>
<thead>
<tr>
<th>ACADEMIC GROUPS</th>
<th>ADVISOR</th>
<th>PHONE</th>
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<tbody>
<tr>
<td>Accounting Club</td>
<td>Danny Pannesse</td>
<td>396-6507</td>
</tr>
<tr>
<td>American Chemical Society</td>
<td>Linda Farber</td>
<td>365-7596</td>
</tr>
<tr>
<td>Art Club</td>
<td>Jack deGraffenried</td>
<td>371-7739</td>
</tr>
<tr>
<td>Athletic Training Club</td>
<td>Brian Lorber</td>
<td>396-8109</td>
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<tr>
<td>Biology Club</td>
<td>Christ Verses</td>
<td>371-7782</td>
</tr>
<tr>
<td>Computer Science Club</td>
<td>Sandra Honda</td>
<td>371-7791</td>
</tr>
<tr>
<td>Criminal Justice Club</td>
<td>Claudia Henderson</td>
<td>365-7507</td>
</tr>
<tr>
<td>Debate Society</td>
<td>Matt Reale</td>
<td>924-4300</td>
</tr>
<tr>
<td>Economics &amp; Finance Club</td>
<td>Bridget Lyons</td>
<td>365-7673</td>
</tr>
<tr>
<td>Education Club</td>
<td>Terry Neu</td>
<td>371-7800</td>
</tr>
<tr>
<td>English Club</td>
<td>Roberta Staples</td>
<td>371-7180</td>
</tr>
<tr>
<td>Paralegal Club (Lambda Alpha Phi)</td>
<td>Lisa Bartone</td>
<td>371-7960</td>
</tr>
<tr>
<td>Pre-Occupational Therapy Club</td>
<td>Beverlea Tallant</td>
<td>365-4771</td>
</tr>
<tr>
<td>Pre-Physical Therapy Club</td>
<td>Mike Emery</td>
<td>365-7578</td>
</tr>
<tr>
<td>Psychology Club</td>
<td>Amy Van Buren</td>
<td>371-7721</td>
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<tr>
<td>Student Nurses Association</td>
<td>Linda Strong</td>
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<th>HONOR SOCIETIES</th>
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<tr>
<td>Alpha Sigma Lambda</td>
<td>Edward Donato</td>
<td>371-7836</td>
</tr>
<tr>
<td>Delta Epsilon Sigma</td>
<td>Donald Brodeur</td>
<td>371-7915</td>
</tr>
<tr>
<td>Delta Mu Delta</td>
<td>Sue Kanuch</td>
<td>371-7875</td>
</tr>
<tr>
<td>Lambda Epsilon Chi</td>
<td>Lisa Bartone</td>
<td>371-7960</td>
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<tr>
<td>Phi Alpha Theta</td>
<td>Paul Siff</td>
<td>371-7743</td>
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<tr>
<td>Phi Sigma Iota</td>
<td>Claire Marrone</td>
<td>365-7821</td>
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<tr>
<td>Psi Chi</td>
<td>Christina Taylor</td>
<td>371-7723</td>
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<tr>
<td>Sigma Theta Tau</td>
<td>Connie Young</td>
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<th>PERFORMING ARTS</th>
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<tr>
<td>Dance Team</td>
<td>Karen Guastelle</td>
<td>365-7602</td>
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<tr>
<td>Pioneer Band Council</td>
<td>Marvin McNeill</td>
<td>365-7664</td>
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<tr>
<td>SHU Players</td>
<td>Rick McKinnon</td>
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<th>RECREATIONAL GROUPS</th>
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<tr>
<td>Ballroom Dance Club</td>
<td>Frances Collazo</td>
<td>365-7524</td>
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<td>Billiard's Club</td>
<td>Student Activities</td>
<td>365-7675</td>
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<tr>
<td>Environmental Club</td>
<td>Student Activities</td>
<td>365-7675</td>
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<tr>
<td>Men's Rugby</td>
<td>Denise Sutphin</td>
<td>371-7736</td>
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<tr>
<td>Outing Club</td>
<td>Wendy Gentile</td>
<td>365-7511</td>
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<tr>
<td>SHU Martial Arts</td>
<td>Robert Novotny</td>
<td>371-7820</td>
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<tr>
<td>Ski &amp; Snowboarding Club</td>
<td>Student Activities</td>
<td>365-7675</td>
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<tr>
<td>Women's Rugby</td>
<td>Al Precourt</td>
<td>371-7969</td>
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The Student Union Office, located upstairs in the Hawley Lounge, provides services and programs for students, faculty and staff to assist and complement the academic and campus life components of Sacred Heart. In addition, this office provides a variety of work study opportunities that allow students both leadership and management opportunities. The Student Union is staffed by the Director of the Student Union, 2 Operations Assistants, an Administrative Assistant and over 50 student staff. Call 371-7913 for more information. The Student Union manages the following operations:

- The Outpost Pub
- The Hawley Gameroom
- SHU Shuttle Service
- University ID Program
- Student Handbook
- Technical Services
- Campus Reservations & Meetings
- Channel 6
Hawley Lounge: The Hawley Lounge services as a recreational and relaxation space for students. As the home for the offices of the Dean and Assistant Dean of Students, Student Life, Student Union and Student Government, and the Hawley Game Room. The Hawley Lounge is a great place to meet friends and get involved.

The Outpost Pub: Managed by the Student Union Office, the Outpost Pub is open to students of all ages as a place to socialize and enjoy student events. In addition, beer and wine coolers are sold on designated evenings to those students age 21 and older. 2 forms of proper ID are required to purchase and consume alcohol. Non-alcoholic beverages and snacks are available for everyone.

Hawley Game Room: Located in the Hawley Lounge, HGR is open to all students. Billiards, table tennis, video games, TV, piano, magazines and more are all available by presenting a valid SHU ID card. Hours are M-F, 10-10, S-S, 12-10. Call the Student Union Office for information on tournaments at 396-8027.

Who's Who Among American Colleges and Universities: Any student in the classes of '00 and '01 may eligible for inclusion in Who's Who... if he/she meets the qualifications: 2.75 cum GPA; significant service; participation in activities; related community service. Any student wanting to be considered must submit a resume, complete an application, and submit a letter of support from 1 SHU faculty/staff member to the Dean of Students by the posted date.

Yearbook: All 1999-2000 full-time undergraduates paying a student activity fee both semesters may receive a free yearbook, providing they return to campus the following Fall term (Class of '00 books will be mailed to their home in mid-October). Senior Portraits: Any student planning to graduate in December, May, or August may have his or her picture in The Prologue. Watch for dates when the photographer will be on campus. Anyone not paying the activity fee can purchase a Prologue. Call the office at 371-7962 for information.

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.

Along with the number of student clubs and organizations available for a commuter student to join, there are specialized groups just for commuters, as well as services and programs. Information about activities and programs can be found in the publication of SHU Commuter News, which can be picked up in the Commuter Life Office, located upstairs in the Hawley Lounge. If you have any questions or would like to get involved, please stop by or call the office at 371-7969.

**COMMUTER COUNCIL:** All commuters are invited to join the Commuter Council, a voice for all commuter students. For the latest information concerning meetings and events, see the Commuter Council bulletin board outside the Student Life Office. Kristina Ricco is the President of the Commuter Council for the 1999-2000 academic year.

**COMMUTER ASSISTANTS:** For our first year commuters, the Commuter Assistant program provides a peer mentor match with upper-class commuter students. This year, the Commuter Assistants are Chantel Lewis and Jen Rodi. If you are interested in becoming a Commuter Assistant next year, be sure to inquire within the Student Life Office.

**INTERNATIONAL STUDENT SERVICES:** The United States is known throughout the world for its excellent system of higher education. SHU has attracted many international students from over 65 countries and has several sister schools in both Japan and Korea and a campus in Luxembourg. The International Center serves international students, American students, and the greater SHU community. Recognizing that it is difficult to adjust to life in a different country, the center provides a 3-day orientation for new international students at the beginning of the semester, information sessions, and provides the opportunity for students to address personal needs. For SHU and the community, the center provides a full slate of programs throughout the year including the International Coffeehouse Series. Other campus-wide programs like the annual International Festival, Fashion Show, and various trips off campus are organized by the International Club.

Our International Orientation leaders/student advisors for 1999-2000

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62

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are:

Grace Mukupa
Alex Quijano
Farheen Shah
Ali Silverio

We encourage all students to stop by the International Center to learn more about international students and our programs. We are located in Hawley Lounge, downstairs, immediately to the left.
# Campus Phone Directory

## Academic Affairs
- **Provost**: 371-7910, Jandrisevits Learning Center 371-7820
- **Dean of Freshman**: 365-7648, Registrar 371-7980
- **Academic Support**: 365-7585, Ryan-Matura Library 371-7700
- **Service Learning**: 365-7622, College of Arts & Sciences 396-8020
- **College of Business**: 396-8084, University College 371-7832
- **College of Education & Health Professions**: 396-8024

## Administrative Offices
- **Admissions**: 371-7880, SHU Bookstore 365-4768
- **Computer Center**: 365-5500, SHU Theatre 371-7908
- **Emergencies**: 371-7995, Student Accounts 371-7925
- **Financial Assistance**: 371-7981, Weather Hotline 365-7669
- **Information**: 371-7999
- **Mail Center**: 371-7952

## Campus Life
- **Athletics**: 371-7917, Dining Services/FLIK 365-7624
- **Campus Ministry**: 371-7840, Health Services 371-7838
- **Career Development**: 371-7975, International Center 365-7614
- **Commuter Life**: 371-7969, Student Activities 371-7675
- **Counseling Center**: 371-7955, Student Life 371-7846
- **Dean of Students**: 371-7913, Student Union 365-7663
- **Asst. Dean of Students**: 371-7736

## Student Offices
- **Prologue**: 371-7962
- **Spectrum**: 371-7963
- **Student Government**: 371-7954
- **WHRT**: 365-4747

## Community Resources
### Alcohol/Drug Abuse
- **Alcoholics Anonymous**: 333-5804
- **Al-Anon Family Info**: 336-3602
- **Cocaine Anonymous**: 358-8833
- **Narcotics Anonymous**: 1-800-627-3543

### Health Information
- **AIDS National Hotline**: 1-800-342-2437
- **STD Hotline**: 1-800-227-8922
- **Suicide Hotline**: 333-7555
- **Mobile Crisis Unit**: 579-6651

### Victim Support
- **Rape Crisis Hotline**: 333-2233
- **Victim Advocacy**: 579-6061

### Transportation
- **Greyhound Bus**: 772-2170
- **METRO Train Service**: 773-0869
- **AMTRAK**: 1-800-872-7245
- **Greater Bpt. Transit**: 330-0668
- **Action Cab**: 579-4444
- **Fairfield Cab**: 255-5797

## Pizza Delivery
- **Domino’s Pizza**: 334-3030
- **Sergio’s Pizza**: 368-2292
- **Hot & Speedy Pizza**: 368-0200

## Movie Theaters
- **Crown Marquis**: 365-6500
- **Showcase Cinema**: 339-7171
- **Fairfield Cinema**: 339-7151

## Banks
- **First Union**: 372-2856
- **Fleet Bank**: 382-5841
- **Lafayette American**: 365-6371
- **Peoples Bank**: 338-7029
- **Webster**: 255-0478

## Pharmacies
- **Brooks Pharmacy**: 259-8341
- **CVS**: 255-4402

## Community Places of Worship
For a listing of local places of worship, contact Campus Ministry at 371-7840.