2018

Student Handbook 2018-2019

Sacred Heart University

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Statement of University Policies

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

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

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

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

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

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

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

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

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

Dear Student,

Here at Sacred Heart University, we have much to celebrate and a great deal for which to be thankful. We are continuing to grow and expand—both academically with the addition of new programs and courses and physically as we construct new classrooms and learning spaces at West Campus, build new residence halls on the upper quad and complete the new Bobby Valentine Athletic Center.

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

This handbook will serve as a guide as you explore the many opportunities and experiences that Sacred Heart has to offer. Our Catholic identity informs our spirit of inclusion, creativity and care. You will also find that our faculty, staff and upperclassmen will be ready and willing to help you along the way. When you come to Sacred Heart, you join a special community that inspires life-changing growth and provides a sense of belonging and a place to call home.

I welcome you to Sacred Heart and look forward to meeting you. Together, we share confidence in and excitement for what the future holds. I urge you to ask questions, get involved in activities and take full advantage of all the opportunities that come with a Sacred Heart education.

Sincerely,

John J. Petillo, Ph.D.
President
Vice President’s Welcome

Dear Student,

It is with great enthusiasm that I welcome you to another exciting academic year at Sacred Heart University.

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

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

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

Sincerely,

James M. Barquinero
Senior Vice President
Student Affairs & Athletics
University Mission
Sacred Heart University, rooted in the Catholic intellectual tradition and the liberal arts, embraces a vision for social justice and educates students in mind, body and spirit to prepare them personally and professionally to make a difference in the global community.

University History
Sacred Heart University was founded in 1963 by the Most Reverend Walter W. Curtis, second bishop of the Diocese of Bridgeport, to provide an institution of higher education that would serve the people of the diocese and region, regardless of sex, race, creed or religion. In October 1962, Bishop Curtis announced both the plan to open a college the following September, and its name, “Sacred Heart.” The choice of the name had a dual origin: it was the name of the bishop’s first pastorate in Bloomfield, N.J., and was a pledge from the bishop attesting to the value of such an institution.

Signs of the University’s growth and vibrancy are evident. Enrollment has risen from the original class of fewer than 200 undergraduate students to approximately 8,500 full-time and part-time undergraduate and graduate students. Over the years, Sacred Heart has grown to become the second-largest Catholic university in New England and, according to the Chronicle of Higher Education, one of the fastest-growing Catholic Universities in the country.

The University has enhanced the undergraduate student experience in many notable ways. In 1990, it accepted, for the first time, students who wanted the residential experience. It now has 11 residential areas, with approximately 92 percent of first-year students and 57 percent of all undergraduates residing in University housing.

New degree programs and majors in relevant disciplines are regularly added to our curriculum, and the University now offers more than 70 undergraduate, graduate, doctoral and certificate programs on its main campus in Fairfield, Conn., and satellites in Luxembourg and Ireland. The University consists of five colleges and two schools: College of Arts & Sciences, School of Communication & Media Arts; School of Computing, the AACSB-accredited Jack Welch College of Business, College of Health Professions, College of Nursing, and Isabelle Farrington School of Education. Sacred Heart was recently ranked Top Four most innovative university as well as one of the best universities in the North, according to U.S. News & World Report’s guidebook, Best Colleges 2018. This is partly due to the University's remarkable expansion, innovation and growth over the last decade.

The University offers Division I athletics with 32 varsity teams. The William H. Pitt Health and Recreation Center is currently available to all students, but will become the exclusive domain of the D-1 athletes when the University completes construction on the Bobby Valentine Athletic Center in fall 2019. This state-of-the-art recreation center will be open to all students and will include a suspended track, bowling lanes and a climbing wall.

The campus currently comprises more than 300 acres of land, including The Great River 18-Hole Golf Course and the former global headquarters of General Electric, which is now SHU’s West Campus. West Campus currently houses the College of Education, with plans for the College of Business, including the
School of Computing and the new hospitality, resort and tourism program, to move to that site. West Campus will be an innovative campus with a maker space for engineering students and incubator space where business students can work with local business people on projects.

The Frank and Marisa Martire Business & Communications Center is the current home of the Jack Welch College of Business and School of Communication & Media Arts. Our newest academic building, The Center for Healthcare Education, opened in the fall of 2017 with 117,000 square feet of exceptional laboratory and learning facilities. In addition, the campus boasts two new residence halls. Located in the heart of campus, Jorge Bergoglio Hall houses over 200 students in two-bedroom pods with a shared bathroom. And located in our newly constructed Upper Quad, Pierre Toussaint Hall, formerly known as the Jewish Home property, is the beginning of a new residential village that will include student housing, an old fashioned-themed dining hall, JP’s Diner, and other dining options.

An ever-widening outreach to the community balances the University’s commitment to academic excellence. More than 1,500 students, faculty and staff members volunteer in excess of 100,000 hours to community service each year.

**University Colors:** Red and Grey

**Nickname:** Pioneers

**Alma Mater**

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

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

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

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

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

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

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

**Registration**
Registration information and forms are available from the Office of the Registrar from Monday-Thursday (8:30a.m.-6:00 p.m.) and on Fridays (8:30 a.m.-4:00 p.m.). This information is also available along with registration procedures and instructions on the registrar's website. New students interested in full-time study must apply to the Office of Admissions for matriculation prior to registration. Academic Advising is available to assist students in the selection of courses; however, each student is fully responsible for the courses selected. The normal course load for full-time students is 12-18 credits per term. Students wishing to take more than 18 credits must request permission of the Registrar and will be assessed additional tuition for overload credits starting with the 19th credit. All tuition and fees must be paid according to payment schedules established by the Office of Student Accounts.
Add/Drop
A student may change his or her course selection only within the first week of the semester (or the equivalent for accelerated/intensive courses). The procedure for schedule changes is available on the Registrar’s website. This process must be followed in order to ensure course registration and the proper calculation of tuition and issuance of refunds as listed in the Expenses and Student Financial Assistance chapters of this catalog. Students may not add a course after the add/drop period without written permission of the course instructor and the department chair. See Academic Calendars for add/drop deadlines.

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

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

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

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

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

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

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

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

Mutual Responsibilities of Faculty and Students
Sacred Heart University faculty have an ethical and professional obligation to take the following steps to promote academic integrity among students:

- Refer in course syllabi to the University’s policy on academic integrity.
- Clearly explicate in course syllabi behaviors and actions that constitute academic dishonesty, especially those that may be specific to the assignments of the course.
- Clearly explicate in course syllabi consequences for violations of academic integrity.
- Reinforce these expectations and consequences periodically during the semester, such as when giving information for assignments.
- Model and, where appropriate, teach students those scholarly practices that embody academic integrity.
- Abide by this policy on academic integrity, including its reporting requirements.

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

- Act with integrity in all their coursework.
• Abide by this policy on academic integrity and any policies established by their professors and the department in which they are majoring.
• Refuse to share materials with peers for the purpose of cheating, or that they believe will be used for cheating.
• Take care with their own papers, tests, computer files, etc., lest these be stolen or appropriated by others.
• Notify the professor of a course if they become aware that any form of cheating or plagiarism has occurred.

Such notification is not dishonorable but maintains an academic environment in which all students are evaluated fairly for their work; it may also protect a student from a charge of dishonesty (if, for instance, the student’s work was appropriated by another).

Violations of Academic Integrity

Academic integrity can flourish only when members of the University voluntarily govern their personal behavior by high ethical standards. However, it is also crucial for the University to define the boundaries of ethical behavior and to prohibit attacks on the principles of academic integrity. Policies that govern faculty members’ ethical responsibilities are treated in the Faculty Handbook. Students’ ethical responsibilities are governed by the policy stated here. Departments and programs at the University may supplement this policy with additional guidelines and faculty members may specify additional guidelines in the syllabi for their classes. Students must adhere to such guidelines as well as to University-wide policy.

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

Cheating

Forms of cheating include but are not limited to:

• Having unpermitted notes during any exam or quiz. Only materials that a professor explicitly instructs students that they may use during an examination are permitted.
• Copying from other students during any exam or quiz.
• Having unpermitted prior knowledge of any exam or quiz.
• Copying or rewriting any homework or lab assignment from another student, or borrowing information for such assignments with the intention of presenting that work as one’s own.
• Using unpermitted materials or taking information from other students for a take-home exam. A take-home exam is an exam; therefore, it requires independent work. Students should follow the procedures given by the professor.

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

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

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

Forms of plagiarism therefore include but are not limited to:

- Copying whole papers or passages from another student or from any source.
- Allowing another student to copy or submit one’s work.
- Buying or obtaining a paper from any source, including term-paper sellers and Internet sources, and submitting that paper or passages of it as one’s own work.
- Pasting a passage from the Internet or any computer source into one’s paper without quoting and attributing the passage.
- Fabricating or falsifying a bibliography.
- Falsifying one’s results in scientific experiments, whether through fabrication or copying them from another source.
- Appropriating another person’s computer programming work for submission as an assignment.
- When creating a webpage, film, or musical composition as a course assignment, failing to attribute material that comes from other media or failing to obtain proper permission for the use of such material.
- Any other appropriation of another’s intellectual property without proper attribution.
- Submitting an assignment that one wrote during a previous semester or submitting the same assignment for more than one class simultaneously. This action includes reusing substantial portions of previously written work for a current assignment. (Students who are unsure of what work of their own they may use in preparing an assignment should consult their professors.) Assignments must be written the semester in which they are assigned unless a professor approves of the use of previously written material with specific guidelines. Assignments may only be submitted for credit in a single course unless professors in multiple courses are informed of and approve of the multiple submissions.
Note: Improper citation of sources occurs when a student presents all the sources he or she used in preparing a paper but fails to attribute quotations and information from those sources in the body of the paper. Specific examples include:

- Failure to use quotation marks for direct quotes or for an author’s distinctive phrases. (A rule of thumb to follow is that five or more words in succession from a source must be enclosed in quotation marks.)
- Following an author’s structure of writing and ideas, but rephrasing the sentences partially to give the impression that the whole passage reflects the student’s structure and ideas.
- Failure to give page numbers for quotations or for other information that did not originate with the student.

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

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

- Providing to other students exams or papers of one’s own or from any source with the reasonable expectation that these will be used for the purpose of cheating or plagiarism.
- Maintaining a file of exams or papers with the reasonable expectation that these will be used for the purpose of cheating or plagiarism.
- Theft and defacement of library materials.
- Theft of other students’ notes, papers, homework, and textbooks.
- Posting another person’s work on the Internet without that person’s permission.

Sanctions for Violations of Academic Integrity
When a faculty member encounters a possible violation of academic integrity, he or she should address the matter with the student within ten working days, after collecting whatever evidence may be available. The faculty member has the right to ask the student to provide evidence about sources or make other reasonable requests related to the work.

Cases of improper citation are a matter of faculty discretion. If the faculty member concludes that a student has violated the academic integrity policy, he or she may immediately assign a sanction of a failing grade for the assignment. He or she may also assign the student a grade of F for the course, which may not be forgiven. This determination must be sent in writing by the faculty member to the student within ten working days after initially addressing the matter with the student.

The faculty member will report the incident and the sanction imposed to his or her chair or program director, the dean of the college in which the course was taken, and the dean of the student’s college (if different) within ten working days. This written account will include a complete documentation of the violation to all relevant parties.
The dean of the student’s college will inform the student and his or her academic advisor in writing of the infraction, the sanction, and the appeals process available to him or her within ten working days of receiving notification from the faculty member.

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

In the instance of a second confirmed violation, the letter from the dean to the student should also inform the student that a letter will be forthcoming from the Office of the Provost, detailing the process in which any additional sanctions might be imposed. This letter will be mailed from the provost within ten working days of him or her being notified by the dean of the student’s college.

The timeline outlined herein applies under normal circumstances and barring institutional exigencies.

**Student Appeals Process**

The student who maintains that he or she did not violate the policy should first attempt a resolution with the faculty member. If the faculty member does indeed impose a sanction, the student may next present his or her case in writing with supporting evidence to the department chair or program director of the faculty member involved. The chair or program director will consult with the faculty member in an attempt to resolve the matter. The outcome will be sent in writing from the chair to the student within ten working days after the discussion.

If the resolution is not satisfactory to the student, he or she may submit a written appeal to the dean of the college in which the course was taken, explaining how the work in question is in compliance with the policy and providing relevant supporting documentation. The appeal must be presented to the dean of the college within thirty working days of the notification being sent to the student from the chair or program director.

If the dean (or the dean’s designee) finds that the appeal has merit, he or she has thirty working days to convene an appeal committee. This committee will consist of three faculty members: one selected by the student, one selected by the faculty member who taught the course, and one selected by the dean. After reviewing all documented evidence, this committee will decide whether the grade should stand or be reviewed by the faculty member. A letter explaining the committee’s decision will be sent to the dean within ten working days after it meets. The dean will then have 10 working days to inform the student of the findings. This concludes the process.

**Second and Subsequent Violations**

When the dean of a college receives confirmation of a second violation, he or she will notify the provost of the University, who will refer the matter to the Standing Committee on Academic Integrity. The purpose of this committee is not to reconsider the student’s guilt or innocence, but to recommend any additional sanctions after the appeals process has completed. This might include exclusion from the University for one or two semesters or a complete dismissal from the University. The committee will have available to it the full documentation of the student’s previous violation of academic integrity and the authority to request additional information and documentation as warranted.
Faculty members of this committee will be elected from each College at the University for two-year terms in elections that it holds. The committee will also include the Dean of Students as a non-voting member.

The student will have an opportunity to address the committee if he or she wishes. The student may be accompanied by an advocate who is a current employee of the University who may not act as the student’s legal counsel. The committee might also wish to hear from the student’s academic advisor and the chair or program director of the student’s major department(s).

The committee will make a recommendation of sanction to the dean of the student’s college, who will in turn make a recommendation to the provost. The decision of the provost will be final, after which point he or she will have ten working days to send final notification to the student and all appropriate parties.

**Violations Outside of a Course**

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

**Grading System**

*The grading system and quality grade points changed effective fall 2010.*

<table>
<thead>
<tr>
<th>Grade</th>
<th>Quality Grade Points</th>
<th>Grade Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>93-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>90-92</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>83-86</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>80-82</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>73-76</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>70-72</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>60-66</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>0-59</td>
</tr>
<tr>
<td>P (Pass)</td>
<td>0.00</td>
<td>For courses elected as pass/fail</td>
</tr>
<tr>
<td>NP</td>
<td>0.00</td>
<td>For courses elected as pass/fail</td>
</tr>
<tr>
<td>W (Withdrawal)</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>I (Incomplete)</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>AU (Audit)</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>NG (No Grade)</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>
‘I’ (Incomplete) grades may be changed by completing the deficient coursework no later than six weeks after the beginning of the following major semester (fall or spring.) All Incomplete grades not changed within the six-week period will convert to ‘F’s. In unusual circumstances, the six week period can be extended. An Incomplete Extension (‘IX’) grade will be in effect until the next conversion date which is six-weeks into the following major semester. After that date the Incomplete Extension grade will convert to an ‘F’. An extension for incomplete work may be given only once with the approval of the course instructor and the department chair. Incomplete grade extensions must be filed in writing with the Registrar’s office by the instructor prior to the incomplete conversion date.

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

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

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

Quality Grade points earned in a course are determined by multiplying the point value of the letter grade (see the above chart) by the number of credits of the course. A term GPA is calculated by dividing the total number of quality grade points by the total number of credits taken during the term. A cumulative GPA is calculated by dividing the total number of quality grade points by the total number of credits taken at Sacred Heart University. Courses transferred into Sacred Heart University from other institutions do not factor into the Sacred Heart University grade point average.

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

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

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

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

- Students are permitted to designate the pass/fail option for up to four courses toward the baccalaureate degree, and up to two courses toward the associate’s degree. Once the course is completed with a grade of pass (‘P’), it cannot be repeated for a letter grade.
- Courses can be taken under pass/fail only from general elective courses.
- Courses taken under the pass/fail option will not count in the student’s GPA.
The pass/fail option must be chosen during registration and cannot be changed after the end of the add/drop period for that semester.

**Enrolling in Courses at Other Institutions**

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

**Enrollment Certification**

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

**Access to Student Records**

The 1974 Family Education and Privacy Act (FERPA) define students' rights of access to records and information maintained by the University. SHU students have the right to view any records which directly involve the student except for financial records and statements given by your parents to the Financial Aid Office, medical records supplied by a physician and confidential letters or recommendations. No one else has the right of access to this material without the prior written consent of the student involved.

It is important to note that some information is designated as "Directory Information" and is available to individuals, agencies and organizations within and without the University. SHU identifies the following as "Directory Information": Name, Date and Place of birth, Home address, Dates of Attendance, Degree sought and expected date of graduation, Major/Minor field of study, Grade Level (Freshman, Sophomore, Junior or Senior) Enrollment status (e.g. undergraduate, full-time or part-time), Previous Institutions attended, Degree(s) conferred (including dates), Honors and awards, and Participation in officially recognized activities/sports.

A student, however, may refuse the release of any or all of this "Directory Information" by stating this in writing to the Registrar during the first two weeks of each semester. A student who wishes to examine his/her academic records must first see the Registrar to schedule an appointment to view his/her files. Copies are available for a nominal fee.

**Academic Standards**

**Satisfactory Progress**

Satisfactory academic progress is determined by two criteria: good academic standing and normal progress:
Good Academic Standing
A student is in Good Standing if he/she is not on University academic probation or dismissed from the University.

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

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

Table 2: Student Status Based on Number of Semesters Completed

<table>
<thead>
<tr>
<th>Number of Full-Time Semesters Student Completed</th>
<th>Student Status</th>
<th>Credits Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Freshman</td>
<td>0-23</td>
</tr>
<tr>
<td>4</td>
<td>Sophomore</td>
<td>24-48</td>
</tr>
<tr>
<td>6</td>
<td>Junior</td>
<td>49-72</td>
</tr>
<tr>
<td>8</td>
<td>Senior</td>
<td>73-96</td>
</tr>
<tr>
<td>10</td>
<td>Fifth Year</td>
<td>97-120</td>
</tr>
</tbody>
</table>

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

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

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

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

- Summa cum Laude: 3.80 or higher
• Magna cum Laude: 3.60 to 3.799
• Cum Laude: 3.5 to 3.599

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

• A student who receives the grade of ‘F’ in six or more credits in any given semester will be reviewed for Academic Probation.
• Any full-time student (enrolled for 12 or more credits) who fails to complete 12 credits in a semester will be reviewed for Academic Probation.

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

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

• A student who is on Academic probation for two consecutive semesters will be subject to dismissal.
• Any student who incurs three Academic Probations during his/her academic career will be subject to dismissal.
• Any student whose cumulative GPA falls below the following levels will be subject to dismissal:

  After one semester
  16-30 credits attempted
  1.50 31-90 credits attempted
  1.70 91+ credits attempted
  1.90

• A student who has been dismissed can appeal the dismissal to the Academic Review Board through the dean of his or her college and request reinstatement.
Note: The above standards are University standards. Some programs have additional standards regarding program probation or program dismissal.

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

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

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

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

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

Refund Policy
Please be sure to refer to the entire withdrawal and refund policy found on the Office of Student Accounts website.

Refunds are based on full tuition charges.

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

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

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

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

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

The tuition refund schedule is online.
Sacred Heart University Online Program
• 100% Before start of first week
• 80% the 1st week of Classes
• 0% after the 1st week of Classes

Fall and Spring Semesters
• 100% Before start of 1st week
• 80% Before start of 2nd week
• 60% Before start of 3rd week
• 40% Before start of 4th week
• 20% Before start of 5th week
• 0% After 5th week

Intensive terms (for all students) - including Winter, Spring & Summer
• 100% Before start of 1st week
• 0% Once class 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 semester schedule. Students must conduct an exit interview with the Director of Residential Life and Housing Services for final arrangements and refunds.

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

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

A student eligible for a degree must apply for graduation to the Office of the University Registrar according to the schedule below. An online application is available through WebAdvisor.

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

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

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

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

Transcripts
The transcript is the official academic record. The student’s authorization must be received before a transcript will be released. The student should complete an electronic Transcript Request. The link is available on the Registrar’s Office website. A fee is charged for each transcript requested. Options are available for rush processing, and overnight delivery services at an additional cost. Transcripts will be withheld if the student has a financial obligation to the University. The student should review restrictions on WebAdvisor and their account balance online to be certain a transcript will be processed in a prompt manner.

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

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

**Jandrisevits Learning Center**
The Jandrisevits Learning Center (JLC) provides academic support for all SHU students. By enhancing students’ skills and knowledge, JLC tutors support course objectives and help each student develop as a lifelong learner. Academic support can play an instrumental role in student success by building self-confidence and self-awareness. As part of the JLC’s commitment to fostering self-directed learning, JLC tutors see each student as a unique learner and strive to offer learning strategies tailored to each student’s needs. Conveniently located across Park Avenue alongside the President’s House, the JLC offers students a range of Learning Labs across a variety of subject and skill areas.

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

The JLC offers academic support services at no additional cost to all SHU students. Academic Support Services include 1-on-1 tutoring with professional and peer tutors; group study sessions for particular courses by Classroom Learning Assistants (CLAs); monthly workshops on specific academic and life skills; specialized in math, critical reading and writing, accounting, and math; and online writing support (OWL).

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

The JLC hours are Monday - Thursday (9am-9pm), Fridays (9am-3pm) and Saturday and Sunday (2pm-5pm for math only). Students can also call 203-371-7820 for appointments.

**Ryan Matura Library**
The Library provides reference service to individuals and formal bibliographic instruction to groups. A student who inquires at the reference desk will receive assistance from a Librarian. Library services include locating appropriate books, periodicals, reference materials as well as help navigating the wide range of electronic resources. Many resources are available online including the catalog, periodicals holding list, and numerous electronic research databases available through the campus network on the [library’s home page](#).
Library Cards
The SHU student ID card is used as the Library card and enables students, faculty and staff to check out materials. Students can call 203-371-7702 for further information and library hours.

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

Volunteer Program Office
The Volunteer Program Office offers a wide range of opportunities for either individuals or groups. Some of the opportunities offered include working in a soup kitchen, Habitat for Humanity, tutoring or working as a teacher’s assistant in a local school, helping in an after-school program, visiting local nursing homes or elderly day care, coaching a team at the community center, building a playground, cleaning a beach or park, mentoring an elementary or middle school child or participating in a Read Aloud program.

Find out more about volunteer opportunities and even Post-Graduate Service – and get involved today.

You'll learn why our students and faculty make the university so proud – winning a variety of awards for our innovative volunteer outreach. The Volunteer Program Office hours are Monday-Friday 8:30am-4:30pm. Students can call for an appointment at 203-365-7622.

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

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

**Campus Operations has its own website** where you can find links that will provide more information about us: our services, our management team and how to contact them, along with a description of some of the varied programs maintained by the department which impact you directly as an undergraduate student.

If you need to request the services of Campus Operations for custodial services or maintenance needs you must go to the Campus Operations website (above) and select the link: “MOP”; select the service request that best pertains to your needs and follow the prompts. When you have entered a request you will receive an email with a work order number verifying that your request has been processed. If you have a question about your requested work, you must use this confirmation code to identify the work requested and receive information on the status of your request.

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

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

A damage penalty will be assessed for any tampering that results in damage to room electronic controls affecting heating, ventilation, air-conditioning (HVAC), lighting, etc. Student residents in such a room will be fined one hundred dollars ($100) for the damage caused. Individual students who cause other vandalism damage in a residence hall will be assessed the cost of repairs as determined by Campus Operation and Residential Life.

Campus Operations is the “customer service center” for your maintenance and custodial concerns while you are a campus resident. Please communicate with us directly through our department website. We will always respond to you.

**Campus Ministry**

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

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

The Eucharist is celebrated each Sunday at 12:00 pm and 7:00 pm in the Chapel of the Holy Spirit and Monday—Thursday at 12:30 pm in the Chapel of the Nativity. Many opportunities for ministry within the liturgical context (e.g., hospitality, lectors, musicians, Eucharistic Ministers, altar servers) are open to students. Training for these ministries takes place each semester. The Campus Ministry Office, by conviction and location, is a place of hospitality for all students, staff, faculty and administration. More information about opportunities for involvement in Campus Ministry activities and student organizations is available at the Campus Ministry Office (203-371-7840) or on the Campus Ministry website.

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

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

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

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

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

Priority deadline to apply for financial assistance is:

- New full-time undergraduate students: February 15
• Returning undergraduate and graduate students: April 1

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

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

Awarding
For financial assistance awarding, note:

• You must be registered.
• You must have completed the Free Application for Federal Student Aid (FAFSA).
• You must be achieving satisfactory academic progress (minimum cumulative GPA of 2.0).
• For renewal of need-based aid, you must demonstrate continued financial need.
• For academic scholarship renewal, recipients must maintain the required cumulative GPA.

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

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

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

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

Your letter should outline the anticipated income for the year 2018. Attach documents that support your appeal, such as 2018 year-to-date pay stubs, verification of untaxed income to date, unemployment benefits to date, AFDC/TANF benefit history and projection, statement from employer in
In a case where hours are reduced or a salary changed. Please note how long the condition has existed and why.

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

Refund Allocation Policy for Federal Financial Aid Funds

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

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

Returning Aid

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

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

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

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

If you wish to discuss your specific concerns further or have special circumstances that need to be addressed, contact our office at 203-371-7980.

Mail & Duplicating Center (SHUPAD – Sacred Heart University Print and Delivery)

Mail services are available to all students in the SHUPAD Main Campus, located next to Campus Operations in the basement of the Academic Center. Resident student mail is delivered to the
appropriate mailboxes Monday through Saturday. All packages and any mail that is too large to fit in the mailboxes are scanned into our tracking system. As soon as something enters our tracking system, an email message is automatically sent to the recipient informing them that they have received something. The student should then bring a picture ID to the service window and receive the item. The mail service window does not sell stamps, however, we can apply postage to all letters and parcels with our postage meter.

The Duplicating Center is located at the West Campus SHUPAD and can produce full-color copies, black and white copies, transparencies and other services for a nominal cost. There are two student copiers in the Ryan Matura Library and the Center for Healthcare Education Library. We no longer offer faxing services but can scan to email documents for our students.

The SHUPAD hours of operation during fall & spring semesters are Monday - Friday 8:30 a.m. - 6:00 p.m. and on Saturday from 8:30 a.m. - 1:00 p.m. For after hour service, contact Public Safety so that they can get in touch with the management of SHUPAD.

Media Services
The use of audio-visual equipment can be arranged through the Media Services Office, Academic Center - South Wing.

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

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

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

Additional emergency management information can be found on the Public Safety website.

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 WSHU Broadcast and Public Safety building and is staffed 24 hours a day, 7 days a week. Some of the services the department provides are:

- 24 hour emergency response
- Key/card access and control
- Personal safety escorts on campus, from dusk to dawn
- Vehicle assistance, including battery jump starts.
- Questions regarding parking decals and permits.
- Patrols of campus buildings and property.
- Investigation and documentation of incidents on campus.
- Coordinates and schedules Public Safety and police staffing for campus events.
- Inspects and maintains fire extinguishers and, via the Fairfield, Bridgeport and Trumbull Fire Marshal Offices, enforces fire codes.
- Liaison with the municipal first responder agencies and AMR Ambulance Company.

Parking Regulations
Effective August 22, 2015

- All commuting students (those not living in University operated housing) will be allowed to park on the main campus in the non-resident hall designated lots. (Note: provided they have a valid commuter decal)
- All campus parking will be on a first-come first serve basis. None of the lots will be specifically designated for any segment of the campus community.
- Commuter students will be sharing these spaces only with faculty members. University administrators and staff will all be parking at off-campus sites and then shuttled to the campus.
- All resident students who bring their cars to campus will be given either a spot in their residence hall designated lot (if selected via the lottery system).

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

The above policy is for Monday-Friday on days when classes are in session between the hours of 7am-10pm. It does not apply on weekends, holidays, etc.

In order to accommodate these adjustments some changes (including additional shuttles and some limited early start-ups) have been made to the shuttle routes. Please refer to the Shuttle schedule on the University website for complete details.
To request service, students need to call the following number (203-650-1606) and speak to the driver who is a licensed security guard.

ALL cars coming to campus must be registered by the end of the day on August 1, 2018 or upon arrival to campus.

All requests for Student Parking Decals are made online. Due to parking limitations, students are issued only one (1) decal and freshmen resident students are not permitted to park cars on campus.

Information needed to complete request online:

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

Information required to pick-up decal:

- Sacred Heart University ID Card
- Motor Vehicle Registration

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

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

SHU Safe Mobile Application

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

Emergency Phones

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

Keys/Locks

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

**Lock-Outs**
Students are expected to carry their SHU Student ID Cards at all times. If, however, a student becomes locked out of their room or apartment, the student should contact the RSA On-Duty or Public Safety to be let in.

**Dangerous Materials/Weapons**
Dangerous materials and weapons, including but not limited to hunting equipment and firearms, knives, fuel, and items specifically prohibited in residence halls (see Residential Life, Fire Safety section) are not allowed on campus, and will be confiscated. The University does not provide storage for such items.

**Public Safety Phone Numbers**
- Routine Business Calls: 203-371-7995
- Fax: 203-365-7651
- Emergencies Only: 203-371-7911

**Student Accounts/Billing**
Sacred Heart University’s Student Accounts/Cashier Offices are located in the Main Academic Building.

Billing Statements are presented online, monthly. Billing questions can be directed to Student Accounts at (203) 371-7925 or on the [Student Accounts website](#).

**Pay in Full Due Dates:**
- **Fall Term** — July 1
- **Winter & Spring Intensives** — Upon registration
- **Spring Term** — December 1
- **Late Spring & Summer 1 Terms** — April 23
- **Summer 2 Term** — June 1

**Payment Options:**
- **Online on the [Student Accounts website](#)**
  - Automatic bank payment (ACH) from checking or savings account
  - Make a one-time payment in full
  - Enroll in 5-month semester-based payment plan
    - Enrollment fee per plan
    - One payment plan per student per semester
    - [Review schedule online](#)

- **Check or Cash Payments**
  - Check payments
    - Payable to: Sacred Heart University
• Mail to: Sacred Heart University
  Attn: Office of the Cashier
  5151 Park Avenue
  Fairfield, CT 06825
• In person: Main Academic Building, SC100
  o Cash payments: in person, only, during normal business hours
  o Night depository is available for check payment outside of normal business hours

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

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

The University reserves the right to:

• Request all delinquent payments be made in the form of a bank check, certified check or money order.
• Cancel classes (current and subsequent semesters) if accounts are not paid in compliance with Sacred Heart University payment and/or registration policies.
• Withhold the release of grades, transcripts, education verifications, diplomas or restrict a student from registration for subsequent terms/courses with a delinquent balance.

Student Financial Assistance

• Applicable students should contact the Sacred Heart University Student Financial Assistance Office for detailed application process online.
• Applicable students are responsible for paying the portion not covered by financial assistance utilizing the payment options noted above

Health Insurance

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

Office of Student Accounts:

• Tel: 203-371-7925
• Student Accounts Website

Center for Career and Professional Development
The Center for Career and Professional Development assists undergraduate students with all aspects of career planning and job searching. Students are encouraged to take advantage of these services to increase their competitiveness in the marketplace.
The Center for Career and Professional Development is located on the second floor of the Linda McMhaon Student Commons building. For further information on the services provided by the Center for Career and Professional Development, email careerdev@sacredheart.edu or call 203-371-7975.

**Major in Success Program**
The Major in Success Program is designed to assist full-time students who are either undecided about which major to select, need to confirm an earlier decision, or are interested in exploring various career options. The program involves a series of structured meetings with a First Year Career Specialist to help students focus on talents, learn more about major/career relationships, and begin to identify the career options that fit best.

**Career Advisement**
Students have the opportunity to meet with staff members from the Center for Career and Professional Development to discuss major selection, career goals, transitions and job search strategies.

**Career Development Skills Workshops**
Job search strategies, résumé writing, interviewing techniques, LinkedIn workshops are presented by the Center for Career and Professional Development throughout the year.

**Internships**
The faculty encourage students to broaden their horizons through an internship in their area of interest. The Career Center provides information to undergraduate students on available internship opportunities through the PioneerNetwork Job Board and other resources.

**Online Job Postings**
Over 9500 employers are registered to post internships, part-time and full-time employment opportunities on the office online Job Board PioneerNetwork.

**Job Fairs and on-Campus Interviewing**
Job fairs, special speakers, on-campus interviewing opportunities, and individual company information days across a variety of corporations, social service agencies, and educational districts are offered throughout the year.

**Counseling Center**
The Counseling Center is located on the second floor of the Maureen Hamilton Wellness Center and is open Monday-Friday from 9:00 AM – 5:00 PM when undergraduate classes are in session. Free counseling services are available to all undergraduate students who may be experiencing difficulties with a variety of issues including, but not limited to – anxiety, depression, substance use, eating disorders, family and other relationship concerns, and homesickness. Residential Life and Public Safety have access to a counselor-on-call 24/7 when classes are in session to assess students in a crisis situation.

Staff counselors are professionally trained to provide short term individual counseling as well as group counseling where needed. They may also serve as a community resource and provide outreach and training programs on campus. Students in need of long term therapy, or who present with issues beyond
the center’s scope of practice may be referred to appropriate local services that best fit the student’s needs. Students will be financially responsible for any off campus services to which they are referred.

All counselors maintain respect for student confidentiality and privacy and disclose information only with the student’s appropriate consent or with sound legal or ethical justification. With that said, there are certain limitations to confidentiality which the counselors discuss with the student during the initial screening. To the extent possible, clients are informed before confidential information is disclosed.

The s.w.e.e.t. peer educators are managed by the Peer Education Coordinator out of the Counseling Center office. This is a group of SHU students who are passionate about promoting wellness on campus through programming around important topics such as stress management, sexual health, alcohol and other drugs, and more.

For more information regarding any of the aforementioned services, visit the Counseling Center website.

Psychotropic Medication

The Counseling Center offers evaluations for psychotropic medications to those students who are clients of the Counseling Center. The staff prescriber is available free of charge to full-time, undergraduate students and for NEW evaluations only. Any student who is receiving prescriptions from a physician/psychiatrist at home or off campus should continue to do so. The clinical team reserves the right to refer students to off-campus providers if it is deemed that a higher level of care is needed.

Health Services

Student Health Services, located in Maureen Hamilton Wellness Center, provides accessible and comprehensive on-campus health care for students. Services include evaluation and treatment of acute illnesses and injuries, gynecological care, suture removal, immunizations and diagnostic testing. We are staffed by Physicians, Nurse Practitioners, Registered Nurses and Medical Assistants/Administrative Staff. Call 203-371-7838 for appointment information.

Health Services is responsible for collecting information from a recent physical as well as documentation of certain immunizations as required by the State of Connecticut. It is the student’s responsibility to submit all completed health forms to avoid delays in being able to register for classes in the future. A completed health form also allows Health Services to provide better treatment as we will know your medical history.

There is no fee for services to full-time undergraduate students except for immunizations and medications. Part-time undergraduate students and all graduate students pay a fee to be seen. We do not bill insurance for any services. If diagnostic testing is sent to an outside laboratory from Health Services, your insurance will be billed by the laboratory. Likewise, if a student is referred off campus for medical evaluation or treatment, the student’s insurance will be billed by that provider. All students are advised to inquire about these fees in advance.

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

**IT IS THE STUDENT’S RESPONSIBILITY TO SUBMIT ALL COMPLETED FORMS TO HEALTH SERVICES TO AVOID DELAYS IN SERVICE AND REGISTRATION.**

**ATM**

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

**Campus Bookstore**

The bookstore accepts cash, credit card (MasterCard, VISA, American Express and Discover), or personal checks with ID. Hours are subject to change. Call 203-365-4768 or visit the Bookstore’s website to confirm store hours.

- **Monday–Thursday:** 9 a.m. – 6 p.m.
- **Friday:** 9 a.m. – 4 p.m.
- **Saturday:** 11 a.m. – 3 p.m.

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

**Why should you rent?**

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

**How is Rent—A—Text Different?**

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

**Change of Address**

All changes in a student’s marital status, address, or phone number should be reported to the Registrar’s Office.

**Class Rings**

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

**Copy Service**

Coin operated copy machines (10 cents each) are located in the South Wing of the Main Academic Center next to the ATM machine, in the North Wing in front of the Cashier and in the Ryan Matura Library. Contact the Duplicating/Mail Center at 203-371-7952 if there is a problem with a machine.
Dining Services
We have one of the finest dining programs available with plenty of special events, innovative promotions and fun. Over the past academic years, we reviewed our program and made changes based on the student feedback - enhancing the program to better satisfy your dining needs. Whether you are on the go, an early riser or a casual diner, we are sure our program will meet your needs.

Meal Plans
Residential Students
Meal plans are assigned by resident hall. Students are always encouraged to upgrade their meal plans, and must be done through the Student Accounts Office online. If you choose to upgrade your plan in the fall, be sure to also upgrade in the spring. You may carry over a maximum of $300 Declining Balance Dollars from fall to spring semester only. Unused meal swipes do not carry over. There is no carryover from spring to fall. Meal swipes are intended for the card holder only; they are nontransferable.

**Premium Unlimited:**
- $2,870 per semester
- 33 meal swipes per week

**Big Red:**
- $2,405 per semester
- 130 Meal swipes and $850 declining balance dollars.

**Pioneer:**
- $1,820 per semester
- 60 meals and $950 declining balance dollars.

**Red & White:**
- $1,040 per semester
- $1,040 declining balance dollars.

Commuter Students
Enjoy the convenience of dining here on campus without the hassle of having to carry cash or losing your parking spot. Commuter meal plans are per semester and no meal swipes or declining balance dollars will roll over from fall to spring.

Meal Plans are selected online through the Student Accounts Office.

**Black Rock:**
- $515 per semester
- 15 Meal swipes and $350 declining balance dollars for the semester.

**Park Ave:**
• $250 per semester
• 7 Meal swipes and $180 declining balance dollars for the semester.

**Merritt:**

• $155 per semester
• 5 Meal swipes and $100 declining balance dollars for the semester.

**Jefferson:**

• $250 per semester
• $250 declining balance dollars for the semester.

This plan is a mandatory requirement for all students who enrolled fall 2018 and all subsequent semesters; the plan will be included semester billing.

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

**Security**
If you lose your cash, chances are you won’t get it back. If you lose your student ID, you can either deactivate it online or report it immediately to the Student Union Office and a new one will be issued for a nominal fee.

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

**Connect to Campus**
View menus, nutritional information, specials and more on your smartphone and tablets with our App or on the web at Dine On Campus or connect with us on Facebook, Twitter and Instagram @SHU_DINING.

**Health Insurance**
All full-time students must have health insurance. You can choose to carry your own insurance, by completing the waiver forms or the University insurance plan available online.

**Off-Campus Housing**
Sacred Heart University is working with Jump Off Campus to provide a central place for students to find off-campus housing.

**Shuttle Service**
The shuttle service serves as free campus transportation for students, operating seven 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 - check posted schedules. For more information, students can stop by the Student Union Office or call 203-371-7913.
Student ID Cards
All full-time undergraduate students receive one SHU student ID free of charge by paying the full-time student activity fee.

Students must present their validated registration form to obtain an ID. The ID card acts as your SHU Library card, meal card and entrance to student events. ID cards are not transferable and cannot be traded or shared for meal plans. There is a $25 fee to replace a lost, damaged (including magnetic stripe), and/or tampered-with ID card. ID cards are to be kept from year to year, as replacements are not given out annually. The Student Union Office does not recommend punching a hole in the ID card for neck rings. Your student ID card is the property of Sacred Heart University. Students can call 203-371-7913 for office hours.

Weather Information
In the event of extraordinary inclement weather conditions that affect the normal operations of the University, the information regarding any schedule changes will be disseminated by one or more of the following methods:

- Recording on the SHU Info Line: 203-365-7669 or ext. 7669
- Posting on the University’s website
- Alerts sent through SHU EAS emergency alert system (text message, email and automated phone call)
- Alerts posted to all of SHU’s social media platforms including Twitter (@sacredheartuniv), Facebook (Sacred Heart University) and Instagram (sacredheartuniversity)
- Notification through news media outlets News12 and CTWeather.

While WSHU does not announce routine closures, in the event of service interruptions to university email and wifi, please tune in to WSHU radio (91.1 FM) for ongoing emergency updates.

The full policy is available online.

Campus Life

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

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

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

It is a goal of the Intramural office to offer numerous and varied programs of both competitive and recreational experience designed to meet the interests of our students, faculty and staff. All programs are designed to enhance an already diverse offering of sports activities and broaden the Sacred Heart experience. The Intramural office is located in the William H. Pitt Health and Recreation Center, on the lower level (203-396-8118).

William H. Pitt Health & Recreation Center
The William H. Pitt Health & Recreation Center is a state of the art multipurpose facility that is the home to the University’s intercollegiate athletic, intramural and recreational programs. The Pitt Center is open to students, faculty, and staff with a valid Sacred Heart University ID card. Hours of operation are Monday – Thursday from 6 a.m. – 12 a.m., Friday from 6 a.m. – 9 p.m., Saturday from 9 a.m. – 5 p.m. and Sunday from 9 a.m. - 8 p.m. Summer and holiday hours may vary and will be posted in advance. For more information, students can call 203-396-8100.

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

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

On-Campus Residence Halls
Elizabeth Ann Seton Hall
Open since Fall 1993, Seton Hall houses approximately 420 first-year students. A Residence Hall Director lives in the building and supervises a staff that includes a Senior Resident Success Assistant (SRSA) and 11 Resident Success Assistants (RSAs).

**Thomas Merton Hall**

Open since Fall 1994, Merton Hall houses approximately 330 first-year students. A Residence Hall Director lives in the building and supervises a staff that includes a Senior Resident Success Assistant (SRSA) and 10 Resident Success Assistants (RSAs).

**Angelo Roncalli Hall**

Open since Fall 1999, Roncalli Hall houses approximately 400 first and second-year students. The building is also home to the Residential Life Central Office and Public Safety. A Residence Hall Director lives in the building and supervises a staff that includes a Senior Resident Success Assistant (SRSA) and 14 Resident Success Assistants (RSAs).

**Christian Witness Commons**

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

**Scholars Commons**

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

**Jorge Bergoglio Hall**

Open since fall 2016, Jorge Bergoglio Hall houses approximately 200 sophomore students across 108 pod-style units. In Bergoglio Hall, SHU students have access to a multi-functional fitness and CrossFit facility as well as a state of the art video and gaming center. A residence hall director lives in the building and supervises a staff that includes a senior resident success assistant (SRSA) and five resident success assistants (RSAs).

**Pierre Toussaint Hall**

Newly opened in spring 2018, Pierre Toussaint Hall houses 170 students primarily in two-bedroom/four-person pods, with a limited number of single rooms. The hall includes a large fish tank in the atrium and
a game room with vending machines. The building is staffed with five student resident success assistants and one professional residence hall director.

**Off-Site University Apartments**

**The Ridge Apartments & Townhouses**

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

**Oakwood Gardens Apartments**

Comprised of four buildings, Oakwood houses approximately 190+ upper-class students. The apartments are located on Madison Avenue, approximately one half mile east of campus. A Residence Hall Director oversees the apartments and supervises a staff of five Resident Success Assistants (RSAs). Oakwood is serviced by the SHUttle, the university’s free shuttle service, via the Park Avenue Route.

**Pioneer Gardens**

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

**Taft Commons**

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

**Residential Life Staff**

**Central Office**

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

**Residence Hall Director (RHD)**

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

**Senior Resident Success Assistant (SRSA)**

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

**Resident Success Assistant (RSA)**

The ORL employs a team of 84 Resident Success Assistants (RSAs) who assume leadership roles within the residence halls and apartments across campus. RSAs live in the halls and support the academic mission of the University, while building a fun and healthy living-learning community for the residents. To be eligible for student staff positions, students must meet academic and disciplinary requirements and go through an annual interview and selection process.

**Hall Governance/Leadership**

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

**Residence Hall Association (RHA)**

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

**National Residence Hall Honorary (NRHH)**

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

**General Housing Eligibility & Requirements**

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

**Housing Contract**

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

The Residence Hall Contract is binding for the entire 2018-2019 Academic Year. A request for release from the contract must be made in writing to the Office of Residential Life. A Housing Contract Release form must be completed and submitted to the office prior to leaving housing.

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

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

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

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

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

Housing Selection Process
The aim of the Housing Selection Process is threefold:

- To make the residential living areas available to students in the fairest way possible.
- To populate the residence halls in such a way that best supports the students’ academic, social, and personal growth while at the university.
- To maximize the best use of all available spaces within the University’s residence hall system.

The University does not necessarily guarantee housing of one’s choice. With just over 2,900 bed spaces across ten distinct residential areas, the housing selection process cannot meet the first preference of all students. It is imperative that students recognize this fact and take the time to understand the process. Selection affords all students the fairest opportunity to select into university housing. In making plans, students must be prepared with multiple alternatives.

We also reserve the right to change your housing assignment after room selection is completed with or without notification.
Room Selection
Returning students participate in room/roommate selection in the spring semester. To qualify for the process, students must submit a new Housing Contract and a non-refundable $500 Housing Deposit. The order of room selection will be determined according to the class status and lottery number of the student. Class status will be based upon the total number of credits completed by the previous semester. Detailed room selection information is distributed at the beginning of the spring semester to residents. Housing Selection Information Sessions are conducted typically during the month of February. First-year students are required to attend a Housing Selection Information Session prior to their housing selection.

Housing Deposit
All returning undergraduate students interested in living in residential housing for the upcoming fall semester are required to place a non-refundable $500 deposit. This deposit is applied toward the fall 2018 housing fee.

A non-refundable lottery Housing Deposit of $500 must be made to Student Accounts by noon on Friday, March 1, 2019. This is a separate charge and will not appear on the student’s billing statement. Deposit is payable by cash or check only.

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

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

The deposit is surrendered upon submission. The deposit is officially forfeited if a student receives a lottery number and selects a housing placement or if housing is assigned to the student for the fall 2018 semester through the selection process. Additionally, the deposit is forfeited for students who paid the deposit and withdraw from the University or otherwise do not live in SHU housing for the fall semester.

Special Needs Housing Requests
Special accommodations are available for students who need specialized housing because of a documented physical condition, not a learning disability. Returning students who are requesting special accommodations should submit a complete application to the Office of Special Services (203-396-8209) prior to Friday, March 1, 2019 and provide appropriate supporting medical documentation. Students must submit a new application each year. Applications and requests from previous years are not automatically honored.

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

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

**Community Standards & Residence Hall Conduct**
The success of a residential community depends upon mutual respect between all residents. The Office of Residential Life has established the following guidelines to develop and foster a living-learning atmosphere within the Sacred Heart residential community. All residents are expected to abide by the policies found here as well as those established by the hall staff. Failure to abide by these guidelines will lead to disciplinary action and possible loss of housing. These policies may change at the discretion of the Office of Residential Life.

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

**Lockouts**
Should an instance arise when a student becomes locked out of their room/apartment, the student should first contact an RSA or a staff member to be let in at a cost of $5 to be paid in cash at the time of entry into the student’s room. Public Safety (203-371-7995) will admit a student at a cost of $10, which will be charged to the student’s account. For security purposes, identification will be required upon unlocking of a door.

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

**Exterior/Interior Doors**
For safety reasons, exterior doors to the halls are locked the majority of the time. In addition, propping exterior doors is not permitted. Residents must carry their ID card and key card with them to gain entrance. It is advised that students close their bedroom/suite/apartment doors when leaving the building.
Students are not permitted to install, change or replace current locks or doors without university permission.

**Proper Entry**
Students are expected to use the proper entry to one’s residential living environment, such as designated entry points: main, front door, and residence hall room door. Entry/exiting through windows, and/or Taft Commons balconies is strictly prohibited.

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

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

**Final Exams**
Quiet Hours are extended to 24 hours a day during Final Exams. During Quiet Hours, the right to sleep or study is the top priority, and no noise should be heard outside of a room/apartment.

Any violation that disrupts the community may result in immediate removal for the remainder of finals. Repeat violations can also result in offending items (i.e. stereos, etc.) being confiscated. Any noise that infringes on the rights of others shall be a considered a violation.

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

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

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

**Visitation Hours & Guidelines**
Non-student and other SHU student guests are permitted in the halls from 9 a.m. – 1 a.m. (Sundays - Thursdays) and 9 a.m. – 2 a.m. (Fridays & Saturday). All non-residents of that hall/floor and guests must leave the hall no later than the designated time (1 a.m. or 2 a.m.). Guests may not be in an opposite sex room, apartment, or hallway when visitation hours are concluded. All non-SHU student guests to the
halls must be registered and accompanied by a SHU resident at all times. Guests must stay in the room of a person of the same sex and can only visit for no more than two consecutive nights, with permission of staff and roommates. Guests must check-in at the area office with a picture ID, and the resident must confirm their guest. Resident students assume all responsibility for the conduct of their guest(s) while on campus or at SHU-sponsored events. If a guest has a vehicle, a visitor parking permit should be obtained from Public Safety after receiving their overnight pass from the RSAs. The permit should be displayed on the vehicle while on campus, or it is subject to ticketing. During mid-terms and finals, there are NO overnight guests permitted.

For more information regarding guest and/or visitation policy, refer to Public Safety.

Health & Safety Guidelines

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

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

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

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

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

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

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

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

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

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

**Approved vs. Non-Approved Materials**

**Extension Cords**

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

**Fuel**

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

**Candles/Incense**

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

**Ceiling/Wall Coverings**

Nothing may be hung from or affixed to the ceiling, smoke detector, sprinkler head and exposed pipe. This includes decorations, lights, posters, flags and towels. All objects placed on the wall must be at least six inches below the ceiling line. All draperies and tapestries must be flame resistant and labeled as such by the National Fire Protection Association (NFPA). Excessive amount of objects are prohibited from being placed on the wall. There must be at least 80% of available wall space (subtracting doors and other openings) in resident rooms and hallways.

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

Prohibited Items

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

Hall Closings

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

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

Room Inspections and Room Searches

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

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

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

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

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

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

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

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

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

SHU staff members must respect the privacy of the resident when entering a room/apartment. Before entering, staff members should always knock on the door and announce their presence and identify themselves appropriately. Residents need not be present to permit entry, but are expected to comply with the requests of staff members when they are present; failure to do so constitutes a “failure to comply” violation.
If a resident is not present or does not respond within a reasonable amount of time to the staff member, the staff member has the authority to use a key to enter the room/apartment, and must announce that they are “keying in.”

Maintenance & Housekeeping

Garbage Removal
Residents are responsible for bringing trash from their rooms or apartments to the designated collection area on a regular basis. At no time should garbage/trash be left in hallways, common areas, or on patios/decks. Trash left in common areas in or around the halls will result in fines and disciplinary action for those responsible. Excess garbage must be cleaned immediately to avoid health risks for the community.

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

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

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

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

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

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

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

Fire Safety Guidelines
Residents must exercise care and caution in the prevention of a fire.

Residents and their guests must abide by all Fire Safety Regulations stated below.

Emergency Contact Numbers
- If you are in need of assistance: Contact Public Safety at 203-371-7995
- In the event of an emergency: Contact Public Safety’s emergency line at 203-371-7911

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

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

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

Fire Safety Equipment & Usage

Fire Extinguishers
Residents are not permitted to tamper with fire safety equipment, including fire alarms, fire extinguishers, smoke and heat detectors, sprinkler heads, pull stations, horn/strobe units, exit signs, refugee area signs, and fire doors. This is both a violation of University policy and local/state/federal law. Therefore, any resident or guest involved in endangering occupants will result in a student conduct hearing and possible police charges.

Fire safety equipment, including smoke detectors, fire extinguishers, and sprinkler systems, are installed across campus, and fire drills are conducted in each residential area. When the fire alarm sounds, all occupants must vacate the building immediately. Failure to vacate will result with a student conduct hearing and a possible may be incurred between $100 to $500.
Pull Stations
Pull stations are located throughout the residential buildings and should not be tampered with. Only in a situation of danger should a pull station be used.

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

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

Transportation

SHUttle
The Sacred Heart shuttle services each off-campus area, providing easy access to campus for students. Contact the Office of Student Union for an updated SHUttle schedule.

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

Code of Student Conduct & Community Standards

Preface
Core Values of Student Conduct at Sacred Heart University:

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

Sacred Heart University students are responsible for knowing the information, policies and procedures outlined in this document. Sacred Heart University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online in the Handbook for the updated versions of all policies and procedures.
Section 1: Introduction

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

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

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

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

Students should be aware that the student conduct process is quite different from criminal and civil court proceedings. Procedures and rights in student conduct procedures are conducted with fairness to all, but do not include the same protections of due process afforded by the courts. Due process, as defined within these procedures, assures (1) written notice and (2) an opportunity for a hearing before an objective decision-maker. No student will be found in violation of university policy without information showing that it is more likely than not that a policy violation occurred and any sanctions will be proportionate to the severity of the violation and to the cumulative conduct history of the student.

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

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

Section 2: Jurisdiction

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

The Code and the student conduct process apply to the conduct of individual students, both undergraduate and graduate, including all University-affiliated student organizations. For the purposes of student conduct, Sacred Heart considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the University. Any violation of the Code that occurs between the time of acceptance and enrollment at the University may be subject to review by the Dean of Students or his/her designee.

The University retains conduct jurisdiction over students who choose to take a leave of absence, withdraw or have graduated for any misconduct that occurred prior to the leave, withdrawal or graduation. A withdrawal will not prevent the University from resolving a pending student conduct matter. If sanctioned, a hold may be placed on the student’s ability to re-enroll [and/or obtain official transcripts and/or graduate] and all sanctions must be satisfied prior to re-enrollment eligibility. In the event of serious misconduct committed while still enrolled but reported after the accused student has graduated, the University may invoke these procedures and should the former student be found responsible, the University may revoke that student’s degree.

Although the University is not responsible or liable for student off-campus events or behavior, it does reserve the right to take action in response to behaviors off campus that violate university expectations and policies and when the University’s interests as an academic community are clearly involved. In such
cases, the Code applies to behaviors that take place on the campus, at University-sponsored events and may also apply off-campus when the Dean of Students or designee determines that the action is of a substantial interests of the University. A substantial interest of the University is defined to include:

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

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

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

- A true threat, defined as “a threat a reasonable person would interpret as a serious expression of intent to inflict bodily harm upon specific individuals”;
- Speech posted online about the University or its community members that causes a significant on-campus disruption].

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

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

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

University email is Sacred Heart University’s primary means of communication with students. Students are responsible for all communication delivered to their University email address. Email notification will serve as the notices of charges in cases of alleged misconduct.
Section 3: Violations of state/local/federal Laws
Alleged violations of federal, state and local laws may be investigated and addressed under the Code. When an offense occurs over which the University has jurisdiction, the University conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident.

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

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

- The responding student must comply with all campus investigative efforts that will not prejudice their defense in the criminal trial; and
- The responding student must comply with all interim actions and/or restrictions imposed during the leave of absence; and
- The responding student must agree that, in order to be reinstated to active student status, they must first be subject to, and fully cooperate with, the campus conduct process and must comply with all sanctions that are imposed.

Section 4: Community Standards & Prohibited Conduct
Core Values and Behavioral Expectations
Sacred Heart University considers the behavior described in the following sub-sections as inappropriate for the University community and in opposition to the core values set forth in this document. These expectations and rules apply to all students, whether undergraduate, graduate, doctoral, or professional. The University encourages community members to report to University officials all incidents that involve the following actions. Any student found to have committed or to have attempted to commit the following misconduct is subject to the sanctions outlined in Section 7: Student Conduct Procedures.

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

1. Falsification. Knowingly furnishing or possessing false, falsified or forged materials, documents, accounts, records, identification or financial instruments, furnishing of false information to the University, false reporting of emergencies, knowingly making false accusations or giving false testimony during the student conduct process;
2. Academic Dishonesty. Acts of academic dishonesty as outlined in the Academic Policies, all violations of the Educational Mission will be referred to the Dean of the College in which the
student is enrolled. The Dean, in consultation with faculty involved and with the Department/Program Chair, will decide upon appropriate action. These include, but are not limited to: plagiarism, inappropriate use of sources, cheating, and theft of exams or library resumes, and falsifying records;

3. Unauthorized Access. Unauthorized access to any University building (i.e. keys, cards, etc.) or unauthorized possession, duplication or use of means of access to any University building or failing to timely report a lost University identification card or key;

4. Unauthorized Acquisition of Property. Intentional and unauthorized taking of Sacred Heart University property or the personal property of another, including goods, services and other valuables, knowingly taking or maintaining possession of stolen property;

**Community**

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

5. Inappropriate/Disruptive Behavior. Substantial disruption of University operations including obstruction of teaching, research, administration, campus life, other University activities, and/or other authorized non-Sacred Heart University activities which occur on campus or surrounding communities;

6. Rioting. Causing, inciting or participating in any disturbance that presents a clear and present danger to self or others, causes physical harm to others, or damage and/or destruction of property;

7. Trespass or Unauthorized Presence. The unauthorized entry, attempt into to gain entrance, or usage of University facility and/or property or unauthorized premises is prohibited. This includes unauthorized solicitation and/or distribution of marketing materials.

8. Trademark. Unauthorized use (including misuse) of Sacred Heart University or organizational names and images;

9. Damage and Destruction. Intentional, reckless and/or unauthorized damage to or destruction of Sacred Heart University property or the personal property of another, tampering with emergency buttons, elevators, fire protective devices, locks, and doors is prohibited, throwing, launching or propelling objects is prohibited;

10. Violations of Information Technology Department Policies (refer to Student Handbook). Unauthorized access to or abuse of University network and computing systems, or any other violations of the University computer use policy, unauthorized entry into a file, to use, read or change the contents, or for any other purpose, unauthorized transfer of a file or file sharing, Use of computing facilities and resources in violation of copyright laws;

11. Gambling. Gambling as prohibited by the laws of the State of Connecticut. (Gambling may include raffles, lotteries, sports pools and online betting activities);

12. Weapons. Possession, use, or distribution of explosives (including fireworks and ammunition), guns (including air, BB, paintball, facsimile weapons and pellet guns), or other weapons or dangerous objects such as arrows, axes, machetes, nun chucks, throwing stars, knives other than eating or cooking utensils capable of being used as weapons, including the storage of any
item that falls within the category of a weapon in a vehicle parked on Sacred Heart University property;

13. Fire Safety. Violation of local, state, federal or campus fire policies including, but not limited to:
   a. Intentionally or recklessly causing a fire which damages Sacred Heart University or personal property or which causes injury.
   b. Failure to evacuate a Sacred Heart University-controlled building during a fire alarm;
   c. Improper use of Sacred Heart University fire safety equipment (e.g., fire extinguishers, smoke/heat sensors, etc.), signage, or emergency warning equipment is prohibited; or
   d. Tampering with or improperly engaging a fire alarm or fire detection/protective equipment while on Sacred Heart University property. Such action may result in a local fine in addition to Sacred Heart University sanctions;

14. Ineligible Pledging or Association. Pledging or associating with a student organization without having met eligibility requirements established by the University. (Please refer to the Greek Life Policies for further clarification.)

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

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

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

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

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

19. Retaliatory Discrimination or Harassment. Any intentional, adverse action taken by an responding individual or allied third party, absent legitimate nondiscriminatory purposes,
against a participant or supporter of a participant in a civil rights grievance proceeding or other protected activity under this Code.

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

21. Abuse of Conduct Process. Abuse or interference with, or failure to comply in, the University’s processes including conduct and academic integrity hearings including, but not limited to:
   a. Falsification, distortion, or misrepresentation of information;
   b. Failure to provide, destroying or concealing information during an investigation of an alleged policy violation;
   c. Attempting to discourage an individual’s proper participation in, or use of, the campus conduct system;
   d. Harassment (verbal or physical) and/or intimidation of a member of a campus conduct body prior to, during, and/or following a campus conduct proceeding;
   e. Failure to comply with the sanction(s) imposed by the campus conduct system;
   f. Influencing, or attempting to influence, another person to commit an abuse of the campus conduct system.

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

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

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

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

25. Hazing. Defined by Connecticut State Law as “any action which recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for the membership in a student organization.” Participation or cooperation by the person(s) being hazed does not excuse the violation. Knowledge of, apathy
toward or acquiescence in the presence of hazing are not neutral acts and will be construed as violations of the Code;

26. Intimate Partner/Relationship Violence. Violence or abuse by a person in an intimate relationship with another (See the Title IX Policy on Sexual Misconduct contained in the Student Handbook for the complete and detailed policy and procedures);

27. Stalking. Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to feel fear (See the Title IX Policy on Sexual Misconduct contained in the Student Handbook for the complete and detailed policy and procedures);

28. Sexual Misconduct. Includes, but is not limited to, sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and/or sexual exploitation (See the Title IX Policy on Sexual Misconduct contained in the Student Handbook for the complete and detailed policy and procedures);

29. Public Exposure. Includes deliberately and publicly exposing one’s intimate body parts, public urination, defecation, and public sex acts.

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

30. Alcohol Guidelines. Use, possession, being in the presence of, or distribution of alcoholic beverages or paraphernalia except as expressly permitted by law and Sacred Heart University’s Alcohol and Other Drug Policy Statement, Any student behavior that is the direct result of alcohol consumption and found to be visibly overcome by alcohol consumption and requires staff assistance will be found in violation of the alcohol policy. The possession of any items that provide for the common distribution of alcoholic beverages, drinking paraphernalia, devices and/or games (i.e., beer/water pong, beer-pong tables, funnels, etc.) are prohibited. These items will be confiscated and not returned. Furthermore, empty containers of alcohol (beer cans, beer bottles, wine bottles, distilled spirits, etc.) or packaging of beverages are a violation of the alcohol policy. (Students should refer to the Alcohol and Other Drug Policy Statement found in this handbook for specific guidelines and further clarification and expectations);

31. Controlled Substances. Use, possession, being in the presence of, sale and/or distribution of illegal drugs and other controlled substances except as expressly permitted by law and Sacred Heart University’s Alcohol and Other Drug Policy Statement, the possession and/or use of drug paraphernalia including, but not limited to, hookahs, pipes, bongs, bowls, vaping devices, abuse, misuse, sale, or distribution of prescription or over-the-counter medications;

32. Failure to Comply. Failure to comply with the reasonable directives of University officials or law enforcement officers during the performance of their duties and/or failure to identify oneself to these persons when requested to do so, failure to provide SHU card and other forms of identification;

33. Financial Responsibilities. Failure to promptly meet financial responsibilities to the institution, including, but not limited to; knowingly passing a worthless check or money order in payment to the institution or to an official of the institution acting in an official capacity.
34. Arrest. Failure of any student to accurately report an off-campus arrest by any law enforcement agency for any crime (including non-custodial or field arrests) to the Office of Student Conduct & Community Standards within seventy-two (72) hours of release.

35. Other Policies. Violating other published Sacred Heart University policies or rules;

36. Health and Safety. Creation of health and/or safety hazards including dangerous pranks, hanging out of or climbing from/on/in windows, balconies, roofs, etc. (Refer to Residential Life section of the Student Handbook);

37. Residential Life Policies. Violation(s) of policies and procedures outlined by the Office of Residential Life and Housing as stated in the Student Handbook and/or in the Residence Hall Contract.

38. Violations of Law. Evidence of violation of local, state or federal laws, when substantiated through Sacred Heart University’s conduct process.

39. Nuisance. The University prohibits conduct of a student who uses, owns, occupies or leases any building or residence where the behavior or misconduct at that location either disturbs the public peace or violates University policies so that the building, business or residence may be viewed by the community or the University as a nuisance.

Section 5: Overview of the Conduct Process

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

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

A. Authority

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

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

B. Gatekeeping

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

C. Conflict Resolution Options

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

D. Composition of the Student Conduct Board

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

1. The membership of the panel is selected from a pool of at least 6 students, 6 faculty, and 6 staff/administrative members appointed and trained at least 8 hours annually by the Director of Student Conduct.
2. For each complaint, a panel will be chosen from the available pool, and is usually comprised of one student, one faculty member, and one staff member or administrator. The Director of Student Conduct appoints the non-voting chair of the Hearing Panel, who assures that Sacred Heart University procedures are followed throughout the hearing. The Chair of the Board only votes in case of a tie.
3. Availability may determine a different composition for the Board, and in complaints involving discrimination, sexual misconduct, or other sensitive issues, the Director of Student Conduct will refer the case to the Title IX Coordinator for review. The Title IX Coordinator reserves the right to convene a hearing panel as described in the University’s Title IX grievance procedures to investigate instances of misconduct qualifying as Title IX cases.

E. Student Conduct Officers

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

F. Interpretation and Revision

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

Section 6: Student Conduct Procedures
Sacred Heart University as Convener
Sacred Heart University is the convener of every action under this Code. Within that action, there are several roles. The responding student is the person who is alleged to have violated the Code. The party bringing the complaint, who may be a student, employee, visitor, member of the community, or guest, may choose to be present and participate in the process as fully as the responding student. There are witnesses, who may offer information regarding the allegation. There is an investigator(s) whose role is to present the allegations and share the evidence that the University has obtained regarding the allegations.

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

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

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

Amnesty:

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

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

C. **For Those Who Report Serious Violations**

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

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

D. **Safe Harbor**

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

**Notice of Alleged Violation**

Any member of the Sacred Heart University community, visitor or guest, may allege a policy violation(s) by any student for misconduct under this Code by notifying the Dean of Students, Director of Student Conduct (or designee), Department of Public Safety, or reporting it online.

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

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

**Notice of Hearing**

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

1. Include the alleged violation, date/time/location of the hearing, and notification of where to locate the Code of Student Conduct and University procedures for resolution of the complaint; and
2. Direct the responding student to contact the Director of Student Conduct (or designee) listed in the notice within a specified period of time to respond to the complaint if unable to attend the scheduled hearing date and time.

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

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

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

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

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

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

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

Reasonable Accommodation for Students with Disabilities – Any student with a disability involved in the student conduct process has the right to request reasonable accommodation in order to ensure their full and equal participation. Students wishing to request reasonable accommodations should make those requests directly to the Office of Special Learning Services. Students do not have to disclose information about the complaint or charge to OSLS to request reasonable accommodation, except to the extent that it may assist in the determination of reasonable accommodations. Accommodations are determined on an individual basis by OSLS staff and implemented in consultation with the Director of Student Conduct and Community Standards or designee. Examples of reasonable accommodation include but are not limited to sign language interpretation, real-time communication access during
hearings, large print documents, extended time to review documents, or assistance with transcribing questions during interviews or hearings.

**Student Conduct Board Hearing**

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

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

1. Hearings will be closed to the public.
2. Admission to the hearing of persons other than the parties involved will be at the discretion of the Chair and the Director of Student Conduct.
3. In hearings involving more than one responding student, the standard procedure will be to hear the complaints jointly; however, the Director of Student Conduct may permit the hearing pertinent to each responding student to be conducted separately. In joint hearings, separate determinations of responsibility will be made for each responding student.
4. Students have the right to be assisted in a student conduct hearing / appeal hearing by one, SHU administrator, faculty member or student of their choice provided that individual is not legal counsel/attorneys, parents/family members. This individual may not address the Board, but may consult freely with the student. (If at any time the adviser’s participation interferes with the stated hearing procedures, s/he will be dismissed from the hearing.)
5. The party bringing the complaint, the responding student, the Board, and the Director of Student Conduct (or designee) will have the privilege of questioning all present witnesses and questioning all present parties (directly or through the Chair, at the discretion of the Chair). Unduly repetitive witnesses can be limited at the discretion of the panel Chair and/or the Director of Student Conduct.
6. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Board and the Director of Student Conduct. Formal rules of evidence are not observed. The Chair and/or the Director of Student Conduct may limit the number of character witnesses presented or may accept written statements of character instead.
7. All procedural questions are subject to the final decision of the Director of Student Conduct or panel Chair.
8. After a hearing, the Board will deliberate and determine, by majority vote, whether it is more likely than not that the responding student has violated the Code. The Director of
Student Conduct (or designee) will be present and available as a resource during all deliberations. Once a finding is determined, if the finding is that of a policy violation, the Board will determine an appropriate sanction(s). The Director of Student Conduct (or designee) is responsible for informing the Board of applicable precedent and any previous conduct violations or other relevant pattern information about the responding student. The panel Chairperson will prepare a written deliberation report and deliver it to the Director of Student Conduct, detailing the recommended finding, how each member voted, the information cited by the panel in support of its recommendation, and any information the panel excluded from its consideration and why. This report should conclude any recommended sanctions. This report should not exceed two pages in length and must be submitted to the Director of Student Conduct within two (2) days of the end of deliberations.

9. The Director of Student Conduct will consider the recommendations of the Board, may make appropriate modifications to the Board’s report and will then render a decision and inform the responding student and party bringing the complaint (if applicable by law or Sacred Heart University policy) of the final determination within 72 business hours (three business days) of the hearing. Notification will be made in writing and may be delivered by one or more of the following methods: in person by the Director of Student Conduct (or designee); mailed to the local or permanent address of the student as indicated in official Sacred Heart University records; or emailed to the student’s Sacred Heart University-issued email account. Once mailed, emailed and/or received in-person, such notice will be presumptively delivered. In cases of sexual misconduct and other crimes of violence, notice of the outcome will be delivered to all parties simultaneously, meaning without substantial delay between the notifications to each (unless otherwise stated by the Title IX Coordinator.)

10. There will be a single verbatim record, such as an audio recording, for all Board hearings. Deliberations will not be recorded. The record will be the property of Sacred Heart University and maintained according to the University’s record retention policy.

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

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

1. Warning: An official written notice that the student has violated Sacred Heart University policies and/or rules and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the University.

2. Restitution: Compensation for damage caused to the University or any person’s property. This could also include situations such as failure to return a reserved space to proper
condition – labor costs and expenses. This is not a fine but, rather, a repayment for labor costs and/or the value of property destroyed, damaged, consumed, or stolen.

3. Fines: A specific monetary fine that a student is required to pay which is deemed appropriate for the offense.

4. Community/University Service Requirements: For a student or organization to complete a specific approved University service for the good of the community and relevant to the nature of the violation.

5. Loss of Privileges: The student will be denied specified privileges for a designated period of time.

6. Confiscation of Prohibited Property: Items whose presence is in violation of University policy will be confiscated. Prohibited items may not be returned to the owner at the discretion of the Director of Student Conduct or designee.

7. Referral for Counseling: Required scheduled appointments with the Wellness Center to discuss issues/concerns noted through the student conduct hearing process.

8. Alcohol & Other Drug Assessment Referral: Require scheduled appointments with the Alcohol and Other Drug Intervention and Prevention Specialist utilizing the BASICS intervention tool.

9. Educational Sanction: An assigned appropriate sanction that will promote growth, learning and understanding. This includes but is not limited to reflection paper, letter of apology, attend a program/meeting, plan a program, create a poster series, meeting with specific staff/administrators etc.

10. Disciplinary Probation/Restriction: A designated period of review and observation during which a student is under an official warning that his or her conduct, although not serious enough to warrant a form of suspension, violated the Student Conduct Code. Subsequent violations of University rules, regulations or policies could result in a more severe sanction(s). The student’s actions are subject to close examination, and a loss of rights, privileges and/or additional responsibilities may also be levied to be given over a specific period.

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

12. Suspension: Separation from the Sacred Heart University (without refund) for a specified minimum period of time, after which the student is eligible to return. Eligibility may be contingent upon satisfaction of specific conditions noted at the time of suspension. During the suspension period, the student is banned from University property, functions, events and activities without prior written approval from the Dean of Students or designee. This sanction may be enforced with a trespass action as necessary. The Dean of Students or designee may issue a partial (non-academic) suspension and restrictions of deemed appropriate given the nature of the misconduct.

13. Expulsion: Permanent separation from Sacred Heart University. The student is banned from University property and the student’s presence at any University-sponsored activity or event is prohibited. This action may be enforced with a trespass action as necessary.
14. No Contact Order: A University directive that restricts contact between individuals in any way, including in person, via e-mail, telephone, text messaging, social networking or any other method of communication. Any direct or indirect contact would be considered a violation of harassment and/or failure to comply. Violation of such a directive can be grounds for suspension from the University or residence halls.

15. Other Sanctions: Additional or alternate sanctions may be created and designed as deemed appropriate to the offense with the approval of the Director of Student Conduct or designee.

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

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

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

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

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

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

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

Section 7: Appeals & Records Keeping
Each case that appears before a conduct offer may be appealed by the student involved only once. A Request for Appeal Form may be obtained from the Director of Student Conduct & Community Standards and submitted within 72 hours (three business days) of the time the (verbal or written, whichever is first) student conduct hearing decision is given to the student, barring exigent circumstances. The student submitting the appeal, must state in writing the grounds for the appeal which may be as follows:

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

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

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

Disciplinary Records
All conduct records are maintained by Sacred Heart University for seven (7) years from the time of their creation except those that result in separation (suspension or expulsion, including from housing) and those that fall under Title IX, which are maintained indefinitely. Requests for student disciplinary records should be made to the Director of Student Conduct at vidalc@sacredheart.edu.

Approval and Implementation
This Code of Student Conduct & Community Standards was approved on August 1, 2018 by Lawrence Wielk, Dean of Students, and implemented on August 1, 2018.

Table 3: Sacred Heart University Guidelines for Alcohol & Drug Violation Sanctioning

<table>
<thead>
<tr>
<th>Violation</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Alcohol Violation: Illegal possession/consumption, open container, in the presence of alcohol of consumption of alcohol in a dry area, alcohol related-behavior, including transports to hospital, and alcohol paraphernalia</strong></td>
<td>$25 fine • Educational Sanction • Parental/Coach notification • *Alcohol transport will result in mandatory referral for evaluation by AOD Counselor</td>
<td>$50 fine • Minimum 2 week suspension from residence halls • Disciplinary probation (min. 3 months) • Referral and evaluation to AOD Counselor • Educational Sanction • Parental/Coach notification</td>
<td>$100 fine • Minimum 4 weekend suspension from residence halls • Disciplinary probation (min. 6 months) • Re-referral to AOD Counselor for recommendations &amp; requirements • Educational Sanction • Parental/Coach notification</td>
</tr>
<tr>
<td><strong>Drug Violation: Illegal possession/consumption or use of illegal drugs, prescription medication, drug paraphernalia, or being party thereto,</strong></td>
<td>$100 fine • Minimum 2 weekend suspension from residence halls</td>
<td>$200 fine • Permanent removal from the residence halls and/or suspension/expulsion from the University</td>
<td></td>
</tr>
</tbody>
</table>
### Table: Violation and Corresponding Consequences

<table>
<thead>
<tr>
<th>Violation</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>including being in the presence of</td>
<td>• Referral and evaluation to AOD Counselor</td>
<td>• Re-referral by AOD counselor for recommendations &amp; requirements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Disciplinary probation (min. 6 months)</td>
<td>• Parental/Coach notification</td>
<td></td>
</tr>
<tr>
<td>Drug Violation: Manufacture, distribution, possession with intent to sell,</td>
<td>• Expulsion</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>sale of any illegal drugs, prescription medication, or being party thereto</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### IX. University Policy & Procedure Statements

#### Administrative Withdrawal

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

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

Sacred Heart University is dedicated to creating an environment that allows students to achieve their educational goals and grow spiritually, intellectually and socially. The University is also committed to supporting students in demonstrating responsible conduct in the best interest of their personal health and well-being, the community’s general welfare, and the rights of others.

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

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

Alcohol

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

Alcohol Guidelines & Regulations

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

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

7. Residents are responsible for the actions/behaviors of their guests/visitors regarding alcohol possession and use and are expected to inform the guest of such policies.

8. Possessing, furnishing, consuming or serving from a common source of alcohol (i.e. kegs, beer balls, punch bowls, trash cans or other excessive equivalent number servings.) is prohibited.

9. Kegs and beer balls are not permitted on University property.

10. Possessing, furnishing, consuming or serving from a common source of alcohol (i.e. kegs, beer balls, punch bowls, trash cans or other excessive equivalent number servings.) is prohibited.

11. No person may use a fake ID, the driver’s license or SHU ID card of another, supply such cards to another, furnish false information in obtaining such cards, or deface or alter such cards.

12. Possessing or using alcohol paraphernalia or beverage containers whether full or empty (including but not limited to beer bottles or cans, alcohol bottles, beer funnels, beer pong tables are not allowed in University residence facilities.

13. The use or possession of grain alcohol, regardless of age is prohibited. Any public or private use of alcohol by students that leads to public or obvious intoxication to include but not limited to: (slurred speech, difficulty walking, requiring medical assistance, intrusive, destructive, disorderliness or violent behavior) is unacceptable for a Sacred Heart University student and will be treated as a disciplinary matter.

14. All students are responsible for discouraging alcohol-related behavior that is abusive to themselves or to others. Any effort to induce or force a student to drink against his/her expressed desire is prohibited.

15. Operating a motor vehicle while under the influence of alcohol is prohibited.

16. Open containers including cups and squeeze bottles of alcohol are not permitted in public areas such as hallways, lobbies, stairwells, elevators, balconies, porches, community or common areas at any time.

17. Alcohol use is allowed for students of legal age (over 21) who reside in The Ridge, Toussaint, Oakwood and Taft, and only in apartments in which all the residents as well as their guest(s) who are of the legal drinking age of 21. All other residence halls and apartments in The Ridge, Taft, Pioneer Gardens, Oakwood, and Toussaint are considered “dry,” and no alcohol or alcohol containers are permitted in these areas.

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

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

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

**Intoxication:** No student may be intoxicated while on-campus.
**Supplying:** No one may purchase for or provide alcohol to anyone underage. It is the responsibility of the host to comply with state and local laws. A social host may be held responsible for injuries and damages caused by a minor who is served alcohol.

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

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

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

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

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

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

All events at which alcohol beverages are being sold (entrance fee or per drink charge) must be in compliance with state law, requiring a permit from the Department of Liquor Control. Information on obtaining temporary permits can be found in the Student Union Office. Students who wish to hold an event with alcoholic beverages must contact the Director of the Student Union in the Student Union Office for event registration, guidelines, authorization and ordering. Any event not properly registered through the Student Affairs Office and/or State of Connecticut, will be canceled. Any function which
provides an alcoholic beverage must also provide a nonalcoholic beverage alternative in sufficient quantity and food must be available and featured prominently. Consumption of alcohol is not an acceptable excuse for any behavior deemed inappropriate or in violation of University rules and policies.

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

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

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

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

**Computer Tampering**
Abuse of computer privileges will subject the user to disciplinary action, as established by the applicable operating policies and procedures of the University. Abuse of networks or computers at other sites through the use of Sacred Heart University resources will be treated as an abuse of computing privileges at the University. When appropriate, temporary restrictive actions will be taken by system or network administrators pending further disciplinary action; the loss of computer privileges may result. The University and users recognize that all members of the University community are bound by federal and local laws relating to civil rights, harassment, copyright, security and other statutes relating to electronic media. It should be understood that this policy does not preclude enforcement under the laws and regulations of the United States of America.

**Discrimination**
SHU does not discriminate on the basis of sex, race, color, religion, national/ethnic origin, age, or handicap in the administration of its educational policies, admission policies, athletic programs, or administered programs. Any behavior or action that excludes, harasses, or embarrasses someone based on any of the above characteristics is unacceptable and subject to disciplinary action.
Any person who has a complaint regarding any unlawful discrimination may obtain the procedures to file a complaint from the Title IX Coordinator at 203-365-4837.

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

Emergencies
For any emergency situation on campus, Public Safety must be contacted at 203-371-7911. In the residence halls, the RSA or RHD should be the first notified.

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

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

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

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

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

Good Samaritan Policy
The overall health and safety of our students is of paramount concern to all members of Sacred Heart University. All community members are expected to act out of concern for themselves and others. Recognizing that there are times when students of the community find themselves in positions where medical assistance is needed to ensure the proper care of a person, the University has established this Good Samaritan Policy.
Sacred Heart University wishes to ensure that students at medical risk as a result of alcohol use will receive prompt and appropriate medical attention. Members of the Sacred Heart University community specifically students have an ethical responsibility to contact a Residential Life staff member or the Department of Public Safety when they believe that assistance for an intoxicated student is needed.

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

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

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

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

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

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

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

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

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

**Smoke-Free Initiative**

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

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

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

- Student, employee and visitor exposure to secondhand smoke, which is a known human carcinogen, will be severely reduced. Per the EPA, there is no safe exposure level to secondhand smoke.
- While the policy does not judge or exclude smokers, but rather asks them to not use tobacco where it can impact others, increased awareness of the risks and the availability of cessation programs may lead to lower smoking rates among employees and students which would lower their health risks. · The amount of smoking-related litter on campus will be significantly reduced, which will allow the resources and staff time spent on cleaning up cigarette butts, emptying ashtrays and handling complaints to be redirected. · The risk of fires caused by cigarettes dropped in planting areas and trash bins will be decreased.
- The University is preparing its graduates for the smoke-free workplaces they will likely encounter after graduation.
Smoke-Free Campus Policy
Effective January 1, 2012

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

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

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

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

Designated Smoking Areas
View maps on our website the designated smoking areas which include areas near Scholars Commons, Seton and Merton Halls, Christian Witness Commons, South Parking Lot and Roncalli Hall.

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

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

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

Organizers of public events on campus are responsible for communicating this policy to attendees, and organizations renting University space will acknowledge awareness of this policy in writing at the time of the rental agreement.
Solicitation
Any solicitors who wish to sell goods or services on campus must gain approval in advance from the Student Union Office.

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

Unauthorized Activity
Posting, distributing, and/or propagating: Unsolicited advertising, Computer worms or viruses, Unauthorized Global Emails, Spamming or Mail bombing the Email systems within or using the SHU network as a vehicle to Spam or Mail bomb outside networks and illegal file sharing. Attempting, whether successful or not:

- To attempt access to another user's passwords via password cracking software or any other resources.
- To enter another's account, files, or file space without authorization.
- To modify any software or information without authorization.
- To conceal or falsify one's identity in any electronic communication or activity.
- To intercept network traffic intended for nodes other than your own. To set up, operate, or maintain a server, network analysis tool, or network management tool on the SHU network without authorization.

What to do in Time of Family Illness or Death
The Campus Ministers provide concern and support through hospital visits, presence at wakes and funerals, and other ministerial services. If there is an illness or death in the family, the student (or a friend, faculty or staff member who is aware of the situation) should notify either the Dean of Students (203-371-7648) or the Campus Ministry Office (203-371-7840). Residential students should immediately notify their Resident Success Assistant who will contact the appropriate offices. The Office of Campus Ministry and the Dean of Student's office will then notify others in the University community so that assistance can be offered to the student or family.

Title IX Policy on Sexual Misconduct
Introduction
Sacred Heart University is firmly committed to maintaining a learning, living, and working environment for members of the University community, guests and visitors, free from all forms of gender-based discrimination and sexual misconduct (hereinafter referred to as “misconduct”), including acts of sexual violence, sexual harassment, domestic violence, intimate partner violence, and stalking. The policy describes the University's response towards sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The Policy provides guidance for those who have been involved in an incident of sexual misconduct, outlines the
University’s disciplinary response to alleged incidents of, and identifies the appropriate administrators within the University responsible for managing the policy and programs associated with it. This policy applies to all community members of the Sacred Heart University, which include students, employees, visitors, and other third parties.

The Title IX Policy also applies to all University programs and activities, and all complaints will be processed to determine whether the reported incident occurred within an educational program, an on-campus or off-campus activity, or results in continuing effects on campus. Thus, all complaints are processed regardless of the reported incident location, and it is understood that this policy applies to both on-campus and off-campus conduct. Sacred Heart University’s policy is intended to comply with relevant state and federal statutes and applies to faculty, staff, and students.

**Notice of Title IX Coordinator**

The University’s Title IX Coordinator is responsible for working with University constituents to ensure that the Sacred Heart University is compliant with all requirements under Title IX of the Federal Education Amendments of 1972, and other laws prohibiting discrimination and all aspects of the sex/gender-based harassment, gender based-discrimination and sexual misconduct policy to assure equitable education and work environments. The Coordinator reports to the Vice-President of Human Resources and indirectly to the President of the University. Questions about this policy should be directed to the Title IX Coordinator. Anyone wishing to make a report may do so by contacting the University Title IX Coordinator:

Leonora P. Campbell  
Title IX Coordinator  
Office of Human Resources  
Melady Hall 229  
203-396-8386  
campbelll@sacredheart.edu

Anonymous reports can be made by complainants and/or third parties alleging any form of sexual misconduct or gender-based discrimination. The information provided anonymously will be used in compliance of The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the CT-Public Act -11-14 for data collection. Under federal law the University is required to investigate all incidents of sexual harassment and discrimination, including sexual assaults, about which the University knows or has reason to know to protect the health and safety of the university community. The University may undertake an investigation even in those cases in which the complainant chooses not to cooperate.

1. Reporting Form  
2. Public Safety - Silent Witness (Anonymous Tips)

Individuals experiencing harassment or discrimination always have the right to file a formal grievance with government authorities: The U.S. Department of Education, Office of Civil Rights is the federal
agency charged with enforcing institutional compliance with Title IX regulations. Anyone may contact them directly for more information regarding Title IX or to issue a complaint.

**Office of Civil Rights**
400 Maryland Avenue, SW
Washington DC 20202-1100
Facsimile: (202) 453-6012
Customer Service Hotline: 800-421-3481 |
Toll-Free Hotline: 877-521-2172
Email: OCR@ed.gov

In the event that an incident involves alleged misconduct by the Title IX Coordinator, reports should be made directly to the Vice President of Human Resources:

Robert Hardy
Vice President of Human Resources
Melady Hall Room 227
Tel: 203-396-8390
hardyr@sacredheart.edu

Reporting and Responsible Employees
Who are Sacred Heart University’s Responsible Employees: Title IX of the Education Amendments of 1972 defines “responsible employees” as those employees who:

- have the authority to take action to redress harassment;
- have the duty to report to appropriate school officials sexual harassment or any other misconduct by students or employees; or who
- a student could reasonably believe has this authority or responsibility

At Sacred Heart University, all employees (faculty, staff and administrators), including student resident success assistants, graduate assistants, are responsible employees. As such, they are required by Title IX and university policy to report any information they have concerning possible sexual harassment or sexual misconduct (which are defined in this policy). This means that information about sexual harassment or misconduct shared with any of the above mentioned members of the community is not confidential. Those who wish to discuss a matter in complete confidence can speak with the University Chaplain and members of the clergy, and those licensed professionals in our Counseling, Wellness and Health services.

Responsible employees are often the first to witness or hear from a student or employee about behavior that may constitute sexual harassment or misconduct. According to Title IX, when a responsible employee has such information, the university is deemed to possess that knowledge and is obligated to take actions intended to stop the behavior, prevent its recurrence, and remedy its effects. By reporting the information to the appropriate university official, the Title IX Coordinator, the responsible employee enables the university to fulfill its legal obligation to assess the information and
determine what action is called for. In this way, responsible employees contribute to a learning environment where sexual harassment and sexual misconduct are discouraged and promptly addressed.

**Culture of Respect (CofR) Team**
To contact the CofR Team regarding getting involved and educational opportunities, please call 203-396-8386.

In an ongoing effort to provide a safe and supportive learning environment, the University has created a Culture of Respect Team. This team consists of a network of stakeholders throughout the University and surrounding communities which conduct ongoing prevention and educational campaigns on issues related to sexual misconduct, as well as ensure an appropriate and coordinated response to complainants of sexual assault, intimate partner violence, or stalking. The group meets bi-weekly throughout the semester to plan and organized educational programs and events. The team is divided into six different sub-teams that involve the following areas: Marketing & Communications, Policy Development and Review, Research and Assessment, Prevention, Education & Training, Survivor Advocacy, and Academic & Community Leadership and Engagement. These members of the SHU community include representatives from the following campus and local resources: Athletics, Center for Family Justice, Counseling and Health Services, Dean of Students Office, Public Safety, Office of Residential Life, Student Conduct and Community Standards office, Faculty, S.W.E.E.T. Peer Educators, Student Representatives from Athletics, Student Government, Residential Life, Greek Life, and the community at large.

**CRT (Campus Resource Team)**
To learn more about the Campus Resource Team, call 203-396-8386.

In an ongoing effort to enhance the University’s response to sexual violence and harassment, the University President has appointed a Campus Resource Team (“CRT”) which will reside within the Culture of Respect Team. The Campus Resource Team is comprised of critical campus officials as well as local resources involved in responding to sexual misconduct incidents. The CRT is charged with reviewing campus policies and recommending protocols for providing support and services to community members who report incidents of sexual misconduct. The group meets at least once per semester to review, assess, and update the University’s Sexual Misconduct protocols and policies. Members include representatives from the following campus and local resources: Dean of Students Office, Public Safety, Office of Residential Life, Counseling and Wellness Services, Faculty, the Center for Family Justice, and student representatives.

**Policy Statement**
Sacred Heart University is committed to an environment that promotes a spirit of responsibility, dignity, and respect. All students and employees are entitled to pursue their work and education free of misconduct or sexual violence in any form. When sexual misconduct or sexual violence occurs at Sacred Heart University, the standards of the University, as well as the criminal laws of the state of Connecticut, are violated. Sexual misconduct is a broad term encompassing many behaviors of a sexual nature that violate Sacred Heart University’s Code of Conduct or University policies. Sexual misconduct includes sexual assault, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation,
sexual harassment, dating violence, intimate partner violence, domestic violence, stalking, and intimidation.

Sexual misconduct committed by students, whether on or off campus, is prohibited and will not be tolerated. This applies to academic, educational, co-curricular, athletic, study abroad, residential and off-campus conduct, and other University programs. Sacred Heart University encourages individuals who have been involved in an incident of sexual misconduct, to make a complaint to the University and potentially pursue criminal charges against the person or persons they believe to have committed misconduct.

Students, faculty members, and staff members should understand that consensual sexual relationships, particularly those between individuals of unequal status, may be or become a violation of this policy. Anyone who engages in a sexual relationship with a person over whom the individual has any degree of formal power or authority must understand that the validity of the consent involved can and may be questioned. The University does not condone sexual relationships between staff or faculty members and students, and between supervisors and their employees. Members of the university community are encouraged to contribute to the prevention of, intervention in, and effective response to any sexual misconduct. All members of the community may play a role in building a safe and just educational environment.

Policy Jurisdiction
Sacred Heart will adjudicate instances of misconduct that occur on and off campus, and/or in any situation that is detrimental to the educational mission or interest of the University and its constituents. This policy and the process apply to the conduct of individual students, both undergraduate and graduate, including all University-affiliated student organizations. For the purposes of this policy, Sacred Heart considers an individual to be a student when an offer of admission has been extended and thereafter as long as the student has a continuing educational interest in the University. Any violation of this policy that occurs between the time of acceptance and enrollment at the University may be subject to review by the Title IX Coordinator or his/her designee. Students are advised to seek the advice of the Title IX Coordinator if they are unsure whether the University has jurisdiction over an incident of misconduct. Students are advised that a delay in reporting could have a negative impact on the University’s ability to respond.

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

Consent is an understandable exchange of positive and affirmative words or actions which indicate a willingness to participate and engage in mutually agreed upon specific sexual activity throughout a sexual encounter.

- Consent must be informed, freely and actively given.
- It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement.
- Silence, lack of protest, or an absence of resistance, does not imply consent.
▪ Past consent to sexual activity does not imply present continued, ongoing or future consent.
▪ Consent to one sexual activity does not imply consent to all. Consent must be obtained at each stage of sexual involvement.
▪ Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another.
▪ Consent to sexual activity may be withdrawn at any time by communicating the lack of consent to the other person. Once withdrawal of consent is communicated, all sexual activity must cease. In other words, a simple “no” or its verbal or nonverbal equivalent means withdrawal of consent.
▪ Consent cannot be obtained by physical force, threats, intimidation, or coercion. Agreement under such circumstances does not constitute consent.
▪ In order to give effective consent, one must be of legal age. In the State of Connecticut, an individual must be at least sixteen years of age to provide effective consent. Furthermore, CT law restricts the sexual involvement of an individual under the age of 18 with an individual that is twenty years of age or older and stands in a position of power, authority, or supervision over such other person by virtue of the individual’s professional, legal, occupational or volunteer status and such other person’s participation in a program or activity. (For further information on sexual consent under Connecticut Law, see Connecticut General Statues Section 53a-71.)
▪ Sexual activity with someone who one should know to be -- or based on the circumstances reasonably should know to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
  ▪ **Incapacitation** is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
  ▪ **Intoxication** is defined as the point where the quantity of alcohol a person consumes exceeds the individual’s tolerance for alcohol and impairs behavioral or physical abilities.
  ▪ This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the administration of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found online.
• When a person is subjected to either mental or physical coercion— be it subtle or overt—there is no effective consent. To coerce means to compel or force one to act based on pressure, harassment, threats, or intimidation.

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

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

**Complainant** - an individual who reportedly experienced misconduct; in certain cases the University may serve as the complainant regardless of whether the initial complainant participates in the University’s review of that report and subsequent procedures.

**Force** - is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (ATIXA Model Policy).

**Hostile Environment** - A hostile environment is created when sexual harassment is sufficiently severe, or persistent or pervasive, and objectively offensive that it unreasonably interferes with, denies or limits someone’s ability to participate in or benefit from the university’s educational [and/or employment], social and/or residential program.

**Incapacitation** - is defined as lacking the physical and/or mental ability to make informed and rational decisions or judgments. This term includes, but is not limited, to the following: persons, who are intoxicated, passed out, or asleep. Use of alcohol or drugs shall not diminish one's responsibility to obtain consent and does not excuse conduct that constitutes sexual misconduct under this policy. An example would be someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction). Sexual activity with someone you know to be or should know to be incapacitated constitutes a violation of this policy.

**Intimidation** - is defined as a course of conduct directed at a person that would cause a reasonable person to fear for injury or harm through the use of threats (direct or implied).

**Intimate Partner/Dating Relationship Violence** - the use of physical or sexual violence, coercion, threats, intimidation, isolation, stalking, harm or other forms of emotional, sexual or economic abuse used to control a current or former partner or spouse in an intimate and/or dating relationship constitute intimate partner violence. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Intimate partner violence can be a single act or a pattern of behavior in relationships. Intimate partner relationships are defined as short or long-term relationships (current or former) between persons intended to provide some emotional/romantic and/or physical intimacy. Intimate partner violence is a term commonly exchanged with the terms dating violence, domestic violence, and/or relationship abuse; as such, this policy applies to each of these terms.

**Investigator(s)** - an appropriately trained individual(s) who reviews and investigates reports of misconduct under this policy.

**Retaliation** - Both Title IX and Sacred Heart University prohibit retaliation against any person for using this reporting system, or for participating in investigations or subsequent proceedings. The University will take steps to prevent retaliation and take strong responsive action if it occurs. Retaliation is defined
as any action by any person what is perceived as: intimidating, hostile, harassing, retribution, or violent that occurred in connection to the making and investigation of the report. Complainants or Respondents should report any subsequent problems of harassment or retaliation. The Title IX Coordinator or a designee will follow up with complainants periodically to determine whether any retaliation or new incidents of harassment have occurred, and handle such reports accordingly.

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

**Respondent** - an individual who is reported to have allegedly engaged in some form of misconduct and/or has been charged with a violation of this policy.

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

- **Non-Consensual Sexual Contact** is any intentional sexual touching, however slight, with any object, by any person(s) upon any other person(s) that is without consent and/or by force. Sexual contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

- **Non-Consensual Sexual Intercourse** is any sexual intercourse, however slight, with any object, by any person(s) upon any other person(s) that is without consent and/or by force. Non-consensual sexual intercourse includes vaginal or anal penetration, by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact. (For further information on sexual assault crimes under Connecticut Law, see Connecticut General Statues, Sections 53a-65 through 53a-73a.)

**Sexual Harassment** - encompasses a wide range of conduct from sexual exploitation to sexual harassment and is a violation of the University’s code of conduct. Sexual harassment can be physical or verbal in nature, and may include psychological harassment.

- **Sexual Exploitation** is taking non-consensual, unjust, or abusive advantage of another in a sexual or intimate context. Sexual exploitation includes, but is not limited to, prostituting another person; engaging in permitting, reproducing, or facilitating nonconsensual viewing, videotaping, photographing, or audio taping of sexual or intimate activity (such as dressing, showering, toileting, or similar activity); knowingly infecting another person with a sexually transmitted infection.
• **Sexual Harassment** is unwelcome sexual advances, requests for sexual favors, and other sex-based and/or gender-based verbal, nonverbal, written and/or physical conduct of a sexual nature when:
  o submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education, living environment, employment, or participation in a University-related activity or University Program;
  o submission to or rejection of such conduct by an individual is used as the basis for or a factor in decisions affecting that individual’s education, living environment, employment, or participation in a University-related activity; or
  o such conduct has the purpose or effect of unreasonably interfering with an individual’s educational performance or creating an intimidating, hostile, offensive, or abusive environment for that individual’s education, living environment, employment, or participation in a University-related activity.

• **Quid Pro Quo Harassment** – harassment by a person having power or authority over another constitutes sexual harassment when submission to such sexual conduct is made either explicitly or implicitly a term or condition of rating or evaluating an individual’s educational [or employment] progress, development, or performance. This includes when submission to such conduct would be a condition for access to receiving the benefits of any educational [or employment] program.

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

- Promising, directly or indirectly, a person a reward, if they comply with a sexually oriented request.
- Threatening, directly or indirectly, retaliation against a person if they refuse to comply with a sexually oriented request.
- Denying, directly or indirectly, a person an employment or education related opportunity, if the person refuses to comply with a sexually oriented request.
- Engaging in sexually suggestive conversation or physical contact or touching another person.
- Displaying pornographic or sexually oriented materials in areas that may be deemed public, such as shared office space, common residential living space, classrooms, outward facing windows, etc.
- Engaging in indecent exposure.
- Making sexual or romantic advances toward a person and persisting despite the person’s rejection of the advances.
- Suggestive or lewd remarks.
- Staring or leering at parts of a person’s body.
- Physical conduct such as assault, touching, or blocking normal movement.
- Retaliation for making harassment reports or threatening to report harassment.
- Sexual harassment can occur to any person regardless of someone’s gender identity, gender expression, or biological sex. Although sexual harassment sometimes involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment.
• An aggregation of a series of incidents can constitute sexual harassment even if one of the incidents, considered separately would not rise to the level of harassment.
• Sexual harassment may occur in a single episode as well as in repetitive behavior.
• Acts of sexual harassment can be perpetrated by one person or by a group of individuals.

**Sexual Misconduct** - unwanted or unwelcome conduct of a sexual nature that is committed without valid consent, including sexual misconduct and sexual harassment. Sexual misconduct may occur between people regardless of their sex and/or gender identity. Sexual misconduct can include both intentional conduct and conduct that result in negative effects, even if those negative effects were unintended. Sexual misconduct can also include retaliation in connection with a complainant’s or reporter’s allegations under this policy.

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

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

- “Course of conduct” means two or more acts, including but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveys, threatens, or communicates to or about a person, or interferes with a person’s property.
- “Emotional distress” means significant mental suffering or distress that may, but does not necessarily, require medical or other professional treatment or counseling.
- “Reasonable person” is defined as an individual’s perspective of the reporting party’s circumstances within a given context.

**Reporting Procedures for Complaints of Sexual Misconduct**
Persons wishing to report incidents of sexual misconduct (sexual assault, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, sexual harassment, gender-based discrimination, dating violence, intimate partner violence, domestic violence, stalking, and intimidation) may choose any/all of the options below:

1. Speak with a confidential resource on or off-campus for support, advocacy, and counseling services.
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2. Disclose to a “responsible employee” or the Title IX Coordinator directly for support services, informal remedies, and other accommodations.
3. Initiate a formal institutional complaint through the process described in this policy.
4. Notify local law enforcement, and receive assistance from campus authorities in making such notification, if desired. This may include obtaining a protective order, applying for a temporary restraining order, or seeking enforcement of an existing protective or restraining order.

Sacred Heart University’s complaint procedure provides for a prompt, adequate, reliable, and impartial investigation of all claims of sexual misconduct. The University encourages all those who have experienced any form of sexual misconduct to report the incident promptly, to seek out all available campus and community resources, and pursue University conduct action, and/or legal proceedings against the offender. Electing not to report an incident to law enforcement will not impact the University’s investigation or grievance process under Title IX. The University reserves the right to initiate an investigation on its own if it perceives an imminent and/or on-going threat to the University community. Likewise, if a criminal complaint is filed, the law enforcement investigation or report is not determinative of whether the incident of sexual misconduct violates the University policy and/or the rights of students and employees provided under the Title IX Education Amendment of 1972.

How to file a report or complaint
The University encourages the reporting of any sexual misconduct to the following reporting offices:

**Title IX Coordinator, Leonora Campbell**
Melady Hall 229  
203-396-8386  
campbelll@sacredheart.edu

**Public Safety Department**
First Floor Main Academic Building  
203-371-7995

**Dean of Students Office**
Second Floor Hawley Lounge Main Academic Building  
203-371-7916

**Counseling Services**
Second Floor 4980 Park Avenue  
203-371-7955

**Health Services**
First Floor 4980 Park Avenue  
203-371-7838

**Bridgeport Police Department**
300 Congress Street, Bridgeport, CT 06604  
203-576-7671
The University’s primary concern is student, staff, and employee safety. Other lesser violations of the Sacred Heart University Student Code of Conduct, such as alcohol or drug violations that are disclosed during the investigation, will likely be referred for educational follow up rather than any disciplinary action.

**False Reports**
An allegation or a report that is intentionally false and/or malicious maybe a violation of the Sacred Heart University Student Conduct Code and will be investigated and adjudicated accordingly. The University will not tolerate intentional false reporting of incidents. To make an intentionally false report of any policy violation may also violate state criminal statutes and civil defamation laws.

**Privacy & Confidentiality**
Sacred Heart University will preserve student confidentiality to the extent possible and allowed by law. The degree, to which confidentiality can be protected, however, depends upon whether or not the individual is legally protected to withhold this information. The person being consulted should make these limits clear before any disclosure of facts. An individual can speak confidentially with certain persons in legally protected roles at Sacred Heart University, including University Chaplain and minister, counseling, wellness and health services staff.

All reports and allegations of sexual misconduct will be investigated and may be resolved through the procedures outlined in this policy, and will be conducted with regard for the privacy of all those involved. Information acquired during Title IX and Sexual Misconduct procedures will be shared only with University investigators, identified witnesses, and other relevant parties. Only those individuals who need to be informed of the report will have access to the information acquired in any related investigation or subsequent proceedings. The reporting party and responding party are not restricted from discussing or sharing information related to the complaint with others if it may support them or assist them in presenting their case. However, the University encourages all parties involved to consider the privacy of other participating parties prior to divulging complaint related information.
Sacred Heart University maintains privacy and confidentiality in relation to any accommodations or protective measures afforded to a complainant or respondent provided to the extent it does not impair the institution’s ability to provide the accommodations or protective measures. While the Title IX Coordinator, or designee, will review all requests for confidentiality or a request to not investigate, the Title IX Coordinator, or designee, will take appropriate steps to respond to the matter consistent with Title IX regulations and concerns for the greater University community.

**Federal Timely Warning Reporting Obligations**
Public disclosure of pertinent information, through a timely warning notification, may also be made if university administrators, the Title IX Coordinator, or designee, determines that the disclosure is necessary to protect the safety of the larger campus community. As required by state and federal law, the University collects and reports annually statistical information concerning sexual misconduct incidents occurring in its jurisdiction. Any public release of information to comply with the open crime logs or timely warning provisions of the Clery Act will not release the names of complainants or information that could easily lead to a complainant’s identification.

**Sacred Heart University Process for an Investigation**
Sacred Heart University encourages students who have been involved in a sexual misconduct incident to file an official report. Students are also advised to seek medical attention as soon as possible and within 72 hours of a sexual misconduct. The University is obligated by Title IX of the Education Amendments of 1972 to investigate allegations of sexual misconduct. A selected investigation team will convene upon receipt of information that alleges a violation has taken place, and will begin a preliminary investigation with the reporting party’s consent. Anyone reporting incidents of sexual misconduct has the opportunity to seek informal remedies, pursue a formal investigation and/or pursue a formal hearing. Specifics of each option are outlined as follows:

**Preliminary Response**
Upon receipt of knowledge or a report, the reporting party will have an opportunity to meet with the Title IX Coordinator to discuss the matter and learn about what the Title IX office can offer in support, guidance and understanding the process. In every report of sexual misconduct, the University’s Title IX Coordinator, or designee, will proceed to the extent and make a reasonable and immediate assessment of the risk of harm to individuals and the larger campus community, and will take the necessary steps to address identified risks. The Title IX Coordinator in coordination with the Dean of Students will initiate an immediate response to separate the Complainant and Respondent from engaging each other and may include interim and informal interventions and accommodations and are not limited to, no contact order(s), housing/academic relocation, residence hall suspension, and University suspension.

The preliminary response may also result in a formal investigation depending on various factors, which may include the reporting party’s decision to pursue a formal institutional complaint, the assessed risk of not proceeding further, and the nature of the allegation.

If a reporting party requests to remain confidential, to postpone, or to decline an investigation, the University will consider this request in light of the assessed risk to the individual and the larger campus community. However, confidentiality cannot be guaranteed if the University determines that a formal
investigation is needed in order for it to effectively respond to the reported misconduct and prevent further sexual misconduct from harming other community members. If the reporting party does not consent to an investigation, the University will take all reasonable steps to investigate and respond to the complaint consistent with their request, unless the University determines that a formal investigation is in fact necessary. The University reserves the right to investigate allegations of sexual misconduct absent of a formal grievance, or after its subsequent withdrawal.

The University seeks to respect the request(s) of the reporting party and in circumstances that it cannot do so; the University will consult with the reporting party and keep them informed of the chosen course of action.

**Interim and Informal Interventions and Accommodations**

During the preliminary investigation, where students have been involved in an alleged incident, the reporting party and respondent will be informed of any reasonable interim and informal interventions and accommodations that are available including but not limited to:

- Referral to Counseling and Health Services
- Change of an on-campus student's housing to a different on-campus location
- Assistance from University support staff in completing the relocation
- Arranging to dissolve a housing contract and pro-rating a refund
- Alternative course completion options
- Academic accommodations
- Exam (paper, assignment) rescheduling
- Taking an incomplete in a class
- Transferring class sections
- Temporary withdrawal
- Providing campus transportation accommodations or changes
- Providing campus escorts
- Change working situations
- Interim separation from the campus

These informal remedies are available to both parties regardless of their decision to pursue a formal University investigation. The Title IX Coordinator in conjunction with the Dean of Students, or a designee, may utilize informal remedies during any stage of an investigation.

If appropriate, the Title IX Coordinator will inform all parties of their option to resolve the report through informal resolution.

This informal resolution will be a meeting facilitated by a trained mediator and may consist of a discussion with all parties regarding the incident. If a satisfactory resolution is reached through this informal process and all parties agree to the resolution, the matter will be considered completed. If this process is unsuccessful, a formal investigation may be pursued and requested.
The reporting party may choose to end the informal resolution process at any time and request a formal investigation. If a reporting party initially requests to remain confidential, to postpone, or to decline an investigation, they may later choose to request a formal investigation.

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

**Decision to Proceed with Formal Investigation**
After the preliminary response, and consistent with a reporting party’s request, the Title IX Coordinator or designee will coordinate a formal investigation into the incident. The Title IX Coordinator will determine the most effective method of reviewing the concerns raised by the reported sexual misconduct. In all investigations and cases, the University will respond in a prompt, thorough, procedurally fair and impartial manner. It will also conduct and entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, if necessary. While the Title IX Coordinator cannot force a complainant to make a report, a written report is required to move forward with a formal investigation. The Respondent will also be given an opportunity to submit a statement to the Investigator(s)

The Title IX Coordinator or designee will insure that both parties are aware of the allegation(s) and to explain the subsequent steps involved in a sexual misconduct investigation.

The Title IX Coordinator will refer all parties to the Investigator(s) who will assist all parties in submitting an incident report and/or statements.

Both parties will be informed of the respective time and place of the interviews with an Investigator(s) and that contact between the parties will be limited to necessity.

During the investigation, the complainant and respondent have the right to be accompanied by an advisor/support person. Advisor/support persons are permitted to speak only to their advisees. Advisor/support persons are not permitted to represent any person involved in the investigation and adjudication process.

The Investigator(s) will investigate the incident by separately questioning the complainant, respondent, and any identified witnesses. The purpose of the questioning is to ascertain to reasonable suspicion if there may have been a violation of Sacred Heart University's Sexual Misconduct Policy and what immediate responses need to occur.

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

Should this questioning not produce a reasonable suspicion, the investigation will not proceed.

However, complainants may still seek options such as filing a no contact letter and reporting the incident to the local police department.

At the conclusion of the interviews, a report of the findings and decision will be provided.

The possible findings of the Investigator(s) are as follows:

- **Not Responsible** - Insufficient evidence was available to support a finding of responsibility for violations of policy.
- **Responsible** - The evidence supports a finding of responsibility, based on a preponderance of the evidence standard.

The Investigator(s) will issue a final report with recommended sanction(s) and decisions to the Title IX Coordinator who will discuss and present to the Dean of Students for final decision and implementation of sanctions.

The reporting and responding parties will be kept up to date as to the status of the hearing process through its conclusion. Correspondence regarding the status of the process will be by the Title IX Coordinator made via email, phone, or in-person meetings.

To assist in formulating appropriate sanctions by the Investigator(s), both parties may make a statement of the impact of the incident.

During any stage of the investigation, if the Title IX Coordinator or the Dean of Students reasonably suspects that either party poses an imminent threat of harm or disruption to the campus community, he or she may immediately be removed from campus housing and/or be restricted from movement on campus. Violation of an interim suspension or removal from campus under this policy is grounds for dismissal or expulsion.

It’s important at this stage that all members of the University Community respect the role of the Title IX Coordinator and Dean of Students or designee and not engage in behavior that compromises the process.

**Disciplinary Sanctions**
The following sanctions against a student who has been found responsible for violating the Sexual Misconduct Policy will vary depending on the severity of the violation.

The Investigator(s) will recommend sanctions to the Title IX Coordinator who will discuss and present to the Dean of Students for final decision and implementation of sanctions.

Information regarding the definition(s) of specific sanctions is located in the Student Code of Conduct and Community Standards. Each sanction has been formally defined in the Student Code of Conduct.
Sexual Assault/Misconduct Violations

• Any student found responsible for violating the policy on Non-Consensual Sexual or Forced Sexual contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary violations.*

• Any person found responsible for violating the Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion *

Sexual Harassment Violations

• Any student found responsible for violating the Sexual Exploitation or Sexual Harassment policies will likely receive a recommended sanction ranging from warning to expulsion depending on the severity of the incident, and taking into account any previous disciplinary violations.*

Intimate Partner/Dating Relationship Violence Violations

• Any student found responsible for violating the policy on intimate partner violence will likely receive a recommended sanction ranging from warning to expulsion; depending on the severity of the incident, and taking into account any previous campus conduct code violations. *

Stalking Violations

• Any student found responsible for violating the policy on stalking will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations. *

*The Title IX Coordinator in collaboration with the Dean of Students reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior.

The Dean of Students or designee will correspond concurrently via email, phone, or in-person meetings to both the complainant and respondent of the outcome of a sexual misconduct Investigator(s) proceeding in writing within three (3) business days of the decision.

Sanctions will include steps to end the behavior exhibited, prevent its reoccurrence, and make whole the educational environment of all involved parties. Depending on the nature of the conduct and the sanction(s) imposed, the reporting party may or may not be informed of the sanction issued to the responding party in accordance with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 CFR Part 99.

Title IX and Sexual Misconduct complaints, including investigative files, documentation of proceedings, and related incident reports, will be held as a student educational record by the Title IX Coordinator’s Office. Student educational records are defined as those records, files, documents, and other materials that contain information directly related to a student and are maintained by the Sacred Heart University or by a person acting for the University pursuant to University policy. More information on the
University policy regarding student educational records can be found in the Sacred Heart University Student Handbook.

**Appeal Process**

Both parties may request an appeal of the outcome of the Investigator(s) hearing or final decision of the Dean of Students within (3) three business days of receipt of the written determination. Appeals must be submitted in writing and delivered to the Title IX Coordinator’s Office and thus forwarded to the Senior Vice President of Enrollment Planning and Student Affairs of the University whose decision shall be final within the prescribed time period. If no appeal is made within the prescribed time period, the original decision shall be final, conclusive, and effective immediately.

Each party will be notified if the other party initiates an appeal and will have the opportunity to submit information for consideration by the Appeal Hearing Officer. All sanctions imposed will remain in effect throughout the appeal process.

The following grounds will be considered:

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

The Appeals Hearing officer will make the determination if there are sufficient grounds for the appeal. The Appeal Hearing officer may decide to:

1. To uphold the findings/sanctions of the original conduct officer Investigator(s). Dean of Students. In this case, the initial decision is final;
2. Modify the finding(s) and/or sanction(s) decided by the conduct officer(s). Investigator(s) Dean of Students.

It is understood that the appeal officer can modify the findings, which means: reduce, uphold or increase the original sanction(s).

The appeal decision is final.

**Retaliation**

Both Title IX and Sacred Heart University prohibit retaliation against any person for using this reporting system, or for participating in investigations or subsequent proceedings. The University will take steps to prevent retaliation and take strong responsive action if it occurs. Retaliation is defined as any intentional adverse action taken by any person or third party of what is perceived as: intimidating, hostile, harassing, retribution, or violent behavior against a participant or supporter in connection to the making and investigation of a report, proceedings or other protected activity.
Complainants or Respondents should report any subsequent problems of harassment or retaliation to the Title IX Coordinator. The Title IX Coordinator or designee will follow up with complainants periodically to determine whether any retaliation or new incidents of harassment have occurred, and handle such reports accordingly.

Retaliation against an individual who brings a complaint, reports an alleged violation, participates in an investigation or pursues legal action is prohibited, will not be tolerated and will result in disciplinary action.

The University is committed to:

1. Providing education on gender-based discrimination and sexual misconduct.
2. Providing proper support and resources to aid any community member harmed by sexual misconduct. Community members may include employees, students, and third parties.
3. Encouraging community members to have accountability for their behavior.
4. Investigating all complaints or reports of sexual misconduct, harassment or discrimination.
5. Providing a timely, fair, and equitable process for investigation and adjudication that includes appropriate disciplinary actions.

Recording Investigative Materials and Reports

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

However, in implementing these procedures, records of all allegations, investigations, and resolutions will be kept by the Title IX Coordinator indefinitely in the electronic Title IX Coordinator database or will be maintained for at least seven (7) years from the date of the final report.

Policy Revision

University students are responsible for knowing the information, policies and procedures outlined in this document. Policy will be reviewed on a yearly basis to coincide with the law and mandates.

The university reserves the right to make changes to this document as necessary and once those changes are posted online, they are in effect. Students are encouraged to check the Student Handbook for the updated versions of all policies and procedures. If government regulations change in a way that impacts this document, this document will be construed to comply with government regulations in their most recent form. Reports of misconduct made after the fact may raise issues of policy and procedure application, if policies and procedures have changed. Unless the parties accept current policies, all reports are governed by the policies that were in place at the time the alleged misconduct occurred. Procedures applicable are those that are in place at the time of resolution.

This document does not create legally enforceable protections beyond the protection of the background state and federal laws which frame such codes generally.

Policy Enforcement

This policy was authorized and approved by the President of Sacred Heart University and is enforced under the authority of the Title IX Coordinator.
Legal Options
In addition to University disciplinary actions, a person who engages in a sexual misconduct may be the subject of criminal prosecution and/or civil litigation. A police report must be made for criminal prosecution to be considered by the state’s prosecuting authority. The chances of successful prosecution are greater if the report is timely and is supported by the collection of medical-legal evidence.

Managing the Interests of the Alleged Respondent
It must be recognized that the alleged respondent in a University investigation has legal and other rights, and that complaints in which each of the parties are members of the campus community are the most ethically and legally complex. A presumption of guilt should not be made as the result of any allegations. Insofar as it is possible, the University shall act to protect the identity of the respondent until such time as allegations against the individual are confirmed through the procedures outlined in this policy. In the event that a student is accused of sexual misconduct against another individual and a formal complaint is lodged with the Title IX Coordinator, the respondent shall receive information on the following;

A copy of any relevant documentation about conduct proceedings depending on the nature of the allegation, the respondent should consider seeking qualified legal advice should criminal or civil action result; and the student's capacity to access confidential counseling from someone with no contact with the complainant. The respondent has a right to select an advisor/support person within the guidelines of this policy. Counseling and/or support can only be offered to a respondent who is a Sacred Heart University student.

Confidential Resources On and Off Campus
On Campus
Campus Ministry
SC 125 - Academic Building
203-371-7840

The office of Campus Ministry, rooted in the Catholic tradition, is open to all currently enrolled University students and is a welcoming place for students of all faiths to explore and nurture their spiritual life. We offer a variety of programs and opportunities for students to discover what they believe and find where they belong.

Maureen Hamilton Wellness Center
4980 Park Avenue, Fairfield, CT 06825

The Wellness Center houses the following services to students:

- Counseling Services -203-371-7955
  The Counseling Center is a free, confidential resource providing individual and group counseling and other mental health support for students. By appointment only. All contacts are confidential.
• Health Services -203-371-7838
  The Health Services Center provides accessible, comprehensive and cost-effective primary health care and educational outreach. All contacts are confidential.

Off Campus
Center for Family Justice
753 Fairfield Ave, Bridgeport, CT 06604
Rape Crisis Hotline: 203-333-2233

Providing free, confidential, bilingual crisis services that help all people plagued by domestic and sexual violence restore their lives, and educating our communities to prevent future abuse. It is the comprehensive services our partners are providing that are streamlining the road to healing and self-sufficiency. Family Justice Centers (FJC) use a coordinated approach to offer services designed to break the cycle of violence, in a safe place, under one roof. Police, prosecutors, civil/legal providers, counselors and client advocates work together to streamline how they help people heal while reducing costs. All contacts are confidential.

Connecticut Office of the Victim Advocate
505 Hudson Street 5th Floor Hartford, CT 06106
860-550-6632

Additional On and Off Campus Resources
On Campus
Title IX Coordinator
Melady Hall, 2nd Floor - Office #229
203-396-8386

Department of Public Safety
Academic Building – 1st Floor
Routine Calls: 203-371-7995
Emergency Calls: 203-371-7911

Public Safety can assist with immediate medical needs and concerns of complainants, friends and others involved in an incidence of sexual misconduct. They work closely with the Title IX Coordinator, Dean of Students, Office of Residential Life and Counseling Center. They may assist in the investigation of incidents; provide timely campus wide notifications of incident which pose an ongoing or continuing threat to the community. While complainants are encouraged to report crimes to the police, they may instead elect to seek counseling services and may be assisted by these services or by other campus resources.

Dean of Students Office
Student Center – 2nd floor Hawley Lounge
203-371-7916

The Dean of Students works closely with the Title IX Coordinator and Public Safety regarding incidents of sexual misconduct; they will assist in providing support to student complainants; and work towards
maintaining a balance between addressing the needs of the complainant and the needs of the campus community.

**Office of Residential Life**
Roncalli Hall – 1st floor
203-416-3417

Office of Residential Life staff members work closely with the Title IX Coordinator and are knowledgeable about campus and local services and can help sexual assault/misconduct complainants get assistance and provide support to residents impacted by the sexual assault/misconduct.

**Office of English as a Second Language**
Library – Lower Level
203-365-7518

The mission of the Sacred Heart English Language Institute is to provide excellent instruction in English as a Second Language (ESL) and orientation in US culture to all students who are non-native speakers of English, to help them achieve their personal, academic and professional goals, while recognizing and addressing the students’ individualized educational need and cultural backgrounds. Issues may arise with concerns relating to Title IX and sexual misconduct. The ESL office will work closely with the Title IX Coordinator to address these concerns.

**Off Campus**

**St. Vincent’s Hospital**
2800 Main Street, Bridgeport, CT
203-576-6000

**Bridgeport Hospital**
267 Grant Street, Bridgeport, CT
203-384-3000

**Bridgeport Police Department**
300 Congress Street, Bridgeport, CT 06604
203-576-7671

**Fairfield Police Department**
100 Reef Road, Fairfield, CT 06824
203-254-4800
Report a crime: Detective Kerry Dalling – 203-254-4840

**Trumbull Police Department**
158 Edison Road, Trumbull, CT 06611
203-261-3665
Stamford Police Department
805 Bedford Street, Stamford, CT 06901
203-977-4444

Griswold Location
CT State Police - (860) 848-6500 or (860) 376-2583

Hotline Information and Resources

Sexual Assault Crisis Hotline
All services are free and confidential
1-888-999-5545 – English
1-888-568-8332 – Español

Rape, Abuse & Incest National Network (RAINN)
800-656-HOPE (4673)

Reaching out for help is often the first step toward healing. RAINN provides support for sexual assault victims and their loved ones through hotlines and online. Whether you are more comfortable on the telephone or online, RAINN has services that can guide you in your recovery. For hotline information, online.rainn.org.

National Sexual Assault Hotline
1-800-656-HOPE (4673)

National Sexual Violence Resource Center
NSVRC believes that everyone should have access to information that will allow them to build programs and policies to end sexual violence and serve those who have been impacted. NSVRC acts as a communication hub connecting people with the information, resources, tools, and expertise needed to effectively address and prevent sexual violence in all communities. We are committed to ensuring access to quality resources for all children, teens, young adults, and people in later life. NSVRC uses traditional and emerging forms of communication to create communities of support for preventing sexual violence.

Domestic Violence Hotline
Local: 203-384-9559
CT: 1-800-774-2900
National: 1-800-799-SAFE (7233)

V.E.D.A.S. Hotline (Español)
National: 1-888-568-8332

Survivors of Incest Anonymous
12-step recovery program
LoveisRespect

At LoveisRespect, they work to inspire and support young people to build healthy relationships. Dating violence affects millions of people every year, but people are still afraid to talk about it.

Not Alone

Not Alone, the White House’s official website on campus safety, provides tons of information, from finding a crisis service, to explaining your rights, to learning how to file a complaint at your school.

National & Statewide Resources

CT Coalition Against Domestic Violence (CCADV)
888.774.2900 English hotline
844.831.9200 Español hotline

Connecticut Alliance to End Sexual Violence (formerly known as CONNSACS)
888.999.5545 English hotline
888-568-8332 Español hotline

GLBTQ Domestic Violence Project
800-832-1901 hotline

Stalking Resource Center
202-467-8700 office

National Suicide Prevention Lifeline
800-273-8255 English hotline
888-628-9454 Español hotline

Statewide Legal Services of CT, INC.
800-453-3320 Toll-free

National Center for Victims of Crime
202-467-8716 Referral hotline

Approval and Implementation

This Title IX Policy on Sexual Misconduct was approved on December 1, 2017 by the Offices of The General Counsel, Human Resources and Dean of Students, and implemented on December 1, 2017.

Student Life

The Student Life department is located in the Hawley Lounge and is comprised of 9 main areas: Student Activities, Student Union, Greek Life, Commuter Life, Performing Arts (Pioneer Band, Choral, Theater Arts and Dance), Leadership, Club Sports, International Student Services and New Student Programs. The offices are open Monday - Friday from 9 a.m. – 5 p.m.
Student Life seeks to enhance the college experience outside of the classroom by offering both co-curricular and extra-curricular opportunities for students. Moreover, the Student Life Office exists to teach life skills to students through formal training sessions and leadership opportunities. SHU is different from other institutions in that we EXPECT that students become involved in student groups as a part of their holistic college experience. We believe that involvement in campus life leads to involvement in local communities following graduation.

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

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

Student Life Odds and Ends
To inform students of some of the particular systems used within the office, the following is provided:

- Sponsoring an Event: All student groups must fill out an Event Registration Form online (ERF) to gain authorization to schedule events (at least 4 weeks prior notice is needed), including fundraisers.
- Mailboxes: Student Government Officers and all student groups are provided mailboxes in Hawley Lounge. Students can contact their student group leaders by leaving notes in these boxes.
- Posting Notices and Flyers: All notices to be posted must be approved by the Student Life Office. Select bulletin boards throughout campus may be used for posting. No advertising may be placed on glass doors/ walls, hung from the ceiling, or placed directly on painted walls. A complete list of policies concerning posting may be obtained from the Student Union Office.

Student Government
The Student Government (SG) is the parent organization to all student groups on campus. It is comprised of an Executive Board, Student Senate, Student Events Team (SET), Council of Clubs and Organizations (CCO), Finance Board, and Class Officers. Student Government’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 Student Government office is in Hawley Lounge.

Executive Board
This steering body of Student Government consists of 12 students, each holding one of the following positions:

- SG President
- SG Vice President Senate
• SG Vice President for Finance Board
• SG Vice President for CCO
• SG Vice President for SET
• SG Vice President of Public Affairs
• SG Vice President for Judicial Affairs
• SG Secretary
• Class 2018 President
• Class 2019 President
• Class 2020 President
• Class 2021 President

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

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

**Student Events Team (SET)**
The main purpose of this organization is to provide activities on Campus within a wellness (holistic) approach. Categories within which events are provided include the six wellness dimensions: Spiritual, Physical, Intellectual, Career, Emotional and Social (SPICES). All students are encouraged to join a committee of SET! SET is chaired by a VP and consists of 6 standing committees: Novelty, Theme, Entertainment, Advertising, Community Service and Special Events.

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

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

**Council of Clubs and Organizations (CCO)**
CCO is the governing body of all student groups on campus, is comprised of the presidents from each club or organization, acting as a representative. The CCO conducts monthly meetings to discuss organizational activities and community service projects, vote on club/organization related issues and to keep updated on CCO requirements.
**Class Officers**

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

**Club Sports**

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

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

Visit the Hawley Lounge, 9 a.m. – 5 p.m. Monday through Friday to get involved or visit the Club Sports website for more 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.

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

**International Student Services**

Located in the Hawley Lounge, we are here to assist International Students with any questions or concerns they may have about Visa and immigration matters, adjusting to studying in the United States, or life at Sacred Heart. If you have any questions or concerns, stop by the Student Life office or call 203-371-7846.

**Student Union**

The Student Union, located in the academic center across from the 63’s dining hall, provides services and programs for students, faculty and staff to assist and complement the academic and campus life components of the University. In addition, this office provides a variety of work study opportunities that allow for leadership and management opportunities. The Union is staffed by the Student Union Director, Operations Assistant, Administrative Assistant and over 60 student staff members.
To contact the Student Union, call 203-371-7913.

We handle the following:

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

**Hawley Lounge**

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

**Hawley Game Room**

Located in the Hawley Lounge, Hawley Game Room is open to all students. The lounge facilities offer Billiards, TV, and a place to socialize with friends. Hours are Monday - Friday, 9 a.m. – 11 p.m., and, 10 a.m. – 11 p.m. on weekends. Students can call the Student Union office for information on tournaments at 203-396-8027.

**Red’s**

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