

Sacred Heart University

Student Handbook 2020-2021



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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 six colleges offering challenging academic programs across a wide variety of disciplines. Sacred Heart is known for its award-winning faculty, rigorous academics and small classes as well as its leadership in both liberal arts and the Catholic intellectual traditions. 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, PhD
President

Pioneer Promise

Sacred Heart University is a caring campus community. Every member of our community is expected to take a lead role in ensuring that we provide a safe and healthy environment that allows all of us to carry out our mission and our academic programs and activities moving forward. As Pioneers, this promise is an important opportunity for us to lead the way for ourselves and others within the larger community.

Being a Pioneer is to be a member of our Sacred Heart community and to respect all of our Core Values, including the dignity of others. It requires us to go the extra mile to keep ourselves and all other Pioneers safe and healthy. It asks us to promise to do all that we can to maintain positive hygiene, to keep our campus safe and to take part in the fight against the spread of COVID-19 in accordance with the University's policies and guidelines.

We ask all Pioneers to *Promise* to:

- Protect themselves
- Protect their fellow Pioneers
- Protect our Sacred Heart community and protect our neighboring communities

We ask that everyone—students, staff and faculty—make this *Pioneer Promise* in the face of this terrible COVID-19 pandemic that has claimed the lives of many, including family and friends, within our community. The *Promise* begins now and will only end when we as a community have come through this pandemic together and helped to stop the spread of COVID-19.

The *Pioneer Promise* to protect our campus

Protect Myself

I Promise to regularly monitor myself for COVID-19 symptoms such as coughing, difficulty breathing, muscle pains, sore throat or any loss of smell and/or taste and to regularly record my temperature for any fever over 100.4 F. If I am experiencing any of these symptoms, I promise to report them to a campus medical professional.

I Promise to maintain all necessary personal hygiene including frequent hand washing with soap and water as well as the frequent use of hand sanitizer.

Protect My Fellow Pioneers

I Promise to wear face protection at all times on campus in public/common areas.

I Promise to maintain a minimum of 6 ft. social distancing everywhere on campus including in classrooms and all common gathering spaces and to follow all campus directional signage.

I Promise to report all symptoms of COVID-19 and other illness and on such occasions to remain home or in my residence hall room as determined by campus health professionals.

I Promise to be tested in accordance with campus and state guidelines to protect our campus community.

Protect our Sacred Heart Community and surrounding neighborhood communities

I Promise to maintain appropriate logs of where I have been and with whom for purposes of contact tracing to protect our campus community and our surrounding neighbors.

I promise to practice appropriate social distancing and to wear face coverings as needed when I am off campus and in the community at large.

I promise to be accountable and to hold friends, colleagues and all Pioneers accountable!

COVID-19 Policies and Procedures

Growing [scientific evidence](#) supports that the wearing of face coverings is one of the most effective strategies in limiting the spread of the COVID-19 virus. The Centers for Disease Control and Prevention (CDC) and the Connecticut State Department of Public Health (DPH) recommend wearing cloth face coverings to slow the spread of the virus and to help people who may have the virus and do not know it from transmitting it to others. It is the responsibility of everyone to wear face coverings in order to do their part to minimize risks to themselves, others and the Sacred Heart University community. With that in mind, the university is providing an appropriate face covering to each student, faculty and staff member and has adopted the following detailed policy on wearing protective face coverings.

Everyone on campus is required to wear a face covering over the nose and mouth when indoors. This includes classrooms, public restrooms, open office and common spaces, hallways, meeting rooms, libraries, theaters and other indoor spaces. Face coverings are also required outdoors except in university designated “mask free” zones.

- Students, faculty, and staff may use face coverings provided by the university or supply their own.
- Face coverings may be cloth or disposable.
- Employees may remove face coverings when alone in their own offices or enclosed workspaces.
- Students may remove face coverings in their own residence hall rooms or apartments.
- Students, faculty, and staff should have a face covering with them whenever they are on campus.
- Students, faculty, and staff who enter facilities without a face covering will be asked to leave.
- Students, faculty, and staff may remove face coverings when actively eating or drinking or strenuously exercising.
- Guests, visitors, vendors, and contractors will be expected to honor these guidelines and provide their own face covering to keep the Sacred Heart community safe.

Exceptions

Individuals who are unable to wear cloth face coverings due to a medical or behavioral condition or disability may wear an alternate face covering, such as a shield, and maintain a minimum six-foot physical distance at all times. Deans may grant a waiver to this policy for students and faculty in a specific class, if requested by the faculty member and necessary to meet the curricular requirements of the course (e.g., theater, voice, language instruction, etc.). In those classes, a minimum six-foot physical distance must be maintained at all times, in addition to other protocols that may be established by the university. Students who require accommodations must be registered with Office of Student Accessibility and contact them at accessibility@sacredheart.edu for next steps. Employees or campus visitors who require accommodations should contact the Office of Human Resources.

Guest Procedures

Sacred Heart University recognizes that social interaction is an important part of student development and the residential college experience. To that end, students are encouraged to interact with one another in places where appropriate social distancing can safely occur. In order to minimize potential exposure and risk to the university community, Sacred Heart is utilizing specific restrictions on guest policies in the university-operated residence halls. These restrictions are designed to minimize the amount of close quarter exposure in the residence halls where social distancing can be difficult.

Students may not enter residential buildings to which they are not assigned in the university housing system. As a result, non-residential students may not enter university operated residential living facilities. Students living in their designated housing assignment may have guests in their living environment provided those guests are also members of that building.

In the first-year residential facilities (Merton Hall, Seton Hall, Roncalli Hall, Bergoglio Hall, Toussaint Hall, and any other designated areas as needed) student will be allowed one guest per occupant of the room.

Guests who are not assigned to the designated building as well as overnight guests and guests from outside of the university residential system are prohibited.

Students residing in upperclassmen residence halls (Scholars Commons, Taft Commons, Trumbull Marriott, The Ridge, Christian Witness Commons, Oakwood Apartments, Pioneer Gardens, and any other designated areas as needed) are permitted to have guests at 50% of the designated occupancy of the room. For example, an eight-person apartment may have a maximum of four guests in that apartment if they too reside in that residential apartment complex. The exception to this stipulation is concerning officially designated two person apartments in which the assigned occupants may each have one guest present from that same area, bringing the maximum occupancy in that space to four people.

Violation of the stated guest policy and designated occupancy in the residential halls will result in a separation from the University. A first-time violation of the guest policy carries with it a non-academic suspension of 30 days as well as additional sanctions. During this time, students in violation will not be allowed on campus (any University owned or operated property) and need to subject to COVID-19 testing at their own cost before being allowed to return to campus. The discretion to allow a student to complete his or her work remotely is up each individual professor. Subsequent violations of the University guest policy will result in an expulsion from the University. Students separated from the University for disciplinary action are not entitled to any refunds or credits.

Accountability

Public health is everyone's responsibility. Sacred Heart is relying on members of our community to adhere to and assist with enforcing these standards of behavior. Members of the community should speak up if they encounter someone violating the face covering policy. For example, using an informal, personal intervention with friends and colleagues, such as saying, "Mask up" or "No mask, no class" may often be a good reminder. Faculty, student organizations and office teams should clearly define how they will enforce the mask policy in their spaces. Individuals who fail to wear face coverings as required may be reported for non-compliance to the Office of Student Conduct & Community Standards(students) or the Office of Human Resources (employees) and disciplined under the appropriate handbook provisions. Visitors and third parties who do not adhere to this policy may be asked to leave the campus. The university may utilize existing policies, including but not limited to policies related to behavior that endangers self or others, for enforcement when intentional or unintentional violations of COVID-19 policies occur. Consistent with the university's statement of non-discrimination, Sacred Heart will not tolerate discrimination, profiling, bias, or any form of racial intimidation in conjunction with this or any other COVID-related policies, and any reported incidents will be addressed in accordance with university policy.

All members of our campus community are expected to follow all COVID-19 safety protocols and policies. Signage will be placed around campus to remind students, faculty, and staff that face coverings are required and how to properly wear a face covering. For additional information, please visit the university's [Coronavirus](#) page.

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, St. Vincent’s College, 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.

Figure 1: Music and lyrics for SHU's Alma Mater

Unison (All):

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

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

Refrain:

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

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

Bridge (Choir)

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

Final Refrain (All):

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

Repeat three times:

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

Behind our Shield



The dexter employs aspects of the arms of the Diocese of Bridgeport. The bridge placed above the waves of flowing water embodies an apt expression of the name of the diocese that encompasses Fairfield County, 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. Office hours are Monday and Thursday (8:30 a.m. - 6:00 p.m.), Tuesday and Wednesday (8:30 a.m.-4:30 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 with documentation to the Office of the Provost, who will notify the student, the student's College, and the student's advisor within ten working days.

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

After confirmation of a second violation, the Office of the Provost 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.

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

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 1: Grading System

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

'I' (Incomplete) grades may be changed by completing the deficient coursework no later than six weeks after the beginning of the following major semester (fall or spring.) All Incomplete grades not changed within the six-week period will convert to 'F's. In unusual circumstances, the 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

Number of Full-Time Semesters Student Completed	Student Status	Credits Completed
2	Freshman	0-23
4	Sophomore	24-48
6	Junior	49-72
8	Senior	73-96
10	Fifth Year	97-120

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

Academic Honors

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

Dean’s List

The Dean’s List is calculated on a semester basis. A student completing a minimum of 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 transcribed to the fall or spring semester.

Dismissal

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

- A student who is on Academic probation for two consecutive semesters will be subject to dismissal.
- Any student who incurs three Academic Probations during his/her academic career will be subject to dismissal.
- Any student whose cumulative GPA falls below the following levels will be subject to dismissal:
 - After one semester
 - 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 through 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 8:00 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 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
- Cash payments: in person, only, during normal business hours
- 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.
 - 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.

Handshake

Students and alumni have 24/7 access to Career & Professional Development's online job portal, Handshake. Handshake houses over 500,000+ jobs/internships, including in-demand companies within all career paths. Students have the ability to search/apply for jobs, register for events and schedule an appointment directly through their personal account. To learn more, visit [Handshake](#).

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.

DiscoverU

The Center for Career & Professional Development is pleased to have recently launched DiscoverU, an exploratory program designed to help you try new things, learn about new careers, and feel confident in your future endeavors! Through participating in DiscoverU, students have the ability to obtain, one-on-one coaching, guided personality & interest assessments, job shadowing opportunities, assistance in connecting with professional in a variety of interests, and guidance in navigating on-campus involvement to enhance your career journey.

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 on the first floor of the Maureen Hamilton Wellness Center, provides accessible and comprehensive health care for students. Services include the evaluation and treatment of acute illnesses and injuries, gynecological care, STD/STI testing, minor procedures like suture removal, immunizations, diagnostic testing and others. We are staffed by Physicians, Nurse Practitioners, Registered Nurses and Medical Assistants/Administrative Staff. Call 203-371-7838 to make an appointment.

There is no fee to be seen by a provider at Student Health Services for full-time undergraduate students. Part-time undergraduate students and graduate students must pay a fee to be seen. Students may be charged a fee for medications, certain lab tests and immunizations, however this fee will be discussed and agreed upon when scheduling or during the visit. If diagnostic testing is sent to an outside laboratory from Student 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 health insurance, contact Student Accounts at 203-371-7925.

Student Health Services is also responsible for collecting information about immunizations as required by the State of Connecticut and any other required health information per Sacred Heart University. All new students must complete the New Student Health Form and provide proof that they have been vaccinated appropriately per state requirements. A completed health form also allows Student Health

Services to provide better treatment as we will understand your medical history. Health forms must be submitted through the Student Health Portal. Students who are non-compliant with this requirement will not be able to schedule an appointment at Student Health Services, will be blocked from the dorms and will not be able to register for classes.

It is the student's responsibility alone to submit completed health forms to Student Health Services and to ensure compliance with all state requirements.

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 wavier 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.

[Bobby Valentine Health & Recreation Center](#)

Opened in August 2019, the three-story Bobby Valentine Recreation Center is the home for student recreation on campus, and houses the Club Sports, Intramurals & Fitness Department. The main floor features a multi-purpose sport court, climbing wall, and open space with free weights, machines & functional training. The top floor features dedicated cardio space, 2 workout studios, a juice bar, and a suspended track that overlooks the court and climbing wall. The lower level has an 18-bike spin room, an HD golf simulator, bowling alley, a Club Sports athletic training room, locker rooms and staff offices.

The Sacred Heart University Intramural Program, 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 Bobby Valentine 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 Division 1 intercollegiate athletic programs. 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 430 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 350 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-year students. The building is also home to the Residential Life Central Office and the Art & Design Academic Program. SHU students also have access to a fitness center on the first floor. A Residence Hall Director lives in the building and supervises a staff that includes a Senior Resident Success Assistant (SRSA) and 15 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 approximately 170 first-year honors 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. 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).

Elie Wiesel Hall & Pier Giorgio Frassati Hall

Opened during the 2019-2020 academic year, Weisel and Frassati Halls house approximately 248 sophomore students in four-person apartment style living spread across two buildings connected by a sky bridge. A Residence Hall Director lives in the building and supervises a staff of six Resident Success Assistants (RSAs).

[Off-Site University Apartments](#)

The Ridge Apartments & Townhouses

Comprised of an apartment complex and seven townhouses, The Ridge houses approximately 170 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 seven 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 sophomore-senior 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 170 sophomore 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 professional-level or graduate-level staff members that live within, and are responsible for, specific residence halls/apartments. The department employs seven professional-level and five graduate-level RHDs. RHDs supervise the student staff members of their areas and advise Residence Hall 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 (SRSAs), who provide support to their RHDs through leadership on their student staffs. To be eligible for the senior staff positions, students must have at least one year of experience as an RSA, and must meet academic and disciplinary requirements.

Resident Success Assistant (RSA)

The ORL employs a team of 95 Resident Success Assistants (RSAs) who assume leadership roles within the residence halls and apartments across campus. RSAs are sophomore-senior undergraduate students who 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 2020-2021 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 3,200 bed spaces across eleven 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 2021 housing fee.

A non-refundable lottery Housing Deposit of \$500 must be made to Student Accounts by noon on **Friday, February 26, 2021**. 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 2020 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 Student Accessibility (203-396-8209) **prior to Friday, February 26, 2021** 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 Campus Concierge/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. (As a result of the COVID-19 pandemic, a modified guest policy which supersedes this and all other guest stipulations in place – students should refer to the COVID-19 policies found in the Student Handbook for the most updated and current procedures.)*

*In the first-year residential facilities (Merton Hall, Seton Hall, Roncalli Hall, Bergoglio Hall, Toussaint Hall, and any other designated areas as needed) student will be allowed one guest per occupant of the room. Guests who are not assigned to the designated building as well as overnight guests and guests from outside of the university residential system are prohibited.

Students residing in upperclassmen residence halls (Scholars Commons, Taft Commons, Trumbull Marriott, The Ridge, Christian Witness Commons, Oakwood Apartments, Pioneer Gardens, and any other designated areas as needed) are permitted to have guests at 50% of the designated occupancy of the room. For example, an eight-person apartment may have a maximum of four guests in that apartment if they too reside in that residential apartment complex. The exception to this stipulation is concerning officially designated two person apartments in which the assigned occupants may each have one guest present from that same area, bringing the maximum occupancy in that space to four people.

Violation of the stated guest policy and designated occupancy in the residential halls will result in a separation from the University. A first-time violation of the guest policy carries with it a non-academic suspension of 30 days as well as additional sanctions. During this time, students in violation will not be allowed on campus (any University owned or operated property) and need to subject to COVID-19 testing at their own cost before being allowed to return to campus. The discretion to allow a student to complete his or her work remotely is up each individual professor. Subsequent violations of the University guest policy will result in an expulsion from the University. Students separated from the University for disciplinary action are not entitled to any refunds or credits.

Overnight Guest Registration

All hosts must obtain written authorization from an RSA on duty 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.

*During the COVID-19 pandemic, there are no overnight guests permitted on any university owned and/or leased property.

Visitation Hours & Guidelines

*During the COVID-19 pandemic, there are no guests permitted from on any university owned and/or leased property. The only guest permitted in a host room are those who also reside in the same residential area. All hosts and guest are responsible for following the guidelines set forth in this handbook for maximum occupancy in both freshmen and upperclassmen living areas.

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, Toussaint Hall, Bergoglio Hall and Christian Witness Commons. All other apartment-style areas are each provided common kitchen-sized refrigerators. No student in any residence hall or apartment may bring another refrigerator or use their own personal refrigerator unless they have been 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" or "Command Strips" are 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 Toussiant, Christian Witness Commons, Bergoglio, Wiesel and Frassati, Oakwood, Pioneer Gardens, 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 but not limited to 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, Bong, Smoking Bowls, Blunt Wraps, E-Cigs, etc.)
- 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.
- First-Year Students CANNOT Have Cars on Campus

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, Toussaint Hall, Christian Witness Commons, Scholars Commons, Bergoglio Hall, Pioneer Gardens, Wiesel Hall, Frassati Hall, 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 fine 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.

Introduction

Student Conduct Philosophy Statement

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

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

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

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

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

Student Rights and Responsibilities

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

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

Jurisdiction

Students at the University are provided a copy of the Code annually in the form of a link on the [University website](#) and/or in the University's Student Handbook. 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.

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.

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.

COVID-19 Pandemic Considerations

Sacred Heart University aims to provide an environment that enables student learning and provides a safe place for students during the COVID-19 pandemic.

The University will promote shared responsibility among all members of the university community and is guided by public health practices from the state of Connecticut.

In order to make this experience as safe as possible for our campus community, it is important that all students living on-campus or off-campus be aware of the new language that has been added to the Code of Student Conduct & Community Standards. As with any university policies, this language is subject to review and change as necessary to meet the needs of the university community.

The health and safety of members of the University community are the primary concerns of Sacred Heart University. With this in mind, we have instituted expectations for students as it related to the mitigation of the spread of infectious disease COVID-19. The University added language, which outlines prohibited conduct for students, to provide the structures necessary to maintain an in-person academic experience, while addressing the spread of COVID-19.

The following code provisions apply to all Sacred Heart University students as defined in the Code of Student Conduct & Community Standards. Students will be expected to take personal responsibility for the health and safety of themselves and others by following these recommendations.

1. Knowing the campus expectations and staying up to date on new information provided by Sacred Heart University. This information can be found [on our website](#).
2. If contacted by an individual performing contact tracing, students are strongly urged to participate in a timely manner.

If a student feels they may require an accommodation due to a disability in order to comply with all or parts of this policy, they should contact the Office of Student Accessibility.

If a student feels they may require an accommodation due to religion or creed in order to comply with all or parts of this policy, they should contact lawrencej2@sacredheart.edu.

Violating university requirements or public health orders in place to reduce the risk of spreading infectious disease can be detrimental to the entire Sacred Heart community. In response to these violations, Sacred Heart may respond with measures including but not limited to suspension and/or expulsion from the university. Examples of behavior deemed detrimental to the community include but are not limited to:

- a. Failing to follow any and all applicable federal, state, and/or local public health orders. If multiple orders apply or in the event of conflict between or among them, students are required

to follow the most restrictive public health order. For off-campus locations not leased or owned by the University, the University prohibits gatherings of more than twelve (12) people at a given location.

- b. Failing to follow University policies, procedures, and any other requirements in place to help reduce risk of contracting or spreading infectious diseases.
 - Failing to comply with any additional or more specific actions required by a campus department, unit, or building proctor, to limit the spread of infectious disease, while participating in a program or activity, utilizing a service or benefit, or using University facilities.
- c. Failing to abide by face covering requirements. If University policy, procedures, or other requirements and/or public health orders require wearing face coverings, students are required to wear face coverings that cover the nose and mouth whenever indoors on campus and whenever outdoors on campus when physical distancing of six feet or more is not possible.
 - This does not apply to:
 1. Private Offices/study rooms when used only by one student with a closed door
 2. Private living spaces such as the interior of an apartment or residence hall room and bathroom, but not including communal living spaces that are accessible to all students in a building such as lounges, or communal bathrooms
 3. When a specific activity the student is participating in cannot be reasonably done while wearing a face covering, including but not limited to while brushing one's teeth in a communal bathroom, while eating in a University dining hall or center, or while exercising in the University recreation center or other University recreation facility.
- d. Failing to abide by gathering requirements.
 - All on campus gatherings, public or private, must comply with applicable University policy, procedure, or other requirements using the most restrictive public health order in place. All off campus gatherings, public or private, must comply with the most restrictive public health order in place. For example, if specific capacity or density limitations or guidelines are in place, students must abide by those parameters. This includes any public or private gatherings on or off campus where the hosts and/or guests are violating public health orders.
 - Hosts and guests of prohibited off campus gatherings will be subject to disciplinary action through the Code and will include suspension and/or expulsion from the University as well as other additional sanctions in order to ensure the safety of the University community during the COVID-19 pandemic. Off campus residences not leased or owned by the University may not exceed more than twelve (12) occupants at a gathering at any given time. Students who violate by engaging in social gatherings that

exceed the standards set forth by the state of CT as well as the University's COVID-19 guest policies will face a minimum 30 day non-academic suspension from the University for a first offense and be required to submit to testing at their own expense. During that time, students will not be permitted on University property and must work remotely. The discretion of allowing a student to work remotely is up to each individual professor. Subsequent violations of social distancing measure will result in an expulsion from the University. Limitations on social gatherings and the above sanctions apply to both residential and non-residential living as both impact the local and remote University community. Students separated from the University for disciplinary action are not entitled to any refunds or credits.

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.
20. Bystanding.
 - a. Complicity with or failure of any student to appropriately address known or obvious violations of the Code or law;
 - b. Complicity with or failure of any organized group to appropriately address known or obvious violations of the Code or law by its members.
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 (see Good Samaritan Policy for special conditions). 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, bong, 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.

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.

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.

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.

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.

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.

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.

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.

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

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.)

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.)

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.

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 (i.e. counselors, RHDs, RSAs, coaches, professors, administration, etc.) prior to documentation, and seeks assistance to remove and/or dispose of prohibited substances or paraphernalia, 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 asked to indicate whether he or she is “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.

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, 2020 by Lawrence Wielk, Dean of Students, and implemented on August 1, 2020.

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

Violation	1 st Offense	2 nd Offense	3 rd Offense
<p>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</p>	<p>\$25 fine</p> <ul style="list-style-type: none"> • Educational Sanction • Parental/Coach notification • *Alcohol transport will result in mandatory referral for evaluation by AOD Counselor 	<p>\$50 fine</p> <ul style="list-style-type: none"> • Minimum 2 weekend suspension from residence halls and/or all non-academic activities • Disciplinary probation (min. 3 months) • Referral and evaluation to AOD Counselor • Educational Sanction • Parental/Coach notification 	<p>\$100 fine</p> <ul style="list-style-type: none"> • Permanent removal from the residence halls and/or suspension/expulsion from the University • Re-referral to AOD Counselor for recommendations & requirements • Educational Sanction • Parental/Coach notification
<p>Drug Violation: Illegal possession/consumption or use of illegal drugs, prescription medication, drug paraphernalia, or being party thereto, including being in the presence of</p>	<p>\$100 fine</p> <ul style="list-style-type: none"> • Minimum 2 weekend suspension from residence halls and/or all non-academic activities • Referral and evaluation to AOD Counselor • Disciplinary probation (min. 6 months) • Parental/Coach notification 	<p>\$200 fine</p> <ul style="list-style-type: none"> • Permanent removal from the residence halls and/or suspension/expulsion from the University • Re-referral by AOD counselor for recommendations & requirements • Parental/Coach notification 	<ul style="list-style-type: none"> • Expulsion
<p>Drug Violation: Manufacture, distribution, possession with intent to sell, sale of any illegal drugs, prescription medication, or being party thereto</p>	<ul style="list-style-type: none"> • Expulsion 	N/A	N/A

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. Creating, offering, or engaging in drinking games and contests (i.e. beer pong etc.) and other behaviors designed for the purpose of becoming intoxicated through the abusive use of alcohol is prohibited.
11. No person may use a fake ID, the driver's license or SHU ID card of another, supply such cards to another, furnish false information in obtaining such cards, or deface or alter such cards.
12. Possession or using alcohol paraphernalia or beverage containers whether full or empty (including but not limited to beer bottles or cans, alcohol bottles, beer funnels, beer pong tables) are not allowed in University residence facilities.

13. The use or possession of grain alcohol, regardless of age is prohibited. 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, bong, bowls, e-cigs etc.) misuse of any product to act as a drug is a violation of state and federal laws, and is contrary to Sacred Heart University policies. Students found responsible for violating any part of this policy, are subject to university disciplinary action and/or arrest and prosecution by state and/or federal authorities.

Although some states have legalized medical marijuana and/or legalized it for recreational use, the possession and use of marijuana in any form remains illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug Free Schools and Communities Act, the use

and/or possession of marijuana continues to be prohibited for any student of Sacred Heart University whether on or off University property.

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

[Personal Care Assistant Policy](#)

Statement

Sacred Heart University is committed to ensuring compliance with federal laws and providing reasonable accommodations to its students with disabilities. The university recognizes that at times an otherwise qualified student may require the use of a Personal Care Assistant (PCA) in order to participate throughout the university. The purpose of this policy is to address the use and responsibilities of Personal Care Assistants for a Student with a Disability at Sacred Heart University in order for the Student with a Disability to access the university experience.

Definitions

Student with a Disability: an individual who is otherwise qualified and meets disability criteria as having a physical or mental impairment that substantially impacts one or more major life activity as outlined in the Americans with Disabilities Act (ADA, 2008).

Personal Care Assistant (PCA): an individual hired to perform personal care tasks and duties so the Student with a Disability may live more independently. The PCA is hired by the Student with a Disability, either through an agency or independent of an agency. Tasks performed by a PCA are similar to tasks performed by a family member or medical staff. These tasks will vary for each Student with a Disability dependent on their individual needs. Possible tasks performed by a PCA could include:

- Assistance with activities of daily living such as:
 - Feeding
 - Dressing
 - Bathing
 - Grooming
 - Toileting
- Opening doors
- Assistance with errand running
- Meal Preparation
- Assistance with transfer and positioning
- Transporting and escorting
- Monitoring medical conditions and checking vital signs
- Medication reminders
- Alert individual to repetitive behaviors
- House work such as:
 - Laundry
 - Light cleaning
 - Assistance in keeping environment safe
- Assistance in instructional sites:
 - Turning pages
 - Collection of instructional materials
 - Assistance turning in work
- Other duties as needed

Responsibilities

Responsibility of Sacred Heart University

Sacred Heart University does not provide Personal Care Assistants for its students. The Office of Special Learning Services (OSLS) at Sacred Heart University can assist students who may need or use a PCA by:

- Including information regarding a PCA in the student's accommodation information
- Assisting a Student with a Disability in brainstorming ideas for campus advertisements for a PCA
- Possible interview guidelines when interviewing potential PCA's
- Answering questions of faculty, Residential Life and other Sacred Heart University personnel regarding a Student with a Disabilities need for a PCA in various campus settings

Sacred Heart University is not responsible or liable for any participation a Student with a Disability has with a Personal Care Assistant.

Responsibility of Student with a Disability Using a Personal Care Assistant

A Personal Care Assistant (PCA) works for the Student with a Disability. The Student with a Disability is responsible for finding, hiring, training (if needed), scheduling, supervising, paying and firing (if needed), their chosen Personal Care Assistant(s). The Student with a Disability should consider appropriate venues when hiring a PCA. A Student with a Disability wishing to bring a PCA on Sacred Heart University campus must:

- [Register with the Office of Special Learning Services](#) as a student with a disability
- Submit [appropriate documentation](#) as a student with a disability. The university reserves the right to seek additional documentation from the Student with a Disability as needed.
- Qualify as a student with a disability based on the Americans with Disabilities Act
- Notify the Assistant Director of Special Learning Services of their potential need and request for a PCA
- Be approved to use a Personal Care Assistant as a reasonable accommodation
- Once approved to use a PCA, find, hire, train (if needed), schedule supervise, pay and fire (if needed) their PCA (s)
 - Ensure all required documentation has been submitted to Sacred Heart University for use of a PCA
 - Create individual advertisements for PCA
 - Interview potential PCA's
 - Accept responsibility for the safety, health and well-being of PCA while on Sacred Heart University campus
 - Accept responsibility for the PCA as outlined in this policy
- The Student with a Disability and PCA are responsible for upholding and following the all applicable policy, procedures and regulations while on the campus of Sacred Heart University

Responsibility of Personal Care Assistant (PCA)

It is the responsibility of all Personal Care Assistants on the campus of Sacred Heart University to be familiar with and follow all applicable university policy, procedures and regulations. It is the responsibility of all Personal Care Assistants to complete trainings and other requirements of Sacred Heart University as needed and/or defined by Sacred Heart University. Failure to do so and/or cause of fundamental alteration to a service or program could result in Sacred Heart University not allowing a PCA on its campus or removal of a PCA. It is the responsibility of the Student with a Disability to secure the services of an alternate PCA should a PCA become unable to perform their PCA services for a Student with a Disability.

Policies for Housing and Residential Life

A Student with a Disability who wishes to use a Personal Care Assistant (PCA) for Residential Life must complete the following:

- Submit an accommodated housing request by the deadline set forth by Residential Life
- [Register with the Office of Special Learning Services](#) as a student with a disability
- Submit appropriate documentation as a student with a disability. This documentation must include information from a treating medical professional that indicates a Student with a Disabilities need for a PCA in the Residential Life setting at Sacred Heart University. The university reserves the right to seek additional documentation from the Student with a Disability as needed. [Documentation guidelines](#) can be found on the university website
- Qualify as a student with a disability based on the Americans with Disabilities Act
- Register the PCA with the Office of Special Learning Services (OSLS) and Residential Life:

- a. Submit a completed contractual agreement with the PCA and/or the PCA agency, including the services that will be provided. The services provided must include all services the Student with a Disability requires in order to access Residential Life
 - b. Submit a copy of a criminal background check completed on the PCA to the Office of Residential Life. This must be submitted to Residential Life if the PCA is hired by the Student with a Disability or if the PCA is working for an agency. The Student with a Disability is responsible for reporting any and all crimes committed by all hired PCA's to the Office of Residential Life including: violence (including threats, stalking or communicating threats), drug possession, theft, arson, assault or any other crime that would threaten the safety of a reasonable individual
 - c. If a PCA has not submitted a criminal background check to the Student with a Disability, or if there is a concern or question on the PCA's background history determined by Sacred Heart University, the Office of Residential Life will complete a criminal background check on the PCA at the expense of the Student with a Disability.
- All Personal Care Assistants (PCA) are required to carry a company identification badge provided by their agency. Additionally, all PCA's will be required to carry and display university vendor badges at all times. These vendor badges will allow access into required university buildings during required times. A vendor badge and access will be provided to a PCA once required documentation from the Student with a Disability and the PCA have been provided and approved. Any expense incurred by the provision of a vendor or company ID card will be paid by the Student with a Disability.
 - All Personal Care Assistants are required to follow university rules, regulations, policies and procedures at all times. A PCA found in violation of this policy will be removed from campus immediately, regardless of any contractual obligation with the Student with a Disability. Should this need arise, the university will notify the Student with a Disability as soon as they are able.

This agreement is subject to modification by both parties.

I have read, understand and agree to the above Sacred Heart University policy for Personal Care Assistants for Students with Disabilities.

Student Signature: _____ **Date:** _____

Personal Care Assistant Signature: _____ **Date:** _____

Special Learning Services Representative Signature: _____ **Date:** _____

Residential Life Signature (as needed): _____ **Date:** _____

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

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 tobacco-free environment.

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. The use of cigarettes, tobacco products, electronic nicotine delivery systems, and vapor products (defined below) are prohibited indoors in all Sacred Heart University-owned or leased facilities and outdoors on the grounds of any University-owned or leased property. Areas affected by the policy include all buildings owned, leased or controlled by Sacred Heart University, indoor and outdoor athletic facilities, walkways, sidewalks, residence halls, parking lots, sidewalks that adjoin University property, and in any vehicle or equipment owned, leased or operated by Sacred Heart University. The sale, distribution, sampling or advertisement of cigarettes, tobacco products, electronic nicotine delivery systems, and vapor products is prohibited on the campus.

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 of the policy. 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 or vapor; 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.

Definitions (taken from definitions used in CT House Bill 7200)

"Tobacco product" means any product, other than a cigarette, that is made or derived from tobacco and intended for human consumption, or likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigar, pipe tobacco, chewing tobacco, snuff and snus.

"Electronic nicotine delivery system" means an electronic device used in the delivery of nicotine or other substances to a person inhaling from the device, and includes, but is not limited to, an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or electronic hookah.

"Vapor product" means any product that employs a heating element, power source, electronic circuit or other electronic, chemical or mechanical means, regardless of shape or size, to produce a vapor that may include nicotine, which is inhaled by the user of such product.

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

What to do in Time of Family Illness or Death

The Campus Ministers provide concern and support through hospital visits, presence at wakes and funerals, and other ministerial services. If there is an illness or death in the family, the student (or a friend, faculty or staff member who is aware of the situation) should notify either the Dean of Students (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 Formal Greivance Policy

Introduction

This Policy is intended to define, address and remedy sexual harassment via a defined process required by the U.S. Department of Education (USDOE) under new Title IX Regulations, effective August 14, 2020. This Policy applies to all members of the SHU community, including students, faculty and staff. The scope of this Policy is set forth in Section II, below. This Policy contains citations to the applicable Title IX Regulations throughout. See 34 C.F.R. Part 106.

SHU prohibits sexual harassment by faculty, staff, students and those who use SHU facilities. The prohibition applies regardless of the gender of the individuals involved and includes sexual relationships involving a status differential and those between peers, colleagues, and co-workers.

The terms of this Policy supersede any contrary school policies pertaining to the investigation or adjudication of sexual harassment, as defined herein.

This Formal Grievance Policy proceeds in four additional sections.

- **Section II** defines the scope of this Formal Grievance Policy. Under the new Title IX Regulations, sexual harassment must be investigated and adjudicated under the procedures set forth in this policy.
- **Section III** contains the U.S. Department of Education’s statements regarding equitable treatment under the Title IX Regulations. The concepts of equitable treatment include the provision of supportive measures and waiting until the grievance process concludes to make conclusions.
- **Section IV** contains SHU’s Formal Grievance Process, as required by the Regulations. This section contains information on filing a Formal Complaint of sexual harassment, the investigation process, the role of the Title IX Coordinator, Title IX’s live hearing requirements, the appeals process, and other topics. Students, faculty, and staff should consult this section to learn about the process SHU will use to investigate and adjudicate allegations of sexual harassment.
- **Section V** explains that SHU will not retaliate against any person for that person’s involvement in the Title IX process.

SHU has designated a Title IX Coordinator to oversee the investigation and resolution of reports of sexual harassment and SHU’s compliance with Title IX. Any questions about this policy, SHU’s processes under Title IX, or reports of alleged sexual harassment should be directed to the Title IX Coordinator:

Julie Lawrence

Title IX Coordinator
Office of Human Resources
Melady Hall 231
203-365-7572
titleixcoordinator@sacredheart.edu

The Title IX Coordinator, in conjunction with the Executive Director of Human Resources (for faculty and staff matters), will oversee all matters relating to sexual harassment on campus, including distribution of policies, educational programs, investigations, policy enforcement, and follow-up with complainants and respondents in investigations. Any questions regarding this Formal Grievance Policy or Title IX generally may be directed to the Title IX Coordinator.

Scope of Policy

This Formal Grievance Policy will apply to “sexual harassment” in a SHU “education program or activity” against a person in the United States, per USDOE Regulations, effective August 14, 2020. 34 C.F.R. § 106.44(a).

Definitional Requirement

“Sexual harassment” is defined in the Regulations (§ 106.30) to be conduct on the basis of sex that satisfies one or more of the following:

- A SHU employee conditioning the provision of an aid, benefit, or service on an individual’s participation in unwelcome sexual conduct (“quid pro quo”);

- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to SHU’s education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking. (These terms are [defined in the Definitions section](#))

Jurisdictional Requirement

An “education program or activity” includes locations, events, or circumstances over which SHU exercises substantial control over both the respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by SHU. USDOE’s Regulations exclude any “education program or activity” that does not occur in the United States. (§ 106.44(a).)

If alleged sexual misconduct does not satisfy the USDOE’s definitional or jurisdictional requirements, such as off-campus sexual misconduct alleged to have an on-campus effect, then SHU has discretion to address it outside of this Policy.

Other Definitions

The terms “Complainant” and “Respondent” are used throughout this Policy. A Complainant is an individual who is alleged to be the victim of conduct that could constitute sexual harassment. A Respondent is an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment. (§ 106.30.)

Other terms used within this Policy, like “Supportive Measures” and “Formal Complaint,” are defined below. All relevant terms, including Consent and Incapacitation, are defined in the Definitions section.

USDOE Statements of Equitable Treatment

- A. As required by USDOE’s Regulations, SHU’s Formal Grievance Process will “treat complainants and respondents equitably by [1] offering supportive measures ... to a complainant, and [2] by following a grievance process that complies with [the Title IX Regulations] before the imposition of any disciplinary sanctions or other actions that are not supportive measures ... against a respondent.” (106.44(a); 106.45(b)(1)(i).) This Policy explains the new Title IX Regulations’ requirements.

Supportive measures also may be offered as needed to respondents and other members of the SHU community who may be affected by sexual misconduct.

- B. The Title IX Regulations define “supportive measures” as “non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent.” They may be sought or provided before or after the filing of a Formal Complaint, or where no Formal Complaint has been filed. “Such measures are designed to restore or preserve equal access to the [school’s] education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the [school’s] educational environment, or deter sexual harassment.”

Supportive measures may include: counseling, extensions of deadlines or other course-related

adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

SHU will keep any supportive measures provided to the complainant or respondent confidential, to the extent possible. However, supportive measures that impact other members of the SHU community (e.g. mutual no-contact orders, where the other party must be made aware of the order and its implications), may be disclosed in order to enforce them. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

- C. An individual's status as a respondent will not be considered a negative factor during consideration of the grievance. Respondents are entitled to, and will receive the benefit of, a presumption that they are not responsible for the alleged conduct unless and until the grievance process concludes and a determination regarding responsibility is issued. Similarly, credibility determinations will not be based on a person's status as a complainant, respondent, or witness. (106.45(b)(1)(ii-iv).)
- D. SHU's Formal Grievance Process will provide remedies to a complainant only if the grievance process described in this Policy results in a determination that the respondent is responsible for sexual harassment. Remedies are designed to restore or preserve equal access to the school's education program or activity, and they may include the same individualized services as supportive measures. Remedies may be disciplinary and punitive. (106.45(b)(1)(i).)
- E. Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process (Title IX administrators) will not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent in the grievance process. SHU will provide necessary and appropriate training to each administrator involved in the Title IX process. Training materials will not rely on sex stereotypes and will promote impartial investigations and adjudications of Formal Complaints of sexual harassment. (106.45(b)(1)(iii).)

Formal Grievance Procedure

This portion of the Policy outlines the steps taken to initiate a grievance, as well as USDOE's procedural requirements for investigation and adjudication of Formal Complaints.

Formal Complaint

- i. The submission of a Formal Complaint triggers the Formal Grievance Process described herein when received by the Title IX Coordinator. (These terms are defined in the [Definitions section](#).)

The Title IX Regulations define a Formal Complaint as "a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment [as defined by the Title IX Regulations] against a respondent and requesting that [SHU] investigate the allegation of sexual harassment."

At the time of filing a Formal Complaint, “a complainant must be participating in or attempting to participate in the education program or activity.” A Formal Complaint must be in writing and may be filed with the Title IX Coordinator in person, by mail, by email, or through an online portal provided a [submit a complaint](#). The Formal Complaint must contain the complainant’s physical or digital signature, or some other indication that the complainant is the person filing it. (106.30.)

- ii. **If SHU receives an allegation of sexual misconduct that falls within the Formal Grievance Policy’s scope (it meets both the Title IX Regulations’ jurisdictional requirements and definition of “sexual harassment” (see Section II)) but no Formal Complaint is filed, then the new Title IX Regulations prevent SHU from administering a formal grievance process that may permit “the imposition of any disciplinary sanctions or other actions ... against a respondent.” Supportive measures, however, may still be given. According to USDOE, the purpose of the Formal Complaint is to clarify that the complainant (or the Title IX Coordinator) believes that the school should investigate the allegations of sexual harassment against the respondent. 34 C.F.R. § 106.44(a); 34 C.F.R. § 106.45(b)(1)(i); see also 34 C.F.R. § 106.8(c).**

Accordingly, SHU strongly encourages complainants to file Formal Complaints, so that the required Formal Grievance Process described in this Policy can be initiated. If the alleged conduct meets the Regulations’ definitional and jurisdictional requirements, the law now requires a Formal Complaint before SHU can pursue a full investigation or explore the possibility of an informal or early resolution, which occur before holding a disciplinary hearing or issuing sanctions.

- iii. After filing a Formal Complaint, a complainant may withdraw their Formal Complaint at any time by providing written notice to the Title IX Coordinator. That withdrawal will result in dismissal of the Formal Grievance Process unless the Title IX Coordinator takes action under subsection A.iv immediately below. (See also Subsection D.v. below re permissive dismissal.)
- iv. A Title IX Coordinator may sign a Formal Complaint to initiate or continue the Formal Grievance Process described herein, if necessary to fulfill the school’s duties under Title IX to not be deliberately indifferent to actual knowledge of sexual misconduct. Signing a Formal Complaint does not make a Title IX Coordinator a complainant or otherwise a party. (106.30.)
- v. SHU may, but is not required to, consolidate Formal Complaints arising out of the same factual circumstances in two scenarios:
 - a. Where there is more than one complainant or respondent;
 - b. Where a complaint has also been filed by the respondent against the complainant. (106.45(b)(4).) In such cases, the Formal Grievance Process for a later-filed complaint may be consolidated into an earlier-filed process rather than re-start from the beginning (e.g., the new charges may be considered in the course of a pre-existing investigation).
- vi. Mandatory Dismissal (106.45(b)(3)(i, iii).)
 - a. If a Formal Complaint is filed, SHU will investigate its allegations.

- b. If the conduct alleged does not meet the Formal Grievance Policy scope requirements in Section II for “sexual harassment” as defined by USDOE, SHU must dismiss the Formal Complaint under this Policy.
- c. In such circumstance, SHU will promptly and simultaneously send written notice to each party of the dismissal of the Formal Complaint and the reasoning.

Title IX Coordinator Initial Responsibilities

- I. Upon receipt of any report of alleged sexual misconduct, the Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures and explain the process involved in filing a Formal Complaint. The Title IX Coordinator will inform the complainant of the availability of supportive measures with or without the filing of a Formal Complaint, and will consider the complainant’s wishes with respect to supportive measures. (106.44(a).)
- II. Supportive measures will be assessed and may be offered as needed to complainants, respondents and other members of the SHU community who may have been affected by the allegations at issue. See Section III.B. regarding supportive measures.
- III. The Title IX Coordinator may conduct a limited, threshold investigation:
 - a. to determine if the Formal Grievance Policy scope requirements in Section II for § 106.30 “sexual harassment” have been met;
 - b. if the Complainant does not file a Formal Complaint, to determine whether the school’s Title IX obligations require the Title IX Coordinator to “sign” a Formal Complaint; and
 - c. for other limited purposes; *provided that* if a Formal Complaint is filed or signed, the Title IX Coordinator will fulfill the terms of this Formal Grievance Process, including the notice provisions immediately below and the more thorough investigation process described below even if it is somewhat duplicative of the threshold investigation.

If the respondent is a current employee, the Deputy Title IX Coordinator for HR matters may conduct or participate in the threshold investigation.

- IV. The Title IX Coordinator may remove a respondent from the education program or activity on an emergency basis, provided that the Title IX Coordinator undertakes an individualized safety and risk analysis, and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal. The respondent must receive notice and an opportunity to challenge the decision immediately following such removal. (106.44(c).)
- V. The Title IX Coordinator, or a Deputy Title IX Coordinator for employee matters, may place a non-student employee respondent on administrative leave during the pendency of a Formal Grievance Process. (106.44(d).)

Notice of Allegations (106.45(b)(2))

- I. Upon receipt of a Formal Complaint, SHU will provide written notice to known parties of the following:
 - a. Notice of SHU’s Formal Grievance Process by providing access to this policy.
 - b. Notice of the allegations potentially constituting sexual harassment as defined in 106.30, including sufficient details known at the time. Sufficient details are defined in the Title IX Regulations to include:

- i. The identities of the parties involved in the incident, if known;
 - ii. The conduct allegedly constituting sexual harassment under 106.30; and
 - iii. The date and location of the alleged incident, if known.
 - c. Per the Title IX Regulations, the written notice must also include the following statements:
 - i. The respondent is presumed not responsible for the alleged conduct.
 - ii. A determination regarding responsibility is made at the conclusion of the grievance process.
 - iii. The parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
 - iv. The parties may inspect and review evidence.
 - v. The parties are prohibited from knowingly making false statements or knowingly submitting false information during the grievance process.
 - d. The notice must be given as soon as practicable and with sufficient time to prepare a response before any initial investigation interview.
- II. If, at any point during the course of the investigation, SHU decides to investigate allegations that are not included in the original notice, it will provide notice of the additional allegations to the parties.

Investigation Procedure

- I. The Title IX Coordinator will appoint an Investigator to investigate the allegations subject to the Formal Grievance Process. The investigation may include, among other steps, interviewing the complainant, the respondent, and any witnesses; reviewing law enforcement investigation documents if applicable; reviewing relevant student or employment files; and gathering and examining other relevant documents, social media and evidence.

The Investigator will attempt to collect all relevant information and evidence. While the Investigator will have the burden of gathering evidence, it is crucial that the parties present evidence and identify witnesses to the Investigator so that they may be considered during the investigation. As described below in Section IV.E.iii.3., while all evidence presented at a hearing by the parties will be considered, the adjudicator(s) may, in its/their discretion consider relevant evidence.

The investigation file should contain all information gathered during the investigation that is potentially relevant to the alleged misconduct; the Investigator should not filter or exclude evidence or decide the weight or credibility of evidence, unless the evidence is clearly irrelevant or not pertinent to the facts at issue.

Following the investigation, the Investigator will draft an investigation report succinctly describing all collected information. The Investigator will not make any recommendation as to whether a Policy violation has occurred or potential sanctions.

- II. Evidentiary Considerations
 - a. While investigating the allegations of any Formal Complaint of sexual harassment, the Investigator will conduct an objective evaluation of all relevant evidence. Relevant

evidence is any evidence that may tend to make the allegations at issue more or less likely to be true (both corroborating and “exculpatory” or contradicting evidence). (106.45(b)(1)(ii).)

- b. Standard of evidence
 - i. In assessing allegations of sexual harassment and conducting its Formal Grievance Process, SHU will use a preponderance of the evidence standard. (106.45(b)(1)(vii).) The “preponderance” standard means that the alleged sexual misconduct is “more likely than not” to have occurred.
 - ii. That standard will apply to all Formal Complaints of sexual harassment, regardless of whether the Formal Complaint is against a student or an employee or faculty member. (106.45(b)(1)(vii).)
- III. As dictated by the Title IX Regulations at 34 C.F.R. § 106.45(b)(5), when investigating a Formal Complaint and throughout the grievance process, SHU will:
 - a. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the school and not on the parties. (106.45(b)(5)(i).) This means that the school’s decision-makers will use the preponderance standard. See also Subsection D.i. above.
 - b. Provide an equal opportunity for the parties to present witnesses and other relevant evidence. (106.45(b)(5)(ii).)
 - c. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence. (106.45(b)(5)(iii).)
 - i. That said, SHU expects the parties to respect the sensitive nature of allegations of sexual misconduct and to respect other parties’ sense of confidentiality.
 - ii. While SHU cannot prevent a party from discussing the allegations under investigation, the Title IX Regulations and this Policy prohibit retaliation against any person because they participate or refuse to participate in any part of the school’s sexual misconduct processes. See Section V. below.
 - iii. Consistent with FERPA’s prohibition on re-disclosure of confidential information, any person who receives another person’s confidential information solely as a result of participation in any investigation or proceeding under this Policy, is prohibited from using or disclosing such confidential information outside of such forums without express consent or for any improper purpose. This provision only applies to other people’s confidential information, as a party is never restricted from discussing their own experience. This provision does not apply to any information learned outside of an investigation or proceeding under this Policy.
 - d. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The advisor may be, but is not required to be, an attorney. SHU will not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding; however, SHU will restrict the extent to which the advisor may actively participate in the proceedings, which will apply equally to both parties’ advisors. (106.45(b)(5)(iv).)

- i. Advisors are not permitted to directly participate in any proceeding, except as specified in Section IV.E.iv. below related to hearings. Advisors may be present solely to advise or support the party and are prohibited from speaking directly to the investigator, adjudicators, other parties, or witnesses in such proceedings.
 - e. Provide written notice to each party of the date, time, location, participants, and purposes of each Formal Grievance Process meeting at which they are invited to participate, with sufficient time for the party to prepare to participate.
 - i. For all hearings, SHU will provide 10 days' notice;
 - ii. For all non-hearing investigative interviews or meetings to which a party is invited or expected at SHU's discretion, SHU will provide 5 days' notice. (106.45(b)(5)(v).)
 - f. Provide both parties an equal opportunity to inspect and review any evidence SHU obtained as part of the investigation, whether obtained from a party or other source, that is directly related to the allegations raised in a Formal Complaint. The provision of such evidence is intended to help each party meaningfully respond to the evidence prior to conclusion of the investigation. (106.45(b)(5)(vi).)
 - i. SHU will not access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, *unless* the party voluntarily consents in writing to their use in a Formal Grievance Process. (106.45(b)(5)(i).)
- IV. Investigative Report (106.45(b)(5)(vi-vii).)
- a. Prior to completion of the investigative report, SHU will send to each party, and the party's advisor if any, the evidence subject to inspection and review.
 - i. Such evidence also will be available at any hearing, to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination.
 - ii. SHU retains discretion to elect to send such materials in an electronic format or a hard copy. The provision of such evidence may include data security safeguards that prevent it from being downloaded, printed or forwarded. (See 85 Fed. Reg. at 30304.)
 - b. The parties will have 10 calendar days to submit a written response. The investigator will consider any such response prior to completion of the final investigative report.
 - c. The investigator will then create a final investigative report that fairly summarizes the relevant evidence. The final investigative report will not make any recommendation as to whether a policy violation has occurred or potential sanctions. At least 10 days prior to a hearing, SHU will send the final investigative report to each party, and the party's advisor if any, for their review and written response.
 - d. Any such response must be received by the Title IX Coordinator within five days of when the final investigative report was delivered to the party, so that the party's response may be available for consideration by the adjudicator(s). If warranted, the

investigator may choose to update the final investigative report to take a party's response into account, in which case the hearing date may be postponed.

V. Permissive Dismissal

- a. At any time during the investigation or hearing, SHU may dismiss the Formal Complaint or any of its allegations if:
 - i. A complainant notifies the Title IX Coordinator in writing that he or she would like to withdraw the Formal Complaint or any allegation therein;
 - ii. The respondent is no longer enrolled or employed by the school; or
 - iii. Specific circumstances prevent SHU from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein. (106.45(b)(3)(ii).)
- b. In all such circumstances, supportive measures may be continued.
- c. Under the first circumstance, the Title IX Coordinator may choose in his or her discretion to sign the Formal Complaint to continue the Formal Grievance Process. See also Sections IV.A.iii-iv, above.
- d. Under the second circumstance:
 - i. The respondent's student or employment records may be marked to indicate their departure during a disciplinary process (which may resume if they return to SHU), but will not indicate that such respondent was found or assumed responsible for any alleged misconduct pending at the time of departure.
 - ii. The respondent may be required to notify the Title IX Coordinator if they intend to visit any building owned or controlled by SHU or a student organization that is officially recognized by SHU, or if they otherwise seek to attend any SHU education program or activity or event, so that the complainant may be given an opportunity to receive supportive measures if needed.
- e. If permissive dismissal is granted under this section, the Formal Grievance Process will cease. Under the Title IX Regulations, effective August 14, 2020, no further investigation will occur, and no disciplinary sanctions or actions can be imposed against the respondent. See Section IV.A.ii. (citing 34 C.F.R. § 106.44(a); 34 C.F.R. § 106.45(b)(1)(i); 34 C.F.R. § 106.8(c).)
- f. A permissive dismissal under this section differs from a mandatory dismissal under Section IV.A.vi. for alleged conduct that does not meet the Formal Grievance Policy scope requirements contained in Section II for § 106.30 "sexual harassment."

Adjudication

I. Adjudication via hearing

- a. SHU's Formal Grievance Process will culminate in a live hearing before one or more adjudicators, who will consider all evidence presented (subject to the terms below) and determine whether a respondent is responsible or not responsible for a violation of this Policy, based on the criteria of a preponderance of evidence. Under that standard, the burden of proof is met, and a respondent may be found responsible for a policy violation, if the adjudicator(s) determine that it is more likely than not that the respondent committed the conduct alleged. Respondents are entitled to, and will receive the benefit of, a presumption that they are not responsible for the alleged conduct until the grievance process concludes and a determination regarding

responsibility is issued. If the respondent is found responsible for a violation of this Policy, the respondent may be subjected to disciplinary action. (106.45(b)(6)(i).)

- b. The adjudicators will be selected by the Title IX Coordinator and may vary based on the enrollment or employment status of the respondent.
 - i. Student-respondent cases typically will be adjudicated by a three-member panel of trained SHU faculty and/or staff. One of the three panel members will be designated as the chairperson. A separate adjudicator who is not a member of the three-member panel is also permitted to preside as a hearing officer and make evidentiary rulings at the hearing.
 - ii. Employee and Faculty-respondent cases typically will be adjudicated by the Executive Director for Human Resources.

The adjudicators will not be the same person as the Title IX Coordinator or the Investigator.

- c. At the request of either party, SHU will allow the live hearing to take place with the parties located in separate rooms. Technology must enable the adjudicator(s) and parties to simultaneously see and hear the party or witness answering questions. Live hearings may, then, be conducted with all parties physically present in the same location, or any or all parties, witnesses and other participants may appear at the live hearing virtually.
- d. SHU will create a transcript or recording (audio or audiovisual) of any adjudicative hearing. It will be available to the parties for inspection and review in compliance with FERPA.

II. Information Submission

- a. The Title IX Coordinator will identify the adjudicators to the parties five days in advance of the hearing. Either party may challenge a named adjudicator if believed to have a conflict of interest or bias. A challenge must be delivered in writing to the Title IX Coordinator at least two days in advance of the hearing, specifying the reasons for such belief. The Title IX Coordinator has sole discretion to keep or replace the challenged adjudicator, and if replaced, will postpone the hearing to allow for a replacement adjudicator.
- b. Five days in advance of the hearing, the parties will identify their expected attendees (including any advisor) and their expected witnesses (including themselves), including the witnesses' expected sequence, via writing to the Title IX Coordinator, who will supply the disclosure to the other party so that they can be prepared. The parties will not be strictly bound to their disclosures, but they should be submitted in good faith.
- c. Typically, the parties will be in charge of choosing and supplying their own witnesses at the hearing. When necessary for the pursuit of truth and to gather evidence sufficient to reach a determination, the adjudicators will have discretion to ask the Title IX Coordinator to request additional witnesses after receipt of the parties' witness lists; recognizing, however, that the school has no ability to compel any witness to attend. Any such requested witness will be disclosed to the parties.

III. Evidence

- a. At the hearing, all relevant evidence will be objectively evaluated. Relevant evidence is any evidence that may tend to make the allegations at issue more or less likely to be true (corroborating and exculpatory or contradicting evidence). Credibility determinations will not be based on a person's status as a complainant, respondent, or witness. (106.45(b)(1)(ii).)
- b. The Title IX Regulations state that questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless:
 - i. "offered to prove that someone other than the respondent committed the conduct alleged" or
 - ii. "if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent." (34 C.F.R. § 106.45(b)(6)(i).)
- c. Relevant evidence presented at a hearing by the parties will be considered.

IV. Cross-examination

- a. As stated above in Section IV.D.iii.4., each party may be accompanied to the hearing by the advisor of their choice. The advisor may be, but is not required to be, an attorney. Advisors may be present solely to advise or support the party and are prohibited from speaking directly to the investigator, adjudicators, other parties, or witnesses during the hearing, except for conducting cross examination.
- b. At the hearing, each party's advisor is permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross examination at the live hearing must be conducted directly, orally, and in real time by the party's advisor of choice, and never by a party personally. (106.45(b)(6)(i).) However, the adjudicator(s) will typically ask questions before either advisor.
- c. If a party does not have an advisor present at the live hearing, SHU will provide without fee or charge to that party, an advisor who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party. (106.45(b)(6)(i).)
 - i. If a party does not have an advisor for the hearing, the party must notify the Title IX Coordinator no later than the party's pre-hearing disclosures. (See Section IV. E. ii. 2., above.) Otherwise, the hearing may be delayed, and the appointed advisor may have less time to prepare for the hearing.
 - ii. *Process for appointing advisor: pool of trained advisors will be provided to the party for them to choose.*
- d. Only relevant cross-examination and other questions may be asked of a party or witness. See Section IV.E.iii., above, regarding relevancy. Before a party or witness answers a cross-examination or other question, the adjudicator must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. (106.45(b)(6)(i).)
- e. If a party or witness does not submit to cross-examination at the live hearing, the adjudicator(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility. However, the adjudicator(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or

witness's absence from the live hearing or refusal to answer cross-examination or other questions. (106.45(b)(6)(i).)

V. Determination Regarding Responsibility

- a. The adjudicator(s) will issue a written determination following the hearing. Based on the preponderance of the evidence, the adjudicator(s) will decide if the respondent is responsible for engaging in the conduct alleged, and if so, what disciplinary action may be appropriate.
- b. The written determination will include:
 - i. Identification of the allegations potentially constituting sexual harassment as defined in 106.30;
 - ii. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather evidence, and hearings held;
 - iii. Findings of fact supporting the determination;
 - iv. Conclusions regarding the application of this Policy to the facts;
 - v. A statement of, and rationale for, the result as to each allegation, including:
 1. A determination regarding responsibility;
 2. Any disciplinary sanctions the adjudicator(s) imposes on the respondent; and
 3. Whether remedies designed to restore or preserve equal access to SHU's education program or activity will be provided to the complainant; and
 - vi. Procedures and permissible bases for the parties to appeal the determination. (106.45(b)(7)(ii).)
- c. The written determination will be provided to the parties simultaneously.
- d. Supportive measures also may be provided to the complainant that are designed to restore or preserve equal access to SHU's education program or activity, even if they are not listed in the written determination. Remedies and supportive measures that do not impact the respondent should not be disclosed in the written determination; rather, the determination should simply indicate that "remedies will be provided to the complainant." 85 Fed. Reg. at 30425. The Title IX Coordinator is responsible for effective implementation of any remedies and supportive measures. (106.45(b)(7)(iv).)

VI. Range of Sanctions and Remedies (106.45(b)(1)(vi))

- a. The following sanctions against a student who has been found responsible for violating the Formal Grievance Policy will vary depending on the severity of the violation. 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.
 - i. Sexual Harassment Violations: Any student found responsible for violating the Formal Grievance Policy will likely receive a sanction ranging from warning to expulsion depending on the severity of the incident, and taking into account any previous disciplinary violations.

- ii. Sexual assault/misconduct Violations: Any student found responsible for violating the policy by non-consensual 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 policy by non-consensual or forced sexual intercourse will likely face a sanction of suspension or expulsion.
- iii. Intimate Partner/Dating Relationship Violence Violations: Any student found responsible for violating the policy by intimate partner violence will likely receive a sanction ranging from warning to expulsion depending on the severity of the incident, and taking into account any previous disciplinary violations.
- iv. Stalking Violations: Any student found responsible for violating the policy by stalking will likely receive a sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary violations.

VII. Finality

The determination regarding responsibility becomes final either:

- I. if an appeal is filed, on the date that SHU provides the parties with the written determination of the result of the appeal, or
- II. if an appeal is not filed, the date on which an appeal would no longer be considered timely. (106.45(b)(7)(iii).)

Appeals

- I. Both parties may appeal from a determination regarding responsibility, or from a dismissal of a Formal Complaint or any allegations therein, on the following bases:
 - a. A procedural irregularity, meaning an alleged failure to follow the process outlined in this Policy, that affected the outcome of the matter;
 - b. New evidence *that was not reasonably available to the appealing party at the time of the hearing or dismissal*, that could affect the outcome of the matter; and
 - c. The Title IX Coordinator, Investigator, or adjudicator(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter. The notice of appeal must describe specifically the basis upon which such conflict of interest or bias is alleged and how it allegedly affected the outcome.
- II. Appeals must be submitted in writing to the Title IX Coordinator within 10 days of the date that the written adjudication determination is provided to the parties. The written appeal must state the grounds for the appeal, include the name of the appealing party, and bear evidence that it was submitted by the appealing party. The appeal statement must contain a sufficient description supporting the grounds for appeal. If the grounds for appeal is to consider new evidence that could affect the outcome of the matter that was not reasonably available to the appealing party before or during the time of the hearing or the dismissal, then the written appeal must include such information. The Title IX Coordinator retains discretion to verify and/or waive minor procedural variations in the timing and content of the appeal submission.

- III. Upon receipt of an appeal, SHU will
 - a. Notify the other party in writing when the appeal is filed and implement appeal procedures equally for both parties;
 - b. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the original determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
 - c. Ensure that the decision-maker(s) for the appeal does not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent, and that the decision-maker(s) for the appeal has received the appropriate and necessary training;
 - d. Give both parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome. (106.45(b)(8)(iii).)
- IV. SHU will provide a copy of the appeal to the non-appealing party. The non-appealing party may submit a written statement within 10 days that may seek to affirm the initial decision and/or respond to the appeal statement.
- V. The Title IX Coordinator has discretion to impose or withhold any applicable sanctions or supportive measures prior to the appeal deadline and prior to the resolution of any appeal.
- VI. The decision-maker(s) for the appeal will issue a written decision describing the result of the appeal and the rationale for the result within a reasonably prompt time frame following receipt of all appeals materials. The appeal will determine whether the adjudicator(s) made an error on the grounds alleged in the appeal statement. The appeal is typically determined based on the existing record, but the appeal decision-maker(s) will have discretion to convene a limited or full hearing if needed. The appeal decision will be given simultaneously to both parties. (106.45(b)(8)(iii)(E-F).)

Informal Resolution

- i. At any time prior to reaching a determination regarding responsibility, SHU may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. SHU may not offer an informal resolution process unless a Formal Complaint is filed. Both parties must agree to participate in an informal resolution process, and if they do, the Formal Grievance Process stops. Either party may withdraw from the informal process and restart the Formal Grievance Process at any time before an informal resolution is reached. SHU will not require the parties to participate in an informal resolution process, and will not require them to waive their rights to a Formal Grievance Process. (106.45(b)(9).)
- ii. SHU will not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student. (106.45)(b)(9)(iii).)
- iii. Prior to facilitating an informal resolution process, SHU will:
 - i. Provide written notice to the parties disclosing the following:
 - i. The allegations;
 - ii. The requirements of the informal resolution process, including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations;
 - iii. The fact that, at any time prior to agreeing to an informal resolution, any party may withdraw from the informal resolution process and resume the Formal Grievance Process; and

- iv. Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
 - ii. Obtain the parties' voluntary, written consent to the informal resolution process. (106.45(b)(9)(i-ii).)
- iv. If the parties agree to a resolution during an informal resolution process, the Formal Complaint will be deemed withdrawn and the Formal Grievance Process will be terminated. However, the resolution will be considered binding, and its breach will give rise to a new Formal Grievance Process, which may restart the Formal Grievance Process.

Retaliation (34 C.F.R. § 106.71.)

- A. No person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its regulation, or this Policy, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing. "Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX or this [Policy], constitutes retaliation."
- B. SHU will "keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted" by Title IX, FERPA, or as otherwise required by law, or to carry out SHU's Title IX procedures.
- C. The exercise of rights protected under the First Amendment does not constitute retaliation.
- D. Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a sexual misconduct grievance proceeding does not constitute retaliation. A determination regarding responsibility alone, however, is not sufficient to conclude that any party made a materially false statement in bad faith.
- E. Complaints alleging retaliation may be filed with the Title IX Coordinator. In the event an individual alleges that the Title IX Coordinator retaliated against them, the individual may file a complaint with Robert M. Hardy, Vice President of Human Resources. The Title IX Coordinator will not oversee the investigation or adjudication of a complaint alleging that they engaged in retaliation.

Approval and Implementation

This Title IX Formal Grievance Policy was approved on August 14, 2020 by the Offices of The General Counsel, Human Resources and Dean of Students, and implemented on August 14, 2020.

Student Life

The Student Life department is located in the HC Wing on the 1st Floor of the Main Academic Building 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 1st Floor of the Main Academic Building HC Wing, 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 2021 President
- Class 2022 President
- Class 2023 President
- Class 2024 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 Bobby Valentine Health and Recreation Center, 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 HC Wing on the 1st Floor of the Main Academic Building, 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 Building, 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 Student Union, Student Government, 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.