# Table of Contents

## Page 2

Ctrl-Click on the heading to be taken directly there

- **Student Rights and Freedoms** 39
  - Freedom of Access to Higher Education 40
  - In the Classroom 40
  - Student Life 40
  - Freedom of Students Off Campus 42
  - Disciplinary Standards and Procedures 42
  - Student Appeals Board 46

## Code of Personal Conduct 50
- Honesty and Integrity 50
- Physical Emotional Health and Safety 51
- Respect For Property and Authority 51

## General Student Conduct Process 52
- Sanctions 52
- Additional Sanctions 53

## Institutional Policies (Alphabetical) 53
- Academic Fraud 53
- Alcohol 53
- Bicycles 55
- Controlled Drugs 55
- Damage 55
- Dating between Employee and student 55
- Dogs on Campus 56
- Felonies 56
- Harassment 56
- Hazing 56
- Indebtedness to the University 57
- Internet Communications 57
- Missing Student Policy 58
- Postings 59
- Sexual Assault Policy 59
- Sexual Harassment Policy 59
- Smoke Free Workplace Policy 59
- Solicitation and Fundraising 60
- Theft 60
- Weapons 60
- Weather Related Closing Information 61

## Emergency Procedures and Information 62
- Emergency Call Boxes 62
- Reporting of Emergencies 62
- Fire and Other Evacuation Procedures 63
- Maintenance Emergency 64
- Power Outage Phones 64
# Residential Life & HOUSING
- Residence Hall Contract 65
- Terms of Occupancy 65
- Residential Life Staff 66

## Residential Policies
- Alcohol Policy Overview 66
- Babysitting 67
- Damage to University Property 67
- Decorating of Residence Hall Rooms 67
- Door Access 68
- Drugs 68
  - Parental Notification 68
- Residential Life Duty Schedule 69
- Fire Precautions for Residence Halls 69
- Food and Meal Plan 69
- Furniture 69
- Guest Policy 69
  - Assumption, Lourdes, Madonna, McAuley and Rosary Halls 70
  - North and South Halls Only 70
- Escorting of Guests 70
- Hallways and Stairwells 70
- Items Prohibited In Student Rooms 70
- Student Conduct Process in Residence Halls 71
- Keys 71
- Laundry Facilities 71
- Lock Outs 71
- Maintenance 71
- Personal vs. Private vs. Common Space 72
- Personal Property 72
- Pets and Other Animals 72
- Privacy Right of Entry into Rooms 72
- Quiet Hours 72
- Removal of Furniture from Rooms 72
- Room Changes 73
- Securing Medications 73
- Smoking 73
- Weapons on University Property 73
- Withdrawal Policy for Residence Halls 74

# Public Safety at the University of Saint Joseph
- The Jeanne Cleary Act 75
- Crime Reporting Procedures 76
  - Public Safety Contact Information 76
  - Uniform Campus Crime Report 77
Table of Contents Page 4
Ctrl-Click on the heading to be taken directly there

**Student Government and Club Policies** 78
- Student Government Constitution 78
  - Article I – Student Government Association 78
  - Article II – The Executive Branch 79
  - Article III – Legislative Branch (Board) 81
  - Article IV – Standing Committees 85
  - Article V – Enactment 85
  - Article VI – Amendments to the Constitution 85
  - Article VII – Student Organization Policy 85
  - Article VIII – Student Participation in Governance 85

**Student Clubs and Organization Info** 87
- Recognized Clubs and Organizations 87
- Club Recognition Process 87
  - Recognition Procedure 87
  - Standards of Recognition 87
  - Privileges Associated with Recognition 88
  - Officers 88
  - Advisors 89
  - Activities 89
  - Non-Club Status Organizations 89
  - Club Travel Policy 89
  - University Sponsored Student Travel 90

**Student Affairs Student Travel Guidelines** 91
- Pre-trip Meeting 92
- Transportation 92
- Vehicles 92
- Accidental & Medical Insurance 92
- Participation 92
DISCLAIMER STATEMENT

Every effort has been made to assure the accuracy of the information in this publication as of August 1, 2013. Students are advised, however, that such information is subject to change. Therefore, they should consult the appropriate academic department or administrative offices for current information. The provisions of this publication are subject to change without notice and do not constitute an irrevocable contract between any student or applicant for admission and the University of Saint Joseph. The University is not responsible for any misrepresentation of its requirements or provisions that might arise as a result of errors in the preparation of this publication.

The University of Saint Joseph has reserved the right to add, amend, or repeal any of its regulations and rules in whole or in part, at such times as it may choose. None shall be construed as an abridgement or limitation of any rights, powers, or privileges of the Board of Trustees.
Fall 2013

Dear University of Saint Joseph Students:

Welcome to the 2013-2014 academic year at the University of Saint Joseph! We are excited to have you join us at the start of our second year as a university. I feel confident that the quality of our programs and our strong sense of community will provide you with a memorable educational experience. Our faculty and staff are dedicated to supporting you, our students, and to helping you achieve your goals.

Please make time to investigate the wide range of academic offerings here – you will find myriad ways to make your time at USJ both fulfilling and fun. You can attend events and activities; join and support athletics teams; take on leadership roles in clubs and organizations; share your talents through theater, dance, and music performances; and more. Many of our activities place a special emphasis on providing service to others and responding to the needs of society, which will allow you to enjoy the satisfaction of knowing that you truly made a difference in someone else’s life.

On behalf of the entire community, we are so pleased that you are part of the University of Saint Joseph. We look forward to seeing your contributions and your success.

Sincerely,

Pamela Trotman Reid, Ph.D.
President
THE UNIVERSITY OF SAINT JOSEPH FACTS AND INFORMATION

I. University’s Mission Statement
The University of Saint Joseph, founded by the Sisters of Mercy in the Roman Catholic tradition, provides a rigorous liberal arts and professional education for a diverse student population while maintaining a strong commitment to developing the potential of women. The University is a community which promotes the growth of the whole person in a caring environment that encourages strong ethical values, personal integrity and a sense of responsibility to the needs of society.

II. The University Shield
The shield of The University of Saint Joseph combines the insignia of the Sisters of Mercy, the Cross and Crown, with the Coat of Arms of Saint Joseph. The Coat of Arms, according to the medieval heralds, consisted of a blue field, upon which lay a silver carpenter’s square that overlays three silver lilies. The carpenter’s square symbolizes Saint Joseph’s occupation and is also a symbol of accuracy and truth. The lilies symbolize purity and indicate that Saint Joseph was the earthly spouse of the Blessed Virgin Mary, whose purity is represented by the chaste white lily. Three flowers are used to represent the Blessed Trinity. However, in the University Shield, the center flower is replaced by the cross which, combined with the crown, represents the Sisters of Mercy under whose sponsorship the University of Saint Joseph was founded and continues to flourish.

III. University’s Core Values
The University of Saint Joseph, a Catholic institution founded and sponsored by the Sisters of Mercy, fosters a climate that enhances global awareness and interdisciplinary approaches to learning. This creates a sense of community within the University that reaches to the broader environment in which we live.

Catholic Identity... USJ is grounded in its heritage as a Catholic institution, expressing the Catholic tradition in an ecumenical and critical manner.

Commitment to Women... USJ encourages, inspires, and challenges each woman to develop every aspect of her personhood, intellectual, spiritual, social, emotional, and physical.

Compassionate Service... USJ promotes, supports, & facilitates caring service as an integral part of all teaching and learning experiences.

Respect/Integrity... USJ demonstrates respect and reverence for all people and fidelity in personal witness.

Academic Excellence... USJ provides a value-centered education that prepares students as global citizens, lifelong learners, and informed decision makers.

Hospitality... USJ is a welcoming community; its relationships are based on openness, inclusivity and mutual respect.

Multiculturalism/Diversity... USJ is committed to fostering the growth of an inclusive community that welcomes differences among community members and benefits from them.
IV. History of the Sisters of Mercy

The roots of the University of Saint Joseph can be traced back to the Sisters of Mercy, a religious order founded in 1831 by Catherine McAuley. The Mission of the Sisters of Mercy was to teach and care for the sick, poor and needy in Ireland. Catherine McAuley’s devotion to the Sisters of Mercy mission

The first Sisters of Mercy arrived in the United States from Ireland in 1843 at the invitation of Bishop of Pittsburgh, Pennsylvania. Their energy in ministering to the sick and economically poor, attracted many new members. By 1854, sisters had come from Ireland to settle in New York and San Francisco, California, and continued to spread throughout the country, establishing schools and hospitals.

V. The University of Saint Joseph: A Bold Beginning

In 1932, the Sisters of Mercy of Connecticut set out on a remarkable journey. Their mission: to establish the first liberal arts college for women in the Hartford area; one founded on the principles of service and leadership; one determined to develop the potential of women in a complex and evolving world. The Founders were women of great purpose. They maintained that in order to address life's challenges, one must balance professional aspirations with humanistic studies. Innovative and visionary, the Founders thus forged the dual ideals of academic excellence and programmatic applications at the institution which was known as Saint Joseph College until the June 2012 when the name changed to the University of Saint Joseph.

Throughout the 80-year history of the University of Saint Joseph, this inclusive mission has never been compromised. Guided by this vision, the University has flourished and is now nationally recognized for its outstanding programs in education, nursing, human services, the humanities, the sciences and the School of Pharmacy. These programs have proven themselves vitally important to the people and the economy of our community. Graduates of the University's liberal arts and the professional degree programs continue to serve their communities in significant ways throughout their lives.

In focusing on the needs of people of all ages, races, religions, and cultures, the Founding Sisters initiated programs that serve a broad range of students. Beyond the undergraduate Women's University, the University of Saint Joseph serves the adult learner through the coeducational Weekend and Graduate Schools. From preschoolers enrolled in The School for Young Children to young adults in The Gengras Center, all benefit from the University's vision.

As the University of Saint Joseph has evolved into a vibrant educational complex, it has never strayed from its original vision: that is, its commitment to preparing women for insightful leadership. The University has endured throughout the years and remains today the sole four-year women's University in the State.
VI. Ceremonies and Traditions
Each year, the University of Saint Joseph community comes together for a variety of ceremonies. As part of our rich tradition of scholarship and community development, we take every opportunity to celebrate our identity as a caring, learning community as well as to recognize individual accomplishments. All members of the University of Saint Joseph community are encouraged to participate in these celebrations of campus life.

a. Convocation (August 29, 2013)
Convocation welcomes new and returning students in a traditional academic ceremony. The modern-day Convocation blends the spiritual with the academic, while retaining the original intent of a mass celebrating the opening of the academic year. The purpose of Convocation, according to former president and current archivist Sister M. Consolata O’Connor, is to "begin the year by asking the Lord to bless our learning.” Following welcoming remarks by the President Pamela Trotman Reid, the faculty winner of the John J. Stack Teaching Excellence Award addresses the congregation.

b. Mercy Week (September 22-28, 2013)
Following in the tradition of the Sisters of Mercy, the University of Saint Joseph spends a week each September learning about the Sisters and volunteering on campus and throughout the community. The week kicks off with a celebration of Mercy Day, when staff, faculty, administrators, students and family members participate in community service activities with various non-profit organizations in the greater Hartford area.

c. Family Day (October 12, 2013)

Family Day takes place every fall and is a day filled with events for the University of Saint Joseph students and their families. Events include the athletic tailgate event, tennis, soccer and volleyball games, game booths and fun activities for kids!
d. **Investiture (October 20, 2013)**

Investiture marks a significant event in the life of a scholar. It commemorates the advanced academic standing of members of the junior class by dressing the students in the scholar's garb for the first time. Juniors process to the Chapel in academic gowns and receive their caps from faculty members... Although the ceremony has changed over the years, the intent remains the same: Investiture provides an opportunity for the University community to recognize the students' academic advancement and to ask for God's continued blessing.

e. **Festival of Lights (December 8, 2013)**

Since 1978, the University community has celebrated the Advent season with this event. A joyful celebration of music, dance and liturgy, the festival involves many members of the community as active participants. Students, faculty and staff read from the scriptures and the University's choirs and dancers perform throughout the ceremony. The Festival ends with a traditional lighting ceremony in which a light is passed throughout the congregation until all hold a lighted candle.

f. **Nursing Pinning Ceremony (May 10, 2014)**

Nursing graduates attend a pinning ceremony upon successful completion of their senior year in the University of Saint Joseph nursing program. Separate from University-wide graduation ceremonies, the nursing pinning ceremony celebrates graduates’ entry into nursing practice. During the ceremony, graduates are given a pin denoting The University of Saint Joseph Coat of Arms, the founding Sisters of Mercy, and Nursing; the pin forever serves as the symbol identifying the owner as a graduate of the nursing program.

g. **Baccalaureate Mass (May 10, 2013)**

This tradition goes back to the first graduating class of the University of Saint Joseph. Essentially, it is a mass, which is open to people of all faith traditions, held the Saturday prior to Commencement Sunday and it celebrates the accomplishments of the graduating seniors. Baccalaureate Mass unites the community in worship one final time to bless the graduating students as they move into the working world.

h. **Commencement (May 11, 2014)**

Commencement is the final ceremony of the University experience. Each May, graduating students of the Women's University, Weekend Program for Adult Learners and Graduate School receive their diplomas and move into the role of the University of Saint Joseph alumnae/i.
VII. Alma Mater

ALMA MATER

While we have hearts that beat,
And voices we can raise,
You’ll always hear us sing
Our Alma Mater’s praise.
With strength and hope each day,
Our hearts are filled with cheer,
In our Alma Mater’s praise,
We sing this song so dear.

May your glory never dim,
This ever be our prayer,
For you our hearts will always Brim
with love so fair.
Your truth to us shall bring
Light all throughout life’s trail,
And as we shall proudly sing,
Saint Joseph hail!

WRITTEN BY:
Edwiga Rafałowska Peppler ’40
# Campus Directory

<table>
<thead>
<tr>
<th>WHERE TO GO FOR:</th>
<th>SEE:</th>
<th>AT:</th>
<th>EXT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-hour Emergency Line</td>
<td>Public Safety</td>
<td></td>
<td>5222</td>
</tr>
<tr>
<td>Absence from classes</td>
<td>Health Services</td>
<td>Student Health Center</td>
<td>5530</td>
</tr>
<tr>
<td>Academic Advisement</td>
<td>Faculty Advisor or Advisement Center</td>
<td></td>
<td>5219</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>VP/Academics</td>
<td>Library 2&lt;sup&gt;nd&lt;/sup&gt; floor</td>
<td>5229</td>
</tr>
<tr>
<td>Academic Standing</td>
<td>Registrar</td>
<td>McDonough</td>
<td>5225</td>
</tr>
<tr>
<td>Academic Tutoring</td>
<td>Center for Academic Excellence</td>
<td>Mercy</td>
<td>5514</td>
</tr>
<tr>
<td>Adding/Dropping Courses</td>
<td>Faculty Advisor or Advisement Center</td>
<td></td>
<td>5219</td>
</tr>
<tr>
<td>Admission Information</td>
<td>Admissions Office</td>
<td>Mercy 1&lt;sup&gt;st&lt;/sup&gt; floor</td>
<td>5216</td>
</tr>
<tr>
<td>Adult Learners</td>
<td>Advisement Center</td>
<td>McDonough</td>
<td>5344</td>
</tr>
<tr>
<td>Alumnae Information</td>
<td>Alumnae Office</td>
<td>Mercy 2&lt;sup&gt;nd&lt;/sup&gt; floor</td>
<td>5364</td>
</tr>
<tr>
<td>Appealing a Grade</td>
<td>Instructor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletic Equipment/Facilities</td>
<td>Athletic Director</td>
<td>O’Connell Center</td>
<td>5410</td>
</tr>
<tr>
<td>Athletic Teams</td>
<td>Athletic Director</td>
<td>O’Connell Center</td>
<td>5410</td>
</tr>
<tr>
<td>Audio Visual Requests</td>
<td>I.T. Help Desk</td>
<td>McDonough</td>
<td>5310</td>
</tr>
<tr>
<td>Banking</td>
<td>ATM Machine</td>
<td>McGovern 1&lt;sup&gt;st&lt;/sup&gt; floor</td>
<td>5290</td>
</tr>
<tr>
<td>Books/Supplies</td>
<td>University Bookstore</td>
<td>McGovern 2&lt;sup&gt;nd&lt;/sup&gt; floor</td>
<td>5269</td>
</tr>
<tr>
<td>Campus Ministry Info</td>
<td>Campus Ministry</td>
<td>McGovern 1&lt;sup&gt;st&lt;/sup&gt; floor</td>
<td>5396</td>
</tr>
<tr>
<td>Public Safety</td>
<td>Steve Caron, Director</td>
<td>McGovern 2&lt;sup&gt;nd&lt;/sup&gt; floor</td>
<td>5214</td>
</tr>
<tr>
<td>Career Services</td>
<td>Career Development Center</td>
<td>McDonough</td>
<td>5503</td>
</tr>
<tr>
<td>Change of Address</td>
<td>Registrar</td>
<td>McDonough</td>
<td>5225</td>
</tr>
<tr>
<td>Change of Housing</td>
<td>Residential Life</td>
<td>Advisement Center</td>
<td>5219</td>
</tr>
<tr>
<td>Changing Class Schedule</td>
<td>Faculty Advisor or</td>
<td>Advisement Center</td>
<td>5219</td>
</tr>
<tr>
<td>Changing Major</td>
<td>Faculty Advisor or</td>
<td>Advisement Center</td>
<td>5219</td>
</tr>
<tr>
<td>Class Schedules</td>
<td>Registrar</td>
<td>McDonough</td>
<td>5225</td>
</tr>
<tr>
<td>Community &amp; Civic Engagement</td>
<td>Sr. Beth Fischer, Director</td>
<td>McGovern 2&lt;sup&gt;nd&lt;/sup&gt; floor</td>
<td>5449</td>
</tr>
<tr>
<td>Computers/Network Center</td>
<td>I.T. Help Desk</td>
<td>McDonough</td>
<td>5310</td>
</tr>
<tr>
<td>Counseling</td>
<td>Meredith Yuhas, Director</td>
<td>Health &amp;Counseling</td>
<td>5366</td>
</tr>
<tr>
<td>Degree Requirements</td>
<td>Faculty Advisor or</td>
<td>Advisement Center</td>
<td>5219</td>
</tr>
<tr>
<td>Disability Questions/Services</td>
<td>Coordinator</td>
<td>Health &amp;Counseling</td>
<td>5428</td>
</tr>
<tr>
<td>Fee and Payment Info</td>
<td>Bursar</td>
<td>Mercy</td>
<td>5266</td>
</tr>
<tr>
<td>Food Services</td>
<td>Bon Appétit</td>
<td>McGovern 1&lt;sup&gt;st&lt;/sup&gt; floor</td>
<td>5359</td>
</tr>
<tr>
<td>Graduation Requirements</td>
<td>Faculty Advisor or</td>
<td>Advisement Center</td>
<td>5219</td>
</tr>
<tr>
<td>Gynecological Services</td>
<td>Health Services</td>
<td>Health &amp;Counseling</td>
<td>5272</td>
</tr>
<tr>
<td>Health Services</td>
<td>Beth Cocola, Director</td>
<td>Health &amp;Counseling</td>
<td>5272</td>
</tr>
<tr>
<td>Honors Program</td>
<td>Dr. Vozzola, Director</td>
<td>Lynch</td>
<td>5224</td>
</tr>
<tr>
<td>Housekeeping</td>
<td>Facilities Office</td>
<td>Mercy Basement</td>
<td>5238</td>
</tr>
<tr>
<td>Housing Information</td>
<td>Residential Life</td>
<td>McGovern 2&lt;sup&gt;nd&lt;/sup&gt; floor</td>
<td>5214</td>
</tr>
<tr>
<td>Incomplete grades</td>
<td>Instructor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WHERE TO GO FOR:</td>
<td>SEE:</td>
<td>AT:</td>
<td>EXT:</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>---------------------------</td>
<td>----------------------------</td>
<td>---------</td>
</tr>
<tr>
<td>Insurance (student)</td>
<td>Health Services</td>
<td>Health &amp; Counseling</td>
<td>5530</td>
</tr>
<tr>
<td>International Programs</td>
<td>Director</td>
<td>Lynch</td>
<td>5470</td>
</tr>
<tr>
<td>Internships</td>
<td>Career Development</td>
<td>McDonough</td>
<td>5503</td>
</tr>
<tr>
<td>Intramural Program</td>
<td>Director</td>
<td>O'Connell Center</td>
<td>5423</td>
</tr>
<tr>
<td>Leave of Absence (medical)</td>
<td>Registrar</td>
<td>McDonough</td>
<td>5311</td>
</tr>
<tr>
<td>Leave of Absence (non-medical)</td>
<td>Advisement Center</td>
<td>McDonough</td>
<td>5219</td>
</tr>
<tr>
<td>Library Hours</td>
<td>Main Desk</td>
<td>Library</td>
<td>5209</td>
</tr>
<tr>
<td>Loan Information</td>
<td>Student Financial Services</td>
<td>Mercy 2nd floor</td>
<td>5223</td>
</tr>
<tr>
<td>Locked Out of Room</td>
<td>Campus Safety</td>
<td>McGovern</td>
<td>5222</td>
</tr>
<tr>
<td>Maintenance</td>
<td>Facilities Office</td>
<td>Mercy Basement</td>
<td>5401</td>
</tr>
<tr>
<td>Media Equipment</td>
<td>I.T. Help Desk</td>
<td>McDonough Basement</td>
<td>5310</td>
</tr>
<tr>
<td>Off-campus Housing</td>
<td>Student Affairs</td>
<td>McGovern 2nd floor</td>
<td>5445</td>
</tr>
<tr>
<td>Orientation Programs</td>
<td>Student Activities</td>
<td>McGovern 2nd floor</td>
<td>5447</td>
</tr>
<tr>
<td>Post Office</td>
<td>Mail Room</td>
<td>Mercy Basement</td>
<td>5402</td>
</tr>
<tr>
<td>Postings</td>
<td>Student Affairs</td>
<td>McGovern 2nd floor</td>
<td>5445</td>
</tr>
<tr>
<td>Program &amp; Events Council</td>
<td>SPEC Office</td>
<td>McGovern 1st Floor</td>
<td>6725</td>
</tr>
<tr>
<td>Public Information</td>
<td>University Relations</td>
<td>Mercy 2nd floor</td>
<td>5334</td>
</tr>
<tr>
<td>Reserving University Facilities</td>
<td>Campus Events</td>
<td>McGovern 2nd floor</td>
<td>5292</td>
</tr>
<tr>
<td>Residence Coordinators</td>
<td>Residential Life</td>
<td>McGovern</td>
<td>5295/5620</td>
</tr>
<tr>
<td>Resident Assistant Program</td>
<td>Residential Life</td>
<td>McGovern</td>
<td>5214</td>
</tr>
<tr>
<td>Residential Life</td>
<td>Director</td>
<td>McGovern 2nd floor</td>
<td>5214</td>
</tr>
<tr>
<td>Sandwiches, Snacks, etc.</td>
<td>Jay’s Nest</td>
<td>McGovern 1st floor</td>
<td>5343</td>
</tr>
<tr>
<td>Scheduling Events</td>
<td>Events Coordinator</td>
<td>McGovern 2nd floor</td>
<td>5292</td>
</tr>
<tr>
<td>Scholarships</td>
<td>Financial Aid Office</td>
<td>Mercy 2nd floor</td>
<td>5223</td>
</tr>
<tr>
<td>Student Activities</td>
<td>Coordinator</td>
<td>McGovern 2nd floor</td>
<td>5411</td>
</tr>
<tr>
<td>Student Affairs Office</td>
<td>Vice-President/Dean</td>
<td>McGovern 2nd floor</td>
<td>5445</td>
</tr>
<tr>
<td>Student Employment – Off-campus</td>
<td>Career Development</td>
<td>McDonough</td>
<td>5503</td>
</tr>
<tr>
<td>Student Employment - On-campus</td>
<td>Student Affairs</td>
<td>McGovern 2nd floor</td>
<td>5445</td>
</tr>
<tr>
<td>Student Financial Services</td>
<td>Student Financial Services</td>
<td>Mercy 2nd floor</td>
<td>5223</td>
</tr>
<tr>
<td>Student Government Assn. (SGA)</td>
<td>SGA Office</td>
<td>McGovern 1st floor</td>
<td>5453</td>
</tr>
<tr>
<td>Student Organization Budgets</td>
<td>SGA Office</td>
<td>McGovern 1st floor</td>
<td>5453</td>
</tr>
<tr>
<td>Study Abroad</td>
<td>Director/Intl. Studies</td>
<td>McDonough</td>
<td>5515</td>
</tr>
<tr>
<td>Transcripts</td>
<td>Registrar</td>
<td>McDonough</td>
<td>5225</td>
</tr>
<tr>
<td>Tutoring</td>
<td>Center for Academic</td>
<td>Library</td>
<td>5514</td>
</tr>
<tr>
<td>Excellence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Volunteering</td>
<td>Community Service</td>
<td>McGovern 2nd floor</td>
<td>5411</td>
</tr>
<tr>
<td>Weekend Learners</td>
<td>Admissions</td>
<td>Mercy 1st Floor</td>
<td>5734</td>
</tr>
<tr>
<td>Withdrawal from University</td>
<td>Advisement Center</td>
<td>McDonough</td>
<td>5219</td>
</tr>
<tr>
<td>Withdrawal from Courses</td>
<td>Faculty Advisor or</td>
<td>Advisement Center</td>
<td>5219</td>
</tr>
<tr>
<td>Withdrawal from Residence</td>
<td>Residential Life</td>
<td>McGovern 2nd floor</td>
<td>5214</td>
</tr>
<tr>
<td>Writing Portfolios</td>
<td>Center for Academic</td>
<td>Mercy</td>
<td>5514</td>
</tr>
<tr>
<td>Excellence</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Federal Guidelines and Policies

Statement of Nondiscrimination
The University of Saint Joseph is accredited by the New England Association of Schools (NEASC) and Colleges, Inc. and the State of Connecticut Board of Higher Education. The University of Saint Joseph prohibits discrimination against any persons on account of their race, color, religious creed, age, sex, sexual orientation, transgender status, marital or civil union status, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability, or physical disability in the administration of its educational policies, admissions policies, scholarship and loan programs, and employment practices.

Statement Condemning Acts of Hatred and Violence
Behavior that denigrates others on the basis of difference is unacceptable in a learning environment dedicated to Judeo-Christian values. The University of Saint Joseph does not tolerate threats of violence or acts of hatred of any kind and any member of the University Community who harasses or discriminates against another person, regardless of protected class status, may be subject to disciplinary action. Behavior or activities that may endanger the physical or mental well-being of others, including idle or real threats, the possession and/or use of firearms, fireworks, hazardous chemicals, and other real or potential weapons are strictly prohibited. Such behavior may result in penalties up to and including termination for employees and expulsion for students.

Bullying behaviors are viewed by the University as a form of harassment and will be handled as such. Bullying is on-going behavior that deliberately harms, intimidates, offends, degrades, or humiliates an individual and creates an environment of fear or hostility. Examples of harassment and bullying include, but are not limited to, the following:
- being sworn at, shouted at, called names or subjected to other humiliating behaviors;
- unwarranted or invalid criticism, or blame without factual justification;
- physical violence such as pushing, shoving or throwing objects
- using the Internet and related technologies to harm other people in a deliberate, repeated and hostile manner

Personal abuse in any form violates standards of appropriate discourse and civil conduct; substantiated instances of such behavior will result in disciplinary action up to and including expulsion.

Title IX: Sexual Misconduct Policy
The University of Saint Joseph believes in the intrinsic value of all human beings. Moreover, it is committed to the full, peaceable participation of all of its members in the educational endeavor it fosters. The University is committed to maintaining a learning and living environment which is fair and respectful and will not tolerate any threats or acts of sexual harassment, sexual assault or sexual violence which are all a form of sex discrimination. Any reports of such behavior or action should be made to the Title IX Coordinators:
- Ruth Foxman, Executive Assistant to the President (860)231-5221, rfoxman@usj.edu or
- Deborah Spencer, Director of Human Resources (860)231-5390, dspencer@usj.edu or
- Debbie Fiske, Associate Athletic Director at (860)231-5423, dfiske@usj.edu

Complaints can also be made to the Office for Civil Rights, Boston Office, U.S. Department of Education, 8th floor, 5 Post Office Square, Boston, MA 02109-3921, (617)289-0111, OCR.Boston@ed.gov.

A report of sexual harassment, assault or violence will be taken seriously, promptly investigated and addressed. While respecting the rights of all parties involved, the safety and well-being of the victim and the campus community are the University’s primary concern. Appropriate action will be taken to discipline an offending party. The University of Saint Joseph maintains an on record
sexual misconduct policy, a commitment to investigation, support, and protection of any involved parties, annually published security reports, as well as a sexual assault prevention initiatives.

**Definition of Terms**

**Sexual harassment** can be defined as *unwelcome conduct* of a sexual nature. This can include such actions as making unwelcomed sexual comments about appearance, clothing, or body parts.

**Sexual assault** is a sexual act committed or attempted against one’s will. It includes a range of acts from unwelcome sexual touching to forced sexual intercourse. Sexual assault refers to any sexual act without the explicit consent of the recipient.

**Consent** is defined as clear, knowing and voluntary agreement by an individual of legal age. Silence, on its own, cannot be interpreted as consent. Neither relationship nor prior permission implies future consent.

**Force** may include, but is not limited to, the use or display of a weapon, physical immobilization, threats, intimidation or coercion. Another example of force is psychological pressuring or any attempt to take advantage sexually of an individual under duress or incapable of making a decision on his or her own. This includes situations in which an individual is under the influence of alcohol, drugs, or otherwise physically incapacitated.

**Reporting Procedures**

Any member of the University of Saint Joseph Community who has experienced sexual harassment or assault is encouraged on or off campus to contact one of the Title IX Coordinators and/or Campus Safety. Reporting an act of sexual misconduct allows the institution to pursue safety and support for the survivor and the community. An individual reporting sexual misconduct (the complainant) may request anonymity, but should recognize this may limit the institution’s ability to respond. Where the complainant provides consent, University personnel will strive to protect the privacy of any involved students during the reporting and investigation process. Where strict confidentiality is not possible, discernment and sensitivity will be used in sharing information on a need-to-know basis only.

The safety and well-being of the survivor and the campus community are the institution’s primary concern. It is the student’s choice (if he or she is of legal age) whether to file a formal complaint with local law enforcement and/or the University.

In cases where University personnel have reason to believe an incident of sexual misconduct has occurred, the institution is legally obligated to investigate and respond. This may occur without the receipt of a formal complaint.

**Title IX Coordinators**

The individuals responsible for Title IX compliance at the University of Saint Joseph are:

- Ruth Foxman, Executive Assistant to the President, (860)231-5221, rfoxman@usj.edu (any complaint)
- Deborah Spencer, Director of Human Resources, (860)231-5390, dspencer@usj.edu (complaint regarding faculty and/or staff)
- Debbie Fiske, Associate Athletic Director, (860)231-5423, dfiske@usj.edu

Formal complaints of Title IX noncompliance (including sexual misconduct) should be reported to a Title IX coordinator, who will oversee the investigation, resolution, appeals process and any report of retaliation. Complaints can also be made via the University’s ethics line reporting at: https://secure.ethicspoint.com/domain/media/en/gui/33024/index.html
**Investigation Procedures**

Upon receipt of a formal complaint, a timely investigation will be conducted. An investigation will begin within 10 working days* of the received complaint and may include, but is not limited to the following steps:

- Fact finding interview with the complainant
- Interviews or written statements from witnesses
- Interview with the alleged offender with opportunity to respond to all allegations
- Written record of all interviews and pertinent information (confidentially maintained)

The complainant has the right to request a change in living arrangements or other modifications to avoid forced contact with the alleged offender. An alleged offender may be suspended or removed from campus housing and/or declared an unapproved guest on campus, pending the outcome of the investigation. Also, when deemed appropriate the University can issue a no-contact letter between the parties involved.

Unapproved guests are subject to additional University disciplinary action or arrest if found on campus. The conclusion of the investigation can be expected within 30 workdays* and will be communicated in writing to the complainant and the alleged offender.

Incidents involving alleged offenders who are nonmembers of the University community will be processed according to local and state laws.

*Work days are defined by the days the University is open for business.

**Disciplinary Response**

Where there is sufficient evidence to conclude that sexual misconduct has occurred, the resolution for a student offender will include disciplinary action. This may include, but is not limited to:

- Written Apology
- Personal Accountability
- Issuance of a “No Contact Letter”
- Ban from Campus
- Counseling - a University Counselor staff member will administer counseling for a set amount of time. University Counselors may recommend additional counseling or testing if needed.
- Suspension
- Removal from campus housing, but not classes
- Voluntary Withdrawal from campus housing and classes
- Dismissal from campus housing and classes

**Appeal Procedures**

If either student party believes the resolution of the investigation to be unfair or unsubstantiated, he or she may contact the Title IX coordinator to appeal this decision. An appeal will be processed through a hearing with the Student Appeals Board. An appeal of the findings must be requested within 2 weeks from the date on the original resolution letter. This request must be made to the Vice-President/Dean of Students, located on the 2nd floor of McGovern, (860)231-5737 or cbarnard@usj.edu.

It is important to note that the Student Appeals Board only holds a hearing if it appears that the student was not treated equitably and that the appropriate procedures were not followed. Specific information regarding the Student Appeals Board can be found in the Student Handbook.

Incidents involving perpetrators who are nonmembers of the University community cannot be appealed through University proceedings, but rather will be processed according to local and state laws.
All participants will be reminded during the hearing that their participation and testimony must remain confidential following the hearing. Committee members shall not discuss the case with anyone outside of the hearing.

Retaliation
The University of Saint Joseph strictly prohibits any form of retaliation against individuals who report sexual misconduct or assist in the investigation. Retaliation is any action that could be perceived as intimidation, hostility, harassment, retribution, threats or violence in connection with the report or investigation of an incident of sexual misconduct. The University will respond to retaliation as a separate incident.

Aftercare for Survivors of Sexual Assault
Survivors of sexual assault will be treated with dignity and respect. Individuals who have been sexually assaulted should immediately consider the following important steps:

1. Get away from the attacker to a safe place as fast as you can.
   - On-campus students should call their resident coordinators/resident assistant immediately or go directly to the nearest emergency room.
   - Off-campus students are encouraged to call a trusted friend or a member of Counseling Center and/or Student Health Services.
   - If immediate medical attention is needed, call the Campus Safety at (860)231-5222 and they will call 911
2. Seek medical care due to possible exposure to health risks
3. File a report with either a Title IX coordinator, Campus Safety (860)231-5222 or West Hartford Police (860)523-5203
4. Speak with a counselor either on campus or at:
   **Connecticut Sexual Assault Crisis Services, Inc.**
   96 Pitkin Street
   East Hartford, CT 06108
   info@connsacs.org
   **24-Hour Hot Line (888)999-5545**

   All services are FREE and CONFIDENTIAL and services provided include:
   - Hotline Services 24 hours/day 7 days/week
   - 24 hour crisis counseling
   - Information & referral
   - Advocacy for children and non-abusing parent
   - Short-term counseling for victims and their family and/or friends
   - Support groups and more
   - Community education programs dealing with sexual assault issues
   - Community prevention programs dealing with safety concerns, etc.

Awareness and Education
The University of Saint Joseph recognizes that awareness and educational efforts are important steps in sexual assault prevention. The University commits to the following prevention initiatives:

- This and related policies are included in faculty, staff and student handbooks. The University’s Student Handbook can be found online at:
- New students receive information and training prior to the 15th of October.
- Current students are reminded during residence hall meetings each fall of the dangers and prevalence of sexual assault.
• Brochures and information on sexual assault are made available in key locations including the Student Health Services, Counseling and Wellness Center and the Office of the Vice-President/Dean of Students.
• Residence Life staff receives yearly training on responding to sexual assault.
• Student Leaders receive by-stander training
• Campus Safety provides escorts for any student crossing campus in the evening hours. Call 860.231.5222 to request this service.
• Emergency phones can be found throughout campus.

**University Policy Statement Regarding Students with Disabilities**
The University of Saint Joseph is committed to providing equal educational opportunities and full participation for persons with disabilities. No qualified person will be excluded from participation in any University program or be subject to any form of discrimination based on a disability. The University recognizes its obligations to comply with the Americans with Disabilities Act of 1990, hereafter referred to as ADA, and Section 504 of the Rehabilitation Act of 1973, hereafter referred to as Section 504.

The ADA states: “No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodation by any private entity who owns, leases (or leases to), or operates a place of public accommodation.” (28 C.F.R. § 36.201a) Section 504 states: “No otherwise qualified individual with a disability […] shall, solely by reason of her or his disability, be excluded from the participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” (29 U.S.C. § 794)

Students needing meal plan accommodations and/or exemptions must first contact the 504 Disability Coordinator at 860-231-5428.

Consistent with its responsibilities, the University provides reasonable accommodations to promote equal educational opportunity. For more information regarding disclosure contact the 504 Disability Coordinator at 860-231-5428.

**Drug-free Schools and Communities Act Amendment of 1989**
The University of Saint Joseph maintains all federal and state requirements for a drug-free campus and workplace. The University of Saint Joseph prohibits the unlawful possession, use, or distribution of drugs and alcohol by employees and students on the institution’s property and as a part of the institution’s activities. The University expects all members of the community to comply with state and federal laws pertaining to illegal drugs. The sale, purchase, manufacture, possession, distribution and illegal use of controlled substances, K2, drugs and drug paraphernalia, including hookahs, are prohibited. The University of Saint Joseph adheres to the Connecticut statutory definitions of drugs and drug paraphernalia.

The University of Saint Joseph will impose sanctions on employees and students consistent with local, state, and federal law. These sanctions are up to and including expulsion and/or referral for prosecution for violations of the standards of conduct.

The University of Saint Joseph is required by law to inform employees and students of the penalties for the trafficking, sale, or possession of illegal drugs. This information is provided in order to comply with the Drug-Free Schools and Communities Act of 1989.
a. **Penalties**
   - Trafficking of illegal drugs—no less than five years and no more than 40 years in federal prison. Fine can range from $250,000 to $4 million.
   - Illegal manufacturing, sale, or distribution of illegal drugs—no more than 15 years in federal prison or $50,000 in fines.
   - Illegal possession of controlled substances—no more than 7 years in federal prison or $50,000 in fines.

b. **Drug and Alcohol Policy Relative to Faculty and Staff**
   Occasionally, departments and offices will entertain students. Under these circumstances, the office or department may provide alcohol under conditions that conform to the University Regulations and the law and are cleared through the VP/Dean of Student Affairs.

   Employees entertaining students privately are advised to be certain that alcohol is provided only under conditions that meet the requirements of the law. Under no circumstances should illicit drugs ever be present at such gatherings and/or be offered to a student.

c. **Parental Notification in Cases of Alcohol or Other Drug Violations/Arrests**
   The University may notify parents when their daughter is found responsible for a violation of the University’s alcohol or other drug policies, including violation of local, state or federal laws regarding use or possession of alcohol or other drugs that are also violations of institutional policy. This notification will normally take place under any of the following conditions related to alcohol or drug policy violations

   - the violation is the second violation in an academic year
   - the student is found responsible for violations resulting in a separation sanction (i.e., suspension from residence halls, suspension or dismissal from the University)
   - the violation is the result of excessive/dangerous intoxication including violations that result in the student being placed in protective custody
   - the student’s health or safety has been compromised through the use/abuse of alcohol or other drugs
**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate. Students may ask the University to amend a record that they believe is inaccurate. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by State University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

   Family Policy Compliance Office  
   U.S. Department of Education 400 Maryland Avenue,  
   SW Washington, DC 20202-4605
Directory Information

Institutions may disclose information on a student without violating FERPA if it has designated that information as "directory information". University of Saint Joseph defines directory information as:

- Name
- Address
- Telephone Number
- Major field of study
- Dates of Attendance
- Current enrollment status (full/part time)
- Class standing
- Receipt or non-receipt of a degree
- Academic awards received (Dean's List, honor roll)

Prior written consent from the student is required before releasing non-directory information (other than the above). University of Saint Joseph may release directory information to educational officials unless written notification to not release directory information is on file in the registrar's office.

FERPA has been amended to no longer prohibit post-secondary institutions from disclosing to parents or legal guardians of students under the age of 21 information regarding alcohol or other drugs. Please familiarize yourself with the following section.

Download our FERPA brochure.

FERPA Directory Information Opt-Out
If you do not want the college to disclose directory information from your education records without your prior written consent, you must complete a form and return it to the Registrar’s Office. Your information will not be released from the time we receive your form until the request is rescinded. If directory information is released prior to receiving your opt-out request, the college may not be able to stop the use of your information. Therefore, it is recommended that you file the opt-out form at registration.

Please complete the FERPA Directory Information Opt-Out form (available in the Registrar’s Office) if you do not wish to have your directory information disclosed to third parties. Upon receipt, your request will remain in effect until such time as you tell the Registrar’s Office that you no longer wish to keep your information private. Prior to filing your request, please consider all the consequences of opting out. For example, if you tell the Registrar’s Office not to disclose your directory information to third parties, they will not share your information with anyone (except persons who have a right to see your information under the law), including persons or agencies offering jobs and educational benefits such as scholarships and discounts; media
sources; companies that manufacture class rings and publish yearbooks, etc. Also note that if you have requested that the Registrar’s Office not disclose your directory information but you would like to have your name appear in the College commencement program, you must provide signed written consent prior to that time.

**Solicitation by Credit Card Companies**
The University of Saint Joseph adheres to the Credit CARD (Card Accountability, Responsibility, and Disclosure) Act of 2009 which is intended to protect consumers and students from high interest rates and fees. In keeping with this law, credit card companies may not solicit on campus.

**Handling of Sensitive Data Policy**
As required by CT Public Act 08-167, An Act Concerning the Confidentiality of Social Security Numbers, this policy serves as the University’s official notice to faculty and staff.

Employees, students and volunteers are required to hold in strict confidence and not disclose information obtained in the course of employment and/or work study to any person or entity that does not require this information in his/her official capacity. Confidential and other sensitive information includes but is not limited to: social security numbers, driver’s license number, state identification card number, account numbers, credit or debit card number, passport number, alien registration number, health insurance identification number, current or former student or employment records, financial records, business planning documents, alumnae records, donor lists, and contribution records and other confidential or sensitive information relating to the affairs of the University.

Employees, students and volunteers will not disclose to or permit non-authorized persons or casual onlookers, to view or access confidential or sensitive information. System IDs and passwords are intended for the exclusive use of the authorized individual. Passwords are not to be shared with anyone including family and friends. Records may be printed and/or copied only when necessary for purposes related to the institution. All printed or copied records must be kept in files that are locked when not in use. Employees and students will use the University’s administrative systems (Jenzabar EX, Raiser’s Edge, Ceridian, etc.) and University records only for the purposes for which they are intended and only to the extent authorized to do so.

Any personal information that is printed or stored electronically shall be destroyed, erased or made unreadable prior to disposal.

Upon leaving the University, employees, students and volunteers shall not take with them any materials belonging to, or relating to the affairs of, the University. Prior to leaving the University and notwithstanding the circumstance surrounding their departure, employees, students and volunteers will inform the University of the location of data and materials in their possession, or under their control, belonging to or relating to the affairs of the University and ensure that such data and materials are accessible to the University.

Employees who disclose confidential information or otherwise engage in activities that conflict with, or impair their obligations of confidentiality may be subject to disciplinary action, including termination from their employment and/or legal actions.

Students who disclose confidential information or otherwise engage in activities that conflict with, or impair their obligations of confidentiality may be subject to disciplinary action, including expulsion from the University and/or legal action.
VIII. **Copyright Compliance**

The University of Saint Joseph acknowledges that compliance with the copyright law is not only a legal requirement; it is also the ethically correct stance for any academic institution. The University of Saint Joseph Community members are expected to adhere to the copyright law.

---

IX. **Information Technology Policy**

a. **Introduction**

H.R 4137, the Higher Education Opportunity Act (HEOA), is a reauthorization of the Higher Education Act. It includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing. These provisions include the requirements that:

- Institutions make an annual disclosure that informs students that the illegal distribution of copy-righted materials may subject them to criminal and civil penalties and describes the steps that institutions will take to detect and punish illegal distribution of copyrighted materials.
- Institutions certifies to the Secretary of Education that they have developed plans to “effectively combat” the unauthorized distribution of copyrighted material
- Institutions, “to the extent practicable,” offer alternatives to illegal file sharing.

This document outlines the University of Saint Joseph plan to comply with these requirements

b. **Annual Disclosure**

The University of Saint Joseph communicates with all students and employees on an annual basis, reminding them:

- All members of the University of Saint Joseph community agree to comply with the University’s IT Policies which include a requirement to adhere to all federal, state and local laws including copyright laws.
- The University adheres to the Digital Millennium Copyright Act and will immediately remove and/or block the unauthorized use of copyrighted material.
- File sharing software can have a serious negative impact on the operation and performance of a computer.
- The University manages Internet traffic to support the primary mission of the University.

Members of the University of Saint Joseph community will be encouraged to read our document on The University of Saint Joseph Pope Pius XII Library Copyright Compliance Guidelines which includes information about University policies and copyright laws and penalties.
c. **Plans to “Effectively Combat” the Unauthorized Distribution of Copyrighted Material**

The University employs Internet traffic management technology to prioritize network traffic. The amount of bandwidth available to peer-to-peer applications is limited but the University does not filter such applications since much of the traffic is legal. When excessive traffic levels are found the individual user is contacted directly and corrective actions are taken upon further investigation.

The following University of Saint Joseph Technology Policies are intended to provide a framework for all members of our University community regarding the use of technology resources in ways that are consistent with the mission and educational goals of the University, as well as in conformity with all local, state and federal laws.

d. **Responsible Use**

Technology and telecommunications equipment is provided for members of the University of Saint Joseph community for the sole purpose of enhancing and promoting the academic and administrative needs of the University. Any actions that deliberately undermine or interfere with the normal operations of technology systems or files will be subject to disciplinary actions by University administration and local, state and federal authorities. Such violations include but are not limited to:

i. Accessing or attempting to access files or systems that one is not authorized to access;

ii. Using an ID/password other than the one assigned to an individual by the University;

iii. Sending/creating files such that the normal operations of the University network are affected;

iv. Creating or installing a virus or program that is intentionally designed to damage or harm a system or network (internal or external to the University of Saint Joseph);

v. Deliberately damaging University property (e.g. computers, printers, scanners, telephones, etc.)

vi. Using the University network as a means to commit a criminal act which violates a local, state or federal law.

e. **ID and Passwords**

ID and passwords are issued to all users of the University of Saint Joseph computer network allowing access to various resources such as e-mail and software licensed for the University of Saint Joseph use. ID and passwords are intended for the exclusive use of the authorized individual. Passwords are not to be shared with anyone including family and friends. Remember, on the network you are your ID and password. If someone signs on to the network using your ID and password they become you. This allows the unauthorized individual to hide his or her true identity, gain access to information only you may have access to and pose as you in chat rooms or other electronic conversations.

f. **Confidentiality and Privacy of Electronic Communication**

As computers and the use of computer technologies continue to enhance the teaching and learning experience at the University of Saint Joseph, the need to communicate electronically also increases. As laws are enacted to protect the interception and content of e-mail it is best to think of e-mail as a "postcard." That is to say, electronic communication is considered confidential and will not be monitored in the normal
course of business. However, the content may be inadvertently seen and read during times of routine network maintenance or while investigating a potential violation.

g. **E-commerce**
E-commerce refers to the buying and selling of goods and services conducted as an ongoing and sustained business activity for the purpose of making a profit. E-commerce involves advertising, promoting, and soliciting business associated with, but not limited to, professional and personal services and consulting, and the buying and selling of goods and services. The University of Saint Joseph technology resources include campus computers, installed application software, peripheral devices connected to computers, and connection to the campus Intranet and the Internet. These resources are intended solely to enhance and promote the academic, administrative, and extracurricular student-life interests of the University community. Students, faculty, and administrators are prohibited from using University technology resources for E-commerce.

h. **Censorship**
The University of Saint Joseph strives to create an environment that facilitates teaching and learning where academic freedom is encouraged, valued and supported. Censorship in any form would be contrary to these beliefs. Therefore, access to information through the Internet will not be censored.

i. **Harassment**
All communications through the campus-wide network will abide by the existing University policies relating to Harassment and Sexual Harassment and apply to all persons utilizing the University of Saint Joseph technologies.

j. **Faculty, Staff and Student Home Pages**
The service of hosting personal home pages on the University owned Web server is a benefit provided to the University of Saint Joseph community. While the University will provide disk space the content of the page reflects the view and opinions of the web page creator not of the University.

The University of Saint Joseph acts as a distributor, not as a publisher. The University will not exercise editorial control over the content of these pages. It is important to note that local, state and federal laws govern the contents of the page and will be the responsibility of its creator. For instance the possession, distribution, and/or sale of materials relating to "Child Pornography" is illegal and punishable by law.

In accordance with the Digital Millennium Copyright Act of 1998 (DMCA) it is illegal to post copyrighted material without the owner's authorization. Upon receiving proper notification of copyright infringement the University of Saint Joseph will expeditiously take down or block access to the material in question.

It is the responsibility of the web page creator to be familiar with the Digital Millennium Copyright Act of 1998 (DMCA). Detailed information regarding DMCA is located at [www.loc.gov/copyright](http://www.loc.gov/copyright).

k. **University Technology Equipment**
Technology equipment including computers, printers, scanners, telephones, etc. are made available for use to faculty, staff and students during their tenure at the University of Saint Joseph. This equipment may be assigned to an individual(s) or may be made available in various common spaces and classrooms. All members of the University of Saint Joseph community are expected to use the equipment in a manner
that does not deliberately undermine or interfere with the normal operations of the equipment. Any deliberate undermining or interfering actions would be a violation and may be subject to disciplinary actions.

X. Disclosure of Information

Press and Other Media
The Office of Marketing and Communications approves all matters concerning the press and other media. It is the policy of the University of Saint Joseph that any employee or student at the University who is contacted by the press or other media refers the inquiry to the Office of Marketing and Communications. Any student or employee appearing in the press or other media as a representative of The University of Saint Joseph must receive the prior approval of the Director of Marketing and Communications (or in her absence, the President). Violations to this policy by faculty, students or staff will be referred to the appropriate area for possible disciplinary action.

Releasing Data
It is the policy of the University of Saint Joseph that data concerning the University cannot be released to any person or agency outside of the University without the prior approval of the President.

The following University of Saint Joseph Technology Policies are intended to provide a framework for all members of our University community regarding the use of technology resources in ways that are consistent with the mission and educational goals of the University, as well as in conformity with all local, state and federal laws.

Emergency Notification
The University of Saint Joseph is committed to providing a safe and quality environment for our students. Part of our overall commitment to you is to assure that in times of emergency we can give you accurate and timely information. When you enroll at the University of Saint Joseph your emergency contact information is collected. Your emergency cell phone information will be placed into our notification system, USJAlert. When urgent or timely information needs to be sent to students, your emergency point of contact will receive a text message giving you vital updates. The University will send emergency notices to student e-mail accounts and post information on the University website, www.USJ.edu. If you do not want to be included in the emergency contact system, you must option out by writing to the Vice President/Dean of Students stating you do not want your cell phone number to be included in the USJAlert database.
CAMPUS POLICIES AND PROCEDURES
A comprehensive listing of Academic Policies and Procedures can be found at:
http://catalog.usj.edu/index.php?catoid=4

Undergraduate Code of Academic Integrity
The complete procedures can be found in the faculty handbook and the student handbook.

Article I - Preamble
Absolute integrity is expected of every student in all academic undertakings. An atmosphere of academic integrity is inherent in the philosophy of Saint Joseph College and shall be upheld by all members of this community.

Article II - Definition
Academic integrity is the responsibility a student assumes for honestly representing all academic work. This responsibility implies that the student will in no way misrepresent her/his work or unfairly advance her/his academic status and will neither encourage nor assist another student in so doing. Violations of academic integrity include plagiarism, cheating, fabrication, and facilitating academic dishonesty. Definitions of these terms are cited below as a guide and are to be applied within reason by Saint Joseph College faculty. Students are responsible for determining each professor's expectations for particular assignments (e.g., Do ideas need to be cited in a written examination? What constitutes cooperation or cheating on a take-home assignment?).

Plagiarism: “The presentation of someone else's ideas or words as your own,” as in the following examples:1
- “Copying a phrase, a sentence, or a longer passage from a source and passing it off as your own”
- “Summarizing or paraphrasing someone else's ideas without acknowledging your debt”
- “Handing in as your own work a paper you have bought, had a friend write, or copied from another student.”2

Cheating: “Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise”3

Fabrication: “Intentional and unauthorized falsification or invention of any information or citation in an academic exercise”4

Facilitating academic dishonesty: “Intentionally or knowingly helping or attempting to help another to violate any provision of this code”5

Academic work includes quizzes, tests, midterm examinations, final examinations, theses, comprehensive examinations, research projects, take-home assignments, laboratory work, and all other forms of oral or written academic endeavor.

2 Fowler and Aaron, 686.
4 Kibler et al., 69-70.
5 Kibler et al., 69-70
Article III - Committee on Academic Integrity

A. **Role:** The Committee on Academic Integrity shall:
   1. Promote expectations for academic integrity.
   2. Ensure fairness and consistency in the procedures and outcomes.
   3. Review all uncontested cases and, if necessary, take further disciplinary action.
   4. Review and settle all contested cases in which academic sanctions are applied.
   5. Record all cases of academic dishonesty within the college. This file shall be maintained in the office of the Provost.

B. **Composition:** The Committee shall consist of:
   - Three students (seniors or juniors) selected by the Student Government Association as members of the standing committee.
   - Two faculty members, with tenure, appointed by the Executive Committee of the Faculty Committee of the Whole as members of the standing committee.
   - One additional faculty member appointed to the committee for a particular case by the Dean of the School in which the infraction is alleged (hereafter to be referred to as the Dean). If possible, this faculty member should be the Department Chairperson of the faculty member alleging a violation of academic integrity.
   - The Dean, who votes only in the case of a tie.
   - The instructor is allowed but is not required to be present.

Article IV - Academic Integrity Procedure

A. **When Academic Dishonesty is Suspected:**
   1. The faculty member informs the student of the allegations while taking into account the need to respect each student’s privacy and the goal of maintaining an environment that supports teaching and learning. The faculty member shall inform the student of the opportunity to respond within three days.
   2. After presenting a student with the allegation that she or he violated the College’s Code of Academic Integrity, the faculty member waits for three days to allow both parties to consider the allegations and responses.
   3. After three days the faculty member and the student discuss the consequences and the student will sign the College’s academic integrity form. The faculty member has one working day in which to turn the form into the Dean’s Office.
   4. The faculty member may also opt to pursue a disciplinary action (academic sanction) in conjunction with the College Committee on Academic Integrity. Normally, it is preferable to settle issues privately, which means relying on the awarding of grades and course-related activities to support the learning process, rather than requesting additional disciplinary sanctions.
   5. Throughout the academic integrity process, grading authority remains the responsibility of the instructor.

B. **If the Student Accepts Responsibility for the Violation and the Proposed Academic Sanction:**
   1. If the sanction involves course work or a course grade and the student accepts the sanction, the faculty member has the student sign the College’s academic integrity form. This form is forwarded, through the Dean, to the Committee on Academic Integrity. If this committee believes that no further sanction is required, this form is forwarded to the Provost to be filed, and the matter is closed.
   2. In either of the following conditions the committee will be convened to define additional sanctions in response to the student’s behavior: A) On the third offense; or B) At the faculty member’s request.
C. If the Student Does Not Admit Responsibility for an Academic Integrity Violation:

1. The Instructor forwards the case to the Committee on Academic Integrity, via the Dean, who convenes the Committee.

2. The Committee issues a written statement of the specific charges against the student. The student is allowed ten days to write a response/defense to these charges and has the right to examine, prior to a hearing, any written evidence or exhibits the Committee will consider. The student will be informed of the hearing date, time, and location, and should be given 20 days (including the initial 10 days in which to write a response) to prepare a defense. More than one charge against a student may be considered at a hearing.

3. A hearing may be conducted in the absence of a student who fails to appear after the Committee has made a reasonable effort to provide adequate advance notice of the hearing time, date, and location.

4. The hearing is not open.

5. The student may bring an advisor of her or his choice from within the College community, who is not representing the student as an attorney, to the hearing. A reasonable effort should be made to accommodate the schedule of an advisor who will assist the accused student. The Committee has broad discretion in granting continuances.

6. Any Committee member who has been involved in investigating or prosecuting the case should not serve on the Committee while it is reviewing the particular case and a replacement must be appointed (by the Student Government Association, the Executive Committee of the Faculty Committee of the Whole, or the administration) for this investigation.

7. The student's guilt shall be established by clear and convincing evidence. Circumstantial evidence may be used “hearsay” evidence.

8. The student may confront and cross-examine witnesses.

9. The hearings shall be recorded by use of tape recorder and/or qualified court reporter may be allowed to attend the hearing to record the proceedings. The original record of the hearing shall be retained in a confidential file in the Office of the Provost for a period of seven years after the event. Only the Provost shall have access to these records. The proceedings of the appeals hearing as well as all written documents arising out of it are to be held in the strictest confidence. Expenses of any court reporter shall be paid by the party requesting the reporter and a copy of the transcript shall be made available to the other party.

10. A decision is made by majority vote of the Committee.

11. A student who is found guilty shall be given a written statement of reasons for the determination. A hearing panel may consider a pattern of lying and fabrication by the student at a hearing and may impose a more severe penalty as a result.

12. After the formal hearing or review, the Committee may determine what disciplinary sanctions should be imposed. The student will be informed of these within 15 days of the hearing by registered mail.

13. In cases where the most severe penalties are imposed the student may appeal to the Provost within 15 days of receiving of the formal letter informing her/him of the sanctions.

Article V – Academic Integrity Sanctions

A. Decision of the Committee on Academic Integrity

1. The Committee on Academic Integrity may determine to dismiss a case or may decide on an appropriate sanction.

2. Each potential breach of Academic Integrity should be considered individually and decisions concerning sanctions shall be made on a case-by-case basis. This means that there is not specific sanction associated automatically with a particular violation.

3. The decision of the Committee is final. It cannot be appealed to the Student Appeals Board.
B. Examples of Sanctions
Academic sanctions range from a warning to failure of the course to expulsion. Sanctions include, but are not limited to:

- Written warning
- A grade of zero for the assignment
- Failure of the course
- An “XF” grade for the course (An XF grade is an indication that the student has failed a course because of a violation of academic integrity. When the grade is assigned, the transcript shall indicate the meaning of this notation. The XF grade is awarded only with the concurrence of the instructor and the College Committee on Academic Integrity. The awarding of an XF grade should be a rare occurrence and reserved for the most serious breaches of academic integrity.)
- Probation, suspension, or expulsion from the University

Student appeals not within the purview of this policy will follow the student appeals policy as outlined in section “Students Appeals Board.”

Graduate Code of Academic Integrity

Absolute integrity is expected of every student in all academic undertakings. An atmosphere of academic integrity is inherent in the philosophy of Saint Joseph College and shall be upheld by all members of this community.

Academic integrity is the responsibility a student assumes for honestly representing all academic work. This responsibility implies the student will in no way misrepresent her or his work or unfairly advance her or his academic status and will neither encourage nor assist another student in so doing. Violations of academic integrity include plagiarism, cheating, fabrication, and facilitating academic dishonesty. Definitions of these terms are cited below as a guide and are to be applied within reason by Saint Joseph College faculty. Students are responsible for determining each professor’s expectations for particular assignments (e.g., Do ideas need to be cited in a written examination? What constitutes cooperation or cheating on a take-home assignment?).

Plagiarism: “The presentation of someone else’s ideas or words as your own,”\(^{11}\) as in the following examples:

- “Copying a phrase, a sentence, or a longer passage from a source and passing it off as your own,
- “Summarizing or paraphrasing someone else’s ideas without acknowledging your debt,
- “Handing in as your own work a paper you have bought, had a friend write, or copied from another student.”\(^{12}\)

Cheating: “Intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise”\(^{13}\)

Fabrication: “Intentional and unauthorized falsification or invention of any information or citation in an academic exercise”\(^{14}\)

Facilitating Academic Dishonesty: “Intentionally or knowingly helping or attempting to help another to violate any provision of this code”\(^{15}\)

---


\(^{12}\) Fowler and Aaron, page 686.


\(^{14}\) Kibler, Nuss, Paterson, and Pavela, pages 69-70.

\(^{15}\) Kibler, Nuss, Paterson, and Pavela, pages 69-70.
While cheating in various forms and failure to acknowledge the proper sources of ideas can be an integrity problem using any communication medium or in any learning environment, the most common problem in today’s college learning environment is the practice of constructing papers or written discussion postings by electronically copying text from a variety of sources, and submitting it as one’s own writing. Whether the sources are cited or not, this is not acceptable academic behavior.

1. Included within the Academic Integrity Policy is all academic work including quizzes, tests, mid-term examinations, final examinations, theses, comprehensive examinations, research projects, take-home assignments, laboratory work, papers, essays, threaded-discussions, and all other forms of oral or written academic endeavor.

2. An individual with questions concerning the Code of Academic Integrity should consult the Dean of Graduate and Professional Studies/ Director of Graduate Student Services. It is the responsibility of each (non-student) member of the graduate college community to refer any perceived threat to this Graduate Academic Integrity Policy to the Dean of Graduate and Professional Studies.

3. An Academic Integrity Committee is convened on an ad hoc basis to deal with all challenged cases of academic dishonesty within the Graduate School. In addition to any duplicate records kept by Graduate Program Directors, all files and records regarding academic integrity shall be maintained in the Office of the Graduate School.

4. The committee shall consist of three graduate students, three tenured graduate faculty members, preferably from different departments, appointed by the chair of the Graduate School Committee; one additional faculty member may be appointed to the committee for a particular case by the Dean of Graduate and Professional Studies. If possible, this additional faculty member should be the Department Chairperson of the faculty member alleging a violation of academic integrity. The Dean of Graduate and Professional Studies votes only in the case of a tie. The instructor/professor and/or student involved are allowed to attend the meeting(s) of the committee, but neither is required to be present.

**When Academic Dishonesty is Suspected in a Graduate Course:**

1. Students noticing a breach of integrity policy should inform the instructor in the class.

2. An instructor being informed of a breach of integrity policy or noticing such herself/himself assembles evidence of improper behavior. (e.g., the faculty member downloads a color coded “Originality Report” from www.turnitin.com.)

3. The instructor then fills out the Academic Integrity Form, including recommended remediation/penalty.

4. The instructor sends the form (retaining a copy) and copies of evidence to the student. This can be done electronically or hardcopy, whichever is most expedient. If sent electronically, the faculty member should use email receipt acknowledgement methods. A copy of the evidence of receipt is kept by faculty member. However, even if there is no response from the student, the process moves forward after 5 working days. The instructor should keep documentation of attempts made to contact the student (e.g. copies of emails, copies of letters, etc.).

5. The student should respond to the faculty member by signing the Academic Integrity Form either agreeing or disagreeing with the finding and the remediation/penalty. Whether or not any supplemental verbal communication has occurred, everything must be forwarded in writing. Note: When the student responds to the faculty member, she/he may add any additional explanation or justification - but ultimately the student must either agree or reject the faculty member’s findings and recommendations/sanctions.

6. The signed form, evidence, and student additions are forwarded to the Director of Graduate Student Services by the instructor/professor. These documents are printed and placed in the student’s folder in the Graduate Office. Color-coded Turnitin Originality Reports that could be misunderstood without the color-coding should be printed in color.
7. If the student has agreed with the current allegations, recommendations, or sanctions, these remediations/penalties are carried out.

8. If the student has not responded to the faculty member within 5 working days, the unsigned forms, evidence, communications, receipts of notification, and any additional documentation are forwarded to the Director of Graduate Student Services. These documents are printed and placed in the student’s folder in the Graduate Office.

9. When the form is filed in the student’s folder, the entire file should be inspected and the Director of Graduate Student Services and the Dean of Graduate and Professional Studies should confer.

   9a. If the student disagrees with the allegation and/or recommendations/sanctions, the Director of Graduate Student Services calls for an Integrity Committee (composition noted above) to be formed to hear the case. The Director of Graduate Student forwards a copy of the form to the Director of the Graduate program in which the student is enrolled.

   9b. If there are any earlier Integrity Policy violations in evidence in the folder the documentation of all integrity violations are then reviewed by the Graduate Student Services Director or Dean of Graduate and Professional Studies. Even if the student has agreed with the current violation/sanctions, if more than one infraction has indeed occurred, an Integrity Committee (composition of committee noted above) hearing of the case is then called by the Dean of Graduate and Professional Studies.

   9c. The findings and recommendations of the Academic Integrity Committee are then executed. Assuring the implementation of these recommendations is the responsibility of the Dean of Graduate and Professional Studies/Director of Graduate Student Services. A copy of the findings and recommendations of the Academic Integrity Committee is forwarded to the Graduate Program Director of the program in which the student is enrolled for information purposes.

**Procedures for an Academic Integrity Committee Hearing**

1. The student will be informed of the hearing date, time, and location. The student has the right to examine, prior to a hearing, any written evidence or exhibits the Committee will consider, although these typically would have already been shared with the student (see above).

2. A hearing may be conducted in the absence of a student who fails to appear after the Committee has made a reasonable effort to provide adequate advance notice of the hearing time, date, and location.

3. The hearing is not open, but may take place in person or through electronic medium (e.g., conference calls, web cam, etc.)

4. The student may bring to the hearing an advisor of her or his choice from within the College community. The advisor is there to provide advice to the student, not to act as their representative. A reasonable effort should be made to accommodate the schedule of an advisor who will assist the accused student. The Committee has broad discretion in granting continuances.

5. Any individual (e.g. faculty member) who has been involved in investigating the case should not serve on the Committee while it is reviewing the particular case.

6. The student’s guilt shall be established by clear and convincing evidence. Circumstantial evidence may be used, as may “hearsay” evidence.

7. The student may speak and discuss findings with committee members.

8. The hearings shall be recorded by use of tape or digital recorder. The original record of the hearing shall be retained in a confidential file in the Graduate Office for a period of seven years after the event. Following the hearing, only the Director of Graduate Student Services or Dean of Graduate and Professional Studies shall have access to these records. The
proceedings of the hearing as well as all written documents arising out of it are to be held in the strictest confidence.

9. A decision is made by majority vote of the Committee.

10. A student who is found guilty shall be given a written statement of reasons for the determination. The committee may consider a pattern of lying and fabrication by the student at the review and may impose a more severe penalty as a result.

11. After the formal review, the Committee shall determine what disciplinary sanctions should be imposed. The student will be informed of these within 10 days after the hearing by registered mail, as well as by email.

12. The student has the right to appeal hearing results to the Provost within 10 days of receiving the formal notification informing her/him of the sanctions. Note: If either the student or the faculty member feels that justice has not been served by the committee, either individual may appeal to the Provost for a review of the case. The Provost’s decision is final.

**Decision of the Committee on Academic Integrity**

1. The Committee on Academic Integrity may determine to dismiss a case or may decide on an appropriate sanction.

2. Each potential breach of Academic Integrity should be considered individually and decisions concerning sanctions shall be made on a case-by-case basis as per the sequence outlined above. This means that there is not a specific sanction(s) associated automatically with a particular violation.

**Examples of Sanctions**

Academic sanctions range from a warning to failure of the course to expulsion. Sanction include, but are not limited to:

- Written warning
- A grade of zero for the assignment
- Failure of the course
- An “XF” grade for the course (An XF grade is an indication that the student has failed a course because of a violation of academic integrity. When the grade is assigned, the transcript shall indicate the meaning of this notation. The XF grade is awarded only with the concurrence of the instructor and the Committee. The awarding of an XF grade should be a rare occurrence and reserved for the most serious breaches of academic integrity.)
- Probation, suspension, or expulsion from the University

The report of the Academic Integrity Committee and/or the notification to the student of the findings shall be forwarded to:

- Graduate Office, to be placed in the students’ Academic Integrity File.
- Dean of Graduate and Professional Studies
- Provost

**Graduate Student Grievance Procedure for Academic Integrity**

A student with a grievance should confer first with the instructor and her/his advisor. If the grievance needs further discussion, the student brings it to the department chair. Should further consideration of the issue be required, it is brought to the dean of the school, who then calls together an ad hoc committee consisting of another graduate student, instructor, advisor, department chair, dean of the school, and provost.
**GRIEVANCE PROCEDURES**

If you are taking any University of Saint Joseph courses and you have a complaint about your experience with the University of Saint Joseph, you can follow the University’s process for student appeals and grievances.

For students who have exhausted all institutional grievance procedures, the following state and accrediting agencies are available to address complaints:

1. The University’s regional accrediting agency, the New England Association of Schools and Colleges (NEASC), which is located at 3 Burlington Woods Drive, Suite 100, Burlington, MA, 01803 at (855) 886- 3272 or https://cihe.neasc.org/about_us/staff/.


3. If you reside outside of Connecticut and are attending the University of Saint Joseph via an online distance learning course, in many cases you can file a complaint in the state where you are residing. As required by federal regulations, we direct you to a list of resources compiled and updated by the State Higher Education Executive Officers: http://www.sheeo.org/stateauth/Complaint%20Process%20Links.pdf.

**INSTITUTIONAL REVIEW BOARD POLICY**

All individuals conducting research at USJ are required to submit a research application to the USJ Institutional Review Board (IRB). The purpose of the (IRB) is to assure that all research involving human subjects, conducted under the sponsorship of the University, conforms to related state and federal regulations. Additionally, the IRB is charged with assuring that all human subjects research comply with the University’s fundamental commitment to safeguard the rights and welfare of participants.

The review process is designed to fulfill those two purposes. It is intended to help the researcher comply with federal regulations in addition to protecting the welfare of human subjects. IRB review is required for all research involving human subjects conducted at The University of Saint Joseph, or under its sponsorship at another location. Review is also required for research carried out under the sponsorship of another institution if the research is performed at The University of Saint Joseph. This applies even if the study has already been approved by the IRB at the sponsoring institution. Finally, the policies apply to all research that is large or small in scale, short or long term, funded or not funded and conducted by any member of the University community including faculty, staff, and students, provided the study involves the use of human subjects.

Required of all researchers is the submission of a certificate verifying completion of the Protecting Human Research Participants course offered by the National Institute of Health Office of Extramural Research with proposal submission. Access to the required NIH course can be found at the following URL: http://php.nihtraining.com/users/login.php. Prior to completing the certification course online, researchers may wish to read the Belmont Report as a means of gaining a fundamental knowledge of the issues and background need for protecting human participants.

Researchers can obtain more information and the required forms on the Faculty or Student tabs once logged into MyUSJ.
**Discontinuing Academics**
(These policies are applicable to all matriculated undergraduate and graduate students)

More information can be found at:
http://catalog.usj.edu/content.php?catoid=7&navoid=262#Discontinuing_Academics_-_Undergraduate_and_Granduate

**Leave of Absence from the University**

A student may request a one semester Leave of Absence for an upcoming major semester (fall or spring) for documented extenuating circumstances. The granting of a LOA should not be considered a routine process since documented extenuating circumstances will be required as a condition for approval of the Leave of Absence. An approved Leave of Absence insures that during the LOA that any student loans continue to be deferred and the student will retain their current academic good-standing status with the University. If a Leave of Absence from is properly approved by the Provost, the Registrar’s Office will process the LOA form and record the fact on the student’s academic record (transcript). The Leave of Absence will start on the first day of the semester for which the Leave of Absence is granted and will continue until the last day of that semester. The student does not need to reapply to return to the University and can register for classes up to the add deadline for the semester which starts at the end of their Leave of Absence. Extensions for a Leave of Absence cannot be granted.

If the student does NOT register by the add deadline of the semester for which they are to return, their status will revert to “stop out” and they will be administratively withdrawn. A Leave of Absence will only be granted for one major semester (fall or spring) since loan obligations will start after the end of the LOA or if the student does not return when specified by the Leave of Absence.

**NOTE:** Loan repayment obligations are applicable. Students who are no longer registered at the University of Saint Joseph should contact the Financial Aid Office at (860) 231-5319 to discuss and understand the conditions of their enrollment status and loan repayment obligations.

**Official Withdrawal**

If a student does not plan to return to the University of Saint Joseph, he or she must file a properly completed and signed University Withdrawal Form with the Registrar’s Office prior to the drop deadline for the next major semester (fall or spring). In the case of School of Pharmacy students, summer is also considered a major semester. If the University Withdrawal Form is filed by that time, any courses for which the student is registered in the semester of the withdrawal will be dropped from the student record and a statement of “Official Withdrawal” will be entered. A student must reapply to the Undergraduate or Graduate Admissions Office to return to the University. The student will be readmitted to the University under the Catalog of the semester in which he or she returns. Failure to complete a University Withdrawal Form will result in tuition liabilities being incurred for registered courses for that semester.

**Administrative Withdrawal (“Stop Out”)**

If a student leaves the University without having completed an Official Withdrawal Form the student will be considered a “stop out” and will be administratively withdrawn. Administrative Withdrawal status will be determined at the add deadline for course registration of the next major semester (fall or spring) for which the student does not register. If that condition is determined, the Registrar’s Office will process an Administrative Withdrawal for the student for that semester and the student’s record will be noted. If a student has been determined to have been administratively withdrawn because of his or her “stop out” status, the student will be required to reapply for admission for a semester subsequent to the semester for which he or she was administratively withdrawn. If the student is readmitted it will be under the Catalog provisions for the semester of the readmission.
Involuntary Leave of Absence

As a community, the University’s concern is always the health and well-being of each student. To help students achieve their full potential and participate successfully in University life, the University provides students with a host of services, including the Counseling and Wellness Center (CWC). CWC provides a wide range of mental health care to University of Saint Joseph students, including assessments; emergency services; crisis intervention; medication management; short term individual counseling and referral services. The Counseling and Wellness Center also provides consultation to University officials who have concerns about the safety and well-being of a student. Student Health Services also can provide assistance, support and referral if student’s have a medical concern. In addition, the Center for Academic Excellence offers a wide-range of tutoring services that can assist students’ with reducing stress while fostering a students’ academic success.

Sometimes, the observation of a student’s behavior, conduct, actions and statements may raise concerns about:

- the safety and well-being of the student or others
- the significant disruption the behavior is causing to the functioning of an educational institution
- the level of distraction to other students and how this distraction is interfering with their ability to pursue their studies.

Anyone aware of such circumstances should immediately contact the Vice-President/Dean of Students. In response, the Vice-President/Dean of Students (or their designee) will meet with the student to discuss the behavior and the student will be required to meet with the Director of Counseling for an assessment. Based upon the information gathered, the Vice-President/Dean (or their designee) may determine it is in the best interest of the student and/or others, if the student:

- continues as a student as long as they adhere to specific conditions which will to be described to the student in writing
- is required to take a leave of absence
- If a leave of absence is recommended, the student as a rule will be given the opportunity to take the leave of absence voluntarily. The student will also be given the opportunity to contact a legal guardian or parents to assist them in this decision making. If a student chooses not to contact a legal guardian or parent, the University reserves the right to do so especially if the University feels it is in the best interest of the student.
- If the student declines to take a voluntary leave of absence and/or the behavior is severely impeding the educational mission of the University, the Vice-President/Dean of Students (or her designee) has the authority to place the student on an immediate “Involuntary Leave of Absence”.

In making an informed decision to place a student on an involuntarily leave of absence, the Vice-President/Dean of Students (or her designee) will consider germane medical and other information available to her, including timely information provided by the student and others. The student may be required to sign a medical records release which authorizes direct communication between the Director of Counseling and/or the Director of Student Health Services (or their designee) and the student’s medical provider(s) regarding the circumstances and the student’s medical information. The student may also be required to sign a release which authorizes the Director of Counseling and/or the Director of Student Health Services to share the substance of those communications with the Vice-President/Dean of Students (or her designee).
Ultimately, the Vice-President/Dean of Students may require a student to take an involuntary leave of absence when it is determined:(1) the student has engaged, or threatened to engage, in behavior which has or could cause significant property damage, or that has or could directly and substantially impede the rightful activities of others; based on the consultation with the Director of Counseling (or her designee) and review of all pertinent information, the student is unable to function as a student and/or the student’s continued presence on campus poses a substantial risk to the safety and well-being of the student and/or others.

When in the judgment of the Vice-President/Dean (or designee), a student's continued presence is likely to pose a substantial risk to the health, safety and well-being of the student or to others, the student may be placed on an emergency interim leave before a final determination, as described above, is made. Every reasonable attempt will be made for the Vice-President/Dean of Students to meet with the student and to consider germane medical and other information provided by the student before deciding on an interim leave and the student will be informed of the interim leave in writing. The emergency interim leave will remain in effect until a final decision has been made or a determination has been made that the reasons for imposing the interim leave no longer exists.

When the Vice-President/Dean of Students decides that an involuntary leave of absence is appropriate, the decision and the conditions for resumption of studies will be communicated in writing. A student on an involuntary leave of absence no longer attends classes, participates in University programs, or uses University facilities, and if resides on campus, must vacate University housing.

A student placed on an involuntary leave of absence may request, within 10 business days of the date of the decision, a review of the decision from the Vice-President/Dean of Students along with the Provost. The student must submit the request for a review of the decision and any supporting materials in writing. The Vice President and Dean of Students and Provost (or their designee) will review appropriate records and documentation, confers with the Director of Counseling and/or Director of Student Health Services, and when feasible and appropriate, will meet with the student. The student may be required to sign a medical records release and to authorize direct communication between the Vice President and Dean of Students and/or Provost (or their designee) and the Director of Counseling and/or the Director of Student Health Services (or her designee) regarding the circumstances, the student’s medical information, and information obtained from the student’s medical provider(s). The Vice President and Dean of Students and/or Provost will communicate a final decision in writing as soon within 10 business days. The Involuntary Leave of absence will remain in effect during the period that the Vice President and Dean of Students and the Provost consider the student's request.

**NOTE:** Students placed on an Involuntary Leave of Absence are still required to meet all Loan repayment obligations as applicable. Students who are no longer registered at the University of Saint Joseph should contact the Financial Aid Office at (860) 231-5319 to discuss and understand the conditions of their enrollment status and loan repayment obligations.

**Notification of Others**
The Vice-President/Dean of Students (or her designee) may notify a student's parents, emergency contact, or others when in the Vice-President/Dean of Student's judgment the student is unable to make the notification or the student's behavior poses an imminent danger to students or others, or requires an immediate disclosure of information to avert or diffuse serious threats to the safety or health of the student or others. **A leave of absence does not preclude the application of the University disciplinary systems.**


**Returning to Campus After an Involuntary Leave of Absence**

A student on an Involuntary leave of absence will not be permitted to resume his or her studies until the Vice-President/Dean and the Provost make a fact-specific assessment of the circumstances and concludes that the student no longer poses a significant disruption to the functioning of the University and/or no longer poses a significant risk to the health and safety of the student or others (that cannot be eliminated by a reasonable accommodation). In making this determination, usually the Vice-President/Dean of Students and Provost (or their designee) will require the student to authorize any and all treating professionals to contact the Director of Counseling or Director of Health Services or Director of Health Services (depending on the issue) to discuss the student's clinical condition, whether the student continues to pose a direct threat to the safety and well-being of others, as well as the student's preparedness for (1) a return to the academic rigor of the University, (2) the ability to navigate self-sufficiently as a functioning, non-disruptive member of the University community, and (3) the capability for continuing appropriate treatment via University or other resources, if necessary. If the student is to continue treatment while resuming studies, the Vice-President/Dean of Students will ask the student to sign a release that authorizes the treating professional to notify the Vice-President/Dean of Students if the student does not adhere to the treatment plan.

**Medical Transport Policy**

If a student requires a medical transport from the University, prior to their return to the University, they must complete a medical records release form permitting either the Director of Health Services and/or the Director of Counseling (depending on the case) to discuss the reason for the transport with the treating health professional.

Students may not return to campus, the residence halls and/or campus until this information has been shared with the appropriate University personnel and it is determined that the student has the ability to return to the academic rigor of the University.

**Student Rights and Freedoms**

**Preamble**

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth. Institutional procedures for achieving these purposes may vary from campus to campus, but the minimal standards of academic freedom of students outlined below are essential to any community of scholars.

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus and in the larger community. Students should exercise their freedom with responsibility.

The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the academic community. Each college and university has a duty to develop policies and procedures, which provide and safeguard this freedom. Such policies and procedures should be developed at each institution within the framework of general standards and with the broadest possible participation of the members of the academic community. The purpose of this statement is to enumerate the essential provisions for student freedom to learn at the University of Saint Joseph.
I. **Freedom of Access to Higher Education**

The University of Saint Joseph is open to all students who are qualified according to its admissions standards within the limits of its facilities. Under no circumstance is a student barred on the basis of race, religion or disability. Under normal circumstances, most facilities and services of the University are open to all enrolled students.

II. **In the Classroom**

The professor in the classroom and in conference encourages free discussion, inquiry and expression. Student performance is evaluated on an academic basis, not on opinions or conduct matters unrelated to academic standards.

A. **Protection of Freedom of Expression**

Students are free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.

B. **Protection Against Improper Academic Evaluation**

Students have protection through orderly procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course and/or major in which they are enrolled.

C. **Protection Against Improper Disclosure**

Information about student views, beliefs and political associations which professors acquire in the course of their work as instructors, advisors and counselors shall be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge or consent of the student.

III. **Student Life**

A. **Freedom of Association**

Students bring to the campus a variety of interests previously acquired and develop many new interests as members of the academic community. They are free to organize and join associations to promote their common interests under the advice and consent of the Vice President/Dean of Students, providing they meet standards set by the governing groups of which they are a part and are consonant with the mission and philosophy of the University of Saint Joseph.

1. The membership, policies and actions of a student organization are governed by the Student Government Association under the advice of a faculty/staff advisor and general direction of the Vice President/Dean of Students.

2. Affiliation with an external organization does not of itself disqualify a student organization from institutional recognition.

3. Campus advisors are required and each organization is free to choose its own advisor. Institutional recognition will not be withheld or withdrawn solely because of the temporary inability of a student organization to secure an advisor. Campus advisors may advise organizations in the exercise of responsibility, but they do not have the authority to control the policy of such organizations.
4. Student organizations are required to submit to the Student Activities Office (SAO) a requisition form, constitution or a statement of purpose, criteria for membership, rules or procedures and a current list of officers. The SAO must approve the constitution for the organization to be recognized. The submission of a membership list is not required as a condition of institutional recognition. A current list of officers is kept on file in the Student Activities Office each semester.

5. Campus organizations, including those affiliated with an external organizations, are open to all students without respect to race, creed or national origin.

6. Any campus club or organization which receives financial support from the Student Government Association is required to send two representatives (the treasurer and one other member) to bi-weekly SGA Meeting and must conduct one community service project per semester.

B. Freedom of Inquiry and Expression

1. Students and student organizations are free to examine and discuss all questions of interest to them, and to express opinions publicly and privately. They are always free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.

2. Students are allowed to invite and to hear guest speakers with approval of the Vice President/Dean of Students. Persons considered by the larger community to be controversial must be approved by the VP/Dean of Students and the President, after due consideration of all aspects resulting from the individual’s presence on campus. The routine procedures required by the University before a guest speaker is invited to appear on campus are designed to ensure that the scheduling of facilities is orderly, that there is adequate preparation and security for the event, and that the conduct of the occasion is appropriate for an academic community. Sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or by the University of Saint Joseph.

C. Student Participation in Institutional Government

As constituents of this academic community, students are free, individually and collectively, to express their views on issues of institutional policy and on matters of general interest to the student body. The student body has clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs though the Student Government Association and its subcommittees.

Any campus club or organization which receives financial support from the Student Government Association is required to send two representatives (the treasurer and one other member) to bi-weekly SGA Meeting and conduct one community service project per semester.
D. Student Publications
At the University of Saint Joseph, student publications are not part of an independent corporation financially and legally separate from the University; therefore The University of Saint Joseph, as the publisher of student publications, has the responsibility for the contents of the publication. However, editorial freedom for student publications is sufficient to maintain their integrity of purpose as vehicles of free inquiry and free expression in our academic community.

1. The editorial freedom of student editors and managers entails corollary responsibilities to be governed by the canons of responsible journalism such as the avoidance of libel, slander, indecency, undocumented allegations, attacks on personal integrity, and the techniques of harassment and innuendo.

2. A statement explicitly indicating that the opinions expressed are not necessarily those of the University or student body shall appear on the editorial pages of all the University of Saint Joseph student publications.

IV. Freedom of Students Off Campus

A. Exercise of Rights of Citizenship
University students are both members of the academic community and citizens. As citizens, students enjoy the same freedom of speech, peaceful assembly and right of petition that other citizens enjoy; as members of the academic community, they are subject to the obligations which accrue to them by virtue of this membership. The faculty and administrative officials of the University of Saint Joseph ensure that institutional powers are not employed to inhibit such intellectual and personal development of students as is often promoted by the exercise of their rights of citizenship both on and off campus.

B. Institutional Authority and Civil Penalties
In cases where activities of students result in violation of the law, the President of the University, Vice-Presidents or Deans will apprise the student of sources of legal counsel and offer other appropriate assistance. Students who violate the law may expect to receive the same penalties as any other citizen. The student may also be subject to penalties imposed by the University when a student’s actions have a direct and distinct adverse impact on the University community, its members and/or the pursuit of its objectives regardless of where such conduct may occur.

V. Disciplinary Standards and Procedures
The student judicial process supports the mission of the institution and provides a framework within which the University behavioral standards are applied and reviewed. Students are expected to act responsibly and in concert with the mission of the institution. In addition to fostering an environment conducive to learning, it addresses the immediate safety and security concerns of the University. However, the judicial process is not intended to be an extension of, or replacement for, the local, state, or federal legal system. Students are expected to act responsibly and in concert with the mission of the institution. All students have the obligation to participate in the student judicial process when requested to do so by a University official. Failure to do so could result in the dismissal or suspension from the residence halls and/or classes.
A. Standards of Conduct Expected of Students
The general behavioral expectations of the student at the University of Saint Joseph are those stated in this Student Handbook or outlined by state or federal regulations. These regulations will be interpreted in a manner consistent with principles of relevancy and reasonableness. Violations will be dealt with according to the procedures stated in this Student Handbook.

B. Staff Access to University Owned Housing
The University, its officers, employees and agents have the right to enter an assigned room or University-owned residence for the purpose of inspection and repair, preservation of health, safety, quietude, recovery of University owned property and for suspected policy violations. If a policy violation is suspected, a student’s on-campus premises can be searched when appropriate authorization has been obtained. For premises not controlled by the institution (off-campus rooms, apartments, etc.) similar procedures will be followed and the ordinary requirements for a lawful search adhered to.

Health & Safety Inspections
Each month, the Residence Life Staff in each building will be inspecting each room to identify and address any health, safety, sanitation, and maintenance issues that may be present. There are several reasons for the health and safety room inspection program:
• To encourage students to become engaged in maintaining the condition of their living environments, to assist students in learning how to maintain a clean and safe environment in their room, and promote a better understanding of the expectations the university has for students living on campus;
• To assist in the prevention of rodent and pest infestations, damage problems and other issues that impact the health and safety, as well as the quality of life for all students living in the residence halls; and
• To assist us in properly maintaining the condition of our residence halls.

Each Resident Assistant will be providing additional information about the inspection process and provide residents with a check list of things they should do to prepare for the room inspection. In addition, each RA will be holding floor/community meetings in advance of the inspection to answer questions and communicate information about the health and safety inspection program.

Residential Life and Housing understands your concerns about privacy, but believe the inspection program is a necessary measure that will prove to be beneficial to all students living in the residence halls now and in the future.

The following is a sample checklist of preparations that you would need to take prior to the inspection program. **IMPORTANT:** This is only a sample checklist
• Remove all trash and properly dispose of it in the trash room or other trash receptacles located in your building.
• Vacuum or sweep and mop all floors in your room.
• Check your smoke detector to see if it is properly attached and in operational condition.
• Check electrical outlets, cords, and connections to make sure they are not overloaded and that cords are not run under carpets or around bedding.
• Check to ensure that beds, other furnishings, and other items are not blocking emergency egress and heating and ventilation units.
• Note any maintenance problems in your room and report them to the staff during the inspection.
• Do your laundry and properly store your clean clothes when finished
• Pick up and organize your personal stuff.
• Make sure your screen is installed on windows (they are not supposed to be removed).
• Walls, windows, ceilings, doors and university furnishings should be free of stickers, graffiti, stains, and unauthorized paint.
• Clean up any spills and messes and get rid of any leftover food sitting around the room.
• Do a little light dusting around the room.
• For the suites: In the kitchen, dispose of spoiled food, wipe down surfaces, clean up appliances, do the dishes and store them away, and properly store food.
• For those with private bathroom facilities: In the bathroom, clean the toilet, including in and around the bowl, clean the shower/tub, clean the floor, wipe down countertops and clean the sink, and put away and/or organize personal items.

It is okay for your room to look a little bit "lived in," but it is expected that some effort will have been made to clean the room and to ensure that no health or safety concerns exist. Staff will be doing a quick visual check of your room that should only last a minute or two.

C. Judicial Procedures

a. Requests for a judicial hearing may be filed with the Vice President/Dean of Students, Vice President for Academic Affairs/Dean or Director of Human Resources for students, faculty or employees respectively. The person receiving the formal complaint will begin investigating the complaint and convene the committee. This committee will be chaired by either the Vice President/Dean of Students, Vice President for Academic Affairs/Dean or Director of Human Resources, depending on the status of the person accused (student, faculty member or employee).

b. The committee that will hold the hearing consists of the following: Vice President for Academic Affairs/Dean, Vice President/Dean of Students, Director of Human Resources, one full-time faculty member appointed by the President or designee, one full-time staff member appointed by the President or designee, one full-time student appointed by the Student Government Association officers
from three (3) nominees selected by the Vice President/Dean of Students. In the event that one of the permanent members is not available, the President or designee shall appoint a person to replace that individual.

c. The formal request shall be presented in writing to either the Vice President/Dean of Students, Vice President for Academic Affairs/Dean or Director of Human Resources. It must be filed within 180 days from the date of the last alleged incident. Upon the filing of a formal written complaint, a hearing will be scheduled within five working days of its receipt.

d. The committee will hear the complaints and both parties will have an opportunity to respond. Each party is allowed to bring a friend, advisor or counsel to the hearing. Although such persons may not be allowed to speak directly on the person’s behalf, they may provide support and advice. The committee may also have its own counsel present.

e. Within two working days, the committee shall forward its decision, based on the hearing, to the Executive Vice President and Chief Operating Officer.

f. Within five working days, the Executive Vice President and Chief Operating Officer shall decide what disciplinary action shall be taken when someone has been found to have committed an act(s) of sexual harassment.

**D. Immediate Disciplinary Suspensions**

The University of Saint Joseph recognizes that its educational mission is permanently linked with the protection of its students, faculty, staff and property. Confirming the intention of this protection, the vice president and dean of students or a designee reserve the right to act in the best interests of the Saint Joseph community in situations that threaten the health, welfare and safety of students, Saint Joseph personnel and property. The vice president and dean of students or a designee has the authority to immediately suspend from the University of Saint Joseph any student who is a threat to self or others and who, by his or her actions, is a potential danger to the community.

The University of Saint Joseph reserves the right to communicate with parents on any student disciplinary action taken by the University of Saint Joseph officials. The assistant dean/director of residential life or a designee can suspend immediately from the residence halls any student who makes verbal threats against others, who physically injures others, or who has been identified as a potential danger to self or others. Also, the assistant dean/director or residential life can suspend any student who has been identified as causing extensive damage by acts of vandalism, by setting off explosives or fireworks, or by setting fires.
STUDENT APPEALS BOARD

Students seeking assistance in resolving academic/student life disputes may contact the Student Appeals Board, which gathers facts, researches issues, conducts hearings, requests information, investigates the equity of procedures, and renders decisions that have been properly appealed. The procedure for appealing student grievances is described below and the necessary forms are available in the office of student affairs and the office of the provost. Either the Vice-President/Dean of Students or the Vice-President for Academic AffairsProvost will assist students in the appeals process. The proceedings are strictly confidential.

ARTICLE I – PURPOSE

1. In all student appeals involving academic/student life issues, the Student Appeals Board investigates if the student was treated equitably. The Student Appeals Board gathers facts, researches issues, conducts hearings, requests information, investigates the equity of procedures, and renders decisions in student-student, student-staff, student-faculty or student-administrator disputes which have been properly appealed.

2. The Board makes a recommendation to the appropriate VP within two working days of each appeals hearing and the appropriate Vice-President communicates the final decision in writing within two days following that action.

ARTICLE II – MEMBERSHIP

General Membership shall include

- the Vice President for Academic Affairs/Provost
- the Vice President/Dean of Students
- A total of nine voting members of the Board:
  - three faculty
  - three administrators
  - three students.

An Appeals Hearing Board will include a panel of four voting members. The composition of these four voting members will represent each population involved in the hearing. A member of the board will be selected to serve as the Chair of the proceedings and is responsible for providing the appropriate Vice President the Board’s recommendations based upon the evidence submitted during the hearing.

3. These recommendations will be reviewed by the appropriate Vice-President and the Vice-President will communicate the final decision in writing within two days following that action. Please note that the decision of the Vice-President is final.

SECTION III - RESPONSIBILITIES OF THE STUDENT APPEALS BOARD MEMBERS

A. Responsibilities of the appropriate Vice-President and/or their designee shall be:

1. To schedule meetings of the Student Appeals Board as necessary, except in the case of a tie.

2. To instruct the Student Appeals Board of their charge which includes gathering the facts, researching issues, conducting hearings and making determinations of equitable treatment in situations involving Code of Academic Integrity infractions, violations of University regulations and appeals from one or more parties to a dispute which has previously been heard through another channel.

3. To establish necessary timelines to obtain complete information pertaining to each case.
B. Responsibilities of the Student Appeals Board members shall be:
   1. To attend both meetings and appeals hearings of the Student Appeals Board as voting members.
   2. To follow the Student Appeals Board operating procedures.

**ARTICLE III - APPOINTMENTS, ELECTIONS, TERMS OF OFFICE**

The Vice President for Academic Affairs/Provost and the Vice President/Dean of Students shall serve *ex officio*. Three students elected by the SGA Board shall serve as student representatives. The three faculty members shall be elected by the Faculty Committee of the Whole. The three administrative members shall be named by the Director of Human Resources. The term of office for students shall be one academic calendar year. The term for faculty and administrators shall be two years. The faculty and administrator terms should be staggered so that for each year there is a balance of returning members of the Board, and new members.

In the case of an appeal which occurs during a time period when regular classes are not session, the appropriate Vice-President or their designee has the right to select the members of the Board.

**SECTION I. SELECTION OF MEMBERS**

A. Qualifications for candidacy shall be:
   1. Student must have attended the University of Saint Joseph for one academic year and must be in good academic and community standing.
   2. Faculty must have served at the University of Saint Joseph one year full-time or two years half-time.
   3. Administrators must have served at The University of Saint Joseph one year full-time.

B. Procedures for selection of representatives to the Student Appeals Board shall be:
   1. Students – three student representatives shall be designated by the Executive Board of SGA.
   2. Faculty - three representatives shall be selected according to Faculty Committee of the Whole procedures.
   3. Administration - three representatives shall be selected by the Director of Human Resources.

**ARTICLE IV - MEETINGS AND APPEALS HEARINGS**

Appeals Hearings shall be called by the appropriate Vice-President and will consist of an Appeals Hearing Panel of two members representing each population involved in the hearing (i.e. two students and two faculty, or two students and two administrators, etc.)

Appeals Hearings shall be held in executive session: open only to the four members on the Appeals Hearing Panel, the Dean of the appropriate School if necessary, the involved parties and person(s) to speak on behalf of the parties.

**ARTICLE V - PROCEDURE TO FILE AN APPEAL**

Before a case can be heard, the parties involved must have followed the appropriate prior steps and received a decision at each step. Any student who is beginning the process of appealing must first obtain the necessary forms at the Vice-President of Academic Affairs/Provost Office. Each form will correspond with a step in the appeals process. In order to move to the next step in the process, the student must receive a decision at each level. At each level, the student will provide the involved party with the form(s) from the prior step(s). After each involved party
signs the form, a copy will be made for his/her records. **If a student is satisfied with the decision at any level, the procedure stops at that step. In order for a case to come before the Student Appeals Board, the student must have proceeded through all steps. If the party meeting with the student at a particular step is unable to render a decision, that information must be contained in the student’s form, along with a rationale.**

**STEPS TO FOLLOW IN THE APPEALS PROCESS**

**In a student-student or student-staff non academic dispute:**

**Step 1. STUDENT OR STAFF**
Within two weeks of the initial incident, the student must meet with the party against whom the grievance is being filed or the student’s supervisor. A decision at this level must be made within five working days. The appeal form must be completed, signed and returned to the student within these five working days.

**Step 2. VICE PRESIDENT/DEAN OF STUDENTS and/or DESIGNEE**
Within five working days, the student must meet with the Vice President/Dean of Students and/or Designee. The Vice President/Dean of Students or Designee then has five working days to make a decision, complete and sign the appeal form, and return it to the student.

**In a student-faculty academic dispute:**

**Step 1. FACULTY**
Within two weeks of the initial incident, the student must contact in person or in writing the involved faculty member. If this is not possible, the student must meet with the department chairperson. A decision at this level must be made within five working days. An appeal form must be completed, signed and returned to the student within these five working days.

**Step 2. Deans of the Colleges**
Within five working days, the student must meet with the appropriate Dean of the College. The Dean then has five working days to make a decision, complete and sign the appeal form, and return it to the student.

**Step 3. THE VICE-PRESIDENT FOR ACADEMIC AFFAIRS/PROVOST**
Within five working days, the student must meet with the Vice President for Academic Affairs/Provost. The Vice President for Academic Affairs/Provost then has five working days to make a decision, complete and sign the appeal form, and return it to the student.

**In a student-administrator academic or non-academic dispute:**

**Step 1. ADMINISTRATOR**
Within two weeks of the initial action, the student must meet with the involved administrator or his/her supervisor. A decision at this level must be made within five working days. The appeal form must be completed, signed, and returned to the student within five working days.
Step 2. **VICE PRESIDENT FOR ACADEMIC AFFAIRS/DEAN OR VICE PRESIDENT/DEAN OF STUDENTS**

Within five working days, the student must meet with the appropriate administrator. The administrator then has five working days to make a decision, complete and sign the form, and return it to the student.

The Student Appeals Board will hear any case which has been through all appropriate steps. The student filing an appeal before the Student Appeals Board will meet with the appropriate Vice-President within five working days of the last decision in the steps taken. The student will submit to the Vice-President the form completed at each step in the process.

**ARTICLE VI - PROCEDURE FOR THE APPEALS HEARING**

The appropriate Vice-President and/or Designee will require the involved parties to submit written testimony within five working days and to be available for a Student Appeals Board Hearing. A request for the presence of a person to speak on behalf of the involved parties or any resource persons to attend and offer information may be made by any of the involved parties or the appropriate Vice-President and/or Designee at least five working days prior to the hearing. The Vice-President and/or Designee will notify all individuals of the time and place of the hearing. The Student Appeals Board Hearing must be called by the Vice-President and/or Designee within two weeks of the date the appeal is filed by the involved party.

At the Student Appeals Board Hearing, the Vice-President and/or Designee shall present all written information to the four members of the Appeals Hearing Panel. Immediately following the review of the information, the appeals hearing shall begin. Both parties shall be present during the hearing. The appealing party (who may have one person, who is not a witness, present to act as an advisor and resource – **this person cannot be a lawyer nor a family member**) shall state the case. Witnesses and persons speaking on behalf of the appealing party shall then be brought in to provide any additional information. Then the other involved party(ies) shall provide information. Witnesses and persons speaking on behalf of the other involved parties shall then be brought in to provide any additional information. After all testimony is delivered, each party will have the opportunity to ask questions of the other. The Appeals Hearing Panel may ask questions throughout all stages of the procedure. **If it is determined by the Appeals Hearing Panel that more information is necessary, the hearing may be reconvened at a later date to allow for the research of this information.** If the hearing is reconvened, all involved parties must again be present.

**ARTICLE VII - DELIBERATION**

If at all possible, the Board shall render a recommendation to the appropriate Vice-President and/or designee at the conclusion of the hearing. However, the Board must render a recommendation within two working days after the conclusion of the hearing.

**ARTICLE VIII - DECISIONS**

The appropriate Vice-President and/or Designee will render a decision in writing within two working days after receiving the Board’s recommendation. The decision of the Vice-President and/or Designee is final.

**ARTICLE IX - SCHEDULE**

This schedule for accepting cases and appeals, procedure, deliberation and decisions is regulated according to the weekdays the University is in session. When the University is on semester break and/or the summer meetings will be called when and if necessary.
ARTICLE X - RECORDS
The Appeals Board may authorize the use of a tape recorder and/or invite an additional party to attend the hearing to record the proceedings. The original record of the hearing shall be retained in a confidential file in the Office of the Vice President/Dean of Students for a period of seven years. Only the Vice-President and/or designee shall have access to these records. All tapes used in appeals hearings will be destroyed after minutes have been completed for the file.

ARTICLE XI - CONFIDENTIALITY
The proceedings of the appeals hearing as well as all written documents arising out of it are to be held in the strictest confidence. Any member violating this confidence is subject to dismissal from the Board by the appropriate Vice-President and/or Designee.

CODE OF PERSONAL CONDUCT

The students, faculty and staff of the University of Saint Joseph are all members of an educational community founded in the Mercy tradition, which promotes strong ethical values, personal integrity and a sense of responsibility to the needs of society. Respect for individual difference is central to the University of Saint Joseph mission. To ensure the fulfillment of its mission, it is necessary that all members of the University community adopt standards that are consistent with the values of the University and that preserve a caring environment which encourages student development.

The following standards provide the basis for the University’s Code of Personal Conduct:
A. To uphold a high level of honesty and integrity;
B. To have concern for the physical and emotional health and safety of members of the University community;
C. To respect the property and authority of community members.

This Code makes it possible for members of a diverse community to live, interact and learn together in a manner which will remain consistent with the ideals of the University and protect individual freedom.

The maintenance of a harmonious community requires that behavior which interferes with the personal conduct standards be prevented. It is expected that students abide by these standards of behavior. Any student who fails to uphold these standards will be subject to review, which may result in sanctions being issued against the individual. In cases where local, state or federal law may apply, individuals may be subject to civil or criminal liability. Students must accept responsibility for the behavior of their guests as well.

To list all the acts which might constitute unacceptable conduct is impossible. Following, please find examples of violations of the standards of behavior. Violations are not limited to this list. The University of Saint Joseph reserves the right to list other standards as part of the Code of Personal Conduct. Please refer to specific policies for further elaboration.

A. Honesty and Integrity

Examples of violations of this standard include, but are not limited to:
1. Academic dishonesty, abuse of library materials and other unethical conduct as defined in the USJ Code of Academic Integrity;
2. Intentional misrepresentation, forgery or falsification of University documents, records or I.D. cards. Knowingly furnishing false information to University officials;
3. Misuse of computer resources; and
4. Tampering with the election of any University organization.
B. Concern for the Physical and Emotional Health and Safety of the Members of the University Community

Examples of violations of this standard include, but are not limited to:

1. Actual intended attempts to inflict physical harm or unwanted sexual attention on any member of the University community or on any person on University premises. This includes, but is not limited to, any behavior that victimizes individuals on the basis of race, ethnicity, religion, gender, sexual orientation, creed, national origin, ancestry, age or disability.
2. Possession, distribution, manufacture or use of alcoholic beverages except as expressly permitted by the law and University regulations.
3. Possession, distribution, manufacture or use of illegal drugs as prescribed by University policy, state and federal law.
4. Setting fires or tampering with or misusing campus fire alarms, fire fighting or safety equipment.
5. Illegal or unauthorized possession or use of explosives, firearms, incendiary devices, dangerous chemicals or other weapons.
6. Threats, spoken or written, with intention to commit physical or emotional harm, directed toward any member of the University of Saint Joseph community or any other person on University premises or at University-sponsored events. This includes, but is not limited to, verbal slurs, invectives or epithets referring to an individual’s race, ethnicity, religion, gender, sexual orientation, creed, national origin, ancestry, age or disability, made with the purpose of injuring or attacking the person to whom the words or actions are directed and not made as part of a discussion or exchange of an idea, ideology or philosophy.
7. Intentional obstruction or disruption of teaching, research, administration, Student Conduct proceedings or other University activities.
8. Conduct that is disorderly, lewd or indecent; breach of peace.
9. Stalking- defined as any behaviors or activities occurring on one or more occasion that collectively instill fear in the victim and/or threaten her/his safety, mental health, and/or physical health. Such behaviors or activities may include, but are not limited to non-consensual communications (face to face, telephone, e-mail) threatening or obscene gestures, surveillance, or showing up outside the victim’s classroom or workplace.
10. Engaging in an activity or behavior that creates a threat or explicitly endangers the safety and well-being to oneself.
11. Engaging in behaviors that disrupt the institution or interfere with the mission of the university including but not limited to behaviors that impede others from pursuing their academic endeavors.

C. Respect for the Property and Authority of Others

Examples of violations of this standard include, but are not limited to:

1. Unauthorized possession of University property, or the unauthorized possession of the property of a member or guest of the community;
2. Attempted or actual destruction, reckless damage, misuse or defacement of University property or the property of a member or guest of the community;
3. Unauthorized entry into or use of University facilities as well as unauthorized possession, duplication, use or distribution of keys, access codes and swipe cards;
4. Failure to comply with the directions of duly authorized University personnel (including Residence Coordinators, resident assistants and Public Safety) acting in performance of their duties;
5. Failure to comply with the other University policies in the Student Handbook and other University publications including, but not limited to, the party policy and residence hall contract; and violation of federal, state or local law on University premises or at University-sponsored events.
6. Students involved in any type of dispute may be mandated to attend a mediation session with an administrator.

7. Prior to a no contact order being issued, mediation is required with an appropriate administrator. If there is an issue of safety, a no contact order will be issued immediately and if appropriate, a mediation session will be scheduled.

**GENERAL STUDENT CONDUCT PROCESS**

A. Any student, faculty or staff member may initiate a complaint against a student by written notification to the appropriate office. In academic situations or violations of the Code of Academic Integrity, the complaint shall be addressed to the Vice President for Academic Affairs/Provost. In matters regarding violations of the Code of Personal Conduct, the complaint shall be addressed to the Vice President/Dean of Students.

B. Upon receipt of the complaint, the appropriate administrator will inquire into the circumstances surrounding the event in question and will email a student to arrange a conduct Student Conduct hearing. At the Student Conduct Hearing, the student, **who must attend**, will be informed of the allegations in the complaint, and the student will be given an opportunity to present the student’s version of what occurred, if applicable following the Student Conduct hearing, the administrator may exercise one of the following options: Dismiss the case or decide on an appropriate sanction. Written notification to the student will include information about the action taken.

C. If a student fails to reply within 24 hours to schedule a Student Conduct hearing, a meeting will be arranged according to the student’s class schedule. If the student fails to show up for the scheduled Student Conduct hearing, the conduct case will be held absentia (without the student present) and with no right to appeal.

**SANCTIONS**
The following sanctions may be applied singly or in combination for individuals found in violation of University regulations. The list is not to be considered inclusive or complete and other sanctions may be imposed at the discretion of the appropriate disciplinary officer or board.

**A. Sanctions**

1. **Written Warning** - a formal written statement reprimanding the student for any inappropriate behavior and indicating that similar future behavior will result in more serious disciplinary action as well as additional sanctions.

2. **Probation** - a formal written notice of disciplinary censure warning the student that further inappropriate behavior will most likely result in suspension from residence or from the University. Probationary periods are for a stated length of time.

3. **Suspension from Campus Housing** - separation for disciplinary reasons from on-campus residence for a stated or an indefinite period of time. During the suspension, the student may not enter a residence hall. Formal written notice of this action is sent to the student by the Director of Residential Life and Housing in consultation with the Vice President/Dean of Students.

4. **Expulsion from Campus Housing** - permanent separation for disciplinary reasons from on-campus residence. Formal written notice of this action is sent to the student by the Vice President/Dean of Students.

5. **Suspension from University** - separation for disciplinary reasons from continued attendance at the University for a stated or an indefinite period of time. Re-admittance is contingent upon a disciplinary Student Conduct hearing with the Vice President/Dean of Students. Formal written notice of this action is sent to the student.
6. **Expulsion from University** - permanent dismissal for disciplinary reasons from the University. Re-admittance is not possible. Formal written notice of this action is sent to the student.

**B. Additional Sanctions**

Any or all of the conditions listed below may be coupled with the sanctions listed above in Section A.

1. Restitution which requires individuals to restore or replace within a specified time, property that has been damaged, defaced, lost or stolen.
2. Service assignment, which requires an individual to perform services for the community or the University.
3. Referral to appropriate psychological or psychiatric service for counseling or other services.
4. Revocation or restriction of privileges for the use of designated University facilities.
5. A mandated mediation session with an appropriate administrator.
6. Any other sanction which is deemed appropriate and is keeping with the University’s mission.

All students will receive a formal written notice of their sanction.

**Institutional Policies**

**Academic Fraud**

Students are expected to conduct themselves at all times in such a way as to reflect respect for themselves and the University. Students found to have misrepresented themselves or other persons by altering a the University of Saint Joseph academic record or producing a fraudulent document will be subject to disciplinary sanctions at the University of Saint Joseph, as well as possible criminal action.

**Alcohol - Regulations on the Provision and Consumption**

The student is expected to be aware of and observe the Connecticut State Law that prohibits the purchase or consumption of alcoholic beverages by a minor (persons under the age of 21). In addition, Connecticut State Law prohibits the sale of alcoholic beverages without a license.

A. A student must be of legal drinking age to consume alcohol on campus. The consumption of alcohol is permitted only in the residence hall rooms of individuals of legal drinking age in the State of Connecticut which is 21 years of age.

B. Any person who serves or otherwise supplies alcohol to someone underage is as much responsible as the underage individual who is drinking; both are accountable for their behavior.

C. Alcohol will not be permitted at University student activities (exceptions can be made for Senior Week or Graduate Student activities if approved by Vice President/Dean of Students). The consumption of alcoholic beverages for events on campus must be approved by the Vice President/Dean of Students.

D. The University does not permit transportation of alcoholic beverages in open or primary or secondary containers outside the designated areas. Therefore, the legal use of alcohol on campus is restricted to residence hall rooms (not hallways) and/or any other area designated by the Vice President/Dean of Students. Beer balls, kegs, and common containers used for alcohol such as punch bowls and trash barrels are not permitted on campus or at campus events unless cleared by the President and/or a Vice-President. The promotion of alcohol in University publications or at University functions is prohibited.

E. The University does not permit the use or sale of illicit drugs. Students should be aware that the penalties for violation of the law can be severe and that neither this campus nor any campus can be considered a sanctuary from the law.
F. Occasionally, departments and offices will entertain students. Under these circumstances, the office or department may provide alcohol under conditions that conform to the University Regulations and the law and are cleared through the Office of Student Affairs. Employees entertaining students privately are advised to be certain that alcohol is provided only under conditions that meet the requirements of the law. Departments and offices may provide alcohol only under conditions that conform to the law and University regulations, and are cleared through the Office of Student Affairs.

G. Students drinking illegally or illegally dispensing alcohol to others are subject to disciplinary procedures.

H. Students providing and/or selling prescription drugs to someone other than it is prescribed for are subject to disciplinary procedures and/or State or Federal penalties.

I. Collections and/or displays of alcohol containers

**PHYSICAL AND MEDICAL EFFECTS OF ALCOHOL AND DRUGS**

Alcohol is a drug that is absorbed into your bloodstream and transmitted to virtually all parts of your body. It is a depressant that causes a number of changes in behavior, though particular effects vary among individuals. Even one or two drinks will significantly affect your alertness, judgment, and physical coordination, making it dangerous for you to drive and participate in certain sports, and impairing your ability to make decisions about further drinking. Small to moderate amounts of alcohol increase aggressive behavior. Larger amounts cause physical effects such as staggering, slurred speech, double vision, sudden mood swings, and marked impairment of higher mental functions, severely altering your ability to learn and remember. Very high consumption, either long-term or in binges, can cause unconsciousness, respiratory arrest, and death. If combined with other depressants of the central nervous system, much smaller amounts of alcohol will cause the same effects.

Heavy drinking may make you dependent on alcohol; sudden withdrawal may produce severe anxiety, tremors, hallucinations, and convulsions, and may even be life-threatening. Long-term heavy drinking increases your risk of developing liver and heart disease, circulatory problems, peptic ulcers, various forms of cancer, and irreversible brain damage. Women who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome, causing irreversible physical abnormalities and mental retardation. Children of alcoholic parents may suffer from a number of developmental and psychological problems, and are a greater risk of becoming alcoholics than are other children.

For More information regarding health risks:

- Info Line - 211
- Helpline Crisis Line – Hartford 524-1182
- Al-Anon & Alateen, Hartford 860-244-0022
- Alcoholics Anonymous Hartford 860-232-7837, 866-783-7712
- Alcohol Abuse Action Addiction Helpline 860-547-1027
- Alcohol 24 hr access Helpline & Counseling Center – 800-861-5731
- Drug Abuse Action Addiction Helpline 860-282-2100
- Drug & Alcohol 24 hr Able Helpline & Detox Rehab Hartford 800-322-9195
- Cocaine Hotline 24 hr – Hartford 860-522-4636
- Cocaine AA Abuse AAAA Access Helpline & Treatment – 800-827-6785
- Cocaine Anonymous 24 hr Hartford– 860-522-4584
- Alcohol and Drug Recovery Ctrs Inc (ADRC) Detoxification Center Hartford 860-714-3700
- Saint Francis Hospital Alcohol & Drug Recovery Center 860-714-3701
Bicycles
A student with a bicycle on campus must assume full responsibility for it. Bikes many not be stored in any residence hall room. It is strongly recommended that every bicycle be locked at the Bicycle racks which are provided behind McDonough Hall and by Lynch Hall. A bicycle may not block doors, walks, stairs, halls, fire escapes or any other area where it may be considered a fire or other safety hazard. A bicycle stored in an unassigned area will be removed.

Controlled Drugs
The student is expected to be aware of and to observe the Connecticut and federal statutes concerning the illegal possession, distribution, sale, manufacture, prescription and/or administration of those drugs which contain “any quantity of a substance which has been designated as a depressant or stimulant drug pursuant to Federal Food and Drug laws, or which has been designated by the Public Health Council and Commissioner of Consumer Protection pursuant to Section 19-451 as having a stimulant, depressant, or hallucinogenic effect upon the, higher functions of the central nervous system and as having a tendency to promote abuse of psychological or physiological dependence or both.

Controlled drugs are classifiable as amphetamine-type, cinogenic-type, morphine-type, and other stimulant and depressant drugs. Specifically excluded from controlled drugs are alcohol, nicotine and caffeine.”

In situations involving drugs, the University may find it necessary to take action independent from or in cooperation with other appropriate authorities. A student involved in, charged with and/or convicted of possession, use or sale of drugs will be subject to the University’s policy on felonies.

Damage
Repair/replacement costs for damage to University property will be charged to the student(s) known to be involved. If the student(s) involved cannot be identified, the cost of repairs will be assessed to the appropriate campus group. In addition, each student is responsible for damage costs incurred by their guest(s). Students who cause damage or whose guest(s) cause damage will be subject to disciplinary action.

Dating between an Employee and Student
A romantic or sexual relationship, even if welcome, between an employee (faculty or staff) who may be in a position to exercise power or authority over the student or may be perceived as having such power or influence constitutes unprofessional and unethical conduct on the part of the employee and is strictly prohibited.

Furthermore, a romantic or sexual relationship, even if welcome, between any employee and any student is strongly discouraged because such a relationship may be harmful to the interests of the student involved, unfair to other students and detrimental to the academic process.

If a romantic or sexual relationship develops between any employee and a student, it is the responsibility and mandatory obligation of the employee to promptly disclose the existence of the relationship to the employee’s department senior manager. The student may make the disclosure as well, but the burden of doing so is upon the employee.

The department senior manager is required to inform the appropriate Vice President(s), relevant department senior manager(s), senior Human Resources administrator and others with a need-to-know, generally including the employee’s direct supervisor. Management may take all steps that it, in its discretion, deems appropriate, up to and including termination of the employee.

Any person who believes that s/he has been adversely affected by such a relationship,
notwithstanding its disclosure, is encouraged to make her/his views about the matter known to the
Human Resources department or a department senior manager.

**Dogs on Campus**

There are significant health and safety hazards and nuisances created by unrestrained dogs on
campus. Accordingly, the following guidelines shall be enforced:

1. A dog (or other service animal as described by ADA standards) which has been individually
   trained to do work or perform tasks for the benefit of an individual with a disability is
   permitted in all areas of campus.
2. Dogs shall not be brought on campus unless they are under the complete control of the owner
   and present no hazard to people. Its owner shall not regard the wearing of a muzzle by a dog
   as control.
3. Dogs are not permitted in any campus building or on the main quad even though leashed
   except for guide dogs serving their owners.
4. Dogs may not be brought onto the campus except when they are secured to a leash, cord,
   chain, or similar direct physical control of a maximum length of six (6) feet, the other end of
   which is retained by a person; or securely confined in a vehicle, cage or similar restrictive
   conveyance.
5. Dogs may not be tethered on campus.
6. Dogs must have a valid license and tags as evidence of current rabies vaccinations.
7. Dogs may are not allowed on the outdoor track.

**Felonies**

Should any student be charged with or convicted of a felony, the University reserves the right to
make a determination in each case as to the academic and resident status of the student.

**Harassment**

Physical attack, interference with a person’s customary or usual affairs, harassing phone calls,
electronic and/or Internet communication, notes or other behavior which puts the person in fear
for his/her safety, or causes the person to suffer actual physical injury or mental distress, is not
tolerated. This includes, but is not limited to, any harassment, abuse or attack on the person’s
race, religion, sex, creed, national origin, sexual orientation, gender identity, or physical or
mental abilities. The University of Saint Joseph prohibits and does not tolerate: personal
harassment, verbal abuse, the threat of action in a manner that inflicts physical harm, physical
abuse, mental distress or injury to any person, actions that inflict physical harm, physical abuse,
mental distress or injury to any person, sexual abuse and sexual harassment, non-physical or
physical coercion, slanderous, false or malicious statement(s) about a person or defamation of
character, endangerment of the health and safety of self and/or others. If you feel you are a
victim of harassment, contact the Title IX Coordinators listed on page 15 of this handbook or via
the University’s ethics line reporting at:

**Hazing**

The University of Saint Joseph is unconditionally opposed to any activities sponsored by any
organization, student athletic team or group of students that involves hazing of any member of
the University of Saint Joseph community.

**A. Definition of Hazing**

Hazing is defined as any action taken or situation, on or off campus, which creates mental or
physical discomfort, embarrassment, harassment, ridicule or possible mental or physical
injury. Intoxication or agreement to participate is not acceptable excuse for someone’s
behavior. For the purpose of this section, the term “member” includes individuals who participate in an organization’s activities even on a limited basis. Organization members who perpetrate, plan or witness (without reporting) a hazing incident or organization leaders that have prior knowledge or withhold information of an incident may be subject to individual conduct action.

The following are examples of hazing but are not an inclusive list: Requesting and/or requiring any member, regardless of status within the organization, to (or attempt to):
• perform calisthenics (i.e., pushups, sit-ups) and/or physical exercise
• wear conspicuous apparel
• engage in public stunts or jokes
• participate in degrading or humiliating games and/or activities
• wear or carry specific items (i.e., rocks, paddles, crates, bags)
• throw things (i.e., water, paint, food) at any members
• force any members to drink alcoholic beverages or use illegal substances
• request or compel attendance at unannounced events and outings
• require that personal errands be run
• participate in pranks or other actions intended to harass any organization member, another organization or any member of the Saint Joseph community
• call any members degrading names that may cause embarrassment or ridicule
• restrict or disrupt the sleep of any member at any time
• not permit adequate time for studies during recruitment and initiation for new members
• conduct lengthy work sessions
• expect members to complete any directives from a member
• demean any member
• cause physical or psychological harm to any members
• commit any violation of the Student Code of Conduct, federal, state or local law

Hazing also includes any activities not consistent with student organization procedures, student athletic policies and/or University policies.

B. How to Report a Hazing Incident
A hazing incident should be reported to the Office of Public Safety and Security. The Office of Public Safety and Security, in conjunction with the Vice-President/Dean of Students or designee, will investigate the incident. After the investigation is completed, any individuals and/or members of an organization or team involved in the incident may be referred to the Student Conduct System.

Indebtedness to the University
Financial responsibilities must be resolved before grades and/or official transcripts are released or before the student registers for additional classes. These include any fines or fees.

Internet Communications
The University of Saint Joseph wants students to be aware that the Internet is considered a public forum and information posted there can be viewed by anyone. Caution should be used when posting any information on the Internet.

The University encourages its students to become involved and connected to the community in as many ways as possible. The internet has provided additional ways for communication to occur. However, with these additional means of networking and communicating, community members must exercise care and diligence. They must also accept the added responsibility associated with the use of such means of communication.
Communications on sites such as Facebook, Twitter, Instagram, Snapchat, represent public and open communication. Communications on such sites are not specifically monitored by the University of Saint Joseph officials, but may be brought to the attention of officials when they are seen as possible violations of the Code of Personal Conduct as outlined in the Student Handbook and/or the postings materially and substantially disrupt the work and discipline of the institution. As with other public arenas, information found on Internet sites is acceptable as information in personal conduct meetings and other proceedings. The different types of information that can be used in conduct meetings may include, but is not limited to: wall postings, journal entries, blog postings, pictures, comments, text messages, emails and other openly public and accessible communications.

**Missing Student Policy**
A missing student is defined as any the University of Saint Joseph student who resides in a facility owned or operated by the University of Saint Joseph and who is reported as missing from her residence hall room/suite. If any member of the University of Saint Joseph community has reason to believe that a student is missing, all possible efforts are made to locate the student and to determine her state of health and well-being through collaboration of the Public Safety Office, the Division of Student Affairs and the missing student’s family and friends.

A missing student should be reported as soon as possible to Public Safety and/or the Resident Coordinator. Once a missing student is reported, Public Safety will work in congruence with Student Affairs Personnel to ascertain as much information as possible. The procedures that will be followed will include, but are not limited to:

- **Collection of Information:**
  - the identity of the student
  - the person reporting the incident
  - the relationship of the person reporting
  - the circumstances that caused the reporting person to file the report

- **Public Safety will contact:**
  - The student’s roommate
  - The student’s friends
  - The student’s emergency contact as stated on the student’s housing information

- If the student is not located within 24 hours of the first report, appropriate family members, associates or a University official will file a report to the law enforcement agency with jurisdiction. The Public Safety office will cooperate with, aid and assist the primary investigative agency in all ways prescribed by law.

**Non-Compliance**
Students are required to comply with reasonable directions and requests made by the University of Saint Joseph officials within five working days. Such directions and requests may include, but are not limited to, the request to make an appointment, the request to vacate the residence halls, the request to show University ID or the request to fulfill disciplinary sanctions. Student Conduct hearings will be held in for students who are deemed non-compliant and/or Student IDs may be de-activated until a meeting is scheduled with the duly authorized personnel.
Postings
In an effort to be environmental conscious, all the University of Saint Joseph clubs and organizations that advertise an event, meeting or program, must do so electronically. Students can pick up a copy of the "Event Listing" form from the Office of Student Affairs or you may download it from the connect2USJ.info. In order to receive approval, postings must include dates, times, locations, and cost as relevant to the activity/events. Postings containing any false information, inappropriate language, or material that is otherwise inconsistent with the mission and core values of the University of Saint Joseph will not be approved. The Vice President/Dean of Students reserves the right to deny approval of any publicity material deemed inappropriate.

The only time, paper postings will be permitted is during SGA Elections. During this time period, candidates must adhere to the following:

- Be no larger than 11”x17” (unless special permission is granted)
- Have a small space available for the approval stamp (quarter sheets are exempt)
- The original copy of the campaign poster must be presented to the Student Affairs Office, 2nd Floor, McGovern Hall, for approval before making copies.
- Candidates are responsible for removing all posting 24 hours after the stamped removal date.

Postings for off-campus groups or individuals
- Internship-related postings are handled through the Career Development office.
- Off-campus organizations advertising lectures or workshops must receive prior approval through Student Affairs.

Please note that there are specific locations on campus for postings. See the Student Affairs Office for a current listing.

Any advertisements found to be in violation of the posting policy will be removed and the sponsoring organizations notified. Locations for events must be booked through the Office of Campus Events prior to advertising. If proper event planning procedures have not been followed, flyers for such events will not be approved. Please see the Office of Student Activities and Orientation Programs for information on planning events.

Sexual Assault/Sexual Harassment Policy (see TITLE IX – Page 15)

Smoke-Free Workplace Policy
The University recognizes the need to create and maintain an environmental quality which sustains and enhances the general health and well being of its faculty, staff, students, and visitors. As part of the effort to meet our commitment in this area, the University adopted a policy which establishes standards for the creation of a smoke-free environment. Consistent with the spirit and intent of this policy, should irreconcilable conflicts arise between individuals who choose to smoke and those who do not, the rights of the nonsmokers shall prevail.

A. Smoke-free Workplace Policy Guidelines:
1. Smoking will not be permitted in any indoor areas.
2. There is no smoking allowed within 20 feet of the buildings.
   - Smokers who choose to smoke outdoors are requested to use the designated areas on campus (keeping 20 or more feet from a building) and, furthermore, are requested to ensure the proper disposal of smoking materials in the containers provided for this purpose.
   - The disposal containers are located by the Mercy Hall Patio, the East Entrance of McDonough Hall and West side of McGovern Hall by the Mailroom.
3. The sale of cigarettes or other tobacco products in campus buildings/facilities is prohibited.
4. The smoking of e-cigarettes is also prohibited from all campus buildings. Since this technology is new this ban will be in place until more definitive information is available regarding health hazards of e-cigarettes from regulatory agencies and/or researchers.
5. The University shall continue to provide assistance with smoking cessation to all faculty, staff, and students. The Counseling and Wellness Center as well as Student Health Services will continue to serve as a resource for inquiries, provide information, and offer smoking cessation classes to the individuals.
6. The School for Young Children and The Gengras Center are smoke free environments. There is no smoking allowed on the grounds of either of these buildings.

Solicitation/Fundraising
No employee student, student club/organization or employee organization may serve as the agent or representative of any off-campus organization or agency for the purpose of soliciting, selling or promoting the activities, or sale of goods or services on the University of Saint Joseph, The Gengras Center or The School for Young Children campus, unless approval is given by the Vice President/Dean of Students or the Vice President and Chief Operating Officer. Individuals and organizations that are not part of the University community are not permitted to sell, solicit or promote the sale of goods and/or services unless on behalf of a student organization or agency of the University.

Theft
Should any student be involved in, charged with or convicted of theft, the University reserves the right to make a determination in each case as to the academic and resident status of the student. In a given situation involving theft, the University may find itself obligated to apprise the appropriate authorities. Any student may call Public Safety or an RA to report a theft and file an incident report if a theft occurs. The University does not reimburse for items stolen.

Weapons
Possession, storage, or control of firearms and weapons on University property is prohibited, including storing of weapons in vehicles on campus as well as in the residence halls. The only exception is for authorized law-enforcement officials. Fire arms are defined as any gun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets, or shots (including paint balls), regardless of the propellant used. Other weapons are defined as any instrument of combat or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury. Examples include but are not limited to knives with fixed blades or pocket knives, razors, metal knuckles, blackjacks, hatchets, bows and arrows, nun chukkas, swords, mace, pepper spray, tasers, fireworks, or any explosive or incendiary device. Possession of realistic replicas of weapons on campus is prohibited. Students who store weapons in residence halls rooms, who brandish weapons, or who use weapons in a reckless manner may face disciplinary action, which may include suspension or dismissal from the University.

All students, faculty, and staff who have knowledge of weapons on campus must report that knowledge immediately to the Director of Public Safety or an on-duty Public Safety Officer.
Weather-Related Closings Information
The University of Saint Joseph intends to maintain its regularly scheduled classes, avoiding school closings due to inclement weather whenever possible. A delayed opening is preferable to closing for an entire day. Occasionally, when bad weather conditions develop during the day, a decision may be made to close the University early and/or to cancel scheduled afternoon or evening programs. In deciding whether to close or delay opening, several factors are considered: the character of the storm (onset time, intensity, and duration); the condition of travel routes to the University; and the condition of campus roads and walkways. In case of inclement weather or other problems necessitating a change in the University's operational status, check 860.232.4571 after 6:00 a.m. or visit www.USJ.edu for details. An e-mail will be sent to all USJ e-mail accounts and a text message sent to subscribers of our free emergency alert system, USJAlert. Please do not call the Department of Public Safety or other campus offices for this information.

In addition, the announcement will also be reported on the following radio stations:

<table>
<thead>
<tr>
<th>Radio Station</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>WLAD-AM</td>
<td>800</td>
</tr>
<tr>
<td>WTIC-AM</td>
<td>1080</td>
</tr>
<tr>
<td>WDRC-AM</td>
<td>1360</td>
</tr>
<tr>
<td>WZMX-FM</td>
<td>93.7</td>
</tr>
<tr>
<td>WTIC-FM</td>
<td>96.5</td>
</tr>
<tr>
<td>WPLR-FM</td>
<td>99.1</td>
</tr>
<tr>
<td>WRCH-FM</td>
<td>100.5</td>
</tr>
<tr>
<td>WDRC-FM</td>
<td>102.9</td>
</tr>
</tbody>
</table>

The announcement will also be reported on the following television stations:

<table>
<thead>
<tr>
<th>Television Station</th>
<th>Channel</th>
<th>Network</th>
</tr>
</thead>
<tbody>
<tr>
<td>WFSB</td>
<td>Channel 3</td>
<td>CBS</td>
</tr>
<tr>
<td>WTNH</td>
<td>Channel 8</td>
<td>ABC</td>
</tr>
<tr>
<td>WVIT</td>
<td>Channel 30</td>
<td>NBC</td>
</tr>
<tr>
<td>WTIC</td>
<td>Channel 61</td>
<td>FOX</td>
</tr>
</tbody>
</table>

Please note that radio and television media offer a limited menu of display message options. For the most up-to-date and accurate information, call 860.232.4571 or visit www.USJ.edu.
EMERGENCY PROCEDURES AND INFORMATION

All students need to be aware of what to do in emergency situations. Any situation in which life, physical well-being or property is in jeopardy constitutes an emergency. In such a situation, first render assistance where practical and the second step is to get help. Emergencies might require the response of medical, law enforcement or firefighting professionals. If there is a question about the need for help, it is advisable to call.

The best source for help is through Public Safety. When calling the Public Safety emergency line at (860) 231-5222, an officer will respond directly, securing any necessary assistance such as the Police Department, Fire Department or ambulance service. It is best to allow the Public Safety Officer to coordinate the response to emergencies. Should the Public Safety Officer not be available by phone; you should call the police or an ambulance directly, and then notify Public Safety. In case of a fire, call the Fire Department directly and then notify the Public Safety Officers. Please remember that you must first dial 9 from a campus phone, so 9+911 would need to be dialed for local emergency assistance.

When calling the Public Safety Emergency Line, the hand-held radiophone has a two-minute talking capacity. Therefore, please speak clearly, concisely and provide a telephone number where you can be reached. Also, since you are speaking on a two-way radio, only one person can speak at a time. Remember to state name, give your location and give a description of the emergency situation.

Emergency Call Boxes (BLUE LIGHTS)
There are several emergency call boxes located on the grounds of the campus that will put you in direct contact with Public Safety. When activated, these phones will automatically call Public Safety, announce your location and set off the blue strobe light. The emergency call boxes should be used whenever you need to contact Public Safety or to summon additional help such as police, fire or ambulance. These lights are to only be used to summon help for an active emergency situation.

Reporting of Emergencies
In all emergency situations, your first call should be to Public Safety at x5222. Public Safety will summon the appropriate emergency services. When you call Public Safety during an emergency, you must state:

- **NAME**
- **LOCATION**
- **CIRCUMSTANCES**

If the emergency is occurring in a residence hall, contact your RA, the RA on-Duty and/or the RC on Call.

LOCATION OF EMERGENCY 911 TELEPHONES (Town of West Hartford Notification)

- McDonough Hall - 1st, 2nd and 3rd floor (two on each floor)
- Madonna Hall - Southwest door near Assumption parking lot
- Assumption Hall - Southwest door near Rosary Hall at roadside
- Mercy Hall - Entrance door near Crystal Room
- Rosary Hall - 1st floor near door (one inside)

For a false alarm/call, you or your residence hall will be fined $500.00. You or your hall will be responsible for guest behavior. Excuses will not be accepted. Please notify Public Safety if you notice anyone tampering with these emergency telephones or if you find them in need of repair.
Fire and Other Evacuation Procedures:

Do:
- Activate nearest fire alarm.
- Keep room doors unlocked.
- Always close the door behind you before exiting
- Walk quickly to the nearest accessible exit. Leave the building.
- Move away from the building to assigned area.
- Report missing persons (roommates, floor mates) immediately to Public Safety or Residence Hall Staff.
- Remember R.A.C.E. – Remove yourself. Activate the Alarm. Confine the fire (close the doors where the fire is located). Extinguish only small fires, when in doubt just leave the area.

Do Not:
- Try to fight a fire.
- Use any electrically related equipment including elevators.
- Return to the building until instructed to do so.

In case of fire immediately outside the room you are occupying:

Do:
- Leave the door shut.
- Feel the door and, if it is hot or seeping smoke, block door cracks.
- Open windows a crack at the top and at the bottom.
- Hang a sheet or other visible object from the window of the room to signal rescuers.
- Lay face down on the floor to minimize smoke inhalation.

Do Not:
- Jump unless there is no alternative

Fire Precautions

Do:
- Locate fire alarm pull station nearest your room.
- Know emergency phone numbers.
- Keep exit doors, hall doors and stairwell doors closed and free from any posting or obstructions.
- Know alternate escape routes from your room.
- Use only fire retardant materials and equipment and UL approved appliances.
- Comply with proper usage of potentially hazardous items.
- Realize that emergency lighting is designed for this purpose only and not for long-term use.
- Place telephones and wires on floor close to wall.
- Observe all other emergency considerations.

Do Not:
- Tamper with fire alarms or fire extinguishers.
- Block hallways, stairs, stairwells, room doors or any other areas leading to exits.
- Store items in stairwells, under stairs or in corridors.
- Fight an electrical fire with a water or soda acid extinguisher.
- Overload electrical circuits.
- Leave microwave ovens unattended in the kitchen areas.
- Smoke in buildings.
- Dispose of cigarette materials in trash containers; use metal receptacles that are provided.
**Maintenance Emergency**
For a maintenance emergency during non-business hours, call Public Safety at 860.231.5222.

**Power Outage Phones**
If a power failure occurs on campus, our telephone system will remain in operation for eight hours allowing normal use of campus phones. However, after eight hours without power, the telephone system will become inoperable. If this occurs, white power outage phones located in the following areas would become operable, allowing us to receive and place calls until power is restored. These phones will not have a dial tone unless the above situation occurs.

**Campus Buildings:**
The Gengras Center, reception area (860) 232-5616  
Health Services (860) 232-4572  
Library Lobby (860) 231-1684  
Lourdes Hall, 2nd floor (860) 232-4574  
McDonough Hall, 1st floor, reception area (860) 232-4573  
McDonough Hall, basement hall (860) 231-7318  
McGovern Hall, Student Affairs, 2nd floor (860) 232-4575  
McGovern Hall, Public Safety, 1st floor (860) 232-4574  
Mercy Hall, 1st floor, President’s Office (860) 523-7849  
The O’Connell Athletic Center, reception area (860) 232-3777

**Residence Halls:**
Assumption Hall, lounge (860) 232-4577  
Madonna Hall, lounge (860) 232-4576  
McAuley Hall, 1st floor (860) 236-8625  
Mercy Hall, 3rd floor (860) 523-7363  
Rosary Hall, basement (860) 236-3226
RESIDENTIAL LIFE

Residence Hall Contract
Living in a residence hall is part of the University experience a full-time student may choose when deciding to attend the University of Saint Joseph.

The University assumes that a student who chooses to live in a residence hall agrees to live within the norms established to ensure the rights of each student. Therefore, it is important that the student who contracts for living space understands that if the student chooses a life style not consonant with the guidelines for residence hall living, the Director of Residential Life and Housing and the Vice President/Dean of Students have the authority and obligation to require that the student live elsewhere.

The University agrees to provide room accommodations to the student during the academic year when the University is in session commencing at an opening time established by the University. This is typically on the day prior to the first day of classes. The semester closing date is within 24 hours following the student’s last examination or at the residence hall closing time established by the University, whichever comes first.

By Residence Hall contract, all residents are required to be registered for at least 12 credits per semester and to subscribe to a meal plan provided by the University’s dining service. There is no separation of room and board fees. The contract provides the student with the option of a 10-15- or 19-meal plan. The 10 meal plan is only for juniors and seniors.

The student agrees to comply with residence hall and dining hall regulations as well as with those policies and procedures outlined in the University Catalog, Student Handbook and other publications. Such regulations are specifically part of this contract by reference.

Terms of Occupancy
Residence halls open for the academic year on the date that Welcome Weekend begins. At that time, the use of the residence halls may be limited to new residents, Orientation Leaders, Student Government Association Officers and the Residence Hall Staff. All others planning to live on campus may establish residency on the day proceeding the first day of classes. For the second semester, all students may occupy their rooms on the day proceeding the first day of classes.

The University reserves the right to determine whether the residence halls and dining hall will remain open for any period of one or more days when there are no classes. When a residence hall closes for a vacation period, the students must vacate their rooms by the time designated on individual closing instructions which are distributed to each resident via the Resident Assistant. Any student who fails to comply with any closing procedure will be fined. Repeated incidents will be handled in a disciplinary manner by the Director of Residential Life and Housing.

The residence halls will re-open at a designated time on the day before classes resume. For semester vacations, students are to vacate their room within 24 hours following their last examination or at the residence hall closing time established by the University, whichever comes first.

Exceptions to scheduled arrival or departure times are made only as required by curricular or co-curricular situations and must be cleared by the Director of Residential Life and Housing.
Residential Life Staff
The Office of Residential Life and Housing consists of professional and para-professional staff, which includes: the Director of Residential Life and Housing, Residence Coordinators and Resident Assistants.

The Residence Coordinators (RCs) are full-time professionals who live in the residence halls and oversee the general operation of the residence halls. They are on duty each night and are trained to handle emergency situations which may arise after normal business hours.

The Resident Assistants (RAs) are full-time undergraduate students who work with the residents to develop and maintain an educational environment conducive to the attainment of academic success, individual growth and the development of the community. The RAs serve as peer counselors and resource guides to the residents. They are responsible for assisting with residents’ problems and mediating conflicts, educating students about University policies and providing educational programming. The RAs report to the Residence Coordinators and are accountable to the Director of Residential Life and Housing.

RESIDENTIAL POLICIES

Alcohol Policy Overview
The University of Saint Joseph strives to educate students about the effects and the prevention of alcohol abuse. Students are expected to be aware of and observe the Connecticut State Law that prohibits the purchase or consumption of alcoholic beverages by a minor. In addition Connecticut State Law prohibits the sale of alcoholic beverages without a liquor license.

The following are definitions of some key terms as well as guidelines related to the University of Saint Joseph alcohol policy:

- **Legal Age:** State Law states that only individuals that are 21 years of age or older may purchase, possess, or consume alcohol.
- **Underage:** Individuals under 21 years of age may neither purchase, possess, nor consume alcohol.
- **Supplying:** The purchasing or providing alcohol to anyone under the age of 21.
- **Open container:** Any alcoholic beverage out of the original container or having a broken seal is considered an open container.

The University of Saint Joseph Alcohol Policy:
In accordance with the State of Connecticut

- A student must be of legal drinking age to consume alcohol on campus. The consumption of alcohol is permitted only in the residence hall rooms of individuals of legal drinking age (21 years old). It is illegal for anyone under 21 to misrepresent his or her age and/or use false identification for the purpose of obtaining alcohol.
- A room in which both of its residents are younger than the legal drinking age of 21 years is considered a dry room. No alcohol or alcoholic paraphernalia, such as bottles, shot glasses, funnels and posters, are permitted in a dry room at any time.
- A student’s guest may consume alcohol in a residence hall room only if the guest and the resident are of legal drinking age or older. The student will be responsible for the behavior of the guest. There must not be an unreasonable amount of noise.
- No resident or guest(s) should be noticeably intoxicated or under any other such influence in public spaces within the residence halls or on campus. Consumption of alcohol to the point of intoxication regardless of age is prohibited.
- A maximum occupancy of any residence hall room is 10 (mandated fire code Madonna, Assumption, Rosary, and McAuley Halls). A maximum occupancy of the North and South Hall suites (mandated fire code) 17 people in an 8 person Suite and 21 people in a 10 person suite.
• The kitchen/living room area of North and South Halls are considered common space. Students are allowed to consume alcoholic beverages in the common area (adhering to the Connecticut State Liquor Law).
• Residential Life staff members will be conducting duty rounds in the suite living areas and bathrooms. Suite Bedrooms are considered personal space. (Please see Public vs. Private vs. Common Space in Student Handbook)
• Any person who serves or otherwise supplies alcohol to someone underage is as responsible as the underage individual that is drinking - both are accountable. Any host providing alcoholic beverages must provide non-alcoholic in sufficient quantity for the number of guests.
• No open containers of alcohol are permitted in public areas of the residence halls; this includes hallways, lounges, bathrooms and outside areas.
• The University does not permit transportation of alcoholic beverages in open, primary or secondary containers outside the designated areas; therefore, the legal use of alcohol on campus is restricted to rooms in the residence halls. And North and South Halls living areas
• Kegs, party balls, funnels and common sources of alcohol are not allowed in the residence halls. Irresponsible distribution of alcohol includes but is not limited to funnels, shot parties, beer pong, chugging contests, or other drinking games.
• Students drinking illegally or illegally dispensing alcohol to others are subject to disciplinary procedures. Common source alcohol distribution will result in immediate expulsion from on-campus residence and/or the University.

For More information regarding health risks:
  o Info Line - 211
  o Helpline Crisis Line – Hartford 524-1182
  o Al-Anon & Alateen, Hartford 860-244-0022
  o Alcoholics Anonymous Hartford 860-232-7837, 866-783-7712
  o Alcohol Abuse Action Addiction Helpline 860-547-1027
  o Alcohol 24 hr access Helpline & Counseling Center – 800-861-5731
  o Drug Abuse Action Addiction Helpline 860-282-2100
  o Drug & Alcohol 24 hr Able Helpline & Detox Rehab Hartford 800-322-9195
  o Cocaine Hotline 24 hr – Hartford 860-522-4636
  o Cocaine AA Abuse AAAA Access Helpline & Treatment – 800-827-6785
  o Cocaine Anonymous 24 hr Hartford – 860-522-4584
  o Alcohol and Drug Recovery Ctrs Inc (ADRC) Detoxification Center Hartford 860-714-3700
  o Saint Francis Hospital Alcohol & Drug Recovery Center 860-714-3701

**Babysitting**
Babysitting children in the Residence Halls or McGovern Lounge is prohibited. Students employed by local residents as child care providers must provide these services off-campus.

**Damage to University Property**
The University holds each student responsible for damage to University property beyond normal usage. Residents will be charged for excessive damage done to walls, ceilings, floors, doors and windows or University furniture. If two students occupy a room in which damage occurs, each individual is liable for an equal amount of the damages unless responsibility is voluntarily assumed by one of the occupants. Students will be fined $200.00 for any damage that requires a room to be painted. If a student is unable to properly clean a $50.00 fine may be charged to an individual student found to be responsible (when specialized cleaning is required for blood or other bodily fluids). This applies to public, private and personal space in the residence halls. If the source student is unidentifiable community billing will occur.
Decorating of Residence Hall Rooms
Residents may decorate their rooms although there are the following exceptions:
• No wall hangings, tapestries, flags or fabric are permitted over plugs, lights, ceilings or doorways.
• Electrical sockets may not be overloaded.
• Room doors may not be covered
• In addition, products that leave adhesive damage or stains to paint, ceilings, walls, floors, doors, windows or University furniture may not be used.

Door Access
For security reasons, exterior doors on each residence hall are equipped with a door access card system. A resident student may gain access to a residence hall by using the student’s ID card. Unless instructed otherwise by University personnel, a student is never permitted to duplicate or lend the student’s room key or access card to anyone. In addition, a student should never prop a door or place an obstructing object in a residence hall door that will cause it to remain ajar.

Any student who copies or lends a key or an access card to a non-resident, props a door or admits an unauthorized guest, will be subject to disciplinary action as determined by the Director of Residential Life and Housing. The fee for a lost room key is $50.00. The fee for a lost key card is $20.00. There is one designated entrance and exit for each of the halls. Students who tamper with emergency exit only doors will be subject to the disciplinary process.

Residents are urged to keep room doors locked. Doors leading to the stairwells are fire doors and must be kept closed at all times.

Entrance into a residence hall is only permitted though the door with an assigned key or ID card. Entrance through a residence hall window is prohibited. Students or guests found violating this policy may be held accountability for trespassing/ breaking and entering.

Drugs
The University expects all members of the community to comply with state and federal laws pertaining to illegal drugs. The sale, purchase, manufacture, possession, distribution and illegal use of controlled substances, K2, drugs and drug paraphernalia, including hookahs, are prohibited. The University of Saint Joseph adheres to the Connecticut statutory definitions of drugs and drug paraphernalia.

Any use, possession or distribution of illegal drugs, including advertisements, posters and drug paraphernalia is a violation of the housing contract and University policy. Students violating this policy are subject to disciplinary action and are subject to federal and state laws governing illegal use of drugs (see “controlled drugs”). The University reserves the right to enter a student’s room if it believes that the student is involved in unlawful activities. Students who misuse (sharing, divert or sell) prescription medications to another individual for whom the medication is not prescribed by a health care provider are subject to disciplinary procedures as well as criminal action if applicable.

Parental Notification
The University reserves the right to notify a student’s parents or legal guardian when a student has been found responsible for violating the Code of Student Conduct regarding drug and alcohol use for the second time. The University also reserves the right to notify parents when a student is found responsible for misconduct involving violence and/or committing an assault, or any other serious offense.
Residence Life Duty Schedule
There is an RA on duty 4:30 p.m. – 8:30 a.m. every day to assist residents. They can be reached by calling the RA cell phone, (860) 944-8989. In emergency situations, RAs will page Residence Coordinators for assistance.

Fire Precautions and Procedures for Residence Halls
Whenever a fire alarm sounds, each resident and the resident guest(s) are to assemble on the quad at least 100 feet from residence halls. Failure or refusal to respond to a fire alarm is considered a serious offense and the Director of Residential Life and Housing and/or the Vice President/Dean of Students may revoke the student’s residence or issue another sanction, as necessary. Any student who pulls a false alarm shall be fined $500.00 and the student’s residency may be revoked (also see “emergency procedures and information”).

Smoke alarms in the hallways and rooms are extremely sensitive to any/all types of smoke, including cigarette smoke. Any student who intentionally triggers a smoke alarm will be subject to fines or disciplinary action.

If shelter should be required, the Residence Coordinator or Resident Assistant will notify the student of a temporary living assignment.

Food/Meal Plan
The contract provides the student with the option of a ten, fifteen or nineteen meal plan. Juniors and seniors may choose the ten meal plan. All residents are required to participate in a University meal plan. Meal plan changes must be put in writing on or before August 1 for fall and December 1 for spring. Students needing meal plan accommodations and/or exemptions for documented medical purposes must contact the 504 Disability Coordinator at 860-231-5428.

Furniture
The University provides the following in each student’s room:
- Bed
- Mattress and mattress pad
- Desk
- Chair
- Dresser
- Window shades

Some rooms are furnished with beds that can be bunked or lofted using pegs which are supplied by the University. These pegs are located in all assigned rooms. The following items are prohibited: bunk beds without University pegs, bunking desks and lofts. Any student who fails to comply with the above regulations shall be in violation of the student’s Residence Hall Contract and subject to the terms thereof.

Guest Policy
Guests are not allowed into any of the residence halls during the first week of the Fall semester. Starting Sunday September 1st Guest Policy goes into effect. In order for a resident to have to have guest in their room, the resident must have the approval from their roommate. Guests are to be met outside the residence hall and are to be signed into the Guest Book located by the entrance doors (there is one Guest Book per residence hall). The student hostess shall be considerate of other residents when entertaining guests. Commuter Guests are considered to be non-resident students. All overnight guests must be over the age of sixteen. Residents may request an overnight guest under the age of 16. A written request for a minor guest must be sent 48 hours prior, to the Residence Coordinator for approval. Guests are only allowed to visit
overnight in the residence halls a total of 7 days per month (no matter who they are signed in by) and they may not stay more than 3 consecutive nights in a month.

**Guest Policy Hours:** 9:00 a.m. until 11:30 p.m. Sunday through Thursday
9:30 a.m. until 1:30 a.m. Friday and Saturday

**Madonna, Assumption, Lourdes, McAuley and Rosary Halls:**
The student hostess shall be considerate of other residents when entertaining guests and follow the escorting procedure outlined below.

**North and South Halls only:**
Students must fill out a guest registration sheet and have all suitemates sign for approval. Male and female guests can stay overnight during the entire week. This is a privilege only for upper-classmen students residing in the suite. Failure to abide by the policies may result in revoking this policy.

**Escorting of guests (for all residential students including North and South halls):**
- All guests must be signed into and out of the Guest Book in each residence hall they visit by their resident student host.
- Guests must be escorted in the residence hall by their host at all times.
- If guests are found in the residence hall and are not signed in by a University of Saint Joseph residential student, the individual responsible will be subject to disciplinary action.
- Female guests may spend the night in a student’s room (Sunday through Saturday), but must be signed into the Guest Book as an overnight guest whether they an off-campus guest or a current residential student.
- Male guests are allowed overnight (Friday and Saturday only) with prior roommate approval.
- Each resident may have only one overnight guest each evening.
- Residents hosting an overnight guest must fill out an Overnight Guest Slip and submit it to their RA’s Mailbox by 9:30 p.m. on the evening of arrival.
- Any guest (no matter who signs them in as hostess) staying overnight more than seven days and/or three consecutive nights in a thirty-day period shall be considered a temporary resident and the resident host will be subject to disciplinary action.

**Hallways/Stairwells**
In compliance with fire regulations, hallways must be kept clear of personal or University property. Articles left in hallways are subject to confiscation, including bicycles. Students are not allowed to place obstructions of any kind in the hallways of residence halls. Hallway lighting may be adjusted according to energy conservation requirements within the limits of safety.

**Items prohibited in students’ rooms:**
- Air conditioners (medical documentation required)
- All candles- even decorative unburned candles
- Electric coffee makers (Keurig’s© are allowed)
- Irons (may be used in laundry rooms only)
- Common sources of alcohol
- Immersion cup heaters, hot pots
- Toaster
- Microwave ovens
- Sternos
- Kerosene lamps
- George Foreman Grills
- Extension cords
- Plug in Air Fresheners
- Weapons
- Incense, potpourri burners
- Fireworks
- Halogen lamp
- Live holiday greens and Christmas lights without UL approval
- Other burning/heating equipment or other potential fire hazards

Prohibited items **may not** be stored in any student room. Appliances for cooking may be stored in any kitchen area.
Student Conduct Process in Residence Halls

Resident Assistants document policy violations and/or behaviors through incident reports and submit them to the Residence Coordinators. The RCs then forward them to the Director of Residential Life and Housing. Upon review of the documentation, the Director of Residential Life and Housing or the Residence Coordinator will contact the student with information regarding the need for a Student Conduct meeting.

The purpose of Student Conduct meetings is not simply to sanction students, but to educate them and help them to understand the campus regulations as well as to elicit their support of the community’s regulations in the future.

Keys

1. Room Keys
   Each student is issued a room key and an ID card. Residents should carry them at all times. Keys should not be loaned. The unauthorized duplication of any University key is prohibited. Residents must report lost keys to the Office of Residential Life and Housing or Public Safety. The replacement charge for lost room keys is $50.00 which covers the cost of a lock change. Any student who wishes to terminate University residence during the year must submit her request in a typed letter of withdrawal outlining specific reasons for departure to the Director of Residential Life and Housing. All keys must be returned within 24 hours to the Residence Coordinator.

2. Mail Box Keys
   Mail box keys are issued by the Residential Staff during the check-in process. When a student changes their residence hall and/or permanently moves out of housing, keys are to be returned ONLY TO THE MAIL ROOM. There is a $50.00 charge for lost mail box keys.

Laundry Facilities

Residence halls are equipped with washers and dryers for student use. Students are urged to remove laundry from washers and dryers as soon as the cycles are finished. Ironing boards are kept in specific areas in each residence hall and are to be used only in those areas. The laundry machines are to be used only by USJ residential students. Students who allow outside guests to use the laundry facilities will be subject to disciplinary action.

Lock-outs

A student locked out of the student’s room can be admitted by Public Safety by calling (860) 231-5222.

- First offense is free;
- 2nd offense: $5.00;
- 3rd offense: $10.00; and
- 4th offense: meeting with Residence Coordinator and immediate lock change.

Maintenance

Requests for maintenance work orders should be submitted through your Resident Assistant. For student safety and security, policies are in place to prevent personnel who possess a key from entering a resident room without authorization. Facilities staff cannot enter a resident student’s room without a work order request, nor can they accept verbal requests from students. By submitting a work order, a student is giving permission for a maintenance mechanic to enter the resident room anytime Monday through Friday between 9:00 a.m. and 5:00 p.m. unless the student specifies a day and time in the work order. The only exception to this rule is for emergencies.
**Personal vs. Private vs. Common Space**
Personal space includes a residence room (unless there is suspicion of a policy violation that affects the community and necessitates entrance by an RC, the Director of Residential Life and Housing or the Vice President/Dean of Students). Public space includes the hallways, residence hall room doors, common bathrooms, stairwells, lounges, laundry rooms and building exteriors (balconies, walls and windows, lawns, sidewalks, etc.) Items may not be hung, displayed or thrown from residence hall windows. Common Space includes North and South Halls kitchen/living room areas and Bathroom areas.

North and South Residence Hall common areas are cleaned twice per week, Tuesdays and Thursdays. Assumption, Lourdes, Madonna, McAuley and Rosary Residence Hall common areas will be cleaned Monday-Friday.

**Personal Property**
Residents are strongly discouraged from keeping large sums of money, expensive jewelry or highly valued articles on their person or in their room.

The University is not responsible for personal property that is lost, damaged or stolen. In such a case, immediately report it to the Resident Assistant or Residence Coordinator and file an Incident Report with Public Safety. Students who have been victimized by theft should contact their homeowners/renters insurance for restitution.

**Pets and Other Animals**
The only animals allowed in the residence halls are fish that can live in two gallons or less of water. All other pets and animals, including but not limited to, dogs, cats, hamsters, bunnies, turtles, ferrets and snakes, are not permitted in the residence halls. Fish must be removed during University breaks. Guests are not permitted to bring any kind of animal into the residence halls and/or University buildings.

**Privacy/Right of Entry into Rooms**
At no time should a student enter the room of another student without permission by the occupant(s). The University respects a student’s privacy rights. The University may enter a resident’s room with notice during reasonable hours, for monthly Health and Safety Inspections or when necessary to provide service, repairs or improvements. **In an emergency, crisis situation, or policy violation the Residence Coordinator, the Director of Residential Life and Housing and the Vice President/Dean of Students have the authority to gain access to a residence hall room with a master key.** Some examples include but are not limited to, the smell of smoke, possible health risk/missing student or suspected policy violation that is affecting the community of residents.

During all vacation periods the University reserves the right to repair student rooms. The University will exercise reasonable care of the property of the student. The Residential Life staff will conduct health and safety inspections monthly per semester.

**Quiet Hours**
The following quiet hours are in effect in all residence halls:
- Sunday – Thursday  11:30 p.m. - 9:00 a.m.
- Friday and Saturday  1:30 a.m. - 9:00 a.m.

**Removal of Furniture from Rooms**
Any student who removes furniture without prior authorization will be fined $50. Additionally, a $50.00 fine will be assessed to anyone who moves or removes any University property.
Room Changes
Room changes will be conducted by the Office of Residential Life and Housing during the second week of each semester. Any student contemplating a room change must first speak with the student’s roommate and with the Resident Assistant. Both students involved in a room change must meet with the Residence Coordinator to obtain a Room Change Form. Any student who makes an unauthorized room change will be assessed a $100.00 fine and will lose any moving privileges for the remainder of the year.

The room change process after the second week of the semester:
   Step One: Mediation with RA, two week living agreement trial period.
   Step Two: Mediation with RC

Students who are looking to room change into North and South Halls must have the approved amount of credits to reside in those buildings.

Securing Medications
Students requiring “controlled medications” to treat a medical condition are responsible to keep such medications in a secure location in their residence hall room. This includes locking the room when unoccupied. Students who use syringes for medication administration are also expected to keep syringes in a secure location and dispose of them in a puncture resistant container. Those containers are located at Health Services. If a syringe is found on campus please contact Public Safety to perform safe disposal. Epi-pen emergency injector kits have very specific disposal requirements in an institutional setting. Students who must discard a used Epi- pen should secure it in a clearly labeled puncture resistant container and contact either Health Services or Public Safety for proper disposal assistance.

Smoking
All residence halls are smoke free. There is a $50.00 fine for smoking in a residence hall.

Weapons on University Property
Possession, storage, or control of firearms and weapons on University property is prohibited, including storing of weapons in vehicles on campus as well as in the residence halls, except by authorized law-enforcement officials. Fire arms are defined as any gun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets, or shots (including paint balls), regardless of the propellant used. Other weapons are defined as any instrument of combat or any object not designed as an instrument of combat but carried for the purpose of inflicting or threatening bodily injury. Examples include but are not limited to knives with fixed blades or pocket knives, razors, metal knuckles, blackjacks, hatchets, bows and arrows, nunchucks, swords, mace, pepper spray, tasers, fireworks, or any explosive or incendiary device. Possession of realistic replicas of weapons on campus is prohibited. Students who store weapons in residence halls rooms, who brandish weapons, or who use weapons in a reckless manner will be suspended from the University pending a judicial hearing.

All students, faculty, and staff who have knowledge of weapons on campus must report that knowledge immediately to the Director of Public Safety or an on-duty Public Safety Officer. You can locate the Public Safety Office in McGovern hall or call (860) 231-5555.
Withdrawal Policy for Residence Halls

A. To receive a refund of residence fees, notification of withdrawal or meal plan changes must be made in writing to the Office of Residential Life prior to for the fall semester and December 1st for the spring semester. The housing withdrawal form, meal plan change form and meal plan exemption/accommodation form can be found in the Office of Student Affairs or online under the Student Life tab on MyUSJ.

B. No refunds of room charges or meal plans will be made once a resident takes possession of a room key. Students who must withdraw from housing must submit a typed letter by August 1st or December 1st to the Office of Residential Life and Housing. A withdrawal committee will render a decision of reimbursement within ten (10) working days. Withdrawal reasons must be explained in the typed letter. **There will be a $500 withdrawal fee** for any withdrawal requests received after August 1st for fall semester or December 1st for spring semester. In addition to the $500 withdrawal fee the $250.00 housing deposit is non-refundable for all students.

C. A student residing in the residence halls is required to maintain full-time status. Failure to maintain full-time academic status will result in removal from housing within 48 hours. If a student is enrolled as a full-time student and stops attending classes the Vice President/Dean of Students reserves the right to terminate the housing contract.
Public Safety at The University of Saint Joseph

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is federal legislation requiring University’s and universities to disclose certain timely and annual information about campus crime and security policies. All public and private institutions of post-secondary education participating in federal student aid programs are subject to it. The Director of Public Safety compiles the information in this report. The statistics are obtained from incident reports, information supplied by the West Hartford Police Department and from the Division of Student Affairs. All enrolled students and current employees are notified by e-mail of the report’s availability and paper copies are available from the Department of Public Safety.

Safety for all is a major concern for everyone on campus, and the University strives to provide an ideal environment for learning, working and living. The University has instituted numerous policies and procedures to enhance security. Members of the University community have a responsibility to use the security procedures and services available and must be accountable for their own well being and also for the welfare of others. The University urges all members of the community to participate in maintaining Public Safety by promptly reporting any suspicious circumstances, accidents or criminal activity to the Department of Public Safety at (860) 231-5222.

The Department of Public Safety is located on the first floor of McGovern Hall and reports to the Vice President of Finance. The Director of Public Safety provides administrative support and direction for the Department’s many functions, aided by part-time personnel. Public Safety Officers and a Supervisor patrol the campus on a 24-hour basis. The officers are trained in areas applicable to their position in a University setting and their orientation is towards service, prevention and detection. Officers are trained to solve problems and will assist in any way possible.

Public Safety Officers cannot make criminal arrests but do enforce University rules and regulations on campus, including parking. Every effort is made to enforce these rules and regulations equitably and professionally. Public Safety Officers wear uniforms that make them easily identifiable, carry a University identification card, and patrol on foot and in a marked vehicle.

The Department also works closely with the Town of West Hartford Police and Fire Departments on incidents occurring on or adjacent to campus. Public Safety’s close, professional relationship with the West Hartford Police and Fire Departments is based on prompt communication, frequent interaction and a high level of mutual respect. The West Hartford Police regularly request Public Safety’s presence at most routine calls and all serious occurrences on campus.

The University of Saint Joseph campus is an open campus, meaning there are no outer protective boundaries and the campus is easily accessible to individuals not affiliated with the University. Academic and administrative buildings on campus are secured with lockable entrances and, in many cases, intrusion-detection systems. These buildings are accessible during regular working hours and after hours by authorized personnel only. Public Safety Officers may admit faculty, staff and students after normal business hours if an appropriate University official has contacted Public Safety and authorized such access. The Public Safety Officer will ask to see a University identification card for verification. Buildings that are open during the evening for classes and computer use are secured by Public Safety when the classes have concluded.
Faculty, staff, and students working in their offices, classrooms and laboratories are encouraged to follow these personal safety recommendations:

- Report any suspicious individuals to Public Safety immediately.
- Lock valuables in a file cabinet or desk when at work.
- Lock your office door even if you are leaving for a brief period of time.
- Notify Public Safety when you are working late, on weekends or holidays.
- Lock windows and doors when you leave for the day.

Public Safety offers an escort service to all members of the University community. Contact the Public Safety Officer on duty at extension 5222 and the officer will be glad to escort you anywhere on campus.

Residence halls are locked 24 hours a day. Access for resident students and staff is via a swipe strip located on the University identification card issued by Public Safety. Resident students are permitted to have guests visit them but must follow guidelines established by Residential Life. Resident students are not to prop open any doors or allow the entry of strangers into the residence hall.

Maintenance staff, including maintenance mechanics, housekeepers, custodians and groundskeepers, continually wears their University identification cards. Vendors and contractors are issued identification cards that identify them as well. No maintenance staff, including vendors or contractors, is permitted in residence halls prior to 9:00 a.m. or after 5:00 p.m. except in emergency situations. If you observe an unauthorized person in your area, please contact Public Safety immediately.

**Crime Reporting Procedures**

The Department of Camp Safety is the central reporting center for criminal offenses that occur at The University of Saint Joseph. Community members are encouraged to report all crimes and Public Safety related incidents in a timely manner. Reporting incidents will aid in providing timely advisories to the community, when appropriate, and will ensure inclusion of the incident in the annual disclosure of crime statistics for the institution. The University does not have a policy that allows victims or witnesses to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

**To report an incident on campus, please contact Public Safety.**

In an emergency situation when police or fire personnel are required, contact them immediately and then contact Public Safety so that the emergency personnel can be directed to the proper location. Contact information is listed below.

**Department of Public Safety**

- Public Safety (860) 231-5222 24 hours, 7 days a week
- Non-Emergency (860) 231-5742 Mon. – Fri., 8:00a.m. – 4:30 p.m.
- Safety Manager (860) 231-5396 Mon. – Fri., 8:00a.m. – 4:30 p.m.

**West Hartford Police Department**

- Emergency 911
- Non-Emergency (860) 523-5203

**West Hartford Fire Department**

- Emergency 911
- Non-Emergency (860) 523-2100
A daily log of campus incidents, including reported crimes, is maintained by the Department of Public Safety and available for Campus review Monday through Friday, 8:00 a.m. - 4:30 p.m. in the Public Safety Manager’s Office.

**Uniform Campus Crime Report (UCCR)**

Notice is hereby given that, in accordance with the Federal Student Right-to-Know and Crime Awareness and Campus Security Act of 1990, the Uniform Campus Crime Report for the University of Saint Joseph is available from the University’s Department of Public Safety and will be provided upon request. Incident Logs and Public Safety Alerts are also available for view upon request.

Uniform Campus Crime Report:  [www.usj.edu/uccr](http://www.usj.edu/uccr)
STUDENT GOVERNMENT AND CLUB POLICIES

STUDENT GOVERNMENT ASSOCIATION CONSTITUTION

ARTICLE I - The Student Government Association

SECTION I. Purpose
The Association shall contribute to the development of each student by working actively to promote effective communication among members of the University community. As the representative body for student concerns, the Association encourages personal responsibility for democratic self-governance. In addition, it will serve as one of the primary contributors to the sense of community experienced by all undergraduate students in the Women’s Program.

SECTION II. Membership
Membership in the Association shall consist of all matriculated members of the undergraduate women’s program.

SECTION III. Responsibilities of Members
A. Responsibilities of members of the Association shall be:
   • To conduct themselves in accordance with University policies as stated in the University catalog, Student Handbook, and other documents of the institution and at all times to act in a manner conducive to the best functioning of the community.
   • To participate in all meetings of the Association as voting members.
   • To be aware of Association activities and projects and whenever possible to assist in the development and execution of such activities and projects.
   • To attend meetings as scheduled.
   • To act as a role model for fellow students.

SECTION IV. Meetings of the Association
A. The purpose of meetings of the Association shall be:
   • to disseminate general information.
   • to provide a hearing for ideas and proposals concerning the rights and responsibilities of students as well as programs and services.
   • to consider proposals from any member of committees and/or Class Cabinets of the Association.
   • to consider policies, programs and services that will promote the welfare of the student body.
B. Meetings of the Association shall be held bi-weekly on Wednesday’s at noon in the Faculty Dining Room. Members of the Class Cabinets will attend the 1st and third Wednesday of each month and representatives from recognized student organizations will attend the 2nd and fourth Wednesday of each month.
C. There shall be no established quorum at Association meetings; a simple majority of those present shall constitute the quorum.
D. The presiding officer at meetings of the Association shall be the President or in the President’s absence and/or the Association’s Vice-President, Treasurer or Secretary as designated by the President.
SECTION V. Advisor to the Association
A. The Advisor of the Association shall be the Director of Student Involvement and Orientation and the Coordinator of Student Activities and Community Service will advise the Junior and Senior Class Cabinets. All Advisors shall be a member and shall serve with no voting power.

B. Responsibilities of the Advisors shall be:
- to meet regularly with the President, Executive Officers and the Class Cabinets
- to receive information on and assist in planning Association activities.
- to serve the Association on all matters in an advisory capacity.

ARTICLE II - THE EXECUTIVE BRANCH

SECTION I. Purpose
All executive powers of the Association shall be vested in the officers of the Association.

SECTION II. MEMBERSHIP
The officers of the Association shall be the President, Vice President, Treasurer and Secretary.

SECTION III. Responsibilities Of The Officers
A. Responsibilities of the President shall be:
- to chair all meetings of the Association and Board as a non-voting member, except in the event of a tie.
- to appoint Standing Committee Chairpersons in consultation with the Executive Officers.
- to prepare and submit agenda items to the Secretary prior to regularly scheduled meetings of the Association.
- to call and preside over all Executive Board meetings.
- to define the policy of operation at the first meeting of the Association.
- to review the Association Constitution with the Executive Officers and to recommend revisions as necessary.
- to serve, ex officio, on Association boards, committees and organizations when deemed necessary.
- to serve as a student representative on University committees when requested
- to appoint representatives to University committees as requested.
- to make appointments to fill vacancies in consultation with the Executive Officers.
- to serve as the student representative to the public.
- to assist her successor in the transition of responsibilities.
- to hold a total of ten office hours per week not including time spent at University events or committee meetings.
- to meet weekly or when deemed necessary with the SGA Advisor.
- to maintain a 2.50 cumulative grade point average (GPA).

B. Responsibilities of the Vice President shall be:
- to attend all meetings of the Association as a voting member.
- to assume the responsibilities of the President whenever necessary.
- to serve, ex officio, on all Association Standing Committees.
- to serve as a student representative on University committees as requested.
- to serve as a liaison between the Association, the Alumnae Office and the Office of Institutional Advancement.
- to assist her successor in the transition of responsibilities.
- to hold a total of ten office hours per week not including time spent at University events or committee meetings.
- to attend Executive Board meetings.
- To maintain a 2.50 cumulative grade point average (GPA).
C. Responsibilities of the Treasurer shall be:
   • to attend all meetings of the Association as a voting member.
   • to hold a total of ten office hours per week not including time spent at University events or committee meetings.
   • to assist her successor in the transition of responsibilities.
   • to attend Executive Board meetings.
   • to maintain SGA finance records and to give reports concerning the finances of the Association at every meeting of the Association.
   • to coordinate the budget hearings for clubs and organizations at the beginning of the Fall and Spring Semesters
   • to serve as a student representative on University committees as requested.
   • to meet individually with Student Organization Treasurers when needed.
   • to maintain a 2.50 cumulative grade point average (GPA).

D. Responsibilities of the Secretary shall be:
   • to attend all meetings of the Association as a voting member.
   • to take attendance at all Association meetings.
   • to type and distribute agendas of Association meetings prior to the meeting.
   • to post agendas of Association meetings on the SGA page on the USJ website as well as Connect2USJ.info.
   • to distribute minutes of Association meetings to the Vice President/Dean of Students, Director of Student Involvement and Orientation Programs, and Coordinator of Student Activities and Community Service.
   • to maintain Association files.
   • to run elections in the Spring Semester and Freshmen Class Cabinet Elections in the Fall Semester
   • to coordinate the reproduction of Association documents.
   • to keep records of executive correspondence.
   • to serve as a student representative on University committees as requested.
   • to hold a total of ten office hours per week, not including time spent at University events or committee meetings.
   • to attend Executive Board meetings.
   • to send minutes of the meetings to the Presidents of all recognized organizations and Presidents of the Class Cabinet
   • to serve as a liaison between the Association and the Office of University Relations.
   • To maintain a 2.50 cumulative grade point average (GPA).

SECTION IV. Election of Officers
A. Qualifications for candidacy for office shall be:
   1. **President**: to be a current member of the sophomore or junior Class in good academic and community standing with one year of experience as an officer of any recognized student club or organization at the University of Saint Joseph.
   2. **Vice President**: to be a current member of the sophomore or junior class in good academic and community standing and have held an office of any recognized student club or organization at the University of Saint Joseph.
   3. **Treasurer**: to be a current member of the sophomore or junior Class in good academic and community standing and have one year experience as a member of any recognized student club or organization at the University of Saint Joseph.
   4. **Secretary**: to be a current member of the sophomore or junior class in good academic and community standing and have one year experience as a member of any recognized student club or organization at the University of Saint Joseph.
B. Responsibilities of the candidates shall be:
- to petition for only one office.
- to procure on the petition the required number of signatures from members of the student body.
- to submit this petition to the Secretary by the specified date.
- to obtain approval of the petition from the Executive Board.
- to campaign only during the time outlined by the Executive Board.
- to distribute her own campaign materials and to remove them one day after the election.
- to use good judgment and taste within campaigning materials; questionable materials will be reviewed by the Operations Committee.
- to understand the responsibilities of the intended office and to verify understanding by signature.
- NEITHER EMAILS OR FACEBOOK CAN BE USED AS A CAMPAIGN METHOD

C. Procedures for elections of Executive Officers shall be:
- The Association elections shall be held during the last week of March.
- An election will not be considered valid unless votes have been cast by at least 150 members of the undergraduate matriculated student body.
- If a candidate is running unopposed, she must be elected by 1/2 plus one vote of the total number of ballots cast.
- A plurality vote is required for a candidate to be elected.
- At least two members of the Student Affairs staff will count the official ballots.
- The names of the elected candidates shall be announced within 24 hours of the election.
- The actual number of votes for each candidate will remain anonymous
- The total number of votes casted will be accessible to any student who wishes to examine it.

SECTION V. Term of Office
The newly elected Association Executive Officers shall attend meetings of the Association as non-voting members and shadow the current officers in an effort to learn more about their new position from the time of the elections in March until May. The term of office for Association Executive Officers shall extend from May to May.

SECTION VI. Appointments to Unexpired Terms
Replacements of an elected Officer during the academic year will occur as follows:
- If a position other than the President becomes available, the remaining Executive Officers will name a current member of the first year, sophomore or junior who has been actively involved in the Association and/or Class Cabinets as a replacement.
- If the President’s position becomes available:
  - the VP will assume the role of the President
  - the Treasurer and Secretary can write an appeal to the SGA Advisors requesting to replace the VP. If both the Treasurer and Secretary seek to fill this position, the SGA Advisors will vote anonymously to select the person
  - once the replacement has been decided the remaining Executive Officers will name a current member of the first year, sophomore or junior who has been actively involved in the Association and/or Class Cabinets to fill the open position.

SECTION VII. MEETINGS OF THE EXECUTIVE OFFICERS
Meetings of the Executive Officers shall be held weekly and, in addition, whenever deemed necessary by the President for the purpose of consultation and discussion.
ARTICLE III - LEGISLATIVE BRANCH (BOARD)

SECTION I. Purpose
All representative and decision-making powers of the Association shall be vested in the Legislative Branch hereinafter referred to as the Board.

SECTION II. Membership
The membership of the Board shall consist of: Association Executive Officers, Class Cabinet Officers, the S.P.E.C. (Student Program and Events Council) Liaison, Standing Committee Chairpersons, and the President or appointee of every recognized student club or organization.

SECTION III. Responsibilities of Members of the Board
A. Responsibilities of members of the Board shall be:
   • Executive Officers: to execute their responsibilities as stated (refer to ARTICLE II).
   • Class Cabinet Officers, S.P.E.C. Representative, and Club Presidents or their appointee: to attend meetings of the Board as voting members and to act as liaisons between the Board and the respective class, and student clubs.
   • Appointed Committee Chair positions: to execute their responsibilities as stated (refer to ARTICLE IV).

B. Attendance Policy for all Board members shall be:
   • Two excused absences per semester (must be approved by the SGA President and/or the SGA Advisor)
   • Failure to adhere to the policy will result in removal from position on the Student Government Association Board and/or class, position.
   • If a club fails to send a representative to the bi-weekly meetings it will result in a freeze on any allocated SGA funds for that club and/or withdrawal of any allocated SGA Funds from the club’s account.
   • Attendance is required at other events at the discretion of the Executive Officers, i.e. Leadership QUEST.
   • Any extenuating circumstances to the above will be handled at the discretion of the Executive Officers and/or the SGA Advisor.

SECTION IV. ELECTION OF MEMBERS
A. Qualifications for candidacy for office shall be:
   • Executive Officers: refer to ARTICLE II, SECTION III.
   • Class Cabinet Officers: to be a matriculated member of a Women’s program undergraduate class.
   • S.P.E.C. Liaison: to be a matriculated member of the Women’s program and a member of S.P.E.C.

B. Responsibilities of the candidates shall be:
   • Executive Officers: refer to ARTICLE II, SECTION IV.B.
   • Class Cabinet Officers: see class officer section on page
   • S.P.E.C. Liaison: according to the S.P.E.C. constitution.

C. Procedures for elections of candidates shall be:
   • Executive Officers: refer to ARTICLE II, SECTION IV.C. and ARTICLE IV Operations Committee.
   • Class Cabinet Officers: according to class election procedures
   • S.P.E.C. Liaison: according to the S.P.E.C. constitution.
SECTION V. Appointment Of Members Of The Board
Appointments of Standing Committee Chairpersons of the Association shall be made by the Executive Officers.

SECTION VI. Term of Office
A. The term of office for elected members of the Board shall extend from May until May.
B. The term of office for appointed members of the Board shall extend from the time of appointment until the next appointment.

SECTION VII. Appointments to Unexpired Terms
Procedures for appointments to fill unexpired terms shall be:
• Executive Officers: refer to ARTICLE II, SECTION VI.
• Class Representatives: elected by respective class.
• S.P.E.C. Liaison: elected by S.P.E.C.

SECTION VIII. Meetings of the Board
A. Meetings shall be held:
• Weekly on Wednesday’s at Noon. The Class Cabinets will meet the 1st and 3rd of each month and the club representatives on the 2nd and 3rd. All students are invited to attend any or all meetings.
• at additional times at the discretion of the Association Executive Officers.
• The presiding officer at meetings of the Board shall be the President.

ARTICLE IV - STANDING COMMITTEES

SECTION I. Purpose
The work of the Board will be conducted through its standing committees.

SECTION II. Standing Committees

Academic Affairs
A. The purpose of the committee shall be:
• to facilitate faculty/student communication in academic concerns.
• Members will be available to sit on the Academic Appeals Board when necessary
B. Membership shall consist of:
• the Chairperson who shall be appointed by the Executive Officers.
• two students representing each School of the Undergraduate Women’s Program (Education, Health and Natural Sciences, Humanities and Social Sciences)
C. Responsibilities of the Chairperson shall be:
• to call and preside over Committee meetings.
• to prepare items for discussion at Committee meetings.
• to engage in effective communication with the Academic Deans once a semester
• to represent the Judicial Branch of the Student Government Association by serving on the Student Appeals Board.
• to submit written reports at meetings of the Association.
• to meet with the Executive Officers at least once per semester.
D. Responsibilities of the Committee shall be:
• to attend designated meetings.
• to attend respective School meetings.
• to initiate proposals concerning academic matters to the faculty on behalf of the students.
E. Meetings shall be held:
• at least twice a semester with the Dean’s of the three schools
• at additional times as deemed necessary.
FOOD SERVICE COMMITTEE
A. The purpose of the Committee shall be to act as a liaison between the University’s food service and the University students.
B. Membership shall consist of:
   • a Chairperson who shall be appointed by the Executive Officers
   • one appointed member from each class and residence hall
C. Responsibilities of the Chairperson shall be:
   • to prepare items for discussion at Committee meetings.
   • to call and preside over Committee meetings.
   • to meet with the University Food Service Manager to discuss concerns and suggestions at least once per month.
   • to generate, distribute and tally an annual food service survey, and present results to the Association and to the food service.
   • to aid in evaluating the food service company at the time of contract renewal.
   • to serve as liaison between the Food Service Committee and the Association.
   • to submit written reports at meetings of the Board and post minutes on the SGA Blackboard site.
   • to meet with the Executive Officers at least once per semester.
D. Responsibilities of the Committee shall be:
   • to attend designated meetings.
   • to serve as a liaison between the Committee and the respective student organization.
E. Meetings shall be mandatory and held:
   • once a month throughout the academic year.
   • at additional times as deemed necessary.

OPERATIONS COMMITTEE
A. The purpose of the Committee shall be:
   1. to conduct SGA and Class elections according to the procedures and regulations herein outlined (See Article V.)
   2. to propose any equipment or needs for the University environment or buildings.
B. Membership shall consist of:
   1. a Chairperson who shall be appointed by the Executive Officers.
   2. one elected member from each class, residence hall and the commuter student population.
C. Responsibilities of the Chairperson shall be:
   1. to prepare items for discussion at Committee meetings.
   2. to call and preside over Committee meetings.
   3. to conduct elections for classes and the SGA as herein outlined (See Article V.)
   4. to assist with election procedures for student organizations if needed.
   5. to serve as a liaison between the Committee and the Student Government Board.
   6. to coordinate Spirit Week.
   7. to meet with the Executive Officers at least once per semester.
D. Responsibilities of the Committee shall be:
   1. to attend designated meetings.
   2. to serve as a liaison between the Committee and respective student groups.
   3. to oversee and assist with all functions sponsored by the Association.
   4. to oversee elections and procedures for classes and the Student Government Association.
   5. to review the elections procedures for classes and the Student Government Association.
E. Meetings shall be held:
   1. bi-monthly.
   2. at additional times as deemed necessary.
F. Election procedures shall be as follows:
   1. All candidates must be in good academic and community standing at the University of Saint Joseph.
   2. All candidates must complete the proper nomination sheet by the designated date.
   3. The Operations Committee shall establish the timeline for the election process including nomination deadlines, speeches and election days and times.
   4. Candidates may hang posters after they have turned in their nomination sheets.
   5. The SGA Executive Officers will be the final authority on any decisions that will be made.
   6. The Student Government Association President is responsible for counting ballots and contacting all candidates before announcing the election results.
   7. In the event that the Chairperson is running for any position, the Executive Officers of Student Government not involved in the election shall take over. If the Executive Officers are running, the Board’s senior members shall take over.

ARTICLE V - ENACTMENT

This constitution shall replace all previous constitutions. This constitution shall become effective upon approval by two-thirds of the total Board and ratified at a meeting of the Association by a vote of two-thirds of the members present.

ARTICLE VI - AMENDMENTS TO THE CONSTITUTION

Proposed amendments to the constitution must be submitted in writing to the President who shall circulate them to the members of the Board for a period of at least one week prior to the Board meeting at which they will be discussed. If approved by a majority of the total Board, the amendments shall then be presented at a meeting of the Association and must be ratified by a majority vote of the members present.

ARTICLE VII - STUDENT ORGANIZATION POLICY

All student organizations that are funded by the University of Saint Joseph through the Student Government Association are responsible for complying with all requirements established by the Student Government Association Executive Officers and outlined in the Student Organization Manual. The Treasurer of SGA will evaluate the budget of each organization twice per semester. If the organization is found to be in arrears according to the guidelines, the organization will be put on probation and its assets will be frozen until the organization complies.

ARTICLE VIII - STUDENT PARTICIPATION IN GOVERNANCE

The Student Government Association (SGA) of the University of Saint Joseph empowers students to develop leadership skills, become involved in campus decision-making and policy change, explore and address campus issues and impact the quality of campus life. As the representative body of the students, the SGA works actively to promote effective communication among members of the University community. It channels opinions, ideas and concerns from the students to their appropriate places for consideration and action. The Student Government Association allocates funds through the Budgetary Review Board and involves students in a variety of leadership opportunities by providing funds annually for members of student organizations to attend leadership conferences, by encouraging students to take leadership roles
in organizations and by sponsoring a number of programs and workshops for leaders on campus. In addition, the Executive Board appoints representatives to serve as voting members on the following:

- Student Appeals Board (6);
- Multiculturalism Committee (2); and
- Various student committees.

All matriculated undergraduate students are members of the Association and annually elect officers and appoint representatives to the Student Government Association Board. The Executive Board includes the President, who presides over bi-weekly meetings of the Board and Executive Board, acts as student representative on various University committees and disseminates needed information to the student body. The Vice-President assumes the responsibilities of the President when necessary. The Treasurer maintains the finances of the Association, and meets with organization treasurers when necessary. The Secretary distributes all information to the University community, records minutes for all meetings and maintains Association files.

The membership of the Board shall consist of:

- Association Executive Officers;
- Class Representatives;
- S.P.E.C. Liaison;
- The President or appointee of every recognized Student Club or Organization.

The Student Government Association also works closely with faculty and staff to promote campus unity through the Faculty Committee of the Whole meetings which students can attend. The VP/Dean of Students and the Director of Student Activities/Orientation act as co-advisors the Student Government Association.
STUDENT CLUBS AND ORGANIZATIONAL INFORMATION

Recognized Student Clubs and Organizations
The 2013-2014 academic year will provide new opportunities for personal growth and leadership development. Through the opportunities available from the Offices of Student Involvement and Student Activities, students will have the opportunity to challenge themselves and take advantage of all the student activities and leadership programs the University has to offer. The University hopes that students are inspired to look critically at their own leadership abilities. Students have the power to enable their community to do great things by modeling behavior becoming of the University of Saint Joseph students. The University encourages students to get involved in one of the many clubs and organizations and take the next step in developing themselves as true leaders in their community.

All students can get information about student clubs and organizations by visiting connect2USJ.info which is the student groups management system where clubs can register and get recognized, advertise club events and meetings, invite new members, and upload a constitution. All documents that student clubs would previously obtain from the Office of Student Activities are available on this site.

Students who are interested in starting a new club/organization are encouraged to speak to the Coordinator of Student Activities and Community Service to obtain information on club recognition.

Clubs and Organizations Recognition Process
The University of Saint Joseph supports and encourages the creation of student organizations established to help meet the cultural, social, intellectual, vocational, and recreational needs of the campus population.

I. Recognition Procedure
   A. Recognition may be applied for by completing the online recognition form with the Office of Student Activities on or before September 13, 2013 to be effective until the following September 12, 2014. This form can be found at www.connect2usj.info
   B. The organization shall ensure that the information submitted is complete, accurate and current;
   C. Each organization must submit a current copy of its constitution or charter and bylaws or rules of order with its application for recognition. These documents must define the form and function of the organization, criteria for membership and its goals and principles. All documents must be consistent with the published Standards of Recognition (Section II), and any changes to these documents must be submitted to the Office of Student Activities;
   D. The University recognizes a student organization when its application is found in compliance with the published Standards of Recognition (Section II) and the required application is complete and on file in the Office of Student Activities.

II. Standards of Recognition
   A. Each organization’s constitution should clearly state the purpose of the student organization, which must be consistent and compatible with the mission and traditions of the University;
   B. The mission, purpose and goals of the student organization should contribute to the overall educational mission of the University of Saint Joseph as demonstrated through the activities, events and meetings sponsored by the organization;
C. Student organizations are prohibited from discriminating on the basis of race, color, and religion, gender, age, sexual orientation, and physical impairment, national or ethnic origins;

D. The student organization must agree to all institutional policies and procedures concerning the organization’s activities and conduct both on and off campus;

E. The student organization must agree to exercise freedom of expression in a peaceful, non-disruptive manner and with appropriate consideration and respect for differing points of view;

F. The student organization, when involved in issues that may be controversial or provocative, will seek the advice and counsel of knowledgeable members of the faculty, staff and administration, including, but not limited to the club advisor, the Coordinator of Student Activities, the Director of Student Involvement, and the Vice President/Dean of Students;

G. Because recognition of a student organization in no way implies that the institution necessarily endorses position or points of view espoused privately or publicly by members of the organization, the student organization should represent itself in ways that make this point clear;

H. A statement that sets forth the organization’s affiliation, if any, with off-campus and national organizations must be included in the organization’s constitution.

I. Each organization must send at least two executive board members of their organization to the Fall Club training (Club Camp) and to Leadership Quest held in the spring in order to meet club recognition procedures. Speak with SGA regarding attendance policies for these events.

J. Each club must send at least two representatives from their organization to ALL Student Government Association meetings. Student Government Association in conjunction with the Office of Student Involvement is the governing body which oversees all the student clubs and organizations.

K. Each organization must complete two (2) community service projects during the academic year to retain their recognition status. Each project must involve 1/3 of their organization’s members. The Community Service office can offer assistance to those organizations looking for service sites. The Coordinator of Student Activities and Community Service will track these projects.

III. Privileges Associated with Recognition
The University of Saint Joseph requires that a student organization be recognized by the University in order for the organization to:
A. Use the University’s name as part of its organizational name, subject to section B below;
B. Use the University’s facilities, services, or resources;
C. Sponsor or promote activities on campus;
D. Distribute literature, flyers, posters, banners, or organizational print materials;
E. Be listed in University publications;
F. Receive awards or honors presented to student organizations and their members;
G. Receive Student Government Association funds.

VI. Officers
A. All organizations are required to have four officers;
B. Officers must be full-time matriculated students with a minimum Grade Point Average (GPA) of 2.5. Officers must be enrolled in the University of Saint Joseph at the time of their election and maintain a minimum of a 2.5 GPA throughout the tenure of their office. The Vice President/Dean of Students monitors the academic standing of officers.
VII. **Advisors**
A. All organizations are required to have a faculty or staff advisor of the group’s own choosing. Undergraduate students are not eligible to serve as advisors.
B. Campus advisors advise student organizations in the exercise of responsibility, but they do not have the authority to control the policy of such organizations.

VIII. **Activities**
A. Student organizations and their members and officers must abide by the University’s Policies and Regulations as stated in this Student Handbook, and other rules, regulations, and operating procedures, including these Recognition Standards. Violations may result in revocation of recognition by the University;
B. No organization may engage in acts which recklessly or intentionally endanger any person’s mental or physical health, involve the forced consumption of alcoholic beverages or drugs, intentionally subject a student to degradation or humiliation, or cause its members to participate in any action or situation that reasonably can be expected to have such a result;
C. All organizational activities must be consistent with the organization’s constitution or charter and bylaws or rules of order.

IX. **Non-club status organizations**
Any student organization that exists outside of the recognized club process is subject to all the University of Saint Joseph policies and procedures outlined in the Student Handbook regarding conduct. These groups not affiliated as a club are not eligible for Student Government funding.

X. **Club Travel Policy**

**Purpose**
The University of Saint Joseph seeks to promote safe travel to events and activities occurring beyond the boundaries of University property by students and recognized student organizations. This policy applies to individual student and recognized student organization travel, both in cases where the travel is sponsored by the University of Saint Joseph’s Division of Student Affairs and in cases where the travel is independent of University sponsorship but where an individual student or recognized student organization travels on behalf of, or with the financial support of, one or more recognized student organizations of the University. Examples of activities and events that fall under this Policy include, but are not limited to: Division of Student Affairs-sponsored trips, club sports trips, the activities of recognized student organizations, Student Government Association-funded community service travel, and in situations where a student or recognized student organization officially represents the University, e.g., leadership academies, conferences, and other programs.

This Policy does not apply to travel undertaken by individual students attending out of town athletic/recreational events as a non-participant (except when traveling on behalf or with the financial support of a recognized student organization as described above), engaging in student teaching, internships, practicum, observations or research.

**Definitions**
A recognized student organization is one that has been formed for educational, professional, social, recreational or other lawful purposes, derives the majority of its membership and all of its leadership from the student body of the University of Saint Joseph and has been
approved for recognition and maintains a current registration status with the Office of Student Activities.

A University sponsored event or activity is one that is initiated, actively managed, planned and arranged by a member of the University’s faculty or staff, or by members of a recognized student organization that has been granted sponsorship by the University, and is approved by an appropriate administrator and/or an event or activity that the University actively manages, is involved with, or oversees financially, physically, or administratively.

A currently enrolled student is one who is a student who is currently registered at the University of Saint Joseph, whether on a full- or part-time basis.

An appropriate administrator is a Dean, Department Chair, or Director of an administrative unit, or his or her authorized designee.

**General Requirements**

All student and recognized student organization travel falling within this Policy must meet the following requirements:

A. Recognized student organization travel must be consistent with the organization's mission statement and constitution on file with the Office of Student Activities. Travel must be planned so as not to create an undue interference with academic responsibilities.

B. An individual student or recognized student organization must complete and submit the Student Travel Authorization Form to the Office of Student Activities no later than five (5) business days before the scheduled trip.

C. All students traveling must complete and submit an Off-Campus Travel Waiver and Assumption of Risk Form to the Office of Student Activities no later than five (5) business days before the scheduled trip.

D. All University sponsored travel must be chaperoned by a faculty or staff mentor, except as provided in Section V(C) below.

E. A student officer from the recognized student organization must accompany the trip for all non-University sponsored travel. The University of Saint Joseph will view this student officer as the party responsible for the trip. Furthermore, the student officer must carry a copy of all emergency contact information for all students participating in the trip.

F. A copy of all emergency contact information forms must be submitted to the Office of Student Activities prior to the trip departure. The name, address, and telephone number of the faculty/staff mentor to the recognized student organization must be submitted utilizing the appropriate form. Faculty/staff mentors also are required to maintain a copy of the appropriate form and discuss the University of Saint Joseph Code of Conduct with the recognized student organization leader(s) organizing the trip.

G. The faculty/staff mentor is expected to exchange emergency contact numbers with students and obtain an indication of who each student desires to be notified in the event of an emergency.

H. Students requiring accessible transportation should contact the Office of Disability Services (860-231-5428) at least 2 weeks before the trip to arrange for appropriate transportation to and from the event. If notice is received after the deadline, every attempt will be made for transportation but it cannot be guaranteed.

**XI. University Sponsored Student Travel**

To assure that events or activities involving student travel are consistent with the University’s mission and that student safety issues have been addressed, University sponsored student travel must be approved in advance by an appropriate administrator. The appropriate
The following rules apply to the travel of currently enrolled undergraduate or graduate students attending activities or events sponsored by the University of Saint Joseph:

A. To request authorization, members of the faculty, staff or recognized student organization granted funding who organize activities covered by this Policy must submit a completed Student Travel Form to the Office of Student Activities for approval.
B. The request must be submitted at least five (5) business days in advance of travel.
C. All University sponsored trips must be chaperoned by a staff or faculty member, except with the approval of an appropriate administrator. If students are traveling on their own for the purpose of a recognized student organization, and University funds are being utilized to support the activity the president of the student organization must meet with the Director of Student Involvement prior to the trip to review specific trip details. Faculty or staff chaperones are expected to carry emergency contact information for all students on the trip.

DIVISION OF STUDENT AFFAIRS STUDENT TRAVEL GUIDELINES

The University of Saint Joseph, in furthering its mission as an institution of higher education, through its various departments and offices, provides opportunities for student travel to activities that facilitate and/or enhance the learning process taking place within the University community. Participation in such activities shall be limited to members of the University community. These Guidelines do not apply to international travel, study abroad travel, or travel under the auspices of the Department of Athletics.

Participants in activities involving student travel are responsible for their own behavior and any resulting consequences. The University shall not be liable for any loss, damage, injury or other consequence resulting from a participant's failure to comply with University rules and regulations, the direction of University employees, or applicable law.

Without limiting the foregoing, all trip participants are required to (a) comply with the standards set forth in the University of Saint Joseph Code of Personal Conduct and with applicable University policies, procedures, rules and regulations, understanding that such compliance is important to the success of the trip and to the University's willingness to permit future similar activities; and (b) conform their conduct to the standards surrounding the trip and assume responsibility for their own actions, understanding the circumstances of an off-campus activity may require a standard of decorum which may differ from that applicable on campus. Violations of the foregoing requirements may subject participants and sponsoring organizations to disciplinary action pursuant to the University of Saint Joseph Student Handbook.

Please note for University sponsored travel, it is the responsibility of the department sponsoring the program to assure compliance with these guidelines including any reference policies such as the University vehicle safety policy.

The following additional guidelines also apply to all travel activities subject to the University of Saint Joseph Student Travel Guidelines:

A. Pre-trip Meeting: The faculty member, administrator, and/or recognized student organization in charge of the trip, whether sponsored or not sponsored, should hold a pre-trip planning meeting with all participants to discuss the planned itinerary, behavioral expectations, and transportation details.
B. **Transportation**: The sponsoring University department should be prepared to arrange for transportation by official University vehicle(s), rental vehicle(s), chartered service, regularly scheduled transportation service, or, if necessary, personal vehicles. (Please Note: the University does not recommend the use of private vehicles for the transportation of students).

C. **The following rules apply to the use of vehicles.**
   i. **University Vehicles** – Only designated Public Safety drivers can drive. This must be arranged with the Office of Public Safety.
   ii. **Rental Vehicles** – If rented with University funds, only University employees can drive; all terms of the rental contract must be complied with. The University prohibits departments or employees from renting 15 passenger vans on or for University business.
   iii. **Contract Bus Service** – Please see the Office of Student Activities, 2nd floor, McGovern Hall for a list of bus services.
   iv. **Regularly Scheduled Carriers** – Regular scheduled transportation service providers (e.g., Greyhound, Amtrak) may be utilized for transportation.
   v. **Personal Vehicles** – Personal Vehicles should only be used on a voluntary basis. The owners/drivers must provide their own insurance coverage. All student participants choosing to ride in a private automobile do so voluntarily and at their own risk. The University shall not insure or accept liability for any damage, loss or injury resulting from the use of a private vehicle. The University does not provide comprehensive or collision (physical damage) insurance for private vehicles driven on University business or activities, and the owner is responsible for primary liability insurance.

D. **Accident and Medical Insurance**
The faculty member or administrators responsible for the trip shall communicate to the participants that the University does not provide medical insurance for any student's participation in trips. All student participants shall be responsible for any medical costs they incur during and/or as a result of the trip.

E. **Participation**
All participants are required to engage in the planned activities of the trip. Unstructured time should be kept to a minimum to reduce the risks inherent in unsupervised activity. The sponsoring department or organization should keep a list of all participants involved in the trip.