Student Handbook
2019-2020
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Off-Campus Confidential Resources

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Disclosure Statement
The Student Handbook is provided to students and applicants for their general information and guidance only. It does not constitute a contract, either express or implied, and is subject to revision at the University's discretion.

Campus Administration
Major administrative, financial and university-wide policies are determined by the president and members of her cabinet who are responsible for the Board of Trustees.

President’s Cabinet
Rhona Free, Ph.D., President
Michelle Kalis, Ph.D., Provost
Shawn Harrington, M.S., Senior Vice President of Finance and Strategy
Kimberly M. Crone, M.Ed., Vice President for Enrollment Management
Maggie Pinney, ‘95, Vice President for Institutional Advancement
Kenneth M. Bedini, M.Ed., Vice President for Student Affairs

Message from President Free
Dear University of Saint Joseph Students:
Welcome to the 2019-2020 academic year at the University of Saint Joseph! You are part of a community of individuals who are pursuing intellectual growth, preparing for citizenship and service, and seeking to contribute to a just and flourishing economy. This is a particularly important moment in the history of the University as men are welcomed to all academic programs, residential life, athletics, and co-curricular activities.

Please make time to investigate the wide range of opportunities here – you will find myriad ways to make your time at USJ and in the West Hartford and Hartford communities both fulfilling and fun. Attend events and activities; support athletic teams; participate in intramurals; take on leadership roles in clubs and organizations; share your talents through theater, dance, and music performances; and take advantage of research and internship options. Many of our activities place a special emphasis on providing service to others and responding to societal needs, which will allow you to enjoy the satisfaction of knowing that you truly made a difference in someone else's life.

We are so pleased that you are here, and we look forward to seeing your contributions and to celebrating your successes.

Sincerely,
Rhona C. Free, Ph.D.
President
THE UNIVERSITY OF SAINT JOSEPH FACTS AND INFORMATION

Mission Statement
The University of Saint Joseph, founded by the Sisters of Mercy in the Catholic tradition, provides a rigorous liberal arts and professional education for a diverse student population in an inclusive environment that encourages strong ethical values, personal integrity, and a sense of responsibility to the needs of society.

The University Shield
The University of Saint Joseph shield combines the insignia of the Sisters of Mercy — the Cross and Crown — with the Coat of Arms of Saint Joseph. According to the medieval heralds, the Coat of Arms 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 integrity 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. In the University shield, however, the center flower is replaced by the cross which, combined with the crown, represents the Sisters of Mercy under whose sponsorship the University was founded.

University’s Core Values
- **Catholic Identity**
  The University of Saint Joseph is grounded in its heritage as a Catholic institution, expressing the Catholic tradition in an ecumenical and critical manner.
- **Development of the Whole Person**
  The University of Saint Joseph encourages, inspires, and challenges all students to fully develop their intellectual, spiritual, social, emotional, physical, and leadership potential.
- **Compassionate Service**
  The University of Saint Joseph promotes, supports and facilitates caring service as an integral part of all teaching and learning experiences.
- **Academic Excellence**
  The University of Saint Joseph provides a value-centered education that prepares students as global citizens, lifelong learners, and informed decision makers.
- **Respect/Integrity**
  The University of Saint Joseph demonstrates respect and reverence for all people and fidelity in personal witness.
- **Hospitality**
  The University of Saint Joseph is a welcoming community where its relationships are based on openness, inclusivity and mutual respect.
- **Multiculturalism/Diversity**
  The University of Saint Joseph is committed to fostering the growth of an inclusive community that welcomes differences among community members and benefits from them.
History of the Sisters of Mercy

In 1932, the Sisters of Mercy of Connecticut set out to establish the first liberal arts college for women in the Hartford area. They were determined to develop a curriculum that balanced professional studies with the liberal arts; focused on service to others; and infused the Catholic intellectual tradition while welcoming students of all ages, races, religions, and cultures.

Throughout the 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 recognized for outstanding programs that prepare graduates to serve their communities in dedicated and meaningful ways throughout their lives.

In addition to its traditional undergraduate program, the University of Saint Joseph has grown to include the following programs of study: graduate master’s and certificate programs (introduced in 1959); the undergraduate Program for part-time studies; and professional doctoral degrees (2011).

Two renowned laboratory schools — the School for Young Children (1936), a nationally-accredited preschool; and the Gengras Center School (1965), a special education program for elementary, middle, and high school students — also serve to train University of Saint Joseph students.

As the University of Saint Joseph has evolved into a vibrant educational complex, it has never strayed from its original vision: a steadfast commitment to preparing students for insightful leadership and service to others.
Important Numbers
Academic Advisement ................................................................. 860-231-5219
Academic Affairs ................................................................. 860-231-5229
Academic Integrity Office ................................................................. 860-231-5541
Accessibility Services ................................................................. 860-231-5481
Admissions ................................................................. 860-231-5216

Alumnae/Event Registration
    Alumni Relations & Annual Fund ................................................................. 860-231-5364
    Alumni Event Registration ................................................................. 860-231-6765

Arts Center ................................................................. 860-231-5528
Bookstore ................................................................. 860-231-5290

Business Office
    Accounts Payable ................................................................. 860-231-5263
    Bursar ................................................................. 860-231-5278
    Controller ................................................................. 860-231-5405
    Payroll Office ................................................................. 860-231-5407

Cafeteria
    Main Number ................................................................. 860-231-5359
    Catering ................................................................. 860-231-5496
    Jay’s Nest ................................................................. 860-231-5343

Campus Ministry ................................................................. 860-231-5269
Center for Academic Excellence ................................................................. 860-231-5514
Facilities ................................................................. 860-231-5401
Gengras Center ................................................................. 860-231-5201
Graduate Academic Services ................................................................. 860-231-5344
Health Services ................................................................. 860-231-5530
IT Help Desk ................................................................. 860-231-5310
Study Abroad Programs ................................................................. 860-231-5257
Library ................................................................. 860-231-5209
Mail Services ................................................................. 860-231-5402
O’Connell Athletic Center ................................................................. 860-231-5419
Office of Diversity and Inclusion ................................................................. 860-231-5499
Office of Part Time Students ................................................................. 860-231-5344

Public Safety
    Public Safety Office ................................................................. 860-231-5222
    Anonymous Tip Line ................................................................. 860-231-5742
    School of Pharmacy ................................................................. 860-231-6766

Registrar ................................................................. 860-231-5225
Residential Life ................................................................. 860-231-5620
School for Young Children ................................................................. 860-231-5564
School of Pharmacy Library ................................................................. 860-231-5484
Student Activities ................................................................. 860-231-5411
Student Affairs ................................................................. 860-231-5445
Student Programs & Events ................................................................. 860-231-6725
Teaching and Learning Center ................................................................. 860-231-5483

Academic Calendar
University of Saint Joseph Campus Map

1. MERCY HALL
   Lower Level
   Faculty Offices, Mail Room, Admission Operations and Communications, Campus Ministry, Office of Diversity and Inclusion, Classrooms, Laboratory
   First Floor:
   Office of the President, Provost, Business Office, Human Resources, Office of Admissions, Enrollment Management, Crystal Room, Provost Conference Room, Student Conference Room
   Second Floor:
   Institutional Advancement and Alumni Relations, Student Financial Services, Institutional Research and Planning, Academic Offices, Campus Ministry, McElrath McElrath Prayer Room
   Third Floor:
   Faculty Offices

2. MCDONOUGH HALL
   Lower Level
   Information Technology Network Center, The Teaching and Learning Center, Network Center classrooms, Faculty Offices, Bluejay Café Student Lounge
   First Floor:
   Laboratories, Registrar, Bursar, Faculty Offices, Alumni Hall, Classrooms, Student Lounge/Study Space
   Second Floor:
   Classrooms, Laboratories, Nursing Learning Center, Nutrition Lab, Faculty Offices
   Third Floor:
   Laboratories, Classrooms, Faculty Offices

3. THE POPE Pius XII LIBRARY
   Second Floor:
   The Student Academic and Career Services Center: Academic and Career Advisement, Center for Academic Excellence, Accessibility Services

4. LYNCH HALL - THE CAROL Autorino CENTER
   First and Second Floors:
   Classrooms, Faculty Offices, Office of Interdisciplinary Writing and Reasoning

5. THE BRUYNTE ACADEMIA - THE AUTORINO CENTER
   FOR THE ARTS AND HUMANITIES
   First Floor:
   Art Museum, Frances Bracchini Box Office, Hoffman Auditorium, Windham E. Coleman Lobby, Dressing Rooms, Green Room, Staff Offices
   Second Floor:
   The O'Connell Archives, Reception Room, A/V Room, Art Room, Classrooms, Faculty Offices

6. THE CONNOR CHAPEL OF OUR LADY

7. ROSEMARY HALL (residence hall)

8. MCAULEY HALL (residence hall)

9. ASSUMPTION HALL (residence hall)

10. MADONNA HALL (residence hall)

11. MCGOVERN HALL
   First Floor:
   Public Safety, University Bookstore, The Jay's Next Snack Bar, McGovern Lounge, Dining Hall, Community Resource Room, SGA/SAE Office, Student Organization Meeting Multipurpose Room, ATM
   Second Floor:
   Division of Student Affairs, Residential Life, Student Activities, Community Engagement, Office of Marketing and Communications

12. LOURDES HALL
   First Floor:
   Classrooms, Laboratories, Faculty Offices
   Second and Third Floors:
   Faculty Offices

13. THE O'CONNELL ATHLETIC CENTER
   Bruyette Natatorium, Fitness Center, Dance Studio, Gymnasium, Indoor Track, Locker Rooms, Athletic Department, Coach and Staff Offices

14. TRACK/SUCCESSION FIELD

15. TENNIS COURTS

16. SOFTBALL FIELD

17. PRACTICE FIELD

18. HEALTH AND COUNSELING CENTER
   (The Little Red House)

19. CENTER FOR APPLIED RESEARCH AND EDUCATION (CARE)

20. THE GENEGAS CENTER SCHOOL

21. THE GENEGAS CENTER-GREAT HARTFORD
    JAYCEE'S GREENHOUSE

22. THE SCHOOL FOR YOUNG CHILDREN
    215 Steele Road

23. THE PRESIDENT'S HOUSE

24. RESIDENCE HALL SOUTH

25. RESIDENCE HALL NORTH

26. THE KATHLEEN DRISCOLE AMANTEGALI 62 GATES

27. THE NICHOLAS S. AMANTEGALI GATES

28. FACILITIES OFFICE AND GARAGE

DOWNTOWN HARTFORD
UNIVERSITY OF SAINT JOSEPH
SCHOOL OF PHARMACY
229 Trumbull Street, Hartford, CT 06103
Weather-Related Closing Information
The safety of all members of the University of Saint Joseph (USJ) community is always the first priority as we make decisions about campus opening delays and early closings. We also understand that it is vital to you that we keep regular operations running as smoothly and consistently as possible. USJ intends to maintain its regularly scheduled classes, avoiding school closings due to inclement weather whenever possible. While we notify media in the local University area if we have class cancellations, delayed openings, or early closings, media outlets may not have the most updated information.

HOW TO LEARN IF THE UNIVERSITY OPENING IS DELAYED, CLOSING EARLY, OR CLOSED FOR THE DAY:

- The USJ Alert System directly provides you with any changes to the status of day, evening, and online classes. Register for USJ alerts (text or email): www.usj.edu/emergency-alert-system. Once registered, you will receive emergency messages as requested.
- An all-USJ email will be distributed and you can access the University website, www.usj.edu, for information about the status of classes. Any change in schedule will be posted on the main page of the USJ website.
- Call the University’s main line, 860.232.4571, it will be updated with information about the status of classes.
- The School of Pharmacy follows the University schedule unless otherwise communicated.
- The off-campus master’s in Education sites (K-12) follow the direction of the school system where the class is located. Students participating in online classes should follow the postings on the University website, www.usj.edu.

The Office of Marketing and Communications (2nd Floor, McGovern Hall) will distribute via email at least once per year (usually in November) a detailed memo regarding weather related closings. In addition, individual faculty may make arrangements via Blackboard or other technology to post assignments and/or alternative assignments during weather-related closings.
Campus Resources /Student Affairs

Student Organization Overview
A student organization is a group of undergraduate students who are committed to enriching the learning environment through extracurricular engagement. Student organizations are open to all enrolled University of Saint Joseph undergraduate students. All student organizations and respective members are required to adhere to the university policies outlined in this handbook and must be approved by the Office of Student Activities (2nd Floor, McGovern Hall).

Eligibility Requirements for Involvement

Membership & Leadership
It is the policy of University of Saint Joseph that there shall be no discrimination in the selection of membership in undergraduate student organizations and in the conduct of their business. This policy further provides that there shall be a nondiscriminatory clause in the constitution of all student organizations. In all cases, except as allowed by law, membership is without regard to race, gender, religion, sexual orientation, age, physical limitation or academic major. The Office of Student Activities (McGovern Hall) advises and supports undergraduate student organizations exclusively.

All Undergraduate student are eligible for membership in student organizations. Undergraduate students who are in good standing with University of Saint Joseph are eligible for leadership positions in student organizations. Good standing with University of Saint Joseph, as it pertains to campus life, is understood to mean that students must:
• possess a minimum 2.0 GPA (some organization requirements may be higher, particularly for leadership positions)
• have good conduct standing
• have met all obligations, financial and otherwise, to University of Saint Joseph
• adhere to all campus, local and federal regulations

Student Organization Requirements
• The organization must be unique from all other probationary or recognized student organizations.
• The purpose or actions of the organization cannot contradict university, state and/or federal policies and laws.
• A minimum of four undergraduate student members are required at all times to remain identified as a student organization by the Office of Student Activities (McGovern Hall).
• Membership of a student organization cannot be limited on the basis of race, gender, religion, nationality, sexual orientation, age, physical limitation or academic major.
• Members will remain in good standing per the Eligibility Requirements for Involvement.
• The organization must have one faculty/staff member serving as the organization’s adviser.
• The organization must complete the registration process with the Office of Student Activities prior to October 1 each academic year. This includes having an updated constitution uploaded to the Student Government Association as well as the Office of Student Activities (McGovern Hall).
• All Executive Board members must attend one Club Training per academic year.
• All Clubs and Organizations must complete 2 community service projects within the course of an academic year.
• All Clubs and organizations must send a representative to attend all scheduled SGA meetings.
• The organization must provide meaningful opportunities to enhance and develop leadership skills in members.

**Student Organization Privileges**

- The organization may use the name of University of Saint Joseph in connection with its own name.
- The organization may solicit membership on campus under the organization’s name.
- The organization may use University of Saint Joseph facilities for its programs and meetings in accordance with university policies.
- The organization will be included in the official listing of all student groups.
- The organization may collaborate with other student organizations or university departments when sponsoring trainings and events.
- The organization may request assistance from the Office of Student Activities (McGovern Hall).
- The organization receives invitations to participate in the annual Involvement Fair, Leadership Quest, Open House, Accepted Students Day, Orientations, and all student organization receptions.
- The organization can utilize the Student Organization & Meeting Space, to hold meetings and small programs. Reservations must be made through the Office of Student Affairs (McGovern Hall).

**Student Organization Policies**

**Membership**
Student organizations are open to all enrolled University of Saint Joseph undergraduate students. Membership of a student organization cannot be limited on the basis of race, gender, religion, nationality, sexual orientation, gender identity, age, physical limitation or academic major. Graduate students cannot hold an officer position in undergraduate student organizations.

**Emergencies**
In case of an emergency at a student organization-sponsored event, please contact the following:
• On-campus event – Public Safety at 860-231-5222
• Off-campus event – 911, then Public Safety

**Fire, Health and Safety**
Organizations using University of Saint Joseph and non-university owned spaces must adhere to any safety standards outlined by the university and/or off campus venues as defined by the Student Handbook. The possession and/or use of firearms, weapons, explosive or incendiary devices of any kind within University of Saint Joseph confines and premises during a student organization event or activity are prohibited. Candles, incense and other open-flame devices are prohibited within University of Saint Joseph confines or individual rooms. Tampering, damaging or removing fire safety equipment is prohibited.

**Discrimination, Harassment and Abuse**
University of Saint Joseph fosters respect for each individual by honoring the differences inherent among people. As a community of learners and scholars, we recognize and appreciate our common humanity. As such, bias-related violations of the Student Code of Conduct directed toward a person or group because of factors such as race, religion, ethnicity, ability, national origin, age, gender identity, sex, sexual orientation or veteran status may be assessed enhanced sanctions.

Student organizations will not tolerate or condone any form of abusive behavior on the part of its members, whether physical, mental or emotional. Any actions, activities or events, whether on University of Saint Joseph University premises or an off-site location, which is demeaning to women or men, are prohibited and not tolerated including but not limited to:
• Personal harassment and/or verbal abuse
• The threat to inflict 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
• Nonphysical or physical coercion
• Slanderous, false or malicious statement(s) about a person or defamation of character
University of Saint Joseph is committed to providing an environment free from gender-based or sexual discrimination and misconduct. Members of the university community, guests and visitors have a right to be free from sexual harassment, violence and gender-based discrimination and harassment.

University of Saint Joseph prohibits:
- Sexual harassment
- Nonconsensual sexual contact
- Nonconsensual sexual intercourse
- Sexual exploitation
- Intimate partner violence
- Stalking

The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a student organization event as defined in this policy is prohibited.

**Hazing**

No student organization, student or alumnus shall conduct nor condone hazing activities. University of Saint Joseph hazing activities are defined by the Student Handbook as: Any action taken or situation created intentionally as a method of initiation into any student organization, student athletic team or group of students, whether on or off campus, to create mental or physical discomfort, embarrassment, harassment, ridicule, physical or psychological shock, or possibly mental or physical injury.

Any activities not consistent with student organization procedures, policies, Connecticut State Hazing Law (Sec.53-23a.Hazing), student athletic policies and/or University of Saint Joseph policies will not be condoned or supported by the university.

Specifically:
- The expressed or implied consent of the person being hazed is not a defense.
- Knowledge of, apathy toward or acquiescence in the presence of hazing are not neutral acts and will be construed as violations of this standard.
- The executive officers of student organizations, captains and new member educators/trainers are all responsible for educating the student organization and new members about the hazing policy.

**Alcohol and Drugs**

Student organizations are not permitted to host or cosponsor events with alcohol.

The possession, sale, use or consumption of alcoholic beverages, while on University of Saint Joseph premises or during a student organization event, in any situation sponsored or endorsed by the student organization, or at any event on or off campus an observer would associate with the student organization, must be in compliance with any and all applicable state and local laws. University of Saint Joseph and other organizational policies, No alcoholic beverages may be purchased through or with student organization funds; nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or on behalf of the student organization, either formally or informally. The purchase or use of a bulk quantity or common source(s) of alcoholic beverages, for example, kegs or cases, and/or common excessive quantities of alcohol, is prohibited.

No members, collectively or individually, shall acquire, serve to, or sell alcoholic beverages to any individuals under the age of 21.

The possession, sale or use of any illegal drugs or controlled substances while on University of Saint Joseph premises or during an event on or off campus that an observer would associate with the student organization is strictly prohibited.
No student organization may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event defined as a fundraiser. However, a student organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy. No student organization may co-sponsor, co-finance, attend or participate in a function at which alcohol is purchased by any of the host organizations, groups or teams.

Alcohol is prohibited at all recruitment activities associated with a student organization. No recruitment activities associated with any student organization may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy. No member or new/associate member shall permit, tolerate, encourage or participate in games that promote consumption of alcohol at student organization events or at any event that an observer would associate with the student organization.

No alcohol shall be present at any new/associate member program, formal or informal activity, or ritual of a student organization. Student organization must hire security personnel to assist with venue safety and/or event issues.

The student organization member(s) responsible for planning the event and for risk management must meet with Student Affairs staff at least 14 days prior to the event.

Failure to meet aforementioned deadlines will result in cancellation of the event.

**Catering**

The University of Saint Joseph has an exclusive contract with Sodexo Dining Services. No outside food is permitted to be purchased and brought in or catered by other vendors. Sodexo reserves the right of first refusal. Any event with food being served in any capacity must gain permission from Student Activities through it’s event registration process. No food is permitted to be self prepared or sold.

**Event Management**

All events must be registered the Office of Student Activities (McGovern Hall) and receive approval before they can occur. An event is defined as a gathering of more than five members of a student organization and/or other students/guests. The following are all deemed events: meetings, indoor/outdoor programs, fundraisers, raffles and/or off-campus programs.

All events being held on campus must reserve a space for the event through the Office of Meeting & Conference Services (Mercy Hall). Logistical set-ups provided in on-campus spaces (i.e., tables, chairs, staging, electric) may not be altered in any way without permission from the Office of Facilities (West Side of Campus).

All registrations and space reservations must be made 14 days in advance of the proposed event date. At least one organizational officer must be present at all events. An event will not be approved if there is a predetermined amount of liability and risk. A student organization is required to meet the safety needs outlined by the Office of Student Activities (McGovern Hall), Office of Facilities (West Side of Campus), and/or Public Safety (Mcdonough Hall) in order to host an event. Public Safety retains the right to dispatch officers to an event which may require University of Saint Joseph Public Safety or local law enforcement. Public Safety will determine the number of officers necessary.

The sponsoring organization, in conjunction with Public Safety, is responsible for controlling access and egress to the event. Public Safety may require a security layout. This layout should be completed in conjunction with Public Safety.

Events that solicit people other than University of Saint Joseph students must obtain proper police and fire protection, as well as any required permits from the West Hartford chief of police. The organization sponsoring the event must pay for any required permits as well as police and fire personnel to be present in numbers proportionate
to the size of the anticipated audience. Organizations may consult with the Office of Student Activities and/or Public Safety when determining whether an event requires such arrangements.

Outdoor events need to abide by the following additional policies: Events will end no later than 10 p.m., or at the discretion of the Office of Student Activities (McGovern Hall). Events being held within the residential living area will be at the discretion of the Department of Residential Life.

Professional staff including, but not limited to, Public Safety, Division of Student Affairs, and Facilities, reserves the right to request that sound levels be lowered should noise complaints be received. In addition, professional staff has the right to cancel or prematurely end any outside program deemed to be a danger or threat to the university community.

Events taking place during quiet hours must be pre-approved by the Office of Student Activities.

Organizations are expected to be courteous of the spaces they are utilizing. Clean up after event, including but not limited to throwing out all trash, wiping down white/chalk boards, counters and tables, arrange furniture in the way it was set up at the start of event, shut off all AV equipment, etc.

Do not run over the time allotted for the space. Another event may be in the space immediately afterwards.

If an event has been rescheduled/cancelled, cancel with the Office of Meeting & Conference Services (Mercy Hall) and the Office of Student Activities (McGovern Hall).

**Off-Campus Events**

Off-campus events are open to University of Saint Joseph University students only.

Student organizations are required to submit waivers for all event attendees. The waiver can be found in the Office of Student Activities. All waivers must be submitted 24 hours in advance of the event to the Office of Student Activities (McGovern Hall).

When traveling off-campus, students may utilize their personal vehicles if the event meets the following criteria:

- Alcohol is not being served/consumed
- The destination of the event is within the state of Connecticut

If a student organization is hosting an event off campus where alcohol is being served or the event is outside of Connecticut, the group must utilize university-provided or hired professional transportation. If the event is an overnight event or an event where alcohol is being served/consumed, then an adviser is required to be present. An adviser must be a faculty/staff member employed by the university. Student organizations are responsible for covering the cost of transportation, lodging and dining for the adviser.

**Competing**

Student organizations are permitted to compete with the exception of recreational student organizations. Student organizations are not permitted to host or participate in events that involve gambling. Club sports will not be approved as student organizations.

**Finance**

Student organizations receive money determined by the SGA Executive Board at the start of each academic year. Organizations must fill out the appropriate paperwork by the determined deadline to receive their funds. Clubs can ask for more money through the Student Government Association Budget Process.

Student organizations are not permitted to establish financial accounts with outside banking organizations.
**Fundraising/Raffles**
Organizations wishing to solicit off-campus companies for material donations (e.g., prizes or materials for events) must gain approval for these activities by the Office of Student Activities (McGovern Hall). Organizations wishing to charge admission to an event must gain approval for these activities by the Office of Student Activities (McGovern Hall). Organizations may not solicit companies for monetary donations or corporate sponsorship, and the exclusive right of a single sponsor to be the sole supporter of any student organization or organizational program is prohibited unless permission has been granted by the vice president of Student Affairs (or his/her designee) and the vice president for Institutional Advancement (or his/her designee). Organizations wishing to host raffles must gain approval for these activities by the Office of Student Activities by completing the Event Registration form. Raffles must meet the requirements as stipulated in Connecticut state law. Connecticut state law prohibits giving alcoholic beverages as prizes for contests, drawings or raffles, and 50/50 raffles.

Tobacco products may not be used as prizes. Items (e.g. T-shirts, food products, etc.) and/or approved raffle tickets may be sold at approved organizational events only. Items or raffle tickets may not be sold door-to-door in the residence halls or in faculty/staff offices.

**Marketing/Advertising/Privacy Rights**
Student organizations wishing to promote their group, or an event must gain approval from the Office of Student Affairs (McGovern Hall). All materials to be posted must be approved and stamped by the Student Affairs Office (McGovern Hall). If materials are not stamped, they will be removed. Appropriate bulletin boards and stairwells must be used to post notices and announcements. Flyers and Posters must state the name of the sponsoring organization. Approved flyers and posters will be displayed for two weeks leading up to the event. The maximum size for a flyer or poster is 18 by 24 inches. All other marketing materials wishing to be distributed must gain approval from Student Affairs.

The Office of Student Activities and/or a student organization reserves the right to deny marketing materials/advertising including but not limited to those that promote: the use of alcoholic beverages and/or tobacco products advertise off-campus housing unless approved by Residential Life, medical studies or medicines of any kind unless approved by University of Saint Joseph, non-University of Saint Joseph degree and/or certificate programs of study, violate any local, state or federal laws, or university policies. Requests to market in the What’s Happening email must be submitted via email to studentaffairs@usj.edu. Student organizations may choose to refuse advertising that can be considered libelous, defamatory, and obscene, in poor taste, is demonstrably false, or otherwise conflicts with the values of the University of Saint Joseph community. Consistent with the university’s obligation to protect students’ privacy rights, student organizations shall not publish or broadcast any stories involving student disciplinary matters, either academic or non-academic, until the matter is fully adjudicated by the university or information is released by the university or information is made publicly available by town/state police.

**Communication**
Student organization members are required to respond to requests and/or correspondence from university officials within 48 hours. The Office of Student Activities may review all policies for exceptions where applicable.

**Student Organization Conduct Process**
In the event of an alleged violation of university policy (including but not limited to, the Student Code of Conduct, Student Organization Requirements, Student Organization Privileges, Student Organization Policies) by a student organization, the incident may be investigated by the Office of Student Activities staff, Public Safety, or the Director of Students Affairs.

Violations of university policy are considered organizational violations if the factors including, but not limited to, the following are present:
- The organization adviser, executive officers or members of the organization are aware of an incident that is a potential violation before it takes place with sufficient advance knowledge to prevent its occurrence, but do not prohibit the incident from happening.
• The organization adviser or any of the executive officers of the organization are aware of the identity of organization members involved in the incident but refuse to divulge the identity to the appropriate university authorities.
• The incident involves the expenditure of organization funds.
• The incident is actively or passively endorsed by members of the organization.
• The incident takes place during a scheduled organizational event or meeting.
• The incident involves adherence to organizational policies stated in this handbook or discussed during organizational training sessions conducted by the Office of Student Activities (McGovern Hall).

Completed investigations will be referred to the Director of Student Affairs. Once the investigation is complete, the following process will begin:
• The Director of Student Affairs or his/her designee will serve as the conduct officer and will schedule a conduct meeting with the president of the student organization and other organization members connected to the incident. A notice of the time, date and location of the meeting will be sent to the president via electronic mail at least 48 hours prior to the meeting. A request for postponement of up to five additional days for a conduct meeting may be made. The request must be for good cause. University of Saint Joseph students are responsible for checking their University of Saint Joseph email account even during examination and vacation periods. Excuses for not checking an email account are not acceptable reasons for postponement. If an organization does not attend the conduct meeting, a decision will be made in their absence.

Prior to the conduct meeting, organization leaders are entitled to review the results of the completed investigation.

At the conduct meeting, the organizational representatives are present and may be joined by the organization’s adviser if they choose. Advisers serve as a moral and emotional support during conduct meetings and can assist with meeting preparation. Advisers cannot advocate for an organization or speak on their behalf during a conduct meeting.

The procedural rights for student organizations will be reviewed (see below), followed by an explanation of the incident and alleged violations of university policy. The organizational representatives are then asked to declare if the student organization and/or the individual member(s) are responsible for any of the alleged violations.

Procedural Rights
• Notice—the right to be informed in writing of the specific alleged violation(s) in which the organization is suspected of involvement.
• Procedures—the right to be informed verbally and/or in writing of the organizational conduct procedures.
• Information—the right to know the nature of the information prior to the meeting and object to information being heard that is unrelated to the incident.
• Witness Statements—the right to present witness statements in a conduct meeting.
• Adviser—the right to have the organization’s adviser attend the meeting. This individual may not address the conduct officer but may consult freely with the organizational representatives.
• Meeting—The right to request a postponement, subject to the availability of the conduct officer, of up to five business days from the original conduct meeting date to prepare for the meeting.
• Written Decision—the right to have a written response reporting the results of the meeting.
• Appeal—the right to request an appeal of a conduct meeting, if the organization receives a sanction of deferred suspension or suspension.

• The organizational representatives then present their information, which may include witness statements acquired by the student(s). After the presentation, the conduct officer questions the organizational representatives. The conduct officer then decides if the student organization is responsible or not responsible for the violation(s). The conduct officer will find an organization responsible if the violation is proven by a preponderance of the information presented; that is, based on the information the conduct officer finds Credible and convincing, it is more likely than not that the organization is responsible for the violation. The sanction(s) may be announced and explained at the conclusion of the meeting or within three business days. At the time the decision is rendered, the organizational representatives will sign the conduct meeting agreement acknowledging the receipt of the finding and sanction(s).
Student organizations that are placed on a deferred suspension or suspension status have the right to request an appeal.

- A copy of the signed conduct meeting agreement and any formal sanction letters are kept on file. The Office of Student Affairs does not permit the release of any organizational disciplinary records.
- At the discretion of the Vice President of Student Affairs’ office, individual students involved in organizational violations of university policy, may be investigated and referred to the Student Conduct Process.

**Sanctions**

Student organizations found in violation of university policy will have one or more of the following sanctions imposed on them:

- **Official Reprimand**—a student organization receives a written reprimand, which creates an organizational conduct file. Additional violations may result in more serious disciplinary action. The reprimand becomes part of the student organization’s permanent file.

- **Disciplinary Probation**—a serious encumbrance on the student organization’s good standing in the university community. Disciplinary probation will last at least one semester and any subsequent violations during the probationary will be viewed as both a violation of university policy and a violation of the probation. A student organization on disciplinary probation may lose privileges associated with their recognition status (ability to reserve university facilities, ability to host events and/or fundraisers, etc.). At the end of the disciplinary probation period, all lost privileges shall be restored. A student organization that is placed on disciplinary probation three times within a five-year period shall be suspended as an organization, as described below, for at least one semester.

- **Deferred Suspension**—a notice to a student organization that their actions are of such a serious nature that removal of university recognition for a period of time is recommended. The university will defer the suspension as long as the student organization meets all requirements set by Student Activities. Deferred suspension will last at least one semester. Any future violations during this time would result in immediate removal of university recognition for a period of time and the possibility of additional sanctions. While on deferred suspension, the organization may lose privileges including but not limited to: events/trips/fundraisers budget (if they have one) access ability to reserve space use of University of Saint Joseph name other restrictions at the discretion of the conduct officer. All organizational business must be approved by the Office of Student Activities while on deferred suspension. At the end of the deferred suspension period, all lost privileges and eligibility shall be restored.

- **Suspension**—a fixed or indefinite period of time (at least one semester) during which the student organization may not participate in any university activities and is not recognized by the university. At that time, the organization’s events/trips/fundraisers are cancelled, budget (if they have one) is frozen, and they are restricted from functioning as a student organization. At the end of the suspension period, the student organization may regain recognition upon the recommendation of and the completion of any conditions assigned by the conduct officer.

- **Restitution**—the student organization and/or member(s) are required to make payment to University of Saint Joseph and/or other persons, groups or organizations for damages incurred as a result of violations of university policy.

- **Educational Sanctions**—additional sanctions such as facilitating a program, writing a paper, attending a program/class, or completing an online program that are given for violations of university policy in conjunction with an official reprimand, disciplinary probation, deferred suspension or suspension.

**Note:** University of Saint Joseph recognizes all sanctions imposed by an international headquarters organization for a local chapter/organization.

**Appeals**

Student organization conduct meetings may be appealed if the organization has been placed on deferred suspension or suspension status. Appeals are accepted for the following reasons:

- Additional and/or new relevant information not available at the time of the conduct meeting
- An error in the conduct process, as outlined in the Organization Procedural Rights (see previous page), which materially affected the outcome of the meeting.
A formal letter of appeal specifying the grounds upon which the appeal is based and supporting information must be submitted to the Assistant Director of Student Affairs or a designee no later than one business day after receipt of conduct meeting decision. Sanction(s) imposed by the conduct officer may be held in abeyance until the appeal is acted upon by the appeal officer at the discretion of the Director of Student Affairs.

The letter of appeal specifies the grounds upon which the appeal is based, and how those grounds materially affected the outcome of the original meeting. Once the appeal letter is submitted, the Director of Student Affairs will determine the appeal officer, who may be a staff member in the Office of Student Activities (2nd Floor, McGovern Hall) or the Director of Student Affairs Office (2nd Floor, McGovern Hall). Student organizations who fail to attend their original conduct meeting forfeit the right to request an appeal.

The appeal officer determines whether or not there are grounds for an appeal meeting. If the appeal officer determines that it should be granted, he or she may conduct a formal appeal meeting. Similar to their conduct meeting, the student organization may bring the organizational adviser to their appeal meeting. Representative(s) from the initial conduct meeting may be called to attend the appeal meeting.

The appeal officer may decide:
• To concur with the conduct officer. In this case, the initial decision is final.
• To modify the finding(s) and/or sanction(s) decided by the conduct officer. The appeal decision is final.

Procedure for Establishing a New Student Organization
For a student group to become a recognized organization, the Office of Student Activities (2nd Floor, McGovern Hall) must formally approve it. The following parameters must be met to gain approval:
• The proposed organization must be unique from current probationary or recognized student groups.
• A minimum of four undergraduate students are required to start the organization.
• Members must secure a faculty/staff member to serve as the organization’s adviser.
• The purpose or actions of the club cannot contradict university, state and/or federal policies and laws.
• Organizations will not be recognized if there is a predetermined amount of liability and risk associated with club activities.
• Membership of the proposed club cannot be limited on the basis of race, gender, religion, nationality, sexual orientation, age, or academic major.
• Founding members should be in good standing per the Eligibility Requirements for Involvement.
• University of Saint Joseph will not recognize any clubs that involve gambling or club sports.
• The proposed organization must provide meaningful opportunities to enhance and develop leadership skills in members.

If the aforementioned parameters are met, the organization seeking recognition must:
• meet with the Assistant Director of Student Affairs
• complete and submit the application
• submit a constitution to the Assistant Director of Student Affairs and Student Government Association

A new organization will be recognized on a probationary period for one year, while it is in its formative state. This status carries with it the obligation on the part of the organization to abide by the rules and regulations of University of Saint Joseph. Recognition, therefore, is contingent upon complying with and following the rules and regulations of University of Saint Joseph, the observance of the appropriate social standards, and evidence of satisfactory financial status, which may include maintaining an on-campus account.

Once approved, the group will be added to the University’s list of student organizations, and may reserve space for meetings and/or events. Additionally, the organization will receive training and support from Student Activities. Student Activities staff does not supplant the faculty/staff adviser, rather acts as an additional means for support.

After the organization receives probationary approval, the group should set a date and reserve space for an informational meeting. Reserving a room can be done by meeting with the Office of Meetings & Conference
Services (Mercy Hall). Topics to be covered in this meeting should include: officer selection, group goals and additional membership recruitment efforts.

At the end of the provisional year, the membership, progress, and activities of the organization will be reviewed. If the club has been active throughout the provisional year and maintained membership, the group will officially be recognized. At this time, the organization may approach the Student Government Association about being chartered.

Once an organization gains formal recognition, recognition can only be withdrawn by the administration of University of Saint Joseph. The Student Government Association, however, may choose to withdraw chartered status through their policies and procedures, but the organization may still continue to be recognized. Organizations desiring to discontinue their association and suspend operation with University of Saint Joseph University may do so by submitting a written statement to the Office of Student Activities (McGovern Hall).

**Inactive Student Organization**

Failure to meet the student organization requirements could result in a student organization being placed on inactive status. In such instances, the student organization will forfeit probationary or recognition status.

Students who wish to revive an inactive student organization must follow the procedures for establishing a new student organization and submit a reviewed/revised constitution, a list of four members, and a written statement from a faculty/staff member indicating a willingness to serve as the adviser to the Office of Student Activities (McGovern Hall). Upon the review of materials to ensure compliance with the student organization requirements, the group will be reinstated.

**Advisor Expectations**

Each student organization is required to have a faculty/staff advisor who is professionally employed by University of Saint Joseph. The role of the adviser is to provide guidance related to overall operation and assist with adherence to university policy. The advisor should be able to commit time weekly to the student organization to develop a rapport with leadership and general members. Specific organizational expectations should be outlined in the organization’s constitution.

**Student Organizations**

Learn more about our [Student Clubs](#)
Residential Life

Residential Life Central Office is part of the Student Affairs Office located in McGovern Hall. The telephone number is 860.231.5620.

University-Owned Housing
The University of Saint Joseph offers traditional style residence halls, and a limited number of suite style apartments for students.

Residential Hall Staff and Organizations

Area Coordinator
An Area Coordinator (AC) is a full-time, live-in professional staff member with a Master’s Degree who serves as supervisor to ARC staff and an administrator for all residence halls. The AC is responsible for the overall administration and oversight of the residence hall programming and facilities management. The AC serves in the administrative on-call rotation to serve as support for crisis management, and serves as a conduct officer.

Assistant Residential Life Coordinators
An Assistant Residential Life Coordinator (ARC) is a part-time, live-in graduate staff member who serves as a supervisor to Resident Assistants and administrator of the residence hall community. The role of an ARC is to support the Area Coordinator to develop and train paraprofessional staff members, coordinate programming to provide for the needs of the students in the residence halls, provide crisis management, and serve as a conduct officer.

Resident Assistants
Resident Assistants (RA) are paraprofessional staff members for Residential Life. As student leaders, they are trained to assist students with personal, interpersonal, and academic needs. RAs facilitate programming in the residence halls to provide a sense of community, and to engage resident students in the core values and mission of the University.
Residence Hall Council
Residence Hall Council (RHC) is a student-run organization that helps enrich the USJ student experience with community programs centralized around the residence halls. The executive board is a group of students who are elected by members of the residence halls to represent the community.

General Information
Move In to Stand Out
Living on campus at the University of Saint Joseph enriches your university experience and provides you a home away from home. Resident students develop strong friendships, have extensive leadership opportunities, participate in activities on the evenings and weekends, and have access to the support needed to achieve their academic goals.

Residences halls are equipped with irons, ironing boards, kitchen facilities with microwave ovens, and lounges with TV access and soda and snack vending machines. Washers and dryers are provided in each residence area. Each resident receives a bed frame and extra-long twin mattress, desk and chair, closet and dresser. To make yourself comfortable, you should bring extra-long twin sheets, pillow, curtains, towels, blankets, a lamp, lightbulbs and if desired, rugs. Non-university furniture is prohibited.

Room Condition Reports
As a resident checks-in to the assigned room, an inspection of the room will be conducted by the resident and the Resident Assistant (RA)/Assistant Residential Life Coordinator (ARC). Any damages to or missing items in the room or the fixtures existing at the time will be listed on the Room Condition Report (RCR). The resident accepts the responsibility for damages and items missing at the end of the semester (or expiration of the license) which are not listed on the RCR. Damage to the halls, lounges or other common area is the responsibility of the resident. In those cases when the identities of the parties who caused the damage to the hall, lounges or other common area cannot be determined, the University will charge the residents residing in the area or hall.

Accessible Housing for Individuals with Documented Disabilities
The University of Saint Joseph is committed to providing equal access to its programs, services, and activities, including on-campus housing. Student Accessibility Services works closely with Residential Life to ensure students with documented disabilities are able to enjoy accessible on-campus housing. Students are encouraged to submit requests for accessible housing as early as possible.

Please note:

A. Returning students that submit a request for a documented need for accessible housing prior to housing selection will be assigned to housing early by Residential Life staff and will not participate in the housing selection process. Incoming students that submit a request for a documented need for accessible housing will be placed by Residential Life staff based on the accommodation need and available options at the time of the request.

B. Students with a documented need for a housing accommodation that can be implemented in any hall (e.g., an electric blanket) will participate in the regular housing selection process.

C. Students must have paid all applicable deposits and submitted a housing application prior to being granted housing accommodations.

D. If a student has already been assigned housing and realizes the housing assignment is not accessible to the student, the student should submit the Accessible Housing Application and documentation of disability. Residential Life will then assess available housing options that most closely meet the need for the requested accommodation.

E. Although there is no deadline for requesting accessible housing, students are strongly encouraged to submit
requests as early as possible, as accessible housing is dependent on availability and is not guaranteed. Students will be offered regular housing and will be placed on a waiting list if accessible housing is unavailable.

ACCESSIBLE HOUSING PROCEDURE

Please note: Students that submit the Accessible Housing Application without having already submitted documentation will receive an email from the Accessibility Coordinator regarding the documentation that is needed. Students are encouraged to email the Accessibility Coordinator at jboylan@usj.edu if there are questions regarding the documentation needed.

1. Submit documentation of disability to Student Accessibility Services. Documentation may be mailed, faxed, emailed, or dropped off (please see contact information below).

Documentation may be submitted in form of a Documentation of Disability Form for Housing Accommodations (located on the Student Accessibility Services page on MyUSJ) or a letter by the diagnostician or treating professional. Students may also email the Accessibility Coordinator to request the Documentation of Disability Form for Housing Accommodations at jboylan@usj.edu.

Documentation in the form of a letter should contain the following elements:

- Typed, dated, signed, on letterhead.
- Formal diagnosis per the DSM V or ICD, if applicable.
- List of symptoms and functional limitations, as well as their frequency and severity.
- A discussion of how the student's functioning is substantially limited in the residence halls due to the diagnosis.
- A rationale for each recommended housing accommodation.

Please note that documentation should illustrate that the diagnosis rises to the level of a disability. In determining disability status, USJ is guided by federal law which defines a person with a disability as one who:

- has a physical or mental impairment which substantially limits one or more major life activities, such as caring for oneself, hearing, learning, reading, speaking, breathing, or working; or
- has a record of such an impairment; or
- is regarded as having such an impairment.

2. Submit the Accessible Housing Application.

3. After submission of documentation of disability and/or the Accessible Housing Application, the student will receive an email on their USJ email account regarding the accommodation request. If documentation is missing or is insufficient, the Accessibility Coordinator will email the student regarding the documentation that is needed.

Contact Information:

Jennifer Boylan, MAT, M.A., LPC
Coordinator of Student Accessibility Services
Email: jboylan@usj.edu
Mail: 1678 Asylum Avenue, West Hartford, CT 06117
Fax: 860.512.7293
Phone: 860.231.5481
Office: Center for Academic Excellence, 2nd floor of the Pope Pius Library
Maintenance
Requests for maintenance work orders should be submitted through your Resident Assistant (RA)/Assistant Residential Life Coordinator (ARC). By submitting a work order, a student is giving permission for a member of the facilities staff to enter the resident room.

North and South residence hall bathrooms are cleaned twice per week. Assumption, Madonna, McAuley, and Rosary residence hall common areas will be cleaned Monday through Friday.

IT Requests
If a student needs technical assistance including but not limited to Wi-Fi access, IPTV set up, or cloud storage, the Office of Information Technology Help Desk is available by phone 860.231.5310, by email helpdesk@usj.edu, or by visiting McDonough Hall Lower Level.

Student ID and Key Procedures
Each student is issued a USJ Student ID card (Jay Card), which should be carried by students at all times. The Jay Card provides students access to their assigned residence hall building, and in the suites the ID card provides access to the suite and bedroom where the student resides. Students in a traditional residence hall are issued a room key to provide access to their bedroom.

Unauthorized duplication of University keys is strictly prohibited. Residents must report lost keys to Residential Life or Public Safety immediately. The replacement charge for a lost room key is $50. The replacement charge for a lost student ID is $25. All lost key and USJ ID charges will be added to your student account.

Lock Outs
A student locked out of the student’s room can be admitted by Public Safety by calling 860.231.5222. Students under no circumstances will be admitted to a residence hall, suite, or room other than their assigned residence hall room.

Roommates
Once a resident has completed their housing application, they are able to search for and request a roommate using the eRezLife portal. Students who are seeking to request a roommate must know their roommates USJ email address. All requests must be mutual to be granted. Students who are searching for a roommate can turn on their profile using RoomeeZ to find a match. Students who do not request their own roommate will be manually assigned using the information provided by both students in their housing application.

Room Selection
Returning students are invited to participate in Room Selection during the spring semester through a priority point process. Information regarding the room selection process will be distributed to students in the fall and again in the spring semester. Students who do not have a roommate at the time of room selection will be administratively assigned using the information provided by both students in their housing application.

Security
For the protection and safety of the University of Saint Joseph community, all safety and security concerns should be reported to the Public Safety and Residential Life as appropriate.

Room Change Procedure
Room changes will be handled by the office of Residential Life (McGovern Hall) after the second week of each semester. Students are encouraged to speak to their roommates first regarding minor conflicts. Prior to any room changes, students need to meet with their Resident Assistant and Assistant Residential Life Coordinator to determine the next appropriate steps. The University reserves the right to fill any vacancies that occur in student rooms.
Residence Hall Closings
The residence halls close for Thanksgiving break, semester breaks, Easter, and Spring break. With the exception of those who are approved to remain on campus, students must vacate the residential areas. All unauthorized students who do not vacate the residential areas by the designated time are subject to immediate removal, possible fine and disciplinary action.

Exceptions to scheduled arrival or departure times are only made as required by curricular or co-curricular situations and must be cleared by the Assistant Director of Residential Life. Students who are requesting a break extension must submit all requests to the Office of Residential Life 2 weeks prior to the Residence Hall Closing to be reviewed. Requests are not guaranteed.

Financial Matters
Meal Plan Requirement
Resident Student are required to participate in a University meal plan. First year and sophomore students are required to have the 285 block meal plan. Junior and senior students may choose from the 150, 225, or 285 block meal plans. Meal plan changes must be put in writing on or before August 1 for the fall and December 1 for the spring. All meal plans are non-transferable. Students needing meal plan accommodations and/or exemptions for documented medical purposes must contact the Accessibility Services Coordinator at 860.231.5481.

Withdrawal and Refund Policy
Students may not break their housing contracts midyear. Students whose academic commitments require them to be away from campus for one semester may receive permission from the Residential Life Office (McGovern Hall) for a one-semester only contract. Written verification of academic commitments must be provided by the student. Students who wish to withdraw from housing after completing the housing application and room selection process are subject to the following guidelines:

<table>
<thead>
<tr>
<th>Date</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to July 1</td>
<td>Students will be charged a $500 late fee</td>
</tr>
<tr>
<td>Prior to August 1</td>
<td>Students will be charged 30% of housing cost for the academic year</td>
</tr>
<tr>
<td>After August 1</td>
<td>Students will be charged 100% of the housing charges for the academic year</td>
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</table>

Student who wish to appeal the withdrawal changes can submit documentation to have their case reviewed by a withdrawal committee. A withdrawal committee will render a decision within ten (10) working days.

Eligibility to Reside on Campus
Living in the residence hall is part of the University experience a full-time student may choose when deciding to attend the University of Saint Joseph. By the housing agreement and contract, all residents are required to be registered for at least 12 credits per semester and subscribe to a block meal plan. The student agrees to comply with the residence hall and dining hall regulations as well as those policies and procedures outlined in this student handbook. Students with a need for a reduced course load due to a disability may be accommodated by receiving approval to enroll as a part-time student (less than 12 credits) and still enjoy some of the institutional benefits of a full-time student, including the ability to live on campus and the ability to apply for student employment. Students may request this accommodation through Student Accessibility Services by submitting documentation of disability and making contact with the Accessibility Coordinator. Requests for this accommodation should be made at least two weeks prior to the start of the semester. For more information, please see the Reduced Course Load Accommodation Protocol.
Residential Life Policies

Roommates Rights
A roommate is defined as an individual who resides within the same room or suite. Disruption or interference with the roommate’s right to study, sleep, live in a clean, secure environment and/or have full access to one’s own room is prohibited.

Pets, Service and Support Animals
The only pets allowed in the residence halls are fish that can live in two gallons or less of water. Fish must be removed during University breaks. Guests are not permitted to bring pets or animals into the residence halls and/or University buildings.

The University of Saint Joseph is committed to providing reasonable accommodations to students with disabilities who require the assistance of a support animal. All requests for approval of a support animal must be directed to the Coordinator of Student Accessibility.

Administrative Moves
The University reserves the right to move a resident from one room to another when the University determines, in its sole and absolute discretion, that the move is in the Resident’s best interest, or those of their fellow students and/or the University.

Health and Safety
Members of the Residential Life and Facilities staff inspect all rooms on a regular basis, including during each vacation periods, for health, safety, damage, fire code, and security reasons. Any prohibited items that are found will be confiscated by Residential Life Staff.
Prohibited Items
Prohibited items include, but are not limited to the following:
- Air conditioners
- All candles—even decorative, unburned candles
- Electric coffee makers (Keurig’s are allowed)
- Immersion cup heaters, hot pots/plates, toasters, microwave ovens, grills
- Sternos
- Kerosene lamps
- Extension cords
- Adhesive decorations—decals, stickers, glow in the dark stars, contact paper, dart board, tape, or other items which may damage walls or furniture
- Weapons
- Incense, potpourri burners, fireworks
- Halogen lamps
- Live holiday greens
- Hoverboards, self-balancing scooters, battery operated scooters, hands-free segways
- Space heaters
- Other burning/heating equipment or other potential fire hazards.
- No wall hangings, tapestries, flags or fabric are permitted over plugs, lights, ceilings or doorways.
- Electrical sockets may not be overloaded.

Painting
Painting residence hall rooms and/or university owned residences is prohibited.

Power Sources and Decorative Lighting
The use of extension cords is not permitted in the residence halls except for UL-approved surge protected power strips.
1. Interior power strips should not be routed through doorways, under carpeting, or routed across hallways as they are both a fire hazard and tripping hazard.
2. Only U.L.-approved lights should be used as decorative lighting inside the residence halls.
3. Decorative lights should be kept away from combustible materials (i.e., curtains, paper, etc.) at all times.
4. Decorative lights should be turned off when the area is unattended.
5. Metal staples or nails should not be used as fasteners for lights as they can damage the protective insulation covering the wires.
6. The installation and removal of decorative lights must not cause damage to the building.
7. Interior lights should not be strung along walls, across hallways between rooms, or around fire safety equipment.

Window Screens
Removing window screens from any window is prohibited. Residents should not remove or open window screens to pass anything through the window in either direction.

Quiet Hours
Resident students and their guests and visitors must abide by the quiet hours that are in effect from 11:30 p.m. to 9:00 a.m. Sunday through Thursday and from 1:30 a.m. to 9 a.m. Friday and Saturday. Courtesy hours are in effect at all times. Students are to respect the rights of others and must be respectful of the greater community in which they live.

During final exams, quiet hours are in effect for 24 hours beginning at 4:30 p.m. on the reading day before final exams.
Commuter Lounge
The Commuter lounge is conveniently located on the first floor of McDonough Hall and is available throughout the business hours of the academic year on a first-come, first-served basis. The Commuter lounge is a dedicated space designed specifically for Commuter students.

Commuter Meal Plan
Commuter students may purchase a meal plan each semester. The Commuter Meal Plan is divided based on the number of block meals a student selects. The cost per semester are as follows; 20 Block Meal Plan, 40 Block Meal Plan and 60 Block Meal Plan.

To enroll in a Commuter Meal plan, complete the Commuter Meal Plan selection form on myUSJ.edu and submit it to Student Affairs.

Accommodations for Students with Disabilities
The University of Saint Joseph is committed to providing equal educational opportunity and full participation for individuals with disabilities. The University recognizes its obligations to honor the letter and spirit of disability rights laws, including the Americans with Disabilities Act and amendments, Section 504 of the Rehabilitation Act, and the Fair Housing Act. Should a student encounter a disability-related barrier at the University (physical, attitudinal, educational, programmatic) for which support or accommodations are needed, the student is encouraged to initiate services with Student Accessibility Services.

Student Accessibility Services facilitates the reduction or elimination of disability-related barriers encountered by students with documented permanent and temporary disabilities such as ADHD, ASD, learning disabilities, psychological disabilities, deafness and hearing impairments, blindness and visual impairments, and physical disabilities.

The first step to initiating services is to submit documentation of disability to the Accessibility Coordinator. Documentation may be faxed, mailed, emailed, or dropped off at Student Accessibility Services.

After documentation has been received and reviewed, the student will receive an email on their USJ email account. If the documentation is sufficient, the Accessibility Coordinator will schedule an intake appointment with the student via email.

The intake appointment consists of completing paperwork and discussing accommodations, including the process for requesting and implementing accommodations each semester.

Please note that academic accommodations must be requested each semester, as they do not roll over. The Accessibility Coordinator will discuss this process with the student during the intake appointment.

For information about requesting housing accommodations, please see “Accessible Housing for Individuals with Documented Disabilities.

Frequently Asked Questions
What if I received accommodations in high school?
Please contact your school and request that your disability records be sent to the Accessibility Coordinator. These may include PPT records, 504 Plans, formal evaluations, and documentation from medical providers.

My disability is anxiety, depression, or another psychological diagnosis. What documentation is needed?
If you do not already have documentation, please have your current mental health provider (counselor, therapist, psychiatrist, psychologist) complete a Documentation of Disability Form, which is located on the Accessibility Services page on MyUSJ. Please note that this documentation should be updated every 6 months.

My disability is a chronic health issue, such as epilepsy, Crohn’s Disease, or fibromyalgia. What documentation is needed?
If you do not already have documentation, please have your current medical health provider complete a Documentation of Disability Form, which is located on the Accessibility Services page on MyUSJ. Please note that this documentation should be updated every 3 years.

My disability is ADHD. What documentation is needed?
If you were diagnosed in high school or prior, please contact your high school and ask that any records related to your disability be submitted. These may include formal evaluations/testing and accommodations plans. If a mental health provider recently diagnosed you, and/or if you are prescribed medication for this diagnosis, please have your mental health provider/prescriber complete a Documentation of Disability Form, which is located on the Accessibility Services page on MyUSJ. Please note that this documentation should be updated every 3 years.

I have a learning disability. What documentation is needed?
Most students with this diagnosis are able to have records sent from high school. If you were recently diagnosed, please submit your most recent evaluation of your disability. Please note that this documentation should be updated every 5 years.

I am D/deaf or hard of hearing. What documentation is needed?
Please submit your most recent audiology report. Your audiologist may also complete a Documentation of Disability Form, which is located on the Accessibility Services page on MyUSJ.

I am blind or have vision loss. What documentation is needed?
If you do not already have documentation, please have your medical provider complete a Documentation of Disability Form, which is located on the Accessibility Services page on MyUSJ.

I am on the autism spectrum. What documentation is needed?
Most students with this diagnosis are able to have records sent from high school. If you were recently diagnosed, please submit your most recent evaluation of your disability. If you are currently seeing a mental health provider (counselor, therapist, psychologist, psychiatrist), please have your provider complete a Documentation of Disability Form, which is located on the Accessibility Services page on MyUSJ.

What if I think I might have a learning disability or ADHD?
Students seeking testing for a learning disability or ADD/ADHD are encouraged to contact UCONN’s Psychological Services Clinic (https://psychservicesclinic.uconn.edu) to discuss options. The Clinic may be contacted at: 860.486.2642.

Can I meet with the Accessibility Coordinator to discuss what documentation I need to submit, as well as the USJ accommodations process?
Yes; please email the Accessibility Coordinator to schedule a general consultation.

Link to Pamphlet from Office for Civil Rights: Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities

Contact Information:
Jennifer Boylan, MAT, M.A., LPC
Coordinator of Student Accessibility Services
Email: jboylan@usj.edu
Mail: 1678 Asylum Avenue, West Hartford, CT 06117
Fax: 860.512.7293
Phone: 860.231.5481
Office: Center for Academic Excellence, 2nd floor of the Pope Pius Library
Section 504/ADA Grievance Procedure

Applicability

The University of Saint Joseph is committed to providing equal opportunity and full participation for individuals with disabilities. The University recognizes its obligations to honor the letter and spirit of disability rights laws, including Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794) and title III of the Americans with Disabilities Act of 1990 (42 U.S.C. 12181–12189) as amended by the ADA Amendments Act of 2008 (Pub.L. 110-325).

The grievance procedure that follows applies to all students and other individuals using or accessing the University of Saint Joseph (USJ), other than employees of USJ. USJ employees with disability discrimination concerns may follow the procedures outlined in Employment Policy 2: Nondiscrimination, Equal Opportunity Employment & Diversity Program, Part III: Discrimination Complaint Procedures, of the Employee Handbook.

This procedure applies to individuals who feel their rights have been violated under Section 504 and/or title III of the ADA, as amended. The University of Saint Joseph supports an individual’s right to file a grievance under this procedure if the individual believes they have been discriminated against on the basis of disability (including, but not limited to, alleged inaccessibility of a USJ program or activity, discriminatory impact of a USJ policy, harassment on the basis of disability by USJ employees, students, or third parties, disparate treatment, or denial of equal access in the form of appropriate accommodations, auxiliary aids, or effective communication). If there is a finding of discrimination or harassment on the basis of disability, USJ will take steps to prevent recurrence of any such harassment and to correct discriminatory effects on the complainant and others, if appropriate. Retaliation against individuals who file grievances under this procedure or who otherwise participate in the grievance process is prohibited.

This grievance procedure consists of two tiers: the Informal Procedure and the Formal Procedure. Although individuals may initiate the Formal Procedure at any time, it is hoped that the resolution of any complaint will begin with a sincere attempt at an informal resolution via the Informal Procedure.

Informal Procedure - Complaints and Resolutions

Individuals are encouraged to discuss their concerns with the accessibility coordinator as a first step. Individuals may contact the accessibility coordinator via email or phone to schedule an appointment (contact information below). Individuals will be given the opportunity to discuss the concern and present witnesses and other evidence, as applicable. Depending on the nature of the complaint, the accessibility coordinator may attempt to resolve the issue by contacting the involved parties in an effort to clarify and resolve issues and/or by assisting the individual in discussing the issue with the other involved parties. It is expected that most concerns will be positively resolved through this process of support and mediation. The individual and involved parties will be notified in writing by the accessibility coordinator of progress, findings, and a proposed resolution within 10 business days. Due to the urgency of many issues, it is likely that many problems will be resolved sooner.

Formal Procedure – Filing a Grievance

If the individual does not believe that a satisfactory resolution has been reached at the Informal Procedure stage, or if an individual prefers to skip the Informal Procedure stage, the individual may submit a complaint, in writing, to the Vice President of Student Affairs (contact information below).

The complaint must include:
- A statement of the issue or alleged violation and a summary of steps the individual has taken, if any, to resolve the issue prior to submitting a grievance.
- A detailed description of relevant facts, including the individuals, locations, and dates involved. A chronology of events is appreciated.
- If applicable, a proposed remedy or resolution in response to the alleged violation.
After receipt of the complaint, the Vice President of Student Affairs may take some or all of the following steps: meet in person with the individual submitting the complaint, consult with colleagues at USJ to discuss the events giving rise to the grievance, and/or request additional information from the individual submitting the complaint and/or from the accessibility coordinator. After investigating the situation, the Vice President of Student Affairs will inform the individual and other involved parties, in writing, of progress, findings, and/or resolutions within 10 business days.

Should the individual not agree with the resolution reached via the Formal Procedure, the individual should submit a complaint to the Office for Civil Rights, which has jurisdiction to investigate violations of Section 504 (contact information below). Please note by law, complaints of discrimination must ordinarily be filed with the Office for Civil Rights within 180 days of the last act of discrimination.

**Contact information for USJ’s accessibility coordinator:**
Jennifer Boylan, MAT, M.A., LPC
Student Accessibility Services, Library 214
Email: jboylan@usj.edu
Phone: 860-231-5481

**Contact information for USJ’s Vice President of Student Affairs:**
Ken Bedini
Division of Student Affairs, McGovern Hall 211
Email: kbedini@usj.edu
Phone: 860-231-5430

**Contact Information for the Office for Civil Rights**
Office for Civil Rights, US Department of Education
8th Floor, 5 Post Office Square. Boston, MA 02109-3921
Website: [https://ocras.ed.gov/](https://ocras.ed.gov/)
Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)
Phone: 617-289-0111; TDD: 800-877-8339

**Health Services**

<table>
<thead>
<tr>
<th><strong>Telephone</strong></th>
<th>860.231.5530</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fax</strong></td>
<td>860.231.6794</td>
</tr>
<tr>
<td><strong>General email</strong></td>
<td><a href="mailto:healthservices@usj.edu">healthservices@usj.edu</a></td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>Health and Counseling Center (The Little Red House)</td>
</tr>
<tr>
<td><strong>Hours</strong></td>
<td>Monday through Friday 8:00 a.m. to 4:30 p.m.</td>
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</tbody>
</table>

**Services**
Treatment for common illnesses and injuries is provided on campus by the nurse practitioner (APRN), physician consultant and registered nurse (RN). Most services are available on a same-day, walk-in basis. An office visit fee is not charged except for flu vaccines and discounted laboratory testing for sexually transmitted diseases. If other laboratory specimens are submitted, then the student’s personal medical insurance is applied, and the student is responsible for out-of-pocket costs. Prescriptions are provided when clinically indicated, although the providers do not prescribe medications for conditions that require ongoing medical monitoring. Students must be registered to be eligible for services but are not required to be enrolled in the university student health insurance plan. The staff recommends individual strategies to maintain health and wellness including participation in programs sponsored by the WOW (Working on Wellness) peer education group and other campus organizations, and to make use of the fitness center on campus.
University Health Requirements
The university is required to collect vaccination records in accordance with Connecticut state regulations for all registered students except for those students enrolled in a completely online program. Vaccine requirements are applied to full and part-time students in the graduate and undergraduate divisions and are applied to students in programs that meet in off-campus locations. Students who do not provide the required records prior to enrollment are subject to immunization holds and exclusion from campus housing, class attendance, athletic team activities and/or clinical rotations.

Required vaccines

<table>
<thead>
<tr>
<th>Vaccine</th>
<th>Requirement</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMR</td>
<td>Measles/Mumps/Rubella 2 doses or equivalent</td>
<td>Blood test showing immunity</td>
</tr>
<tr>
<td>Varicella</td>
<td>Chickenpox 2 doses or equivalent</td>
<td>Blood test showing immunity or health care provider verification of date of natural disease</td>
</tr>
<tr>
<td>Meningitis</td>
<td>Meningococcal ACWY 2 doses for resident students</td>
<td>Second dose required if more than 5 years since dose 1 given</td>
</tr>
</tbody>
</table>

Physical Examination
The results of a physical examination performed by the student’s own health care provider within the prior 12 months is required for: undergraduate students, student athletes and health professions students (see below).

Additional (Recommended) Vaccines
Hepatitis B, HPV and Meningitis B vaccines provide important health protection. Students who do not already have these vaccines are encouraged to discuss the benefits with their usual health care provider or the Health Services staff. Obtaining an annual influenza vaccine is very important for those with asthma and all other students to avoid becoming ill with ‘the flu’ leading to missed classes, work and athletics.

Health Professions
Students enrolled in the School of Pharmacy, Physician Assistant Studies, Dietetic Internship and all nursing (RN/APRN/DNP) programs have additional requirements for vaccines and tuberculosis testing. Students should carefully review program materials and health forms to ensure that all required elements are completed prior to the established deadlines.

International Students
International students are required to fulfill the same requirements as their domestic student counterparts. Additionally, tuberculosis (TB) testing is required for students who originate from countries with have increased TB prevalence.

University Health Insurance Requirement
Health insurance Health insurance coverage is an important protection for students pursuing studies at the University of Saint Joseph. To ensure that students have adequate health insurance in place the University has an insurance requirement in effect for the following students:

- Full-time undergraduate students registered for 12 or more credits;
- Physician Assistant Studies and School of Pharmacy students;
- International students-both undergraduate and graduate on F-1 or J-1 visa;
Undergraduates who receive reduced course load accommodation and fall into another required category such as being a campus resident or student athlete.

When the student is in a required category, a fee will be applied to the student’s tuition account for the insurance premium (fee subject to annual reassessment). Students are permitted to opt out on an annual basis only when the student performs a waiver of coverage using the established procedure within the defined, published waiver period. In order to be eligible for a waiver of coverage the student’s insurance plan must be comparable and currently in force.

Coverage is considered comparable if the student’s own plan is: with a U.S. based insurance carrier, ‘ACA’ (Affordable Care Act) benefit compliant and offers coverage for non-emergency care in Connecticut. International students are not permitted to waive university affiliated coverage unless the student’s sponsoring program has a pre-existing agreement with the University.

Given the University’s significant efforts to inform students about this policy, related procedures and deadlines, exceptions to this policy are rare and will be considered only if there is evidence that a procedural error has occurred. If the student believes an error has occurred, the student should submit an email to the Director of Health Services and the request will be reviewed by the appropriate University administrator.

Academic Grievance Policy

The University of Saint Joseph Academic Grievance Policy is an umbrella policy to cover any type of academic grievance that is not considered under a separate defined policy. Redress for any grievances covered by the following policies must be pursued according to the procedures specified in the appropriate policy.

- Appeal of an academic dismissal from the University
  
  [http://catalog.usj.edu/content.php?catoid=7&navoid=262](http://catalog.usj.edu/content.php?catoid=7&navoid=262)
  
  - Undergraduate Student
  - Graduate Student
  - Pharmacy Student

- Dismissal from an academic program (see Handbook for your program)

- Removal from a clinical/practicum/internship site (see Handbook for your program)

- Appeal of a final grade [http://catalog.usj.edu/content.php?catoid=7&navoid=262](http://catalog.usj.edu/content.php?catoid=7&navoid=262)

- Appeal of an Academic Integrity Sanction
  
  [http://catalog.usj.edu/content.php?catoid=7&navoid=262](http://catalog.usj.edu/content.php?catoid=7&navoid=262)

- Appeal of a Student Conduct Sanction (see page 49)

- Grievance procedure for issues regarding disabilities
  
  [https://my.usj.edu/ICS/Student/Center_for_Academic_Excellence/Accessibility_Services.jnz](https://my.usj.edu/ICS/Student/Center_for_Academic_Excellence/Accessibility_Services.jnz)

- Title IX Discrimination and Harassment (see page 50)

- Appeal of financial aid decision [financialaid@usj.edu](mailto:financialaid@usj.edu)

When a student has a complaint related to his/her academic program, courses, advising, etc. not covered by one of the above policies and procedures, he or she is encouraged to discuss the matter with the parties involved. If the matter cannot be resolved informally at this level, then the student may file a written, formal complaint. The procedures are:

A student grievance originating in any of the school or administrative units is handled by the department chair/director responsible for the unit in which the grievance originates. The written formal complaint should be submitted by the student to the responsible chair or director within five business days of the failed attempt at an informal resolution. The chair or director should make a decision regarding the grievance within 10 business days of receipt of the formal complaint. The chair or director will inform the student in writing of his/her decision. If the student is not satisfied with the decision, the student may submit a written appeal within 5 days of the chair/director’s decision to the School Dean in the case of an academic department or the Provost in the case of an
academic support unit. The dean/provost will inform the student within 10 business days of his/her decision. The dean/provost decision is final.

**Academic Integrity Policy**
It is the policy of the University of Saint Joseph that all members of the community act honestly. By enrolling in or working at the University, all members, faculty, staff, administration and students, implicitly agree to uphold the University’s policy on academic integrity.

https://my.usj.edu/ics/icsfs/USJ_Academic_Integrity_Policy_.pdf?target=ba6f34fe-ece5-4e25-9cc7-9df36e8bd804
Discontinuing Academics

All matriculated undergraduate and graduate students

*Official university withdrawal*

If a student does not plan to return to the University of Saint Joseph, they must file a completed and signed University Withdrawal Form with the registrar's office prior to the drop deadline of the major semester from which the student wishes to withdraw (fall or spring). In the School of Pharmacy, summer is also considered a major semester. If the University Withdrawal Form is filed by the drop deadline of a current or future semester, all courses for which the student is registered in the semester of the withdrawal will be dropped from the student record and a statement of "Withdrawal" will be entered on the student's academic transcript. Matriculated graduate and undergraduate degree-seeking students who officially withdraw and who have not been in attendance for three or more consecutive semesters, excluding summer, must apply for readmission through the appropriate Office of Admissions (1st Floor, Mercy Hall). They must also follow the degree requirements associated with the term of their readmission to the University. (Former non-degree students may be readmitted as non-degree only.)

Failure to complete a University Withdrawal Form by the drop deadline of a current or future semester will result in tuition liabilities for courses in which a student is registered 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 major semester (fall or spring) in which the student does not register. If an administratively withdrawn status is determined for a student, the registrar's office will process an Administrative Withdrawal for the student for that semester and the student's academic transcript will be so noted. Graduate and undergraduate degree-seeking students who are administratively withdrawn and who have not been in attendance for three or more consecutive semesters, excluding summer, must apply for readmission through the appropriate Office of Admissions (1st Floor, Mercy Hall) and follow the degree requirements associated with the term of their readmission to the University. (Former non-degree students may be readmitted as non-degree only.)

*Loan repayment*

Any discontinuation of continuous enrollment of more than 180 days is subject to activation of student loan repayment. Students who are no longer registered at the University of Saint Joseph should contact the Student Financial Services (2nd Floor, Mercy Hall) at 860.231.5223 to discuss and understand the conditions of their enrollment status and loan repayment obligations.

*Leaves of Absence*

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 Leave of Absence should not be considered automatic and requires specific and detailed documentation of the medical, mental health or extenuating personal reasons for requesting the leave. All forms for a Leave of Absence can be obtained at the Registrar’s office (1st Floor, McDonough Hall).

*Medical Leave of Absence*

The student must complete the Leave of Absence form and provide supporting documentation from their medical professional. The Vice President for Student Affairs (or designee) will review the supporting documentation with appropriate university staff. Students will make an appointment and meet with the appropriate Director (Health Services or Counseling and Wellness Center) to review the documentation and plan of care. The Vice President of Student Affairs will advise the student of the outcome of this review and whether they are approved for a medical leave of absence. Students granted a medical leave of absence are expected to use that time to address the conditions which precipitated the need for time away from the curriculum.

If granted, an approved Leave of Absence ensures that during the leave, any outstanding student loans continue to be deferred and the student will be eligible to return to the University after the leave as long as the student maintains
the required academic standards. If a Leave of Absence form is properly approved by the Vice President of Student Affairs, the Registrar's office (1st Floor, McDonough Hall) will process the form and record the leave on the student's academic 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.

**Returning from a Medical Leave of Absence**

Upon conclusion of the medical leave of absence, the student must provide supporting documentation from their medical professional that confirms that student is fit to return. The medical professional must complete the Medical Return to Campus form and submit this form 3 weeks prior to the student’s expected return date. The Vice President for Student Affairs (or designee) will review the supporting documentation with appropriate university staff. A student will be required to sign a release for all relevant medical information from their medical professional to appropriate university staff in Health Services or the Counseling and Wellness Center. Students will make an appointment and meet with the appropriate Director (Health Services or Counseling and Wellness Center) to review the documentation and return plan of care. The Vice President of Student Affairs will advise the student of the outcome of this review and whether they are approved to return from their medical leave of absence, under what conditions and with or without appropriate reasonable accommodations. Students who need a reasonable accommodation for a disability in conjunction with their return should promptly contact Accessibility Services.

The student does not need to reapply to return to the University and can register for classes up to the add deadline of the semester of the student's return. Extensions of a Leave of Absence cannot be granted. If students do NOT register by the add/drop deadline of the semester for which they are to return, they will be reported as not enrolled. Their status will revert to an "administrative withdrawal" (see above) if they are not enrolled in the next three fall and spring consecutive semesters.

**Involuntary Leave of Absence**

The University may place a student on an involuntary leave of absence when there is a concern for the health and safety of the university community. This process is initiated when a student demonstrates behavior that poses a threat to the health or safety or disrupts the learning or residential living environment of others. The university is committed to supporting a student in distress. An involuntary leave will be initiated after an individualized assessment and when the risk cannot be eliminated or reduced to an acceptable level through reasonable accommodations and on-campus supports. This policy is not intended to be disciplinary in nature but to support the student while preserving the safety and functioning of the university. It does not replace disciplinary actions taken in response to violations of other university policies including the University of Saint Joseph Code of Conduct.

**Policy Procedure**

The Vice President of Student Affairs (or designee) will make an informed decision based on an individualized assessment to place a student on an involuntary leave of absence. The Vice President (or their designee) will seek an immediate assessment of the student’s medical and/or psychological condition from Health Services or the Counseling and Wellness Center staff or other appropriate professionals. A student must release all relevant medical information from Health Services or the Counseling and Wellness Center or treating professional to appropriate university staff. Based on the information gathered, the Vice President (or designee) will determine and inform the student in writing that the student may a) continue to be enrolled with no conditions b) continue as a student with reasonable accommodations or c) be required to take a leave of absence. Students who need a reasonable accommodation for a disability should promptly contact Accessibility Services.

**Review of decision**

A student placed on an involuntary leave of absence may request, within 10 business days, a review of the decision by the Vice President of Student Affairs (or designee). The student must submit the request in writing along with any additional supporting documents. The Vice President (or designee) along with appropriate university staff will review the materials and communicate a final decision within 10 business days. The involuntary leave of absence remains in effect while the leave is under review.

**Returning from an Involuntary Leave**
A student returning from an involuntary leave of absence must provide recent supporting documentation from their medical professional that confirms that the student’s condition no longer poses a significant risk and is fit to return. The medical professional must complete the Medical Return to Campus form and submit this form three weeks prior to the student’s expected return date. A student will be required to sign a release for all relevant medical information from their medical professional to appropriate university staff in Health Services or the Counseling and Wellness Center. The Vice President of Student Affairs (or designee) will review the supporting documentation with appropriate university staff. Students will make an appointment and meet with the appropriate Director (Health Services or Counseling and Wellness Center) to review the documentation and return plan of care. The Vice President of Student Affairs will advise the student of the outcome of this review and whether they are approved to return from their leave of absence, under what conditions and with or without appropriate reasonable accommodations. Students who need an accommodation for a disability in conjunction with their return should promptly contact Accessibility Services. A student placed on an involuntary leave of absence is subject to the same policies in this section, as a student granted a voluntary leave of absence.

Medical Transport Policy
A primary concern of the University is the health and well-being of each student; therefore, the University is committed to providing the best possible approach and response for students who are transported to off-campus medical facilities for emergency purposes. When a student is transported to a medical facility for emergency purposes the University may contact the student’s emergency contact person (person designated to be notified by student) and notify them of the transport. After a transport, prior to their return to the University, they must meet with either the Director of Health Services and/or the Director of Counseling (depending on the case) to discuss the reason for the transport and assist with needed support services. An appointment for this meeting can be made by calling the Counseling and Wellness Center at 860.231.5530. A release may be required to obtain necessary information from their health professional. Students may not return to the residence halls or any campuses 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 Records Policy & FERPA
Student Records Policy & FERPA 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:

- **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 arrange for access and notify the student of the time and place where the records may be inspected. If the University official does not maintain the records to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

- **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.

- **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 defined as:
  - 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;

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.

- **The right to be informed annually of their rights** under the act if they are currently in attendance.
- **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

**Definitions**

The following definitions shall apply in interpreting these regulations:

- "Attendance" includes, but is not limited to attendance in person or by electronic technologies for students who are not physically present in the classroom.

- "Educational record" is defined as any record maintained by the University of Saint Joseph or by a person acting for the institution that is directly related to the student. Examples would include, but not limited to:
  - Official transcripts of courses taken and grades received;
  - Tuition and payment records;
  - Student disciplinary records;
  - Course records (e.g. examinations, term papers, essays, etc.);
  - Employment records based on student status

  - Education records do not include the following:
    - Records that are in the sole possession of the maker and are not accessible or revealed to any other person except a temporary substitute for the maker of the record (e.g. advising notes);
    - Employment records that are maintained in the normal course of business relating exclusively to the individual in that person’s capacity as an employee;
    - Health care records;
    - Records that contain information after he or she is no longer a student (e.g. alumni records)

- "Legitimate educational interest" exists if the information requested by the school official is necessary for the official to perform a task specified by his/her position description or contract agreement.

**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 (permanent vs. on-campus)
- 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 (1st Floor, McDonough Hall).

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.

FERPA Directory Information Opt-Out

If you do not want the university 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 (1st Floor, McDonough Hall). 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 university may not be able to stop the use of your information. Therefore, it is recommended that you file the opt-out form at registration.

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 University commencement program, you must provide signed written consent prior to that time.

Student Code of Conduct Process

The purpose of the Student Code of Conduct process at the University of Saint Joseph is to review potential violations of our community standards.

The Vice President of Student Affairs or his designee has the authority to hear and resolve final appeals in any matter. At USJ, the code of conduct represents the concept that a disciplinary process should be an educational experience that fosters responsibility for individual actions and how those actions impact the community. Primary supervision of the Student Code of Conduct process rests with the Vice President of Student Affairs. The Director of Student Affairs is responsible for advising the vice president on administration of the Student Code of Conduct process. The Vice President of Student Affairs or his/her designee has the authority to determine those very serious violations of the University’s Student Code of Conduct that require immediate attention. All other conduct cases are reviewed by a conduct officer under the direction of the Director of Student Affairs. Individuals may request an appeal provided they attended their original conduct meeting, have grounds for an appeal as stated in this handbook, and complete appropriate paperwork. The appeal decision is final. An Officer of Public Safety working in conjunction with a designee of the Vice President of Student Affairs and acting on behalf of the University of Saint Joseph may take immediate action toward a person(s), if that person(s) is perceived to be a threat to his/her life, health or safety and/ or that of others.

Basic Policies and Principles

Every community has standards and traditions governing the behavior of its members to ensure the basic rights of individuals, as well as to reflect the practical necessities of the community. The university community is no exception and, perhaps more than others, depends upon the maturity and sense of responsibility of its members. These basic policies and principles and accompanying conduct procedures are designed to ensure that the rights of community members are protected, and that the educational process may proceed without impairment.
Advisors
All parties are entitled to an advisor of their choosing to guide and accompany them throughout the campus resolution process. Advisors serve as a moral and emotional support for students during investigations and conduct meetings, and can assist with meeting preparation. The advisor may be any supporter a party chooses to advise them, with exception of a University of Saint Joseph employee who is related to the participant, or any party who may serve as a witness or is otherwise directly involved in the current case. A party may elect to change advisors during the process, and is not locked into using the same advisor throughout, but is only allowed to have one advisor at any interview or meeting. The University may move forward with its investigation without regard to the availability of advisors.

The parties are entitled to be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present, including intake, interviews, meetings, and appeals. Advisors may help their advisees prepare for each meeting, and are expected to advise ethically, with integrity, and in good faith. The university cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, the university is not obligated to provide one.

All advisors must adhere to University policies. Advisors may not speak on behalf of their advisee in a meeting or interview and should request or wait for a break in the proceeding to confer with their advisee or interact with University employees. Furthermore, University employees are under no obligation to respond to inquiries or requests from advisors.

Advisors are expected to refrain from interference with the university investigation and resolution. Any advisor who steps out of their role in any meeting under the University resolution process will be warned once and only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the appropriate University employee will determine whether the advisor may be reinstated or may be replaced by a different advisor. The University is under no obligation to provide an advisor in replacement of one who is removed.

Amendments
The University of Saint Joseph reserves the right to amend the Student Code of Conduct or related processes at any time.

Bias-Related Incidents
The University of Saint Joseph fosters respect for each individual by honoring the differences inherent among people and will promote this by asking members of its community to follow the values of the Sisters of Mercy. As a community of learners and scholars, we recognize and appreciate our common humanity. As such, bias-related violations of the Student Code of Conduct directed toward a person or group because of factors such as race, religion, ethnicity, ability, national origin, age, gender identity, gender expression, sex, sexual orientation or veteran status may be assessed enhanced sanctions.

Fines and Restitution for Damages
Students responsible for damage and vandalism to University property may be required to pay restitution. In cases where damage or vandalism is done to common areas, and the student(s) who are responsible cannot be determined, students sharing that common area share in the cost of the restitution. Residents are responsible for reporting individual damages to their resident assistant, residence coordinator or the Office of Residential Life (2nd Floor, McGovern Hall) as soon as they occur. Residents are not permitted to make their own repairs. While intentionally damaging the property of another person or entity is a violation of the Student Code of Conduct, the university will not assign, oversee, manage or assure restitution when the university is not a party. The Office of Student Affairs (2nd Floor, McGovern Hall) reserves the right to assign monetary fines for violations of the Student Code of Conduct as appropriate.
Identification
All University of Saint Joseph students must carry their university id and provide it to university personnel (i.e., residential coordinator, public safety officer, resident assistant, etc.) upon request. Visitors must carry their university visitor pass and state-issued photo identification at all times.

Jurisdiction
The Student Code of Conduct shall apply to conduct that occurs on university-owned or leased property and at University-sponsored events. In addition, the University reserves the right to address, through the Student Code of Conduct process, incidents that occur off campus that may endanger the health, safety and welfare of self or others and/or adversely affect the university and/or the pursuit of its objectives. Each student shall be subject to the Student Code of Conduct from the time of application for admission through the awarding of a degree at Commencement, as well as during periods between terms of actual enrollment, study abroad and leaves of absence or suspension. Complaints against people who have already withdrawn or graduated from the university will not be subject to the Student Code of Conduct Process.

Parental Notification
The University of Saint Joseph reserves the right to communicate with parents/guardians on any student conduct action taken by university officials, within the framework established by the Family Educational Rights and Privacy Act (FERPA).

Facilities Access and Other Contraband Searches
The university reserves the right at any time with or without notice to search all university-owned or leased property and all vehicles, packages, containers, briefcases, backpacks, purses, lockers, desks, enclosures and persons entering or leaving its property for the purpose of determining whether any weapons or other contraband has been brought onto its property, for the purpose of inspection or repair, to preserve the health and safety of the university community, or for suspected violations of university policy. Any person who refuses to promptly permit a search under this policy may be denied immediate and future access to university property and/or subjected to the Student Code of Conduct process. Public Safety staff members will use their discretion to contact local law enforcement if weapons or other contraband are located during a search that constitutes a violation of Connecticut law.

Standard of Information
A conduct officer will find a student responsible for a conduct code violation if the violation is shown by a preponderance of the information presented; that is, based on information that the conduct officer finds credible and convincing, it is more likely than not that the student is responsible for violating the Student Code of Conduct.

Student Conduct Holds
Students who fail to complete student conduct sanctions by the assigned deadline will have a hold placed on their student account. Conduct holds may impact a student’s ability to see his or her grades online, obtain a copy of his or her university transcript or register for housing or for classes.

Refunds
Students who are suspended, dismissed or expelled for disciplinary reasons from the University are not entitled to a refund. A student who is suspended, dismissed or expelled will be charged all administrative fees as prescribed. Students who are suspended from university housing for disciplinary reasons are not entitled to a refund.

Termination of Residency in University Housing
Students suspended from university housing forfeit all housing deposits paid to the university. Students placed on an interim suspension from the university or university housing who are later reinstated to the university or university housing are not entitled to a refund for the period of their separation.
Title IX Grievance Procedures
Any incident that involves behaviors included under the Student Code of Conduct #6 and/or involves gender-related harassment or discrimination will fall under the investigation and grievance procedures established by the Title IX Policy Against Gender-Based Discrimination and Sexual Misconduct (see below).

Victim Information
Community members who are victims of a reported crime against their person or property may be entitled to information, upon written request, about university disciplinary proceedings related to that crime pursuant to the Federal Educational Rights and Privacy Act and the Higher Education Opportunity Act of 2008, section 493. Students who are alleged victims of a sexual offense or one of the following crimes of violence, as defined by the U.S. Department of Education, may be entitled to information: • arson • assault offenses • burglary • criminal homicide • destruction, damage and vandalism of property • kidnapping/abduction • robbery.

Students who have requests or questions should contact the Vice President of Student Affairs. All information provided by the Vice President of Student Affairs will be given verbally and directly to the victim. Information will not be provided to another person, even at the victim’s direction or request.

Electronic Communications
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 extra care and diligence. Students must be aware of the added responsibility associated with these opportunities for networking and communicating. Communications on sites such as Facebook, YouTube, Snapchat, Instagram, Twitter and personal blogs, though logins are often required, represent public and open communication. Communications on such sites are not specifically monitored by University officials but may be brought to the attention of officials when seen as possible violations of the Student Code of Conduct. As with other public arenas, information found on Internet sites is acceptable as information in conduct meetings and other proceedings. Information that is acceptable may include but is not limited to: wall postings, journal entries, blog postings, pictures, media, online comments, “tweets” and other openly accessible communications. Messages between individuals—instant messages, text messages, email, Facebook messages, or other electronic forms of communication—may also be used in the conduct process. Students should be aware that the Internet is considered a public forum and information posted there can be viewed by anyone. Students are encouraged to use caution with information made available to others online and through social media.

Student Code of Conduct
All University of Saint Joseph students are responsible for abiding by the standards of the USJ community, and those who violate them are subject to disciplinary action. Any attempt to violate the policies and regulations of the university is considered sufficient information for having committed the violation itself. Moreover, the University of Saint Joseph recognizes and respects local, state and federal laws and does not provide safe haven or sanctuary for students who violate such laws. The university may pursue enforcement of its own policies, whether or not legal proceedings are underway or forthcoming, and may use information from third-party sources, including but not limited to law enforcement agencies, the courts and outside media to determine whether if University policies have been violated. Conversely, USJ makes no attempt to shield members of the university community from the law, nor does it intervene in legal proceedings against a member of the community. The Student Code of Conduct process may review and impose sanctions on an individual or group involved in any criminal or civil offense.

Violations of specifically stated policies as written in this Student Handbook, or otherwise distributed or published rules of the University of Saint Joseph, are prohibited.

These include but are not limited to:
1. **Alcohol**
   Students should review and are expected to abide by Connecticut state laws and the university alcohol policy as published in the Student Handbook, or otherwise distributed or published by USJ. Members of the university community or guests/visitors under the age of 21 may not possess or consume alcoholic beverages.
   a. Individuals may not distribute, transport, serve and/or purchase alcohol to/for minors.
   b. Students who are disruptive as a result of intoxicated behaviors due to the consumption of alcohol or illegal drugs are subject to disciplinary action.
   c. Operating a motor vehicle while under the influence of alcohol is prohibited.
   d. Kegs/beer balls, common sources, and/or excessive quantities of alcoholic beverages are prohibited. The Public Safety staff in cooperation with the residential life staff on duty will make the determination regarding excessive quantity.
   e. Possession or use of drinking paraphernalia, devices and/or games that promote consumption of alcohol (i.e., beer bongs, beer-pong tables, funnels, empty alcohol containers, etc.) are prohibited. Such items may be confiscated and not returned. Water pong is not permitted.
   f. Possession or consumption of alcoholic beverages in public areas, except where designated, or at university events where alcohol is not served, regardless of age, is prohibited.
   g. Selling of alcoholic beverages without a license is prohibited.
   h. Possession of fake identification is prohibited.

2. **Controlled Substances**
   a. The possession and/or use of illegal or harmful drugs is prohibited.
   b. The manufacture, distribution, possession with intent to sell and/or sale of prescription medication, illegal or harmful drugs is prohibited.
   c. The possession and/or use of drug paraphernalia is prohibited.
   d. The improper possession and/or misuse of prescription medication is prohibited.

3. **Civility and Respect**
   The University expects students to be mature, honest and responsible members of the campus and the larger community. Behavior that infringes upon the rights, safety, and privileges of another person, or impedes the educational process of the university is unacceptable. The University of Saint Joseph prohibits:
   a. Conduct that is disruptive to the university community, does not follow the Core Values, disturbs the peace, obstructs university objectives and/or operations, interferes with the rights and/or activities of others and/or interferes with the performance and duties of university faculty or staff.
   b. Failure to comply with the Good Neighbor Policy.
   c. Failure to comply with the Bias, Harassment and Discrimination Policy.
   d. Violation of Residential Life Quiet Hours Policy.
   e. Misconduct on the university shuttle and/or shuttle stop (including, but not limited to, damage, vandalism, verbal and/or physical abuse and intoxication).

4. **Complicity**
   USJ prohibits students, through act or omission, from assisting another student or group in committing a violation of the Code of Conduct. Students who are present when the Code of Conduct is violated may be held responsible, even if they are not directly involved in the violation itself, when they could reasonably remove themselves from the situation.

5. **Harassment, Abuse, Health and Safety**
   USJ prohibits:
   a. Personal harassment, intimidation and/or verbal abuse.
   b. The threat to inflict physical harm, physical abuse, or injury to any person.
   c. Actions that inflict physical harm, physical abuse, or injury to any person.
   d. Non-physical or physical coercion.
   e. Slanderous, false or malicious statement(s) about a person or defamation of character.
f. Endangerment of the health and safety of self and/or others.

6. Gender-Based Discrimination and Harassment

The University of Saint Joseph is committed to providing an environment free from gender-based or sexual discrimination and misconduct. Members of the university community, guests and visitors have a right to be free from sexual harassment, violence and gender-based discrimination and harassment. Please refer to the full Title IX Policy Against Gender-Based Discrimination and Sexual Misconduct.

USJ prohibits:

a. Sexual harassment
b. Non-consensual sexual contact
c. Non-consensual sexual intercourse
d. Sexual exploitation
e. Intimate partner violence
f. Stalking

7. Hazing

Hazing is defined as, but not limited to, any action taken, or situation created intentionally as a method of initiation into any student organization, student athletic team or group of students, in which there is a perceived or real power differential between members, to create mental or physical discomfort, embarrassment, harassment, ridicule, physical or psychological shock, or possibly mental or physical injury. The expressed or implied consent of the person being hazed will not be a defense. Knowledge of, apathy toward or acquiescence in the presence of hazing are not neutral acts and will be construed as violations of this standard.

8. Property

a. Unauthorized use, misuse or possession of another’s property or university property is prohibited.
b. The theft of another’s property or university property or unauthorized possession of another’s property or university property is prohibited.
c. Damage and/or vandalism to another’s property or university property is prohibited.
d. Tampering with locks and duplication or unauthorized use of University of Saint Joseph keys or access cards is prohibited.
e. Creating messes and littering on campus or university owned property is prohibited.
f. Throwing, launching or propelling objects is prohibited.
g. Failure to report damage is prohibited.

9. Orders and Directions

a. Failure to comply with reasonable directions of university officials (or someone acting in the name of USJ) is prohibited.
b. Harassment, intimidation and/or verbal abuse of university officials (or someone acting in the name of USJ) acting within the scope of their duties is prohibited.
c. Unauthorized entry into or use of USJ property or attempting to gain entrance to unauthorized premises is prohibited.
d. Fleeing the scene of an incident is prohibited.
e. False 911 and/or campus emergency system calls both on and off campus are prohibited.

10. Misuse of Documents/Property

a. Knowingly using or furnishing false information or identification to a university official (or to someone acting in the name of USJ) is prohibited.
b. Forgery, alteration or unauthorized possession of university documents, records or instruments of identification is prohibited.
c. Forgery, alteration, possession or manufacturing or distribution of false identifications, documents or records is prohibited.
d. Unauthorized use of USJ’s name or logo or failure to use the university’s name or logo in a manner consistent with its designated objectives is prohibited.
e. Violation of the computer and information resources policy is prohibited.
f. knowingly using another students ID to gain access to their dining plan/funds
11. Fire and Fire Protection Systems
   a. Tampering, damaging, covering or removing fire safety equipment is prohibited.
   b. Causing or attempting to cause a fire or false fire alarm is prohibited.
   c. Failure to evacuate during fire alarm or emergency is prohibited.
   d. The setting of fires, arson or adding to unauthorized fires is prohibited.

12. Firearms, Weapons and Explosives
   a. Possession, storage or use of firecrackers, fireworks, fire bombs, smoke bombs or any other explosive device is prohibited.
   b. Possession, transportation, storage or use of firearms, air guns, paint ball guns, BB guns, any other dangerous weapon or weapon facsimile is prohibited.
   c. Bomb scares or threats are prohibited.

13. Misuse of University Funds
   a. Embezzlement or misuse of the funds of the university and/or its student organizations is prohibited.
   b. Forgery, falsification or alteration of student employee timesheets or misuse of the ADP system is prohibited.

14. Abuse of the Student Conduct Process
   a. Providing false statements during conduct proceedings is prohibited.
   b. Harassment and/or intimidation of a conduct officer, witness or victim prior to, during and/or after a conduct proceeding is prohibited.
   c. Failure to appear at an investigation meeting and/or failure to fulfill the terms and conditions of sanctions imposed is prohibited.

15. Gambling—Gambling or being part of a gambling ring, bookmaking or illegal transactions are prohibited.

16. Smoking—Smoking is prohibited across all University campuses. Smoking is prohibited in all university-owned vehicles. This includes electronic smoking devices.

17. Solicitation and Promotion Solicitation are prohibited at the university and in the residence halls.
   a. The direct sale of merchandise or services, and the solicitation of donations (with or without products or services rendered) without university approval is prohibited.
   b. Posting or distributing solicitation materials in unauthorized areas is prohibited.

18. Residential Life Violation of Residential Life Policies

19. Visitor and Guest Policy—Violation of the Policy Statement on Overnight Visitors and Guests

20. Federal, State and Local Laws — Students who are sanctioned, criminally or civilly, or formally charged and/or convicted of a violation of federal, state or local law, which adversely affects the community and/or the university and the pursuit of its objectives, may be subject to disciplinary action.

Student Code of Conduct System
The University of Saint Joseph’s Student Code of Conduct System consists of conduct meetings and appeal hearings. All proceedings are conducted according to the procedures set forth in this handbook. Students accused of an alleged violation of policy are notified and given their procedural rights in writing and/or electronically by a conduct officer. At the time of the conduct meeting, procedural rights are reviewed, and students are asked to declare whether they are or are not responsible for the alleged violation. Students and parents are encouraged to contact the Office of Student Affairs (2nd Floor, McGovern Hall) with questions about the code of conduct process and procedural rights.

Immediate Disciplinary Suspensions
The University of Saint Joseph recognizes that its philosophy is linked with the protection of its students, faculty, staff and property. The vice president of student affairs or designee has the authority to immediately suspend from the university or residential housing any student who is a threat to self or others or who, due to the severity of the underlying incident, may be subject to a separation from residential housing or the university. Students placed on an immediate suspension from the university are not permitted on university-owned, operated or leased property.
Examination and Vacation Periods
During examination, vacation and other periods, conduct meetings may occur as necessary. A conduct meeting may be called during these times if deemed necessary by the director of student affairs or designee. All decisions rendered during this interim period must conform to the spirit of the code of conduct process as expressed in this handbook. Proximity to Graduation Exceptions may be granted only if a serious incident occurs within three weeks of the final semester of any graduating senior. Under such circumstances, the provost and vice president of student affairs may or may not allow a student to complete his/her course work for credit if such arrangement can be practically accomplished without the student returning to campus and if such an accommodation is merited in their view based on circumstances on a case-by-case basis. An expelled student may not participate in graduation exercises or return to campus or the university for additional course work and, except for the possibility of a senior in his/her last three weeks of school, an expelled student will not receive a University of Saint Joseph diploma.

Conduct Procedures
The initial incident report describes the behavior and appropriate facts and details relating to the incident at issue and identifies witnesses where appropriate. Initial information about an incident is submitted or released to Residential Life staff, the Public Safety Department or the Office of Student Affairs (2nd Floor, McGovern Hall) for appropriate action. The information typically describes alleged behavior and facts detailing the incident. Upon receipt of the information and, if necessary, a completed investigation by a university investigator, the assigned conduct officer schedules a conduct meeting, which is usually held within ten business days following the receipt of the information or investigation report. A notice of the time, date and place of the meeting is sent to the student via their University of Saint Joseph email address at least 48 hours prior to the meeting. A request for postponement of up to five additional business days for a conduct meeting can be made to the conduct officer. The request must be for good cause and is subject to the availability of the conduct officer. The parties involved are responsible for checking their USJ email account even during examination and vacation periods. Excuses related to not checking the student’s email account are not acceptable reasons for postponement. Conduct cases are heard as scheduled with or without the student present.

Student Procedural Rights in the Student Code of Conduct Process
A student who has been charged with a violation of the Student Code of Conduct is granted fundamental fairness in the form of the following rights as part of this process:

• Notice—the right to be informed, in writing and/or electronically, of the specific alleged violation(s) of the Student Code of Conduct in which the student is suspected of involvement.
• Procedures—the right to be informed orally and/or in writing/electronically of the conduct procedures.
• Information—the right to know the nature of the information at the time of the meeting and object to information being heard that is unrelated to the incident cited in the report.
• Witness Statements—the right to present witness statements in a conduct meeting.
• Advisor- the right to have an advisor present under the guidelines outlined in this document
• Meeting—the right to request a postponement, subject to the availability of the conduct officer, of up to five business days from the original conduct meeting.
• Privacy—the right to have all records, files and proceedings kept appropriately private.
• Written decision—the right to have a written decision letter documenting the results of the conduct meeting sent via their University of Saint Joseph email account.
• Appeal—the right to request an appeal of a conduct meeting, if found responsible. Any student wishing to appeal must contact the director of student affairs at 860-231-5445 within five business days after the conduct meeting. Students who fail to attend their conduct meeting forfeit their right to request an appeal.

Witness Statements
Witnesses are those individuals who provide information based on personal knowledge or experience of the incident. The conduct officer has the option of communicating with witnesses as deemed appropriate. Character statements are not considered valid witness statements.

Conduct Meeting
At a conduct meeting, a conduct officer, the student and his or her advisor (optional) are present. The conduct officer reviews the procedural rights of the student. The incident report may be read, and the alleged violations
based on the report are explained. The student is asked to declare if he/she is responsible for any of the alleged violations. The student has the option to waive his/her right of 48-hour notification. The student presents his/her information, which may include witness statements acquired by the student. After the presentation, the conduct officer engages in a conversation with the student. The conduct officer decides if the student is responsible or not responsible for the charged violations. The sanction may be announced and explained either at the meeting or within three business days as determined by the conduct officer. The student has the right to request an appeal, if found responsible for any violation.

**Recordings and Disciplinary Records**

Students are not permitted to record conduct meetings. Disciplinary records, excluding dismissals and expulsions, are retained electronically for seven years after the incident date. All dismissal (if the student does not return to USJ) and expulsion records remain permanently on file. All conduct meetings are closed. The conduct officer, the student and his or her advisor (optional), and a member of the Office of Student Affairs or appropriate university staff member are the only individuals permitted to participate at a conduct meeting. The university does not permit the release of any recordings or disciplinary records to parties outside the university. The university does reserve the right to record the meeting. The university also reserves the right to have university counsel present at any conduct meeting.

**Findings**

The student must receive the decision of the conduct officer in writing within three business days after the conduct meeting.

**Sanctions**

Violations of the Student Code of Conduct may bring one or more sanctions. Sanctions include, but are not limited to:

1. Expulsion—permanent separation of the student from the University of Saint Joseph, university-related events/activities and USJ owned, operated or leased property.
2. Dismissal—separation of the student from the University of Saint Joseph, university-related events/activities and USJ owned, operated or leased property for an indefinite period of time. Readmission to USJ may be possible in the future by petition and demonstration of satisfactory completion of conditions set forth by the student’s decision letter to the appropriate conduct officer, after the date noted in the decision letter.
3. Suspension from the university—immediate exclusion from classes, university-sponsored internships, externships or clinical assignments, residence halls and university owned, operated or leased property. Suspension occurs for a specific period of time at the end of which a student is reinstated to his/her former student status.
4. Deferred suspension from the university—A suspended removal from the university for a period of time. Any violation of policy committed during this period causes the suspension to take effect immediately. The length of time is determined by the conduct officer.
5. Suspension from the residence halls—A suspension and removal from the residence halls for a period of time. Students who are suspended from the residence halls may not reside in or visit any university-owned residential facility.
6. Deferred suspension from the residence halls—A suspended removal from university residential living area. Any violation of policy committed during this period causes the suspension to take effect immediately. The length of time is determined by the conduct officer.
7. Campus restriction—prohibition of a student from being present in a particular building or area of university property and/or taking part in a particular university sponsored activity or event.
8. Disciplinary probation—A period of time, not to exceed one calendar year, determined by the conduct officer, during which the student’s actions are subject to close examination. Sanctions attached to disciplinary probation may include, but are not restricted to, the following: • Denial of the right to participate in certain USJ activities, or eligibility to represent USJ in any co-curricular activity or athletic event. • Prohibition from holding office in any student group or organization. Notification of any of the above is sent to appropriate USJ offices and parents/legal guardians.
9. Loss of Privileges—a student is prohibited from participating in designated social events or activities, such as, but not limited to: attending athletic events, senior week, campus concerts, participation in student organization activities or other university events/activities.
10. Student Conduct Warning—a notice to the student informing him/her that further violations of the Student Code of Conduct may result in more severe sanctions, including placement on disciplinary probation.
11. Restitution—the student is required to make payment to USJ for damages incurred as a result of violations of the Student Code of Conduct.
12. Fines—Students may be fined for violations of specific policies or procedures as outlined in the Student Handbook and/or other published or distributed materials.
13. Removal of property—a student may be requested to remove property that disturbs others, is inconsistent with the values of the university and/or sisters of mercy, endangers an individual’s health or safety or is involved in a violation of the Student Code of Conduct.
14. Educational sanctions—Additional sanctions such as facilitating a program, writing a paper, attending a program/class, or completing an online program may be a part of any disciplinary sanction assessed for violations of the Student Code of Conduct.

Appeals
After receiving notification of the Conduct officer’s decision, both the complainant and the respondent have five business days to notify the Director of Student Affairs of their intent to appeal the decision. An appeal form may be obtained from the Director of Student Affairs or designee and a formal letter of appeal specifying the grounds upon which the appeal is based and supporting information must be submitted within five business days of the receipt of the appeal form. The Director of Student Affairs has the discretion to extend the deadline for submission of a letter of appeal.

Sanction(s) imposed by the Conduct officer will remain in effect while the appeal is pending. The letter of appeal specifies the grounds upon which the appeal is based, and how those grounds materially affected the outcome (responsibility or sanctions) of the original meeting.

The letter of appeal must be completed and signed by the student or submitted directly from the student’s University email account.

Once the appeal materials are submitted, the other party and the investigator(s) may submit materials in response to the appeal. Other parties will be assigned an appropriate deadline for submission of materials by the Director of Student Affairs or designee. Respondents who fail to attend the conduct meeting forfeit the right to request an appeal.

The accepted grounds for an appeal are:
   a. additional and/or new relevant information which was not available at the time of the conduct meeting;
   b. an error in the process or an abridgement of rights, as outlined by this policy, which materially impacted the outcome of the conduct meeting;
   c. the sanction(s) assigned by the committee did not adhere to the sanction guidelines stated in this policy.

The Director of Student Affairs reviews requests for appeals or designates a university staff member to serve as the appeal officer. If the appeal letter(s) does not bring forward sufficient grounds for appeal, the appeal will be denied and the matter will be closed.

If the Director of Student Affairs, or designee, determines that the appeal should be considered, the Director of Student Affairs, or designee, will assign the appeal to an appeal officer, which can:
   a. affirm the decision of the Conduct officer, in which case the initial decision is final;
   b. remand the matter back to the Conduct officer to make a decision in light of the appeal officer's findings;
   c. initiate a new conduct meeting.
University of Saint Joseph’s Title IX Policy Against Gender-Based Discrimination and Sexual Misconduct

University of Saint Joseph is committed to providing an environment free from gender-based discrimination and harassment. University of Saint Joseph is dedicated to a healthy and safe learning and living environment in which members of the community can realize their full potential free from all forms of gender or sex discrimination and sexual misconduct including interpersonal violence and stalking.

As such, the university complies with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs or activities that receive federal financial assistance. University of Saint Joseph strives to ensure that no student or employee is excluded from participation in or denied the benefits of any university program or activity on the basis of sex. Also, in regards to athletics, the university is committed to the equitable treatment of male and female student-athletes. This includes, but is not limited to, equitable allocation of athletic participation opportunities, scholarships and benefits.

Upon receiving a report, the university will respond promptly, equitably and thoroughly. In addition, the university will take steps to prevent the recurrence of the misconduct and correct its effects, if appropriate. When a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are not repeated and steps will be taken to correct any discriminatory effects to the extent possible. There is no time limitation on the filing of a grievance under this policy. However, a delay in reporting could affect the university’s ability to gather information needed to determine whether a person is responsible for sexual misconduct or gender-based discrimination. If the responding party is no longer subject to the university’s jurisdiction, the ability to investigate, respond, and provide remedies may be limited.

This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated. Any University of Saint Joseph community member who has questions about the policy or the grievance procedures should seek clarification from the university’s Title IX Office.

The university’s sex/gender harassment, discrimination and misconduct policies are not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include controversial or sensitive subject matters protected by academic freedom. Academic freedom extends to topics that are pedagogically appropriate and germane to the subject matter of courses or that touch on academic exploration of matters of public concern.

Terminology:
For purposes of this policy, the following terminology will be used:

Students: Any student of the University of Saint Joseph, including undergraduate and graduate students, students at The Gengras Center School and The School for Young Children, and students attending University-sponsored camps or similar programs.

Employees: Any individual receiving a paycheck from the University, regardless of employment classification.

Affiliates: Individuals or organizations who may interact with USJ Community Members in a University-sanctioned role, including but not limited to volunteers, interns, and vendors/contractors.

Community Members: All students, employees (faculty and staff), and volunteers of the University, including The Gengras Center School and The School for Young Children.

Title IX Office: The Title IX Coordinator and Title IX Deputy Coordinators.

I. Notice of the Title IX Coordinator
Rayna Dyton-White, Director of Diversity & Inclusion, serves as the university Title IX Coordinator and manages the university’s compliance of Title IX. The Title IX Office is the resource available to anyone seeking additional information or wishing to file a complaint. When a USJ Community Member, Affiliate, or other participant in the university’s programs and activities feels that they have been subjected to discrimination based on sex in any university program or activity, including but not limited to being subjected to sexual harassment and sexual assault, they may contact the Title IX Office. USJ Community Members may utilize the Title IX grievance procedures to bring concerns forward for the purpose of obtaining a prompt and equitable resolution.

The Title IX policy is intended to define university standards, scope, and to outline the investigation and grievance processes when those standards are violated.

The University Title IX Coordinator is:
Rayna Dyton-White, Director of Diversity & Inclusion
Lourdes Hall
r.dytonwhite@usj.edu
860.231.5487

The University Title IX Deputy Coordinators are:
Deborah Spencer, Director of Human Resources
Mercy Hall
d dspencer@usj.edu
860.231.5390

II. Statement Regarding Complaint and Grievance Procedures
The procedures in this policy are designed to provide a supportive process for individuals who report discrimination and to ensure a fair process for USJ Community Members who are accused of sexual misconduct or discriminatory behavior. Any University of Saint Joseph Community Members who believe that they have been subjected to discrimination based upon sex or gender identity in any university program or activity, that the university has failed to meet its Title IX obligations regarding equity in athletics, or that they have been subjected to sexual misconduct, may bring such concerns to the attention of the university’s Title IX Office to obtain a prompt and equitable resolution.

The U.S. Department of Education, Office for Civil Rights (OCR) is the federal agency charged with enforcing compliance with Title IX. Anyone has the right to contact them directly. Information regarding OCR can be found at:

Local OCR: Boston Office
U.S. Department of Education,
8th Floor, 5 Post Office Square,
Boston, MA 02109-3921
Telephone: 617.289.0111, Facsimile: 617.289.0150
Email: OCR.Boston@ed.gov

Email: ocr@ed.gov • Website: ed.gov/ocr

III Reporting and Confidentiality
A. Options for Reporting
   Internal – Not Anonymous
   a. Report directly to the Title IX Coordinator or Title IX deputy (contact information above);
   b. Report online, using the Tell Someone report
Internal - Anonymous


External Law Enforcement
To contact a local police department, contact Public Safety for assistance (24 hours a day/7 days a week) at 860.231.5222 or call:

a. West Hartford Police Department – 860.523.5203
b. Hartford Police Department – 860.757.4000
c. Bloomfield Police Department — 860.242.5501
d. Connecticut State Police, Troop H (Hartford) - 800.968.0664 or 860.534.1000

Complaints of Sexual Misconduct against a Faculty Member, Staff Member or Administrator
Within the university, reports of gender-based misconduct by an employee or affiliate should be filed with the Office of Human Resources. Reports regarding employees or affiliates can also be made via the EthicsPoint reporting option 855.297.5106 or www.ethicspoint.com. For procedure, see Employee Handbook. If the alleged sexual misconduct impacts a University of Saint Joseph student, Responsible Employees must also report the information to the Title IX Coordinator, and such report may not be anonymous.

B. Confidentiality
Reports made anonymously or by third parties may or may not initiate grievance procedures. However, Title IX requires the university to investigate all incidents about which the university knows or has reason to know to protect the health and safety of the university community. The university will address issues raised anonymously or by third parties if sufficient information is provided by the reporter, and may initiate an investigation. Also, the university will undertake an investigation where appropriate even in cases where the alleged victim and/or complainant choose not to cooperate or participate.

When weighing a complainant’s request for confidentiality, to end an investigation, and/or to not seek disciplinary action, the university will consider factors that may include circumstances that suggest: violence, threat, pattern, predation and/or weapon; the age of the student subjected to the sexual misconduct; and whether the university possesses other means to obtain relevant evidence.

Whether the incident occurred on or off campus, community members are encouraged to report sexual assault and other incidents of harassment to local police. University of Saint Joseph Public Safety can assist community members who wish to make a report to police. Electing not to report an incident to the police will not affect the university’s investigation or Title IX grievance process. If a complainant is a minor, according to Connecticut state law, the university will make a report to the appropriate law enforcement agency.

If a community member decides not to file a complaint with the university, the university encourages the community member to seek out the available medical and mental health resources listed in this policy and on our website. Community members who wish to make a complaint at a later date may contact a university Title IX Office at any time.

C. Responsible Employees and Reporting
University of Saint Joseph encourages all employees and volunteers to promptly report any incidents of sex discrimination, sexual misconduct, interpersonal violence or stalking, they may witness or become aware of. Responsible employees/volunteers are required to report such incidents when any University of Saint Joseph student is impacted. University of Saint Joseph defines all employees and volunteers as Responsible employees of the university; the sole exception to this statement is staff who are designated...
as confidential Employees. A Responsible Employee/Volunteer is required to report any incidents of sexual violence, harassment, discrimination, interpersonal violence, and stalking involving a student promptly to the university Title IX Office. Prompt reporting of such incidents makes investigation of the incident more effective and enhances the ability of the university to take action on a complaint.

The University considers staff in Health Services and the Counseling and Wellness Center to be confidential employees; as such these employees will not report Title IX related incidents to the Title IX Office. Confidential employees will submit anonymous statistical information to the appropriate university office for Clery Act purposes, unless they believe it would cause undue harm to a specific client.

When reporting sexual harassment, discrimination, sexual assault, interpersonal violence or stalking the Title IX Office will guide you with regard to how much detail is needed in an initial report. While respecting the complainant, no employee/volunteer (other than Health Services and Counseling and Wellness Center staff) can or should promise complete confidentiality.

D. Confidential Resources
Confidential on-campus resources are available who can share options and advice without any obligation to inform other university staff members unless requested. Health Services and the Counseling and Wellness Center are the only confidential resources on the University of Saint Joseph campus. In addition, there are several confidential off-campus resources. Faculty members and other university staff are not confidential resources and are required to contact the university Title IX Office.

All of the below-listed resources will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor.

**University of Saint Joseph Confidential Resources**
- Health Services and the Counseling and Wellness Center - 860.231.5530

**Off-Campus Confidential Resources**
- Connecticut Alliance to End Sexual Violence 24-hour confidential hotline - 1.888.999.5545 and (Español) - 1.888.568.8332
- Rape, Abuse and Incest National Network crisis hotline — 1-800-656-HOPE
- Rape, Abuse and Incest National Network online hotline — ohl.rainn.org/online
- Connecticut Coalition Against Domestic Violence – 24-hour confidential hotline 1.888.774.2900

E. Jurisdiction
This policy shall apply to conduct that occurs on university-owned or leased property, at university-sponsored events, as well as University-sponsored online interactions. Students shall be responsible for their conduct from the time of application for admission through the awarding of a degree, as well as during periods between terms of actual enrollment, study abroad and leaves of absence or suspension.

The University maintains the authority to adjudicate alleged violations of the Student Code of Conduct that are related to the same incident under review, though may not be directly related to gender-based conduct. Employees and volunteers are responsible for their conduct while engaging in conduct for the benefit of, or at the direction of the University. The University maintains the authority to adjudicate alleged violations of the Employee Handbook that are related to the same incident under review, though may not be directly related to gender-based conduct.

IV General Policy & Definitions

Members of the university community, including guests, visitors, and volunteers have a right to be free from sexual harassment, violence, and gender-based harassment. When an allegation of misconduct is investigated,
and a responding community member is found to have violated this policy, sanctions may be used in an effort to ensure that such actions are not repeated.

Any attempts to violate this policy are considered equivalent to having committed the violation itself. The use of alcohol or other drugs will not be accepted as a defense or mitigating factor to a violation of this policy. These policies apply regardless of the complainant’s or respondent’s sexual orientation, sex, gender identity, age, race, nationality, religion or ability. Harassment or discrimination based upon an individual’s sexual orientation or gender identity is considered gender-based and subject to this policy. Reasonable accommodations will be provided, as needed, to permit students and employees with disabilities to utilize the procedures set forth in this policy.

Any community member who believes they have been subject to sexual assault, sexual harassment or other sexual misconduct or has witnessed or learned of such an incident is encouraged to contact the university Title IX Office directly. The Title IX Office ensures that timely reports are taken and responded to with appropriate action which may include investigation, possible interim measures, resolution and that those involved have access to other resources including but not limited to medical, mental health, and law enforcement.

All reports against students, faculty, staff, vendors, visitors, and individuals not affiliated with University of Saint Joseph are handled by the Title IX Coordinator:

The University Title IX Coordinator is:
Rayna Dyton-White, Director of Diversity & Inclusion
Lourdes Hall
rdytonwhite@usj.edu
860.231.5487

In situations in which a complaint is filed against a community member who embodies more than one status at the university (e.g., community member is both a student and an employee), the university Title IX Office has the authority to appoint one or more investigators (possibly from different areas of the institution) and determine the grievance process for the reported incident (student, employee, volunteer). The selected grievance process shall have the jurisdiction to make final determinations affecting all individual statuses at the university.

A. Definitions and Scope of Sexual Misconduct

University of Saint Joseph prohibits any form of sexual misconduct, including but not limited to acts of sexual harassment, nonconsensual sexual contact or intercourse, and other forms of sexual exploitation.

**Sexual Misconduct** is a broad term covering a range of behaviors including sexual assault, sexual harassment, intimate partner violence, stalking, voyeurism, sexual exploitation, and any other conduct of a sexual nature that is nonconsensual, or has the purpose or effect of threatening, intimidating or coercing a person. Sexual misconduct may involve nonconsensual sexual contact, but it is not a necessary component. All individuals are protected from sexual misconduct and sexual misconduct is prohibited regardless of the gender of the harasser.

**Sexual harassment** is defined as unwelcome gender-based verbal or physical conduct that is:

- sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, limiting or depriving someone of the ability to participate in or benefit from the university’s educational program, activities and/or employment, and is;
- based on power (quid pro quo), the creation of a hostile environment, or retaliation;
- effective October 1, 2019, the definition of sexual harassment shall also include a failure to provide sexual harassment training or post notices as required.

Examples of sexual harassment include, but are not limited to:
• subtle or persistent pressure for sexual activity;
• unnecessary touching, pinching or brushing against a person;
• requesting or demanding sexual favors concerning employment, academic activities, or other university activities;
• unwelcome communications (verbal, written, electronic, etc.) of a sexual nature;
• unwelcome conduct based on a person’s perceived sexual orientation, gender identity or expression, or gender based stereotypes
• failure to accept the termination of a consensual relationship with repeated and persistent requests and behavior.

Nonconsensual sexual contact (sexual assault) includes any intentional touching of a sexual nature, however slight, whether clothed or unclothed, with any object or body part by a person against another person that is without consent and/or by force.

Examples of nonconsensual sexual contact include, but are not limited to:
• intentional contact or touching with the breasts, buttocks, groin, or genitals;
• making another person touch someone or themselves in a sexual manner;
• any intentional bodily contact in a sexual manner.

Nonconsensual sexual intercourse (rape) includes any penetration, however slight, with any object or body part by a person against another person that is without consent and/or by force.

Examples of nonconsensual sexual intercourse include, but are not limited to:
• vaginal penetration by a penis, object, tongue or finger;
• anal penetration by a penis, object, tongue or finger;
• oral copulation (mouth to genital contact or genital to mouth contact).

Sexual exploitation includes but is not limited to:
• invasion of sexual privacy or voyeurism (in-person or through audio or video recording);
• distribution or sharing of images or recordings of sexual acts without the consent of those portrayed;
• knowingly transmitting a sexually transmitted infection;
• exposing of a person’s body or genitals;
• prostituting or soliciting another community member.

Consent is an active, knowing, and voluntary exchange of affirmative words and/or actions, which indicate a willingness to participate in a particular sexual activity. Consent must be freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. The lack of a negative response is not consent. A person who is incapacitated by alcohol and/or drugs, whether voluntarily or involuntarily consumed, may not give consent. Consent to one form of sexual activity, or a past relationship, does not imply consent to future sexual activity.

Incapacitation is a state where someone cannot make rational, reasonable decisions due to a lack of capacity to give knowing consent (e.g., to understand the “who, what, when, where, why, and how” of the sexual interaction).

• Sexual activity with someone who is, or based on circumstances should reasonably have been known to be, mentally or physically incapacitated (i.e., by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this policy.
• A person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the consumption (voluntary or otherwise) of incapacitating drugs cannot give consent.
• In order to give consent, a person must be of the legal age of consent. Under most circumstances, the age of consent in the state of Connecticut is sixteen. See Connecticut General Statutes § 46b-120, § 46b-127, § 46b-133d, § 53a-70, § 53a-71, and § 54-76b.

• Alcohol-related incapacity results from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkeness, or intoxication.

Evidence of incapacity may be detected by physical cues, e.g., slurred speech, bloodshot eyes, the odor of alcohol on a person’s breath or clothing, inability to maintain balance, vomiting, unusual or irrational behavior, and unconsciousness. Context is important in helping to determine incapacitation. Any of these particular cues alone do not necessarily indicate incapacity.

**Force** is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation, and coercion that overcomes resistance or produces consent.

**Coercion** is unreasonable pressure for sexual activity. Coercion is the use of emotional manipulation to persuade someone to do something they may not want to do, such as being sexual or performing certain sexual acts. Being coerced into having sex or performing sexual acts does not constitute consent and is considered sexual misconduct.

**Intimate Partner Violence**

**Relationship violence** is a pattern of behavior in an intimate relationship that is used to establish power and control over another person through fear and intimidation. A pattern of behavior is typically determined based on the repeated use of words and/or actions and inactions in order to demean, intimidate, isolate, and/or control another person. This behavior can be verbal, emotional, and/or physical. Examples include, but are not limited to: striking another person (slapping, punching, etc.), property damage, reckless behavior, name calling and/or insults, public humiliation, harassment directed toward friends and acquaintances, and verbal and/or physical threats.

**Stalking** involves any behaviors or activities occurring on more than one occasion that collectively instill fear and/or threaten a person’s safety, mental health, and/or physical health. Such behaviors or activities may include, but are not limited to: nonconsensual communications (i.e., face-to-face, telephone, email, social media), threatening or obscene gestures, surveillance, or showing up outside the targeted individual’s classroom, residence, or workplace.

**Other Forms of Misconduct**

Other forms of misconduct, when gender-based, will fall under this policy. These include, but are not limited to:

• conduct that interferes with the rights of others and/or demonstrates disregard for the university community;
• assisting another person in committing a violation of this policy;
• personal harassment and/or verbal abuse;
• the threat of physical harm, physical abuse, mental distress or injury;
• actions that inflict physical harm, physical abuse, mental distress or injury;
• slanderous, false or malicious statement(s) about a person or defamation of character;
• endangerment of the health and safety of others;
• hazing;
• damage and/or vandalism to another’s property.

B. When an Incident Occurs

**Bystander Intervention** is defined by the State of Connecticut (CGA § 10a-55m) as the act of challenging the social norms that support, condone, or permit sexual assault, stalking, and intimate
partner violence. Students are encouraged to undertake bystander intervention actions when they are able to do so in a manner that is safe for all concerned. Examples of bystander intervention include: asking if someone is alright; distracting one or both people involved; encouraging someone to seek help from appropriate resources, such as Health Services or the Counseling and Wellness Center. Bystander intervention techniques can be used to address and prevent many concerns, including sexual assault, intimate partner violence, alcohol poisoning, hazing, suicide, and bias.

### C. Care after an Incident

While there is no one right way to get help, below are some suggested steps you can take following an experience of sexual assault, intimate partner violence, or stalking.

#### a. Immediate Steps

- **Get away from the attacker.** Go to a safe place (open office, friend’s room, RA room, etc.).
- **Call someone you trust.** A friend, family member or victim advocate are all good resources. You do not have to go through this alone.
- **Seek medical attention.** For an emergency requiring an immediate medical or police response, call 911. On campus call Public Safety 860.231.5222; off campus call 911 or go to your nearest emergency room. You should seek treatment from a hospital that participates in the SAFE program and has a SANE (Sexual Assault Nurse Examiner). A medical provider can check and treat you for physical injury, sexually transmitted infections, and pregnancy.

**Local Hospitals**

- Saint Francis Hospital
  - 114 Woodland Street, Hartford, CT 06105
  - 860.714.4000

- Hartford Hospital
  - 80 Seymour Street, Hartford, CT 06012
  - 860.545.5000

- **Preserve Evidence.** After sexual violence, do not shower until you have considered whether to have a no-cost sexual assault forensic exam at a hospital. If you do want a sexual assault forensic exam, you should go to a hospital within 120 hours of the assault. You do not need to make a formal report or press charges to have a sexual assault forensic exam. Save the clothes you were wearing (unwashed) in a paper or cloth bag and bring them with you to exam. After sexual violence, relationship violence, and/or stalking, take photos of any damage or injury and keep communication records (i.e. texts, emails, and letters).

#### b. Next Steps

- **Student may also seek treatment from Health Services by calling 860.231.5530 (Monday–Friday 8:30am-4:30pm), however this office does not complete the sexual assault evidence collection kit.**

- **Seek Support.** You may want to turn to an on-campus counselor at the Counseling and Wellness Center by calling 860.231.5530 (Monday–Friday 8:30am-4:30pm) or an off-campus confidential advocate for support and information. They will talk with you about your options for additional support services and reporting.

- **Consider making a report.** You are encouraged to make a formal report of what happened to both the Title IX Office and the local police department (West Hartford Police Department – 860.523.5203). Keep in mind there is a difference between reporting to the on-campus Title IX Office and filing criminal charges.
with the police department. Each report can be done independently.

d. Additional support. The Title IX Office can help you with changes to your housing, classes, work, student activities and more. You do not need to make a formal report or press charges to receive help.

Other Resources

Connecticut Alliance to End Sexual Violence
24-Hour Hot Line 1.888.999.5545
Telephone: 860.282.9881
96 Pitkin Street
East Hartford, CT 06108
info@endsexualviolencect.org

YWCA New Britain Sexual Assault Crisis Service
Hotline – Hartford: 860.547.1022
Hotline – New Britain: 860.223.1787
19 Franklin Square
New Britain, CT 06051
ywcanb.org

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 complainants 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.

Interval House
24-hour Domestic Violence Hotline 860.527.5550 or 1.888.774.2900
Linea de Crisis (Spanish) 1.844.831.9200
Telephone: 860.246.9149
Hartford, CT
www.intervalhousect.org

Our Services that are provided include:
- 24-hour Hotline
- Safety planning and domestic violence counseling
- Emergency shelter
- Support groups
- Court and legal advocacy
- Programs for children
- Community education and awareness

Connecticut Coalition Against Domestic Violence
24-hour Domestic Violence Hotline 888.774.2900
912 Silas Deane Highway, Lower Level
Wethersfield, Connecticut 06109
Telephone: 860.282.7899 | Toll free (CT only): 1.800.281.1481
http://www.ctcadv.org/.
For counseling services, support groups, emergency shelter, and general support services, please call our 24-hour statewide, toll free domestic violence hotline at 888.774.2900 to be connected to the nearest domestic violence agency. An advocate can talk with you about your needs and help you identify shelters, programs and other resources. All services are free and confidential.

**Office of Victim Services**
225 Spring Street, Fourth Floor
Wethersfield, Connecticut
Telephone: 711 or 1.800.833.8134
http://www.jud.ct.gov/crimevictim/

The Office of Victim Services (OVS), Connecticut Judicial Branch, is the state’s lead agency established to provide services to victims of violent crime. OVS contracts with non-profit and public organizations to provide services to crime victims. These services include, but are not limited to, information and referral, criminal justice support/advocacy, therapy, safety planning, group treatment/support, personal advocacy and assistance in filing applications for victim compensation.

**Office of Victim Advocate**
505 Hudson Street, 5th floor
Hartford, Connecticut 06106
Telephone: 860.550.6632 or Toll Free (CT) 1.888.771.3126
Email at ova.info@ct.gov or http://www.ct.gov/ova/site/default.asp

The Office of the Victim Advocate (OVA) is an independent state agency charged with the responsibility of protecting and enforcing the rights of crime victims throughout the state of Connecticut. The OVA monitors’ services provided to crime victims by state agencies and private entities; receives and investigates victim’s complaints regarding their treatment in the criminal justice process. They can intervene in court cases to advocate for a crime victim when their rights have been violated. They make recommendations to the legislature, criminal justice professionals, and victim service providers for changes in state policies and laws to benefit crime victims. They also provide public education and outreach regarding services available to victims of crime and their families.

**Resources for preventable sexually transmitted diseases**

**Burgdorf Health Center, Hartford STD Clinic**
Disease Prevention and Health Promotion
131 Coventry Street, 1st Floor
Hartford, Connecticut
860.757.4830 or 860.757.4772
No appointment necessary. Fee for service.

**Additional Services**
- Campus Safety provides escorts for any student crossing campus in the evening hours. Call 860.231.5222 to request this service.
- Emergency phones (blue light towers) can be found throughout campus.

**C. Protective Orders**
All students have the right to request a protective order or temporary restraining order, or seek enforcement of existing orders, including, but not limited to, orders issued pursuant to state statute. Complainants will be afforded options and will be assisted in making decisions in regard to any lawful protective or temporary restraining orders. Students should bring any protective orders to the
Department of Public Safety. The university will assist in making any necessary accommodations.

D. Retaliation

Retaliation against any person for alleging a violation of Title IX or for cooperating in any investigation, proceeding, or meeting relating to an alleged violation of Title IX is strictly prohibited and may result in disciplinary action, including additional interim or permanent measures. Any concerns regarding retaliation should be reported immediately to the university Title IX Office.

E. Federal Timely Warning

Parties reporting sexual misconduct should be aware that under the Clery Act, university administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the university community. The university will take all reasonable measures to ensure that a complainant’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

F. Amnesty for Reporting Parties & Witnesses

Members of the university community may be reluctant to report incidents because of concerns that their own behavior may be a violation of university policies. Although policy violations cannot be overlooked, the university has a Good Samaritan statement and will consider the positive impact of reporting an incident when determining the appropriate response for policy violations. Community members are encouraged to consider the possible negative consequences of not reporting an incident when considering any possible personal consequences of making a report.

G. False Allegations

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action, and may also violate state criminal statutes and civil defamation laws.

H. Parental Notifications

The university’s policy regarding sexual misconduct situations is consistent with the general Parental Notification policy in the Student Handbook.

I. Federal Statistical Reporting Obligations

The university has a duty to report data about various forms of sexual misconduct in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). No personally identifiable information is disclosed, but statistical information is disclosed as part of the university’s annual Campus Security Policy & Campus Crime Statistics Report. The information to be shared includes the date, location (residence hall, public property, off campus, etc.) and specific crime category. A copy of the report is located on the Public Safety website (https://www.usj.edu/student-life/public-safety/).
III. Response and Resolution Process

A. Privacy and Confidentiality
Reports will be investigated and may be resolved through the appropriate conduct/grievance procedures. Investigation and procedures will be conducted with regard for the privacy of those involved. Only people who have a need to know about the reported issue will be informed. Materials and information prepared or acquired under Title IX procedures will be shared only as necessary. Disclosure of such information also may be made if the university Title IX Office determines that such disclosure is necessary to protect the health, safety, or well-being of the community or any member thereof. While the university Title IX Office will take into account any requests made by a complainant for confidentiality or that a Title IX matter not be investigated, the university Title IX Office will take appropriate steps to respond to the matter consistent with requirements of Title IX and the university’s obligation to the greater University of Saint Joseph community.

B. Informal Complaints and Resolution
University community members may bring concerns to the university Title IX Office on an informal basis. Where appropriate, the Title IX Office will provide counseling and advice and may attempt to facilitate an informal resolution. The university Title IX Office also is available to receive and address such allegations through the formal grievance procedures described below.

Complainants who are considering bringing a formal grievance may meet with the university Title IX Office, who will discuss the matter and describe the formal grievance process. Where appropriate and with prior notice where applicable, these grievance procedures may be modified or amended by the university.

The university Title IX Office has the authority to investigate allegations of discrimination prohibited by Title IX even absent the filing of a formal grievance, or after its subsequent withdrawal. The university has an obligation to the entire University of Saint Joseph community to take appropriate steps to prevent community members from being subjected to discrimination and sexual misconduct. As a result, there may be circumstances that will require the university Title IX Office to proceed with investigating a formal or informal grievance even if a complainant specifically requests that the matter not be pursued.

In instances where it is deemed possible and safe, the university may choose to resolve reports through informal means. If it is determined that an informal resolution may be appropriate, the Title IX Office will speak with the complainant about this option. If the complainant agrees, the Title IX Office will speak with the person alleged to have engaged in the misconduct. Resolution of an informal complaint will generally not result in sanctions; the Title IX Office may enact remedial measures at their discretion. If a satisfactory resolution is reached through this informal process, the matter will be considered completed. If these efforts are unsuccessful, the formal investigation process will commence. The informal resolution process will not be used in cases of nonconsensual sexual intercourse.

C. Formal Complaints and Resolution
1. Formal Reporting and Response
The Title IX Office will formally investigate student and employee complaints, address inquiries, and coordinate the university’s compliance efforts regarding student and employee complaints and grievances. Notice of a formal complaint can be made in writing or verbally to an appropriate University employee. The Title IX Office also reserves the right to investigate any incident that may
relate to this policy, and, if necessary, refer that incident to the Title IX grievance process.

The complaint should clearly describe the alleged incident, when and where it occurred, and the desired remedy, if known. Additionally, the initiator of a formal complaint should submit any supporting materials, such as text messages, voicemails, photos, and so forth.

Following receipt of a formal report, the university will take steps protect the privacy of involved parties. Information will be shared as necessary with investigators, witnesses, the responding party, and University employees/officials. The circle of people with this knowledge will be kept as tight as possible to preserve the rights and privacy of involved parties.

Following receipt of a formal report, University of Saint Joseph will initiate the investigation as soon as practicable. Should this process last longer than 60 days, the Title IX Office will communicate the reasons and expected timeline to all parties. Reasons for extending beyond 60 days could include, but are not limited to: multi-party investigations, the availability of witnesses, disability accommodations approved by the Office of Student Accessibility, and periods of university closure and breaks.

The university’s resolution will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced. However, the university may adjust its investigation or resolution process to comply with a law enforcement request for cooperation (e.g.: to allow for criminal evidence collection).

2. Interim Remedial Action
   After reviewing the complaint, the Title IX Office may enact interim remedial actions to stop the alleged harassment or discrimination, and/or to protect the safety and well-being of the individuals and university community. Interim remedial action is preliminary, and only in effect until the process is complete and a decision is rendered. Interim remedial actions may include, but are not limited to: no-contact orders, changes in university housing accommodations, changes in academic schedule and accommodations, university housing suspensions, campus restrictions, and university suspensions. These actions may be instituted or removed at any point during the investigation process, at the discretion of the Title IX Office.

3. Preliminary Review
   After reviewing the complaint, the Title IX Office will:
   - determine the identity and contact information of the complainant;
   - identify what policies, if any, were allegedly violated;
   - contact the complainant to discuss the complaint if necessary;
   - conduct an immediate review to determine if there is cause to proceed with further investigation.

   If there is insufficient evidence to support a reasonable cause for the complaint, or if the behavior described in the complaint does not violate this policy, the grievance will be closed with no further action.

   This process will be undertaken for every report of suspected sexual misconduct of a University student or minor by a University community member or affiliate, whether the alleged misconduct occurred on- or off-campus.

4. Investigation
   If the Title IX Office determines that there is reasonable cause to pursue the complaint, a formal investigation will be initiated. Steps in the formal investigative process typically include:
   a. Identify qualified investigator/s to conduct the investigation. The Title IX Coordinator/Deputy may serve as an investigator if necessary.
b. Commence a thorough and impartial investigation, generally to include interviews with all relevant parties and witnesses, obtaining available evidence, and identifying sources of expert information, if necessary.

c. Give the respondent proper notice of the investigation and provide an opportunity for the respondent to provide information.

d. Maintain communication with the complainant and the respondent on the status of the investigation and overall process.

At the conclusion of the investigation, the investigator will meet with the complainant and the respondent separately to present the findings. If supported by the investigation findings, the investigator will present the respondent with a notice of alleged violations. Parties will not be provided with written copies of the investigative report, and are prohibited from making such copies, but will have the opportunity to read the investigative report and provide a written response.

5. Advisors

All parties are entitled to an advisor of their choosing to guide and accompany them throughout the campus resolution process. Advisors serve as a moral and emotional support for students during investigations and conduct meetings, and can assist with meeting preparation. The advisor may be any supporter a party chooses to advise them, with exception of a University of Saint Joseph employee who is related to the participant, or any party who may serve as a witness or is otherwise directly involved in the current case. A party may elect to change advisors during the process, and is not locked into using the same advisor throughout, but is only allowed to have one advisor at any interview or meeting. The University may move forward with its investigation without regard to the availability of advisors.

The parties are entitled to be accompanied by their advisor in all meetings and interviews at which the party is entitled to be present, including intake, interviews, meetings, and appeals. Advisors may help their advisees prepare for each meeting, and are expected to advise ethically, with integrity, and in good faith. The university cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, the university is not obligated to provide one.

All advisors must adhere to University policies. Advisors may not speak on behalf of their advisee in a meeting or interview and should request or wait for a break in the proceeding to confer with their advisee or interact with University employees. Furthermore, University employees are under no obligation to respond to inquiries or requests from advisors.

Advisors are expected to refrain from interference with the university investigation and resolution. Any advisor who steps out of their role in any meeting under the University resolution process will be warned once and only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the appropriate University employee will determine whether the advisor may be reinstated or may be replaced by a different advisor. The University is under no obligation to provide an advisor in replacement of one who is removed.

6. Resolution Agreement Option

If the respondent accepts responsibility for the alleged violation(s), the University will present proposed sanctions to the respondent. If the respondent accepts the sanctions, then those sanctions will be presented in a written decision letter. After acceptance of responsibility and sanctions, the respondent has three business days to reconsider that acceptance and request a conduct meeting. Respondents who do not accept responsibility or the proposed sanctions will have their matter handled through the Student Code of Conduct process or Employee Handbook guidelines. Individuals who accept responsibility and the sanction(s) recommendation cannot appeal the decision.
Should the respondent accept responsibility for all charged violations, but disagree with the proposed sanction, a sanctions-only meeting will be conducted.

7. Student Conduct Process
The Title IX Office will meet with both the complainant and the respondent prior to the conduct meeting to outline the process and answer questions. Prior to the conduct meeting, the Title IX Office will prepare copies of all reports and documentary information to be disseminated to the complainant and respondent before the conduct meeting.

Unless authorized by the Title IX Office, attendance at the Conduct meeting is limited to the respondent, advisor to the respondent (optional), and Conduct officer.

Students needing accommodations may make requests through the Office of Student Accessibility. Parties are not permitted to have audio or video recording devices at conduct meetings.

If any individual should become disruptive during the conduct meeting, the Conduct officer maintains the discretion to remove that individual from the meeting.

At the conclusion of the student conduct meeting, the Conduct officer will deliberate privately to determine the respondent’s responsibility for the charged conduct code violations.

The university uses the preponderance of the evidence (also known as “more likely than not”) as a standard for proof of whether a violation occurred. In campus resolution proceedings, legal terms like “guilt,” “innocence” and “burdens of proof” are not applicable. Resolution proceedings take into account the totality of all evidence available, from all relevant sources.

Where the responding party is found not responsible for the alleged violation(s), the investigation will be closed. Where a violation is found, the university will act to end the discrimination, prevent its recurrence, and remedy its effects on the complainant and the university community. All parties will receive written notification of the outcome, to the extent permitted by or mandated by law. In cases involving sexual misconduct, sexual harassment, stalking and/or intimate partner violence, the written notification includes the finding, any resulting responsive actions, and the rationale for the decision. This written notification of final decision is delivered to the parties without undue delay between the notifications.

The outcome of a conduct meeting is part of the education record of the responding party, and is protected from release under a federal law, FERPA. However, the university observes the legal exceptions as follows:

- Parties to non-consensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and intimate partner violence incidents have an absolute right to be informed of the outcome, essential findings/rationale, and any sanctions that may result, in writing, without condition or limitation, and without substantial delay between notifications to each party.
- Where required by law, the university may release publicly the name, nature of the violation, and the sanction for any University community member who is found in violation of a university policy that is a “crime of violence,” including: arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/damage/vandalism of property, intimate partner violence, stalking, and kidnapping/abduction. In doing so, the university will strive to not release any information that could lead to the identification of the reporting party.

D. Sanctions
The following are possible sanctions for incidents reviewed under this policy:

1. Students found responsible for violating this policy in regard to nonconsensual sexual contact or intimate partner violence will likely receive a sanction ranging from probation to expulsion,
depending upon the severity of the incident and any previous violations of the Student Code of conduct.

2. Students found responsible for violating this policy in regard to nonconsensual or forced sexual intercourse will likely receive a sanction of suspension, dismissal or expulsion.

3. Students found responsible for violating this policy in regard to sexual harassment, sexual exploitation, or other gender-based misconduct will likely receive a sanction ranging from an official reprimand/disciplinary warning to expulsion, depending upon the severity of the incident and any previous violations of the Student Code of Conduct.

4. The Conduct officer will sanction students found responsible for violations of the Student Code of Conduct not related to this policy in accordance with sanctions used in the general Student Conduct Process.

5. Employees found responsible for violating this policy will be sanctioned in accordance with the Employee Handbook and/or Faculty Handbook.

6. Students, employees, and volunteers may be required to attend training, counseling, or similar pursuant to a formal or informal resolution to a sexual misconduct complaint.

The University reserves the right to apply sanctions as defined in the Student Procedural Rights Section of the Student Code of Conduct in the USJ Student Handbook. The Conduct officer reserves the right to increase or decrease the recommended sanction guidelines listed above in the case of significant mitigating or aggravating factors. Neither the Conduct officer nor the appeal officer will deviate from the guidelines listed above unless significant mitigating or aggravating factors exist. The Conduct officer also reserves the rights to include additional sanctions, educational or otherwise, in accordance with the general student conduct process.

E. Withdrawal While Charges Pending

University of Saint Joseph does not permit a student to withdraw if that student has an allegation pending for violation of the policy on Equal Opportunity, Harassment, and Nondiscrimination. Should a student decide to leave and/or not participate in the resolution process, the process will nonetheless proceed in the student’s absence to a reasonable resolution and that student will not be permitted to return to the university unless all sanctions have been satisfied. The student may not have access to an academic transcript until the allegations have been resolved.

F. Appeals

After receiving notification of the Conduct officer’s decision, both the complainant and the respondent have five business days to notify the Title IX Office of their intent to appeal the decision. An appeal form may be obtained from the Title IX Office and a formal letter of appeal specifying the grounds upon which the appeal is based and supporting information must be submitted within five business days of the receipt of the appeal form. The Title IX Office has the discretion to extend the deadline for submission of a letter of appeal.

Sanction(s) imposed by the Conduct officer will remain in effect while the appeal is pending. The letter of appeal specifies the grounds upon which the appeal is based, and how those grounds materially affected the outcome (responsibility or sanctions) of the original meeting.

The letter of appeal must be completed and signed by the student or submitted directly from the student’s University email account.

Once the appeal materials are submitted, the other party and the investigator(s) may submit materials in response to the appeal. Other parties will be assigned an appropriate deadline for submission of materials by the Title IX Office or designee. Respondents who fail to attend the conduct meeting forfeit the right to request an appeal.

The accepted grounds for an appeal, by a student or employee, are:

d. additional and/or new relevant information which was not available at the time of the conduct meeting;
e. an error in the process or an abridgement of rights, as outlined by this policy, which materially impacted the outcome of the conduct meeting;
f. the sanction(s) assigned by the committee did not adhere to the sanction guidelines stated in this policy.

The university Title IX Office reviews requests for appeals or designates a university staff member to serve as the appeal officer. If the appeal letter(s) does not bring forward sufficient grounds for appeal, the appeal will be denied and the matter will be closed.

If the Title IX Office determines that the appeal should be considered, the Title IX Officer will assign the appeal to an appeal officer, which can:
d. affirm the decision of the Conduct officer, in which case the initial decision is final;
e. remand the matter back to the Conduct officer to make a decision in light of the appeal officer’s findings;
f. initiate a new Title IX conduct meeting.

G. Additional Remedial Action
Following the conclusion of the Conduct Process and in addition to any sanctions implemented, the Title IX Office may utilize long-term remedial actions to stop the harassment or discrimination, remedy its effects, and prevent their reoccurrence. These remedial actions may include, but are not limited to:

- Referral to counseling and health services
- Education to the community
- Permanently altering the housing situation of a resident student
- Providing campus escorts
- Climate surveys
- Policy modification
- Providing transportation accommodations
- Implementing long-term contact limitations between the parties
- Offering adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Office, remedial actions may also be provided even when the responding party is found not responsible.

The university will maintain as confidential any long-term remedies/actions or protective measures, provided confidentiality does not impair the university’s ability to provide remedial actions or protective measures.

H. Compliance with Sanctions and Remedial Actions
At the conclusion of the Title IX Conduct process, the Title IX Office will be responsible for ensuring compliance with all assigned sanctions, and implementing accommodations with the goal of preventing the recurrence of sexual and/or gender-based harassment.

I. Records
In implementing this policy, records of all allegations, investigations, resolutions, and meetings will be kept by the Title IX Office in accordance with legal requirements.

IV. Rights of Parties
Rights of Complainants and Respondents in Sexual Misconduct Incidents

Parties to a claim shall have fair and reasonable rights throughout the Title IX sexual misconduct complaint process. This shall include, but is not limited to:

- The right to an investigation and appropriate resolution of all credible complaints of sexual misconduct and/or harassment made in good faith to the university;
- The right to be treated with respect by university employees throughout the process;
- The right to be notified of available counseling, mental and physical health services on campus and off campus;
- The right to notification of and options for, and available assistance in, changing academic and living situations after an alleged sexual misconduct incident, if so requested by either party and if such changes are reasonably available (no formal report, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
  - Change of an on-campus student’s housing to a different on-campus location;
  - Assistance from university support staff in completing the relocation;
  - Transportation accommodations;
  - Arranging to dissolve a housing contract and pro-rating a refund;
  - Exam (paper, assignment) rescheduling;
  - Taking an incomplete in a class;
  - Transferring class sections;
  - Temporary withdrawal;
  - Alternative course completion options.
- The right to have the institution maintain such accommodations for as long as deemed necessary by the Title IX Office, and for protective measures to remain confidential, provided confidentiality does not impair the institution’s ability to provide the accommodations or protective measures.
- The right to identify witnesses and other parties, and to request the Title IX Office contact those individuals as part of the investigation; the right to have the university request attendance for individuals called as witnesses for the investigation;
- The right to have an advisor of one’s choice present in a support or advisory role during the investigation;
- The right to report the incident to off-campus authorities and/or law enforcement and to be assisted by university staff in doing so, as well as the right not to report to off-campus authorities and/or law enforcement;
- The right to review reports produced by the investigation that will be submitted for a final determination of a violation, subject to limitations provided by law;
- The right to know which provisions of this policy and/or the Student Code of Conduct the respondent student is charged with violating;
- The right to challenge information and documents prior to the conduct meeting;
- The right not to have irrelevant prior sexual history admitted as evidence;
- The right to provide evidence by means other than being in the same room with the responding party;
- The right to make an impact statement to the Conduct officer, should the Conduct officer find the respondent student responsible for violating this policy;
- The right to have individuals involved in the process who are free of demonstrated bias toward either party;
- The right to be informed of the outcome and sanction of a conduct meeting and to receive that decision in writing;
- The right to appeal the finding and sanction of the conduct meeting, in accordance with the appeal guidelines established in this policy;
- The right to be informed in writing of when a decision of the university is considered final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to
appeal the finding and sanction of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the university;

- The right to privacy, to the extent possible and permitted by law, and the assurance that information regarding the complaint will be shared only with those necessary.

V. Pregnant and Parenting Student Modifications

USJ is committed to creating an accessible and inclusive environment for pregnant and parenting students. Students may request adjustments based on general pregnancy needs or accommodations based on a pregnancy-related condition. Requests for accommodations should be directed to the Accessibility Coordinator and will require medical documentation. Students who believe they are being harassed or discriminated against because of pregnancy, or that the university is not complying with Title IX requirements covering pregnancy and parenting, should immediately report these concerns to the Title IX Office. Schools cannot terminate or reduce athletic, merit, or need-based scholarships because of pregnancy.

*Revised July 25, 2019*
RDW/DLS
Policy Statement on Disabilities
The University of Saint Joseph is committed to providing equal educational opportunity and full participation for individuals with disabilities. The University recognizes its obligations to honor the letter and spirit of disability rights laws, including the Americans with Disabilities Act and amendments, Section 504 of the Rehabilitation Act, and the Fair Housing Act. Should a student encounter a disability-related barrier at the University (physical, attitudinal, educational, programmatic), the student is encouraged to make contact with the Accessibility Services Coordinator at 860.231.5481.

Policy on Noise
It is the policy of USJ to provide a reasonably quiet environment not only for its student body, faculty and staff but for the surrounding neighborhood as well. In an effort to maintain this policy, the University’s Department of Public Safety and Office of Residential Life will, as a standard practice, monitor noise levels, which may be excessive or offensive to the USJ community or to our neighbors. It is the responsibility of Public Safety and the Residential Life staff member on duty to maintain and enforce this policy on an ongoing basis.

Policy Statement on Overnight Visitors and Guests
To ensure the safety of community members and property, students must comply with the following policy pertaining to visitors and guests.

Definitions:
Visitor -A visitor is defined as a USJ student entering a residence hall that he/she does not reside in or a USJ commuter student. A visitor must carry their USJ ID with them at all times.

Guest -A guest is an individual who is not a current USJ residential or current USJ commuter student. Overnight guests must be registered, must carry a copy of their university visitor registration, must carry their state-issued photo identification and remain with their student host while on USJ property at all times.
Visitor Registration, Limits and Requirements

Guests must be registered through the University of Saint Joseph website. Students may register one overnight guest. Guests are not permitted in the residence halls for the first week of classes in the Fall semester and during final exam periods. Overnight visitors must be 17 years old, unless on a visit sponsored by the university.

Non-USJ students who are not appropriately registered are removed from the campus immediately. Students who host unregistered guests are in violation of this policy. Non-residential students may not register guests for residential housing and are subject to length of stay requirements.

Guest Passes and Identification

Guests must have their guest pass and a photo identification on their person at all times. Also, guests must be with their registered host at all times while on University of Saint Joseph property.

Guest Behavior

Students hosting guests must accompany them and are responsible for their behavior at all times. Students are held accountable for any disturbance and/or damage their guests may cause. Guests who cause a disruption or are in any way not compliant with this policy may be permanently banned from university property and subject to arrest for trespassing should they return.

Occupancy Stay Limitations

The maximum number of people permitted to occupy any individual room, suite or apartment at any one time may not exceed twice the number of residents of that living unit at any one time.

Overnight Visitors

Overnight visitors or guests must have the approval of all residents in a given residence hall room(suite). All students and their guests/visitors must adhere to the Roommate Rights.

A guest or visitor may not spend more than three consecutive nights. Residential students are permitted seven visitation periods per month. Guests or visitors cannot be registered with consecutive different hosts as a means of cohabitating in the Residence Halls. Guests found to be cohabitating in a residence hall will be removed immediately and may be permanently banned from university property.

Visitor Parking

Visitors must register their vehicles with Public Safety and park in designated lots. Any visitor who fails to comply with Public Safety may have their vehicle towed.
Parental Notification for Conduct Incidents


It is the policy of the University to respect the rights and privacy of students in accordance with federal regulations published by the Department of Health and Human Services for enforcing the Family Educational Rights and Privacy Act of 1974 (FERPA).

The University reserves the right to notify parents/legal guardians when their student 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 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.

The University also reserves the right to notify parents/legal guardians when a student is found responsible for misconduct involving violence and/or committing an assault, or any other serious offense.

Policy on Posting

All materials to be posted must be approved and stamped by the Student Affairs Office (2nd floor, McGovern Hall). If materials are not stamped, they will be removed. Appropriate bulletin boards and stairwells must be used to post notices and announcements. 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 of Student Affairs reserves the right to deny approval of any publicity material deemed inappropriate. Any posting must adhere to the following: Please make sure all spelling and information is correct. Do not post flyers on glass windows or doors. Duct tape is not permitted. Use masking tape or scotch tape. Remove postings within 24 hours after the event or meeting has taken place. Internship-related postings are handled through the Career Development office. Off-campus organizations advertising lectures or workshops must receive prior approval through Student Affairs. Locations for events must be booked 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 (2nd Floor, McGovern Hall) for information on planning events. For additional detailed information please see the “Student Club/Organization Manual”.

Policy Statement on Smoking

All University locations will be smoke-free/tobacco-free environments. Smoking or the use of smokeless tobacco products, e-cigarettes, and unregulated tobacco products will not be permitted on or within any property, building, or space occupied by the University of Saint Joseph, including personal vehicles on University property. This policy applies to all individuals on University property, including but not limited to: students, employees, contractors, subcontractors, volunteers, visitors, and members of the public. Definitions Smoking: Inhaling, exhaling, burning, carrying, or possessing any lighted tobacco product, including cigarettes, cigars, pipe tobacco, or any other lit tobacco products. Tobacco Products: All forms of tobacco, including but not limited to cigarettes, cigarillos, cigars, shisha, pipes, herbal cigarettes, water pipes (hookahs), electronic cigarettes (vaporizers), electronic hookahs, and all forms of smokeless tobacco. Exceptions: This ban does not extend to the use of nicotine products (e.g., nicotine gum, transdermal patches) used for the purpose of cessation, as long as such products do not impact others or the environment. For educational purposes, research involving tobacco or tobacco products may be approved as an exception to this policy. To ensure the health and safety of any participants, permission must be granted by the Institutional Review Board and Health Services prior to conducting any research. Theatrical performances that
require smoking to keep the integrity of the production may be permitted, as long as non-nicotine containing products are used. Permission for such usage must be granted by the Director of the Autorino Center and the Director of Public Safety, as well as the Vice President of Student Affairs for USJ student performances.

Policy Statement on the Use of Computer and Information Resources

Policy on Alcohol and Other Drugs
The well-being and safety of students in our community is of utmost importance. Thus, the University of Saint Joseph focuses on empowering our students to make healthy decisions about their behaviors that affect themselves and the university community. University of Saint Joseph’s policies, resources, and prevention programs focus on reducing unhealthy, risky behaviors and engaging in responsible, safe, legal student behaviors. The behavioral expectations of students related to alcohol and drug use are outlined in our Student Code of Conduct.

Bystander Intervention
Members of the university who notice an incident involving alcohol or other drug abuse, risky situations involving alcohol or drug use, and/or persons in need of medical assistance due to alcohol or drug intoxication are urged to speak to a University of Saint Joseph staff member to get help.

Good Samaritan Statement
University of Saint Joseph is a community that encourages living and learning environments that serve to promote and protect the health and safety of all members. University of Saint Joseph expects all students to abide by state and federal laws, as well as University policies regarding alcohol and drug possession and consumption. However, the University acknowledges that there may be times when students face medical emergencies as a result of excessive drinking and/or drug use.

In an effort to promote health and safety as a first priority for our students, as well as foster responsible student behavior, the Good Samaritan Statement seeks to diminish fear of disciplinary or conduct sanctions for reporting the need for medical assistance for oneself, or another, if needed. If an individual reaches out to a campus authority (911, Public Safety, Resident Assistant, Resident Coordinator) for medical assistance for themselves or another, they may not be subject to typical conduct sanctions for a violation of the alcohol and drug policy, as long as they comply with all assessments and follow-up required by Director of Student Affairs.

A medical transport or non-transport for substance intoxication may still result in participation in the conduct process. However, the conduct sanction will be suspended as long as the student successfully completes a meeting with the Director of Student Affairs, or whomever the Director deems most appropriate to meet with student (i.e. counseling or health services) to assess student needs. Failure to complete this meeting may result in further conduct action and the reinstatement of the sanction. Additionally, other subsequent violations of the Code of Student Conduct as found in this handbook could result in reinstatement of the sanction as well.

Repeat or serious incidents will prompt a higher degree of concern, response, and/or sanctioning, as decided by the Director of Student Affairs. A non-intoxicated individual who calls for emergency assistance on behalf of another student or friend experiencing a substance related emergency may not be subject to misconduct action. Please refer to the University Code of Student Conduct for information on the misconduct consequences of alcohol and drug violations.
Student Disciplinary Consequences
Students who are determined to be responsible for violating the Student Code of Conduct for alcohol and/or controlled substances may receive one or more sanctions. A list of possible sanctions can be found in the Student Code of Conduct.

Legal Consequences
University of Saint Joseph students are subject to state and federal laws regarding the use, possession and/or distribution of alcohol and other drugs. The laws and possible legal consequences are described below:

Alcohol: 30-89(a) of the Connecticut General Statutes declares that it is unlawful for a minor (under the age of 21) to purchase, attempt to purchase, or make a false statement in connection with the attempted purchase of alcohol. 30-89(b) declares that possession of alcohol by a minor in public or private is illegal, except where the minor is accompanied by a parent, guardian or spouse over the age of 21.

Drugs: Connecticut laws cover the possession and distribution of controlled substances. These laws can be found at: [https://www.jud.ct.gov/lawlib/law/drugs.htm](https://www.jud.ct.gov/lawlib/law/drugs.htm). See Connecticut General Statutes Secs. 21a-240 to 21a-315. Federal law states that it is unlawful for any person knowingly or intentionally – (1) to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, a controlled substance; or (2) to create, distribute, or dispense, or possess with intent to distribute or dispense, a counterfeit substance. More comprehensive information on federal drug laws and penalties can be found at: [https://www.deadiversion.usdoj.gov/21cfr/21usc/index.html](https://www.deadiversion.usdoj.gov/21cfr/21usc/index.html).

Medical Marijuana
Although Connecticut state law permits the use of medical marijuana, the use, possession, and/or distribution of marijuana remains prohibited under federal law. As a recipient of federal funding, the university is required to prohibit the use and/or possession of marijuana. Thus, the use and possession of marijuana in any form, even if accompanied by a Connecticut-issued medical prescription, is not permitted on university property.

Alcohol and Drug Education
Whether or not you choose to drink, you will eventually know someone who does. We want every student joining the USJ community to have an appropriate and accurate understanding of alcohol & drugs and associated risks, including legal, student conduct and health impacts.

USJ is committed to preventing drug use/abuse, underage alcohol use, high-risk drinking and alcohol abuse on our campus, and has joined with many top Universities in implementing Everfi training as a part of our alcohol education and abuse prevention initiatives.

All students are expected to complete EverFi's online modules prior to arriving on campus in August. Students will receive an invitation via email.

Health Risks of Alcohol Use
The National Institute on Alcohol Abuse and Alcoholism outlines the following health risks from drinking too much over time or on a single occasion:

- Alcohol can change mood and behavior as it interferes with the brain’s communication pathways. This makes it harder to think with clarity and move with coordination.
- Drinking too much on a single occasion and/or over time can damage the heart, leading to medical issues such as high blood pressure, stroke, irregular heartbeat, and weakening of the heart muscle (cardiomyopathy).
- Heavy drinking hurts the liver and can lead to life threatening liver problems such as fatty liver, alcoholic hepatitis, fibrosis, and cirrhosis.
- Alcohol causes the pancreas to produce toxins that can lead to pancreatitis, an inflammation and swelling of the blood vessels in the pancreas that interferes with proper digestion.
- Alcohol abuse increases your risk of developing certain cancers including: cancers of the mouth, esophagus, throat, liver and breast.
Abuse of alcohol can weaken your immune system, making you more susceptible to disease. Chronic drinkers are more susceptible to diseases like pneumonia and tuberculosis. Binge drinking on one occasion reduces your body’s ability to fight off infections – for up to 24 hours after getting intoxicated.
Health Risks of Other Drug Use

The impacts of drug abuse can be far-reaching, affecting almost every organ. The impacts depend on the drugs used, how much is taken, and how they are taken. Health risks of drug abuse include:

- Increased susceptibility to infections due to weakened immune system.
- Cardiovascular conditions ranging from irregular heart rate to heart attacks. Using drugs by injection can lead to collapsed veins and infections of the blood vessels and heart valves.
- Stress on the liver possibly causing significant damage or liver failure.
- Seizures, stroke and brain damage that can lead to memory, attention and decision-making problems. In serious cases, there can be sustained mental confusion and permanent brain damage.
- Behavioral problems including paranoia, aggressiveness, hallucinations, impulsiveness and loss of self-control.
- Addiction

Go to https://www.drugabuse.gov/related-topics/health-consequences-drug-misuse. To learn how specific drugs cause different health consequences.

Resources and Substance Use Treatment Services

On campus:
Health Services – 860.231.5530
Counseling and Wellness Center – 860.231.5530

Off-campus:
Info Line – 211
Alcoholics Anonymous: https://www.ct-aa.org/find-a-meeting/
Narcotics Anonymous: http://ctna.org/
SAMHSA’s National Helpline - 1.800.662.HELP (4357)
Intercommunity Recovery Center 24 hour hotline – 860.714.3700
Wheeler Clinic Addiction Services - 43 Woodland Street Hartford, CT 06105 - 860.793.3500
Rushford Clinic: 877.577.3233

Drug-Free Schools and Communities Act: Biennial Report

Transgender Statement
The University of Saint Joseph affirms the right of all students, regardless of gender identity, to fully access all educational and non-educational opportunities. To that end, we will take steps to ensure a welcoming and inclusive environment, including the following:

- Except where legally prohibited, students may select the gender “marker”* and first name of their choice in USJ record-keeping systems, even if those choices are not identical to the student’s current legal gender and first name.
  * Note: Jenzabar, USJ’s current student information system, currently provides the options “Female” and “Male” for gender. Students who do not identify as either female or male may select “Unreported” when completing this section.

- Students are encouraged to access facilities (e.g., bathrooms, locker rooms) that are consistent with their gender identity. The University strives to ensure that all such facilities include privacy options for the comfort of all students. Concerns about the adequacy of any facilities should be brought to the attention of the Director of Student Affairs.

- Students with concerns about academic matters as related to issues of gender identity should bring those concerns to the appropriate office, including the individual faculty or staff member, Program Director, Department Chair, Dean, and/or Provost.

- Students who believe their concerns regarding issues of gender identity have not been handled appropriately, or who otherwise believe they are subject to bias or discrimination based on gender identity, should report those matters to the Title IX Coordinator.

Emergency Safety Procedures:
At the University of Saint Joseph, the Department of Public Safety is entrusted with the responsibility to maintain Fire Safety on all University campuses (to include the West Hartford campus, the School of Pharmacy and the School for Young Children). Fire drills are scheduled to be conducted every semester in every campus owned/operated by the University of Saint Joseph.

The West Hartford and Hartford Fire Departments provide additional support and training to University of Saint Joseph. Scheduled inspections of campus buildings and residence halls are carried out by the Fire Marshall’s office in the respective communities. In addition to their standard duties the West Hartford Fire Department provides fire prevention education for the Residence Life Staff on the West Hartford campus.

All buildings on the University of Saint Joseph campuses are inspected annually. The University Facilities Department works closely with the Fire Marshall’s office to help ensure that all buildings are in full compliance with the Connecticut State Fire Safety Code. In addition to that inspection; annual inspections and tests are conducted on all sprinkler systems, fire alarms, emergency lighting and fire extinguishers.

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 most immediate 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. In case of an actual fire, contact the Fire Department directly by using the nearest fire alarm of by calling 9-1-1. Once you are safely out of the building notify the Public Safety Officers.
When calling the Public Safety Emergency Line, please speak clearly, concisely and provide a telephone number where you can be reached. Remember to state name, give your location and give a description of the emergency situation.

Reporting of Emergencies
In an urgent life threatening situation, dial 9-1-1 and then if possible Public Safety 860-231-5222. For other emergency situations, call Public Safety at 860-231-5222 (5222 from a campus phone). Public Safety will assess and then summon the appropriate emergency services. When you call Public Safety during an emergency, you must state:

• NAME
• LOCATION
• CIRCUMSTANCES

LOCATION OF WEST HARTFORD CAMPUS PUBLIC SAFETY EMERGENCY TELEPHONES (5222 Notification)
• McGovern Hall – Outside Public Safety office 1st floor
• McDonough Hall – 2nd and 3rd floor (in the hallway)
• Mercy Hall - Entrance door near Crystal Room

LOCATION OF EMERGENCY 911 TELEPHONES (Town of West Hartford Notification)
• McDonough Hall – 1st, 2nd and 3rd floor (in both north and south hallways)

LOCATION OF SCHOOL OF PHARMACY PUBLIC SAFETY EMERGENCY TELEPHONES (5222 Notification)
• Library font desk
• Student Affairs Office suite
• Student lounge entrance
• Back hallway, between boardroom and lecture hall

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 be located at:

1. McGovern Hall 1st floor – Public Safety office and
2. Mercy Hall, 1st floor – President’s office.
Emergency Call Boxes (BLUE LIGHTS)
There are 10 emergency call boxes located on the grounds of the West Hartford 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.

<table>
<thead>
<tr>
<th>Blue Light:</th>
<th>Location:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number 1</td>
<td>Assumption walkway, in between Assumption Hall and North Hall</td>
</tr>
<tr>
<td>Number 2</td>
<td>Chapel Parking lot, in the middle of the parking lot</td>
</tr>
<tr>
<td>Number 3</td>
<td>Library Parking lot, by the walkway to the Pope Pius XII Library</td>
</tr>
<tr>
<td>Number 4</td>
<td>Library patio, on the front side of the Pope Pius XII Library</td>
</tr>
<tr>
<td>Number 5</td>
<td>Madonna Hall, on the north side of the building by the parking lot</td>
</tr>
<tr>
<td>Number 6</td>
<td>McGovern/O’Connell walkway</td>
</tr>
<tr>
<td>Number 7</td>
<td>Mercy Hall – rear by the walkway</td>
</tr>
<tr>
<td>Number 8</td>
<td>Athletic fields</td>
</tr>
<tr>
<td>Number 9</td>
<td>Rosary Hall, by the circle</td>
</tr>
<tr>
<td>Number 10</td>
<td>North Parking lot, on the west side of Madonna Hall by the parking lot</td>
</tr>
</tbody>
</table>

Fire Precautions and Procedures for Residence Halls
Whenever a fire alarm sounds, each resident and the resident guest(s) are to immediately leave the building and go to the nearest meeting place (see below).

Fire Drills
Fire evacuation routes are reviewed by staff regularly. Fire safety equipment is installed in all buildings and drills are conducted every semester.

Fire Evacuation Procedures
1. Immediately activate the building fire alarm system which will automatically notify the fire department and get help on the way. It is best to have the fire department respond and not be needed than to have them arrive too late for potential rescue. If you are in a building without a fire alarm system, dial 9-1-1 from a safe location to report the fire. If you call 9-1-1, we would ask that you contact Campus Safety afterward as there can be a delay in the EMS response to the campus. Call Public Safety at 860-231-5222 or 5222 from a campus extension. Identify yourself and provide as much specific information as you can in a calm manner.

2. After sounding the Fire Alarm, your first concern is to get out of the building. As a member of the University community, you are encouraged to assist everyone out of the building without putting yourself in harm’s way. On your way out of the building, knock on doors and announce that everyone needs to evacuate the building. Do not wait for an answer. Assist those who need assistance with either leaving the building or hearing the alarm. Never assume that fire alarm activation is a prank.

3. Prepare and evacuate the building by way of the nearest emergency exit. Walk; do not run. Do not use elevators. Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself.

4. Calmly assist visitors during alarm/emergency situations. Visitors may not be aware of exits/alternative exits and the procedures that should be taken during alarm situations.
5. Close but **do not lock** all doors as you leave.

6. Before exiting through any closed door, check for heat and the presence of fire behind the door by feeling the door with the back of your hand. If the door feels very warm or hot to the touch, advise everyone to proceed to another exit.

7. **In Residence Halls**
The residence life staff will assemble students in their assigned Meeting points. Please remember that all Residence Halls have multiple emergency exits and the hall staff should direct residents to use them. Once you have arrived at your assigned Meeting point begin to assess which students have arrived from your residence hall. Help to ensure that all students stay at their Meeting points.
   a) **Meeting point for Madonna, Assumption, McAuley and Rosary Residence Halls.** In the event of a Fire alarm all occupants in these locations will proceed to the grass green located directly in front of the buildings.
   b) **Meeting point for North and South Residence Halls.** In the event of a Fire alarm all occupants in these locations will proceed to the grass green located directly east of the buildings.

8. **In Academic and Administration Buildings**
Faculty and staff will assemble students/building occupants in their assigned Meeting points. Please remember that all buildings have multiple emergency exits and faculty/staff should direct everyone to use them. Once you have arrived at your assigned Meeting point begin to assess which individuals have arrived from your building. Take note of those who are not there and report to Campus Safety those who are missing. Help to ensure that everyone stays at their Meeting points.
   a) **Meeting point for Mercy Hall, Lourdes Hall, and McGovern Hall:** In the event of a Fire alarm all occupants in these locations will proceed to the grass green located directly at the main entrance of the buildings.
   b) **Meeting point for McDonough Hall:** In the event of a Fire alarm all occupants in these locations will proceed to the grass green located directly in front of the building, by the flag pole.
   c) **Meeting point for McDonough Hall (in the event of a fire in a chemistry lab):** In the event of a Fire alarm in this building that involves a chemistry laboratory, care must be taken in finding an evacuation route away from potentially toxic fumes. Wind direction should be taken into account in this event. If the wind is blowing towards the flag pole, the McDonough Hall evacuation route will go to the grass area behind the Pope Pius XII Library.
   d) **Meeting point for Pope Pius XII Library, Lynch Hall and the Bruyette Athenaeum:** In the event of a Fire alarm all occupants in these locations will proceed to the grass green located directly in back of the buildings.
   e) **Meeting point for Chapel and Facilities Garage:** In the event of a Fire alarm all occupants in these locations will proceed to the grass green located directly behind the North/South Residence Halls.
   f) **Meeting point for O’Connell Athletic Center:** In the event of a Fire alarm all occupants in these locations will proceed to the track located directly on the side of the building.
   g) **Meeting point for CARE Building and Gengras Center:** In the event of a Fire alarm all occupants in these locations will proceed towards the grass green by Mercy Hall.
   h) **Meeting point for the School for Young Children:** In the event of a Fire alarm all occupants will be brought to the gazebo located on the south side of the building.

9. Upon exiting the building and proceeding to the Meeting points, remain at least 50 feet away from the building walls and overhangs. Do not block any driveways, as Fire Department personnel will need access to these areas. Students are requested to report to their assigned meeting point as defined by the Evacuation Procedure maps.

10. The cessation of an alarm/departure of the fire department is not an “all clear” to re-enter the building as corrective measures may still be in progress. Public Safety and the West Hartford Fire Department will make a
swEEP of the building and assess the situation from that point. Stay clear of the building until the Fire Department, or Public Safety has advised you that it is safe to re-enter the building/area.

11. In the event you are unable to exit the building:
   a) Remain calm; do not panic
   b) If there is smoke in the room, keep low to the floor; crawl if necessary
   c) Place a cloth, wet if possible, over your mouth to serve as a filter
   d) Before passing through any doors, feel the metal door-knob and the door. If it is hot, do not open the door. Attempt an alternative exit.
   e) Open the windows from the top, if possible (to let out the smoke and the heat) and from the bottom (to let in fresh air).
   f) If you cannot exit out of the window, signal for help from a window. Hang something out of the window to attract the attention of the Fire Department, such as a pillowcase or shirt.
   g) If you can open the door (if it is not hot to the touch), brace yourself against the door and open it slowly in order to make sure there is no heat or heavy smoke on the other side. If there is, then close it again.
   h) If you are able to leave the room through the door, close it as you exit.
   i) Go to the nearest exit or stairs. If the nearest exit is blocked by fire, heat or smoke, go the alternate exit.
   j) If all exits on the floor are blocked, go back to your room/office, close the door, open the windows as described, wave something out the window and shout for help.

The School of Pharmacy Campus.
The School of Pharmacy Campus is located at 229 Trumbull Street attached to the XL Center in Hartford and is protected by a full coverage fire alarm system.

   a) Meeting point for the School of Pharmacy: In the event of a Fire alarm all occupants will proceed to the sidewalk area located at the north/east corner of the building near the intersection of Trumbull Street and Church Street.

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.

Transportation Services
The University of Saint Joseph is a participating U-Pass CT school, which makes transportation easier than ever. All full-time undergraduate students can now ride buses and trains in Connecticut free of charge with a valid student ID and U-Pass CT. Experience all Connecticut has to offer – from a variety of shopping and dining options to beaches and popular downtown areas. Let your U-Pass lead the way.

Transit systems participating in the U-Pass CT program include:
- CTtransit statewide** (including CTtransit Express and CTfastrak)
- CTrail Hartford Line trains between New Haven and Springfield, including Amtrak trains except the Vermonter (trains 54, 55, 56 and 57)
- CTrail New Haven Line (Metro-North) trains in Connecticut up to the state border. Not valid for travel to NY or on shoreline Amtrak trains.
- Greater Bridgeport Transit
- Norwalk Transit
- Housatonic Area Regional Transit
- Milford Transit
- South East Area Transit
- Windham Region Transit District
- Magic Carpet
- Northwestern CT Transit District
- 9 Town Transit
- Middletown Area Transit

**It is NOT accepted on the I-Bus Express from Stamford to White Plains.
## Houses of Worship

### Roman Catholic Parishes

<table>
<thead>
<tr>
<th>Church Name</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Brigid Church</td>
<td>1088 New Britain Avenue</td>
<td>860.236.5965</td>
</tr>
<tr>
<td>St. Helena Church</td>
<td>30 Echo Lane</td>
<td>860.233.1269</td>
</tr>
<tr>
<td>St. Peter Claver</td>
<td>47 Pleasant Street</td>
<td>860.561.4235</td>
</tr>
<tr>
<td>St. Thomas the Apostle</td>
<td>872 Farmington Avenue</td>
<td>860.233.8269</td>
</tr>
<tr>
<td>St. Timothy Church</td>
<td>1116 North Main Street</td>
<td>860.233.5131</td>
</tr>
<tr>
<td>Cathedral of St. Joseph</td>
<td>140 Farmington Avenue</td>
<td>860.249.8431</td>
</tr>
<tr>
<td>Holy Trinity Church</td>
<td>53 Capitol Avenue</td>
<td>860.246.4162</td>
</tr>
<tr>
<td>Our Lady of Fatima Church</td>
<td>50 Kane Street</td>
<td>860.236.1443</td>
</tr>
<tr>
<td>Our Lady of Sorrows Church</td>
<td>79 New Park Avenue</td>
<td>860.233.4424</td>
</tr>
<tr>
<td>SS Cyril &amp; Methodius Church</td>
<td>55 Charter Oak Avenue</td>
<td>860.522.9157</td>
</tr>
<tr>
<td>St. Augustine Church</td>
<td>10 Campfield Avenue</td>
<td>860.522.7128</td>
</tr>
<tr>
<td>St. Justin- St. Michael’s</td>
<td>230 Blue Hills Avenue</td>
<td>860.246.6897</td>
</tr>
<tr>
<td>St. Lawrence O’Toole Church</td>
<td>494 New Britain Avenue</td>
<td>860.522.1129</td>
</tr>
<tr>
<td>St. Patrick-St. Anthony</td>
<td>285 Church Street</td>
<td>860.756.4034</td>
</tr>
<tr>
<td>University of Saint Joseph:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Connor Chapel of Our Lady</td>
<td></td>
<td></td>
</tr>
<tr>
<td>For information on liturgical celebrations/services call 860.231.5269 or visit <a href="https://www.usj.edu/student-life/campus-ministry/">https://www.usj.edu/student-life/campus-ministry/</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Hindu Temples

<table>
<thead>
<tr>
<th>Temple Name</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shri Krishna Mandir</td>
<td>681 Broad Street</td>
<td>860.231.5269</td>
</tr>
</tbody>
</table>
Vallabhdham Temple
26 Church Street
Newington, CT 06111
860.417.0007

Christian Congregations
Calvary Fellowship
110 Beechwood Road
West Hartford, CT 06107
860.231.9957

Asylum Hill Congregation Church
814 Asylum Avenue
Hartford, CT 06105
860.525.5696

First Church of Christ Congregational
12 S. Main Street
West Hartford, CT 06107
860.233.9605

Flagg Road United Church
134 Flagg Road

West Hartford, CT 06117
860.523.0121

Covenant Congregational Church
1 West Minster Drive
West Hartford, CT 06107
860.521.2269

Immanuel Congregational Church
10 Woodland Street
Hartford, CT 06105
860.527.8121

Synagogues
The Emmanuel Synagogue
160 Mohegan Drive
West Hartford, CT 06117
860.236.1275

Young Israel of West Hartford
2240 Albany Avenue
West Hartford, CT 06117
860.233.3084

Beth David Synagogue
20 Dover Road
West Hartford, CT 06119
860.236.1241

Congregation P’nai Or of West Hartford
134 Flagg Road
West Hartford, CT 06117
860.561.5905

Mosques
Muhammad Islamic Center of Greater Hartford
155-157 Hungerford Street
Hartford, CT 06106
860.728.8646

Masjid Umar Ibn Al Khattab
2017 Main Street
Hartford, CT 06120
860.403.0499

Muhammad Mosque #14