



INITIAL INQUIRY FORM

Student Information Please print:

Date of Inquiry Last Name First Name

Date of Birth Social Security # USJ Graduation Year

Local Address - Street/City/State/Zip

Permanent Address - Street/City/State/Zip Country

() () ()

Local Phone Permanent Phone Cell Phone

Do you have a valid passport? Yes No

Passport Number and Country Expiration Date

USJ Status Tell us more about you:

Major 1 Major 2 Minor

GPA Advisor(s) Advisor(s)

Class (please select one of the following options): First-Year Sophomore Junior Senior Graduate

1. How did you become interested in study abroad?

2. Which subject areas would you study while abroad? (select as many as apply):

- General Education Requirements
- Science
- Social Science
- Foreign Language
- Inter- or Cross-Cultural Topics
- Humanities
- Fine Arts
- Social Work
- Other _____

3. Which countries interest you?

Choice 1 Choice 2

Choice 3 Multi-Country Program

4. Have you studied any language(s) other than English? If yes, which language(s)?

High School Language 1 # of Years High School Language 2 # of Years

University Language 1 # of Years University Language 2 # of Years

5. Do you speak a language at home that is NOT English?

Home Language _____

6. If you have not studied another language, would you like to while abroad? If yes, which language(s) interest you?

Choice 1 _____

Choice 2 _____

7. Have you ever traveled to another country? If yes, tell us about it:

8. What sources of income will cover your study abroad experience (select all that apply):

Personal Parents Social Science Loans Scholarships Other _____

9. Which academic year do you want to study abroad? 20____ - 20____

10. For how long would you like to study abroad (select all that apply):

Academic Year Fall Semester Spring Semester Summer Other _____

11. How did you learn about study abroad? (select all that apply):

Admissions Materials Posters Brochure Professors Friends Undergraduate Catalog Website In-Class Presentation

Other _____

For Office Use Only Please do not write in this section:

SERVICES PROVIDED	DATE	COMMENTS
Gave basic information		
Provided <i>Study Abroad Handbook</i>		
Provided brochures, flyers, videos, etc.		
Provided with returnee addresses/evaluations		
Provided customized program report		
Application pending?		

The University of Saint Joseph, including the Gengras Center School and the School for Young Children, is accredited by the New England Association of Schools and Colleges, Inc. and the State of Connecticut Office of Higher Education. The University of Saint Joseph prohibits discrimination against any persons on account of their race, color, religious creed, age, sex, gender identity or expression, sexual orientation, transgender status, marital status, national origin, ancestry, disability (including, but not limited to, intellectual disability, present or past history of mental disorder, learning disability, or physical disability), genetic information, homelessness, prior conviction of a crime, or any other characteristic protected by law, in the administration of its educational policies, admissions policies, scholarship and loan programs, and employment practices (unless there is a bona fide occupational qualification related to employment). Inquiries concerning the University's non-discrimination policies may be referred to Deborah Spencer, Human Resources director/Title IX coordinator, telephone 860.231.5390 or email titleIX@usj.edu, or to the U.S. Department of Education, Office for Civil Rights, 8th Floor, Five Post Office Square, Boston MA 02109, telephone 617.289.0111, TDD 800.877.8339, fax 617.289.0150, or email ocr.boston@ed.gov.





INFORMATION SHEET

Student Information Please print:

Student Name USJ ID#

Date of Birth Year in school when abroad (e.g. Junior)

Passport Number and Country Expiration Date

Program attending while abroad

Major Academic Advisor

Home Address – Street/City/State/Zip

Email ()
Cell Phone

(Optional) Username in Line/WhatsApp/Twitter/Instagram or other social media you use frequently and plan to use while abroad

Emergency Contact Information Who can we reach on your behalf in case of emergency:

Contact 1 (Name) Relation

()

Phone Email

Contact 2 (Name) Relation

()

Phone Email



FINANCING STUDY ABROAD WORKSHEET

FUNDS NEEDED	COLUMN A	AVAILABLE FUNDS	COLUMN B
Tuition (in U.S. Dollars)	\$	Your Savings	\$
USJ Processing Fee	\$	Federal Loans/Grants	\$
Other Fees	\$	State Loans/Grants	\$
Accommodations	\$	USJ Financial Aid	\$
Meals	\$	Outside Scholarships/Grants	\$
Airfare	\$	Parents	\$
Other Transportation*	\$	TOTAL	\$
Insurance	\$		
ISIC Card	\$		
Cell Phone	\$		
Clothing	\$		
Toiletries	\$		
Laundry	\$		
Entertainment	\$		
Gifts	\$		
Mail – Postcards & Postage	\$		
Books	\$		
School Supplies	\$		
TOTAL	\$		

TOTAL FROM COLUMN B	\$
TOTAL FROM COLUMN A	– \$
TOTAL	\$

At the very least, your total should be \$0.00, but a positive value is preferable to help offset unforeseen expenses. If the total is a negative value, you should go to the Student Financial Services Center to discuss other possibilities.

* Includes bus or subway fare, airport transfers, and other miscellaneous transportation expenses. If you are planning on doing any independent travel before or after your program of study, you should estimate accordingly.



APPROVAL TO PARTICIPATE IN STUDY ABROAD FORM

Student Information Please print:

Last Name First Name

Major USJ ID# Current GPA

Second Major (if applicable) Academic Year while attending program (e.g. Junior)

Sponsoring University/Provider Location of Study (City and Country)

Semester and Year of Program (e.g. Summer '19) Length of Program (e.g. Semester or Four Weeks)

Courses to be completed abroad (Course Code, Name, Credits): USJ Course Equivalent/Elective:

Notes (i.e. alternate courses in case of change in program, special considerations, etc.):

Signatures Required:

Student

Academic Advisor

Department Chair (of Major)

School Dean

Signatures Final – Student has obtained approval and has been accepted into the study abroad program AND all forms, paperwork, and pre-departure counseling have been completed:

Director of Study Abroad

Provost

Registrar



UNIVERSITY OF SAINT JOSEPH

CONNECTICUT

STUDY ABROAD OFFICE

STATEMENT OF MEDICAL COVERAGE FORM

Please call your insurance carrier to validate your coverage dates (especially if you are approaching age 23), and to obtain an insurance identity card, if possible. You must be covered for the entire duration of the study abroad program.

I hereby certify that I will be covered by a sickness/accident policy for the entire duration of my study abroad program.

My policy is carried by:

Name of Insurance Company

Policy Number

Address of Insurance Company

Dates Effective

Applicant's Signature

Signature of Parent or Guardian (if applicant is under 21)



CODE OF ACADEMIC INTEGRITY FORM

Article I Preamble

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

Article II Definition

Academic integrity is the responsibility a student assumes for honestly representing all academic work. This responsibility implies that the student will in no way misrepresent his/her work or unfairly advance his/her academic status, and will neither encourage nor assist another student in so doing.

Article III Scope

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

Article IV Referrals

An individual with questions concerning the Code of Academic Integrity should consult either the Student Government Association Office or the Vice President of Student Affairs. It is the responsibility of each member of the University community to refer any perceived threat to this Code to the Vice President of Student Affairs.

Article V Academic Fraud

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

I have read and understand the University of Saint Joseph Code of Academic Integrity. I understand that I am expected to follow and comply with the Code in all of my academic endeavors, both on campus and abroad, while I am enrolled at the University of Saint Joseph. I further understand that I am responsible for maintaining a full-time course of study while abroad and that I am responsible for attending classes, taking examinations, and completing all assigned work in a timely fashion. I am responsible for maintaining and presenting sufficient information on each course taken while I am abroad (syllabus, class notes, exams, and assignments) to permit an evaluation for credit by the University of Saint Joseph.

Print Name

Student ID #

Signature

Date



STUDENT CONDUCT AGREEMENT

Participants in the University of Saint Joseph Study Abroad program are expected to:

- Exhibit sensitivity to the host culture
- Maintain good behavior, and
- Observe all local laws and rules.

The University of Saint Joseph or its agents reserve the right to dismiss any participant for reasons of unacceptable personal behavior and/or academic participation. Such dismissal will be without refund and return transportation will be at the student's expense.

There are some basic inviolable rules of behavior necessary for all those who participate in study abroad. Therefore, as a participant in a University of Saint Joseph study abroad program, I agree to:

1. Maintain an adequate standard of academic work in the courses listed on my *Approval to Participate in Study Abroad* form. In the event that I am unable to enroll in any of my pre-approved courses, I will enroll in alternative courses with the approval of my Academic Advisor. I will notify the Study Abroad Office of any and all changes to my course schedule while abroad.
2. Avoid illegal drugs in any form. Laws state that possession and/or use of illicit drugs is punishable by fine, imprisonment, and/or deportation. Students in a program found to be using or possessing illegal drugs in any form are subject to immediate dismissal and expulsion.
3. Avoid excessive consumption of alcohol. I understand that I put myself at considerable risk every time I allow my judgment to be impaired by the over-consumption of alcoholic beverages.
4. Behave responsibly at all times in regard to local laws, customs, my own personal safety, and the safety of those around me.

I understand that as a University of Saint Joseph student, I will be viewed as a representative of my country, my study abroad program, and my university. It is my intention to act as a good-will ambassador and conduct myself in a fitting manner.

I have read these rules and I agree to abide by them. I understand that violation of this agreement will lead to probation or dismissal.

Print Name Student ID #

Signature Date



STUDY ABROAD ASSUMPTION OF RISK AND RELEASE OF LIABILITY FORM

I, _____ am a student/participant at the University of Saint Joseph (hereinafter "the University").
Student Name

I wish to participate in a University-approved research or study abroad program ("the Program") known as _____
Program Title and/or Description

_____ to be conducted from _____ to _____
Date Date

In consideration for being permitted to participate in the Program, I hereby agree and represent that:

1. I have carefully identified, reviewed and considered the risks of travel to my destination(s), including by reading the most recent relevant U.S. State Department ("DoS") Travel Warning(s) available through <http://travel.state.gov>, as well as the University of Saint Joseph Travel Warning Policy revised February 2017, and attached to this form.
2. I have or will secure health insurance to provide adequate coverage for any injuries or illness that I may sustain or experience while participating in the Program. By my signature below I certify that I have confirmed that my health care coverage will adequately cover me while outside the United States, and hereby release on behalf of myself, my heirs, executors, administrators and assigns, the University, its employees, officers and regents from any responsibility or liability for expenses incurred by me for injuries or illnesses (including death) that I may incur because of those injuries or illnesses.
3. I understand that, although the University will attempt to maintain the Program as described in its publications and brochures, it (or its partners in the Program) reserves the right to change the Program or program activities, in its sole discretion, and may do so at any time with or without notice, and that the University, its employees, officers regents and agents shall not be responsible for any expenses or losses that I may sustain because of these changes.
4. I understand the University reserves the right to remove me from the Program at any time should my actions or general behavior, in the sole discretion of the University, be determined to impede or obstruct the progress of the Program in any way.
5. I understand that there are unavoidable risks in study and travel outside the United States, and I hereby release and promise not to sue on behalf of myself, my heirs, executors, administrators and assigns, the University, or its employees, officers, regents and agents, for any damages or injury (including death) caused by, derived from, or associated with my participation in the Program (including those discussed in the preceding three sections), except for such damages or injury as may be caused by the gross negligence of willful misconduct of the employees, officers, regents and agents of the University. It is my express intent that this release shall bind the members of my family and spouse if I am alive, and my heirs, executors, administrators and assigns if I am deceased, and shall be deemed as a Release, Waiver, Discharge, and Covenant Not to Sue the above-named parties.
6. I agree that should any provision or aspect of this agreement be found unenforceable, that all remaining provisions of the agreement will remain in full force and effect.
7. I represent that my agreement to the provisions herein is wholly voluntary, and further understand that, prior to signing this agreement, I have the right to consult with the advisor, counselor, or attorney of my choice.
8. I agree that, should there be any dispute concerning my participation in the Program that would require the adjudication of a court of law, such adjudication will occur in the course of, and be determined by the laws of, the state of Connecticut.
9. This agreement represents my complete understanding with the University concerning the University's responsibility and liability for my participation in the Program, supersedes any previous or contemporaneous understanding I may have had with the University on this subject, whether written or oral, and cannot be changed or amended in any way without my written concurrence.

10. I hereby certify that I was born on _____. I am therefore, at least eighteen years of age or, if not, that I have secured below the signature of my parent or
Date

guardian as well as my own. I enter into this Assumption of Risk and Release of Liability of my own free will and accord, voluntarily and without duress.

Student Signature

Date

Signature of Parent or Guardian (if under 18)

Date

In Case of Emergency, contact:

Name

Phone

Address – Street/City/State/Zip

Email

The undersigned expressly reserves all rights of actions, claims, and demands against any and all other persons whomever not named herein.

In Witness whereof I (we) have set my (our) hand(s) this _____ day of _____, 20_____.

Notary Acknowledgement:

County:

City:

Student Signature

Parent or Guardian Signature

Participant Signature

The University of Saint Joseph, including the Gengras Center School and the School for Young Children, is accredited by the New England Association of Schools and Colleges, Inc. and the State of Connecticut Office of Higher Education. The University of Saint Joseph prohibits discrimination against any persons on account of their race, color, religious creed, age, sex, gender identity or expression, sexual orientation, transgender status, marital status, national origin, ancestry, disability (including, but not limited to, intellectual disability, present or past history of mental disorder, learning disability, or physical disability), genetic information, homelessness, prior conviction of a crime, or any other characteristic protected by law, in the administration of its educational policies, admissions policies, scholarship and loan programs, and employment practices (unless there is a bona fide occupational qualification related to employment). Inquiries concerning the University's non-discrimination policies may be referred to Deborah Spencer, Human Resources director/Title IX coordinator, telephone 860.231.5390 or email titleIX@usj.edu, or to the U.S. Department of Education, Office for Civil Rights, 8th Floor, Five Post Office Square, Boston MA 02109, telephone 617.289.0111, TDD 800.877.8339, fax 617.289.0150, or email ocr.boston@ed.gov.





USJ POLICY RELATED TO DEPARTMENT OF STATE TRAVEL WARNINGS AND UNIVERSITY- SPONSORED TRAVEL ABROAD NOTICE

(REVISED 6/2018)

INTRODUCTION

The University of Saint Joseph is committed to providing a broad spectrum of international experiences for our students, faculty, and staff. We highly encourage study abroad on University-approved programs, participation in other credit and non-credit international experiences, and faculty international research. At the same time, in the face of the safety risks in the world today, we are also committed to protecting the health and safety of students, faculty, and staff when they journey outside the borders of the United States.

We strongly recommend that before traveling to any part of the world, students, faculty, staff, and other members of the University community (hereinafter referred to as "others") familiarize themselves with the U.S. Department of State website (<http://travel.state.gov>), paying particular attention to the "Current Travel Warnings" section, which lists countries and regions about which the U.S. Government has serious concerns for American travelers, and the "Public Announcements" section, which articulates health and safety issues in various countries or regions. Although the University of Saint Joseph does not prohibit travel to countries for which "Public Announcements" have been issued by the State Department, we urge all travelers to consider seriously the risks in visiting such locales. It is the responsibility of the individual traveler to consult the State Department website to obtain current information about the health and safety conditions of the proposed destination.

In addition, all individuals traveling or studying abroad on a University program or an affiliated program must sign the appropriate *Assumption of Risk and Release of Liability* form. All individuals participating in University-sponsored programs or approved affiliated programs abroad must also obtain insurance coverage from the Study Abroad Office (Lynch 211) before departure.

Nothing in this policy shall serve to extend to any University of Saint Joseph student, faculty, or staff the right to engage in University-sponsored travel abroad, and the University reserves the right to cancel any University-sponsored travel at any time, regardless of whether prior approval has been granted.

1.0 Policy Governing Travel to Countries on the State Department's "Current Travel Warnings" List

In order to protect the health and safety of its undergraduate and graduate students, faculty, staff, and others, the University of Saint Joseph restricts University-sponsored travel in those countries or regions of countries for which the State Department has issued a Travel Warning that includes any of the following phrases:

- orders departure of U.S. dependents and non-emergency personnel;
- recommends that any U.S. citizens remaining in the country should depart;
- (strongly) warns U.S. citizens against (all) travel to the country (region); or
- warns (urges) U.S. citizens to defer (all) (non-essential) travel to the country (region).

View current Travel Warnings on the State Department's website: <http://travel.state.gov>.

Any reference to "Travel Warning" in this document refers to the specific kinds of warnings referenced above in 1.0.

When the State Department (1.0) targets a specific region(s) of a country, but not the country as a whole, travel is only restricted in those regions identified by the Travel Warning specified in 1.0 above. For example, a University of Saint Joseph program or an affiliated program in Madrid would not be affected by a Travel Warning (1.0) that applied to the Basque region of Spain. A faculty member's participation in a conference in Manchester, England would not be affected by a Travel Warning (1.0) that applied to London only.

2.0 Student Travel

- 2.1 No University of Saint Joseph student is permitted to embark on study abroad in the country/region under a Travel Warning (1.0 above), nor are any short-term programs led by University faculty permitted to depart as long as the Travel Warning (1.0 above) is in effect. This restriction applies to the University's own study abroad programs, University-sponsored travel programs (e.g., sports teams, performing groups, volunteer activities, organized tours for community members, or alumni, etc.), and study-away experiences sponsored by affiliated programs. Approval for University-sponsored study abroad or travel in these locations is suspended for the duration of the Travel Warning (1.0 above).
- 2.2 If a student receives formal approval to participate in a program location prior to the issuance of a Travel Warning (1.0 above) or to the development of a critical situation, the University's approval will be suspended until such time as the Travel Warning has been lifted or the critical situation is no longer a concern.
- 2.3 In the event that a Travel Warning (1.0 above) is issued or a critical situation arises while a University of Saint Joseph student is participating in a University or an affiliate program already in progress, the University's management team will do all that it reasonably can to facilitate actions that will improve the safety of the individuals in the program.
- 2.4 If a University of Saint Joseph student chooses on his or her own to apply for "active status" and to enroll in a study abroad program or pursue any academic work in a country/region where a Travel Warning (1.0 above) has been issued prior to or during the process of applying for study abroad, the student will not receive:
 - support or advice from any University of Saint Joseph office or department,
 - University of Saint Joseph grants, stipends, or financial aid to support research or travel in the affected areas,
 - insurance coverage issued through the University of Saint Joseph, or
 - pre-approved credit for the work undertaken in that location.

An exception to this provision of pre-approved credit may be made in cases in which students return to their home countries (they must possess the passport of that country) and are under their parent(s)'s or guardian's care. With special permission, these students can receive prior approval for courses taken in their home countries.

3.0 Faculty and Staff Organizing Group Travel experiences in Countries on the State Department's

"Current Travel Warnings" List

No University of Saint Joseph sponsored travel programs may embark for affected areas while the Travel Warning (1.0 above) is in effect. This restriction applies to the University's own study abroad programs, University-sponsored travel programs (e.g., sports teams, performing groups, volunteer activities, organized tours for community members or alumni, etc.) and study-away experiences sponsored by affiliated programs. Approval for University-sponsored study abroad or travel in these locations is suspended for the duration of the Travel Warning (1.0 above).

A Travel Warning must be lifted before a University-sponsored program may depart. In the case of University of Saint Joseph programs already underway when a Travel Warning for the country/region is issued or a critical situation arises, the University's management team, in consultation with the faculty member on site and other knowledgeable sources, will do all that it reasonably can to facilitate actions that will improve the safety of the individuals in the program.

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STUDY ABROAD EVALUATION SHEET

Student Name	Semester/Term of Participation	Year
City/Country	Sponsoring Institution	Hosting Institution

I. GENERAL IMPRESSIONS OF YOUR PROGRAM

1. Was there a pre-program orientation offered? Was it helpful? Is there anything students need to know before leaving that wasn't covered in orientation?
2. Describe and evaluate the program in which you participated, in general. Did classes held on-site meet your expectations; were there group excursions offered, etc.?
3. Was there an on-site director for your program? If so, how was this person helpful during your stay?
4. If you were responsible for planning and implementing the program in which you participated, what things would you like to see changed or made different?
5. Living abroad isn't always fun and adventure; there can be difficult times, as well. What was the most difficult part for you?
6. Did you experience "culture shock" in your host country? If so, when did you begin to feel it? How did you cope with these feelings?
7. Of course, study abroad isn't just about studying. What did you do during your leisure time?
8. Did you travel on your own while abroad? Where did you go? What was the best place you visited? What recommendations do you have for others?

II. ACADEMIC PROGRAM

1. What was your classroom experience like? How did teaching styles differ from those in the United States? Was the classroom environment more or less demanding?
2. Describe your fellow students. Approximately how large were your classes? Were most of your fellow students Americans? Other foreign students? Local nationals?
3. Has study abroad influenced your educational plans, career plans, and/or interests in any way?

III. HOUSING

1. Students studying abroad experience a variety of housing arrangements from family homestays to private off-campus apartments. Please describe your housing. Include a description of the neighborhood, your room, eating arrangements, and anything else you believe to be important.

2. Did your housing arrangement help or hinder your ability to adjust to the host country and culture?

3. Would you recommend this housing facility/arrangement to future students? Why or why not?

IV. EXPENSES

1. What was the cost of your program? What did the cost include (tuition, room, board, insurance, airfare, etc.)?

2. Please provide an approximate breakdown of other costs not included in your program: (NOTE: All expenses should be estimated in U.S. Dollars.) If you filled in 'other' in either the one-time or monthly expense fields, please explain.

One-time Expenses	
Round-trip Airfare:	Transportation to and from airports:
ISIC Card:	Orientation Costs:
Other:	ONE-TIME TOTAL:

Monthly Expenses	
Food:	Room:
Toiletries:	Clothing:
Phone:	Laundry:
Postage:	Local Transportation:
Books & Supplies	Independent Travel:
Entertainment:	Gifts:
Insurance:	Other:
	MONTHLY TOTAL:
	MULTIPLE MONTHLY TOTAL BY # OF MONTHS:
	SUBTOTAL:
	PLUS ONE-TIME TOTAL:
	TOTAL FOR TRIP:

3. Did you have enough money for what you needed and what you wanted to do? If not, how much more would you recommend and why?

V. THE STUDY ABROAD OFFICE

1. Please evaluate the pre-program information offered to you from the University of Saint Joseph. Was it helpful? Is there anything students need to know before leaving that wasn't covered in your information packets?

2. Many students who study abroad experience "reverse culture shock" when they return to the United States and their home university campus. Did you experience reverse culture shock? If so, how have you dealt with it?

VI. MISCELLANEOUS

1. How has studying abroad affected or changed you and affected your understanding of the world? What are the primary benefits you feel you derived from participation in study abroad?
2. Do you have any advice for future study abroad students?
3. What would you like to see done on campus as a follow-up to your experience?
4. Would you be willing to serve as a resource person for students interested in study abroad? Yes No
5. Would you have any hesitation in recommending your program to someone else? Yes No
6. Would you have any hesitation in recommending study abroad to someone else? Yes No
7. How would you summarize your general response to the program?

We are often asked to describe students' reactions to the study abroad programs in which they participated. Please sign here if we may take quotes from this evaluation.

Student Signature

Date

Please return this evaluation to:

The Study Abroad Office
University of Saint Joseph
1678 Asylum Avenue
West Hartford, CT 06117-2791

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