



Student Handbook

2020-2021



UNIVERSITY OF SAINT JOSEPH
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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 to the Board of Trustees.

President's Cabinet

Rhona Free, Ph.D., President

Michelle Kalis, Ph.D., Provost

Lucy Lucker, CPA, MHA, Vice President for Finance & Administration

Kimberly M. Crone, M.Ed., Vice President for Enrollment Management

Maggie Pinney, '95, Vice President for Institutional Advancement

Kenneth M. Bedini, M.A., Vice President for Student Affairs

Message from President Free

Dear University of Saint Joseph Students:

Welcome to the 2020-2021 academic year at the University of Saint Joseph! You are part of a community of individuals who collectively are pursuing intellectual growth, preparing for citizenship and service, and seeking to contribute to a just and flourishing society.

The spring and summer of 2020 have caused each of us to address many difficult issues: community public health responsibilities, the economic and social consequences of “stay home, stay safe,” and a renewed focus on the need for racial equity and social justice. Your time at USJ will provide you with many opportunities to explore such concepts. You may decide to study a healthcare-related topic, or to take humanities courses that provide new perspectives. You could take part in projects to serve those in need, or find ways to practice USJ's Core Values of multiculturalism/diversity, respect/integrity, and hospitality. You may gain new perspectives through classroom discussions or through conversations with friends.

Throughout the coming year, USJ will not only provide you with the tools you need to broaden your perspectives, but also will remain committed to keeping you safe while working toward a return to the traditional college experience that you – and we – are seeking.

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.

Personal Rights and Freedoms

The University of Saint Joseph is an independent academic community consisting of students, faculty, administrators, and a board of trustees. Each individual has a part to play in the preservation of personal freedom. The University encourages freedom of inquiry, freedom of opinion, and freedom of speech; it will defend the right of anyone to advance their views, including contrary views; and it recognizes the right of dissent. These privileges exist only because free people guard them. To keep individual freedom alive, and to keep different parts of the community aware and involved, there are various organizations and channels of communication, formal and informal that exist at the University. These include reasonable access to faculty and administration. It is the University's purpose to have all members of the University community keep these channels functioning responsively and actively. Students are encouraged to use these means to the fullest extent.

Freedom of Inquiry

Students and student organizations are free to examine points of view that are of interest to them. The student body is free to invite any person it chooses to address it on any topic as long as it does not disrupt the essential operation of the institution.

Freedom of Expression

Students and student organizations are free, publicly or privately, to hold discussions, pass resolutions, distribute leaflets, circulate petitions, and take other orderly action that does not disrupt the essential operation of the institution. The use of sound-making equipment or noisemaking devices in such a manner as to interfere with University programs or gatherings is not permissible.

Communications media are free of censorship and advance approval of copy. The editors and managers are free to develop editorial policies and news coverage with the understanding that students and student organizations speak only for themselves, not in any formal way on behalf of the University.

Freedom from Discrimination

Consistent with the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, as amended by the ADA Amendments Act 2008, Section 504 of the Rehabilitation Act of 1973, and all other applicable federal and state laws pertaining to civil rights, all as amended, the University does not discriminate on the basis of race, gender, creed, color, age, disability, sexual orientation, gender identity or expression, national or ethnic origin, veteran status, or any other applicable protected status in the administration and operation of, or access to, its educational programs or activities, including, without limitation, educational policies, employment, admissions, financial aid, and other University-administered programs. The Office of Accessibility Services is designated to coordinate efforts by the University to comply with, and carry out, requirements under Section 504 and the ADA. The individual designated to coordinate efforts by the University to comply with and carry out requirements under Title IX is the Title IX coordinator. Inquiries concerning the application of Title IX, Section 504, and Title VI may be referred to the Office of Civil Rights, Boston Office U.S. Department of Education 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, Telephone: 617.289.0111, Fax: 617.289.0150, Email: OCR.Boston@ed.gov.

Freedom of Association

Within the scope of University policies, students are free to organize and join associations for educational, political, social, religious, or cultural purposes.

Right to Institutional Participation Students have the right to participate in institutional policymaking through a representative student government. The role and responsibilities of the student government should be and are clearly articulated.

Right to Privacy

Students are protected from arbitrary and capricious invasions of privacy and entry into their residences. Room inspections may be conducted by University personnel acting in the performance of their duties for reasons of health and safety, to locate missing property and prohibited articles, and for the enforcement of University policies. A Room Entry Permit may be issued by the appropriate Office of Residential Life personnel when there is reason to believe that violations are occurring. Such inspections and searches may result in the offender(s) being referred to the Office of Student Affairs. The University of Saint Joseph cannot interfere with any sworn law enforcement official in conducting room searches if such a search is legal under federal, state, or local law and is within the authorized performance of the official's duty.

Freedom from Improper Disclosure

In accordance with the Family Educational Rights and Privacy Act, students shall have access to educational records maintained on them and be protected from improper disclosures to third parties without their consent. Academic and student conduct records will be maintained separately, with the exception of suspensions or expulsions from the University. Sanctions resulting in suspension or expulsion will appear on students' permanent records. Academic records are accessed through the registrar's office. Student conduct records are accessed through the Office of Student Affairs.

Student Demonstrations and Peaceful Protests

In the event that students elect to demonstrate or protest before or after availing themselves of the means that have been mentioned above, the following policy will apply:

- Protesters may march, carry signs, and assemble to whatever extent they desire, as long as it does not interfere with the activities of the University.
- Protesters may stand at, but not block, the entrance or exit of any building. Also not permissible is the use of sound-making equipment or noisemaking devices in such manner as to interfere with University classes, programs, or gatherings.
- The seizure of any facility of the University of Saint Joseph by force will constitute trespass. Trespass as well as tampering with, or the destruction of, University or individual property will not be condoned. Students engaging in coercive acts contrary to the above prohibitions will be referred to the Office of Student Affairs.

Racism or sexism in any form or manner and exhibited by any constituency is not acceptable, and its behavioral manifestation will be dealt with swiftly and stringently. The University has accepted as our definition of racism or sexism any preferential/punishing behavior based upon race or sex in any segment of the University community.

Campus Information

Office Locations and Contact Information

To view the University Directory, please click [here](#).

Campus Map

To view a map of the West Hartford Campus, please click [here](#).

Academic Calendar

To view the Academic Calendar, please click [here](#).

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.

Emergency Safety Procedures

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 Main line 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 or 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 call the Public Safety Main line at 860.231.5222. For other emergency situations, call the Public Safety Main line 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, and CIRCUMSTANCE**.

Location of West Hartford Campus Public Safety Emergency Telephones (5222 Notification)

- McDonough Hall

Location of Emergency 911 Telephones (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 front 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 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.

Blue Light System Call Box	Tower ID	Location
1	#1 L/M Lot	North east corner of L lot on the side of Madonna
2	#2 North/South Courtyard	In between North / South res halls
3	#3 Chapel Lot	North chapel lot on chapel side.
4	#4 Rosary	In between Rosary and Mercy hall in the quad
5	#5 E/F Lot	In between E/F parking on sidewalk leading to Lynch
6	#6 Library	Library - (Building Wall outside) Not a tower. Has automated message “Assistance is needed at blue light number 6”
7	#7 Mercy	Rear of Mercy and McDonough by visitor parking
8	#8 A Lot	On sidewalk leading from road up to A parking lot “tennis court lot”
9	#9 McGovern	On east side of building in-between McGovern and Health services
10	#10 Track	North of O’Connell center on sidewalk that leads to tennis courts on track side.

Fire 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). Residential Hall fire drills are scheduled to be conducted every semester and annually for every other 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.

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. Should there be a need to develop an individual Personal Emergency Evacuation Plan (PEEP) due to a disability, please contact the Accessibility Coordinator.

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 will 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.

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.

1. Meeting point for Madonna, Assumption, McAuley and Rosary Residence Halls.
 - a. 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.
2. Meeting point for North and South Residence Halls.
 - a. In the event of a Fire alarm all occupants in these locations will proceed to the grass green located directly east of the buildings.

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 are missing. Help to ensure that everyone stays at their Meeting points.

1. 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.
2. Meeting point for McDonough Hall:
 - a. 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 flagpole.
3. Meeting point for McDonough Hall (in the event of a fire in a chemistry lab):
 - a. 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.
4. Meeting point for Pope Pius XII Library, Lynch Hall and the Bruyette Athenaeum:
 - a. 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.
5. Meeting point for Chapel and Facilities Garage:
 - a. 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.
6. Meeting point for O'Connell Athletic Center:
 - a. 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.
7. Meeting point for CARE Building and Gengras Center:
 - a. In the event of a Fire alarm all occupants in these locations will proceed towards the grass green by Mercy Hall.
8. Meeting point for the School for Young Children:
 - a. In the event of a Fire alarm all occupants will be brought to the gazebo located on the south side of the building.

Upon Exiting the Buildings

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.

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.

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.

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.

Fire Precautions 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.

Campus Threat Assessment Team

In accordance Connecticut General Statutes 10a-156a – Security protocol plan, Threat assessment team, the University of Saint Joseph has established a trained threat assessment team. Threat Assessment Team members include the Vice President for Student Affairs, Director of Public Safety, Associate Director of Student Affairs, Assistant Director of Residential Life, Associate Director of Public Safety, Director of Counseling and Wellness , and Assistant Dean for Academic Affairs.

This team has two important functions:

The first is to heighten awareness by all faculty and staff regarding potentially at-risk students and other individuals on campus through effective educational strategies. The University recognizes this concept as an important safety measure designed to educate faculty and staff on how to recognize and respond to students and other individuals who may be at risk of harm to themselves or others.

The second is providing a practical, strategic and coordinated approach to threat assessment. Once receiving information of a potential threat, the team shall identify, investigate, assess, and manage any interpersonal or behavioral threat to the safety and wellbeing of campus students, faculty, staff and visitors. Counseling and Wellness

Center, the Campus Assistance Team or the Human Resources Office will notify the Threat Assessment Team of threatening or violent behavioral issues brought to their attention.

The Threat Assessment Team strives to intervene in issues before they evolve into a crisis. Team members have received specific threat assessment training which allows them to carry out security protocol identified in the Critical Incident Management Plan. The Team has adopted a systematic process to address campus risks, and seeks to identify and prioritize the most significant issues before conducting a causal evaluation and engaging in coordinated intervention. The Threat Assessment Team will not only address specific threats, but also general risks and identified vulnerabilities.

Recognizing the Warning Signs of Threatening or Violent Behavior

As a member of the University of Saint Joseph community you may come in contact with individuals experiencing personal distress or difficulties coping with university life, academic, work related or personal issues. These individuals may reveal problems to you through personal communication or indirectly by their general behavior.

While there is no exact method to predict when a person will become violent, an individual may display one or more warning signs before engaging in violent behavior. While these signs do not necessarily indicate that an individual will become violent, this type of behavior should trigger concern as they are usually exhibited by people experiencing stress or interpersonal problems. Research has indicated that individuals who consider carrying out targeted violence don't just "snap." Most will exhibit signs or triggers:

- Plan or prepare for the act.
- Consider the act before hand.
- Discuss the act with others.
- Demonstrate troubling behavior to others.
- Appear desperate or verbalize desperation prior to an attack.

Please be aware that the behavior(s) identified above call for your action and support. It is very important to emphasize that everyone has a role in promoting campus safety.

How to Report Threatening or Violent Behavior

Immediate and Readily Apparent Threatening or Violent Behavior

Report the following immediately by dialing 911 or Contacting USJ Public Safety at ext. 5222

- Any immediate and readily apparent threatening behavior or violent actions.
- If you believe someone is in imminent danger of harming themselves or others.

Suspected or Potential Threatening or Violent Behavior

- Student Intervention
 - If you are concerned about a student, but it is not an imminent dangerous situation, call the Associate Director of Student Affairs Office at ext.5629 or by contacting USJ Public Safety at ext. 5222

Complete the "Tell Somebody" online report form link at USJ Tell Somebody Report Form to provide detailed information on any behavioral matter that is concerning you and should be reviewed.

- Employee Intervention (or others)
 - To intervene on behalf of someone who is not an imminent danger to themselves or others but is displaying signs or triggers that they may need help, contact your immediate supervisor or call the Director of Human Resources Office at ext. 5390 or by contacting USJ Public Safety at ext. 5222

Complete the "Tell Somebody" online report form link at USJ Tell Somebody Report Form to provide detailed information on any behavioral matter that is concerning you and should be reviewed.

When reporting potentially threatening or violent behavioral issues please make every attempt to provide the information below. Using "Tell Somebody" online report will help guide you through the process.

- Identity of the individual who may need assistance.
- The demeanor or specific behavior of the individual.
- Possible triggers for the behavior.
- Where the incident took place.
- Date(s) and time(s) the behavior was observed.
- If this is the first time you have witnessed or been made aware of the individual's actions.
- Identify anyone else who witnessed the incident.

Academic Affairs

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.

Loan repayment (Official University Withdrawal)

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.

Medical and Academic Leaves of Absence Procedure

General Conditions for All Student Leaves

Leaves of absence are defined as a temporary separation from the university for one semester (fall or spring). Upon returning from a leave of absence, a student does not need to reapply to return to the university and is able to register for classes up to the add/drop deadline of the semester of the student's return.

The two types of leaves are the Academic Leave of Absence and the Medical Leave of Absence.

- **Academic Leaves of Absence** are available for students experiencing extenuating circumstances that require them to temporarily separate from the university, such as a family emergency or a call to military service.
- **Medical Leaves of Absence** are available for students experiencing physical or mental health difficulties or conditions (including pregnancy) that require them to temporarily separate from the university.

Both types of leaves include request and return request forms in their processes. For forms send a request for the Leave of Absence Packet to registrar@usj.edu.

Prior to requesting a leave of absence, students are expected to consult with their academic advisors and Student Financial Services regarding how a leave of absence would impact the student's program of study and financial

aid. Should the request for a leave occur after university deadlines for housing cancellation and/or tuition refund have passed, the student is responsible for housing and/or tuition fees for the current semester in which leave is granted. Graduate students are expected to consult with the Graduate Office prior to requesting a leave of absence.

Leaves of absence are recorded on the student's transcript as "LOA." If the student does not register by the add/drop deadline of the semester for which they are to return, they will be reported as not enrolled at the university.

A leave of absence is a separation of the student from participation in USJ's academic activities, including interviewing for off-campus placements. Leaves of absence are not granted for the purpose of allowing a student to study at another university.

If a student takes a leave of absence and is later suspended or expelled as the result of a conduct decision, or is placed on probation for unsatisfactory academic performance, the sanctions take precedence over the leave of absence and stand as a matter of record. Any academic warning becomes operative at the time of return to the university.

Leaves of absence are not able to be granted retroactively.

An involuntary medical leave of absence takes precedence over a voluntary leave of absence and the student is expected to comply with the terms of the medical leave if there is an involuntary medical leave of absence implemented.

Loan Repayment (Student Leave of Absence)

Accordingly, during the time of an approved leave, a student will not be considered as withdrawn from the university and the student's loans will not go into repayment. Any leave that exceeds 180 days will result in the student being withdrawn from the university and the student will be subject to the federal loan repayment schedule.

Any discontinuation of continuous enrollment of more than 180 days is subject to activation of student loan repayment. Students seeking consultation regarding loan repayment should contact 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.

Leave for Pregnancy

A student may request a medical leave of absence for pregnancy and delivery at any time. Students requesting a leave for pregnancy may contact the Director of Health Services, Janet Flink, at: jflink@usj.edu. Students requesting a leave for pregnancy are not required to submit documentation to request or return from the leave. Students petitioning to return to the university from pregnancy leave who were in good academic standing at the time of their leave will typically be granted readmission. Pregnant and parenting post-secondary students have legal rights under Title IX. Pregnant and parenting students are encouraged to contact Rayna Dyton-White, USJ's Title IX Coordinator, with questions relating to Title IX. Rayna may be reached at: rdytonwhite@usj.edu. Additional information about the University Parenting and Pregnancy Policy, click [here](#).

Leave for Military Service

A student may request a leave for military service at any time. Students petitioning to return to the university from military service who were in good academic standing at the time of their leave will typically be granted readmission.

Academic Leaves of Absence

Academic (non-medical) leaves of absence may be arranged for one semester (fall or spring), subject to departmental and school approval. Academic leaves of absence are available for students experiencing extenuating circumstances that require them to temporarily separate from the university, such as a family emergency or a call to military service.

Students may request an academic leave of absence up until the last day of classes of the semester for which leave is requested. It is very important that the student understand that such leave could affect course sequencing or academic progress toward degree. In some cases a leave of absence may delay a student academic plan. Students may request an academic leave of absence by completing the Academic Leave of Absence Request Form and submitting it to the Registrar's Office. The Provost (or designee) will then review the request with appropriate university staff. After the request has been reviewed, the student will be contacted via their USJ email regarding the outcome of the request, which may include an invitation to schedule an appointment with the Provost to discuss the request.

To request the return from an academic leave of absence, the student may complete the Academic Leave of Absence Return Form and submit it to the Registrar's Office. The student will be contacted via their USJ email account regarding the outcome of the request. Students are advised to submit the request to return from an academic leave of absence at least two weeks prior to the start of classes to ensure the request is reviewed prior to the start of the semester.

Medical Leaves of Absence

Medical leaves of absence may be arranged for one semester (fall or spring), subject to departmental and school approval. Medical leaves of absence are available for students experiencing physical or mental health difficulties or conditions that require them to temporarily separate from the university.

Students may request a medical leave of absence up until the last day of classes of the semester for which leave is requested. To initiate the request for a medical leave of absence, documentation from the student's current medical or mental health provider must be submitted. The student's provider may complete a *Medical Leave of Absence Request – Provider Form*, to be submitted to the Counseling and Wellness Center (for mental health conditions) or Health Services (for physical health conditions), located in the Little Red House on the main campus. The student must also sign a Release of Information Form to grant permission for USJ's Counseling and Wellness Center or Health Services to communicate with the student's provider should additional documentation or clarification regarding the documentation be needed.

The Vice President for Student Affairs (or designee) will then review the supporting documentation with appropriate university staff. After the documentation has been reviewed, the student will be contacted via their USJ email to schedule an appointment to meet with the appropriate Director (Health Services or Counseling and Wellness Center) to review the request for leave and plan of care. The Vice President of Student Affairs will then advise the student via their USJ email account of the outcome of the request and whether they are approved for a medical leave of absence.

To request the return from a medical leave of absence, documentation from the student's medical or mental health provider must be submitted. The student's provider may complete a *Medical Leave of Absence Return – Provider Form*, to be submitted to the Counseling and Wellness Center or Health Services, located in the Little Red House on the main campus. Documentation to support a return from a medical leave of absence should be submitted no earlier than three weeks prior to the start of the semester for which return from leave is requested.

The Vice President for Student Affairs (or designee) will review the supporting documentation with appropriate university staff. After the documentation has been reviewed, the student will be contacted via their USJ email to schedule an appointment to meet with the appropriate Director (Health Services or Counseling and Wellness Center) to review the request for return and continued plan of care. The Vice President of Student Affairs will then advise the student via their USJ email account of the outcome of the request, as well as whether specific conditions will be implemented upon approval of return.

If there is a need for academic or housing accommodations upon return, the student should submit documentation of disability to Accessibility Services to initiate services and request reasonable accommodations. Additional information about Accessibility Services can be found on the Accessibility Services website on MyUSJ. The Accessibility Coordinator, Jennifer Boylan, may be reached at: Accessibility@usj.edu

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.

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.

Student Records Policy & FERPA

To view the Student Records Policy and Student Rights under the Family Educational Rights and Privacy Act (FERPA) please see the Office of the Registrar and click [here](#).

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](#)
 - 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](#)
- [Appeal of an Academic Integrity Sanction](#)
- [Grievance procedure for issues regarding disabilities](#)
- Appeal of financial aid decision financialaid@usj.edu

When a student has a complaint related to their 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 their 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 their 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](#).

Student Resources

Academic Services

To view information on all the Student Academic Services below click [here](#), or select the office link below.

- [Academic Advisement Services](#)
- [Career Development Center](#)
- [Center for Academic Excellence \(CAE\)](#)

Student Accessibility Services

Accommodations for Students with Disabilities

Office: Center for Academic Excellence, 2nd floor of the Pope Pius Library

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, and 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, visual impairments, chronic health conditions 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 sufficient documentation has been received and reviewed, the Accessibility Coordinator will email the student to make an intake appointment.

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](#)".

For more information, forms, frequently asked questions and grievance procedures [click here](#).

Athletic Department

To view all the latest information the O'Connell Center, Athletics Events, and Student Athletics Teams [click here](#).

Dining Services and Meal Plan

Meal plans are available for both resident and commuter students to eat in the McGovern Dining Commons. Resident student meal plans are assigned to student's base on housing assignment, per the Housing Contract. Commuter students may select from any of the available meal plans.

For more information on dining locations and meal plans [click here](#).

To enroll in a Meal plan as a commuter student, complete the [meal plan election form](#) located on [myUSJ, Card Services](#).

Counseling and Wellness Center

The Counseling and Wellness Center (CWC) provides free confidential individual and group counseling, assessments and referrals to all students enrolled in University of Saint Joseph undergraduate and Graduate Schools. Students seek counseling for many reasons including, but not limited to, stress, relationship issues, adjustment problems, depression, anxiety, and other psychological difficulties. The personal growth and mental health and safety of our students are important to our entire campus community.

How to Make Appointment

Appointments can be made by calling the CWC main line at 860.231.5233, extension x5233 if calling from on campus. Appointments can also be made by emailing CWC@usj.edu. Except for emergencies, counseling sessions are by scheduled appointments. CWC counselors and staff are confidential employees. To make an official Title IX report call 860.231.5499 or email TitleIX@usj.edu.

Emergency Information

If you are on the main campus or on the School of Pharmacy campus and require emergency psychiatric assistance call 860.231.5222 or x5222 for campus safety. If you are off campus and require emergency assistance please call 911 or visit your closest emergency room.

Working on Wellness Involvement Opportunities

The Counseling and Wellness Center offers multiple involvement opportunities through the Working on Wellness (WOW) program. Positions include graduate clinical and non-clinical internships, undergraduate internship, paid and voluntary positions. For more information and on application process see the CWC page on MyUSJ.

For more information about counseling services, participation applications, and support resources [click here](#).

Health Services

USJ Student Health Services offers confidential primary care services to enrolled undergraduate and graduate students. Services are by appointment only. For more information regarding services, health records and forms [click here](#).

Campus Ministry

University of Saint Joseph Campus Ministry strives to unify the campus by nurturing a Catholic and [Interfaith](#) community that is centered on our Core Values. Campus Ministry focuses on the Core Value of Catholic Identity by offering [liturgical celebrations](#), annual retreats, engagement with other Catholic campus ministries, and additional programming to enhance Catholic social teachings. We also support other faith backgrounds by providing interfaith and ecumenical prayer services, retreats, social gatherings, and collaborations that enhance learning, [develop faith](#), and create unity. For more information on Campus Ministry [click here](#)

Houses of Worship

For a complete list of local houses of worship, click [here](#).

Community Engagement

The Office of Community Engagement promotes and facilitates service as an integral part of the University's teaching and learning experiences. For more information about community engagement, [click here](#).

Office of Diversity and Inclusion/Title IX

The Office of Diversity and Inclusion/Title IX is responsible for programming and educational events for the campus community with the goal of promoting respect, consent and inclusivity. This office also responds to complaints of discrimination.

The Diversity of Inclusion Office and Human Resources are responsible for overseeing the response to complaints of discrimination, harassment and other prohibited acts as deemed by law and university policy. Please refer to the USJ [website](#) for more information.

University of Saint Joseph will act on any formal or informal notice or complaint that is received by the Title IX Coordinator or other campus community members. Incidents that fall outside of the U.S. Dept. of Education's definition of Title IX may still violated the Student Code of Conduct and may be referred to Student Conduct Officer. Please refer to the USJ Title IX policy for definitions and information [here](#).

Department of Public Safety

The Department of Public Safety provides security on our West Hartford campus 24-hours a day, seven days a week. Public Safety Officers are trained in First Aid, CPR and AED use.

For more information on safety procedures and parking [click here](#).

JayCard

Each student is issued a USJ ID card (Jay Card), which should be carried by students at all times. The Jay Card provides students access to many of the facilities around campus, including the residence halls and the O'Connell Center. The Jay Card is also used for event sign in, the meal plan, pay-to-print, and JayBucks.

For more information about how to get your JayCard, and the resources the JayCard provides to students, click [here](#).

Key and Card Access

The Department of Public Safety is responsible for the safety and security of the campus community. Students may be granted access to buildings or rooms on the University campus via the JayCard or key distribution. Resident students in traditional residence halls are issued a room key to provide access to their bedroom. Students in the suites are granted access to their suite and bedroom via the JayCard. All keys and card access are granted for individual use, and are not permitted to be shared. As key holders, individuals will assume responsibility for the safekeeping and eventual return of university keys. Unauthorized duplication of University keys is strictly prohibited.

If a key is lost or stolen, it should be reported to Public Safety and Residential Life immediately. Keys will not be replaced until a report has been filed with Public Safety.

The replacement charge for a lost room key is \$100. The replacement charge for a lost student ID is \$25. All lost key and USJ ID charges will be added to your student account.

Residential Life

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

Assistant Director of Student Affairs – Residential Life

The Assistant Director of Student Affairs – Residential Life (AD) is a full time, master’s level professional who oversees the day-to-day operations of Residential Life, directly supervising the Area Coordinator. The AD oversees housing assignments, meal plans, housing contract release, and serves as a conduct officer.

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, facilities 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 student 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 student 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

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 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 and are operated by coin, Jay Card, or credit/debit card. 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.

Room Condition Reports

When a resident checks into a space, a room condition report (RCR) will be assigned to them. If there is any damage in the room or items missing not indicated on the RCR, the resident should notify their RA or ARC to document the damage or missing items. 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.

Maintenance

Requests for maintenance work orders should be submitted through eRezLife. By submitting a work order, a student is giving permission for a member of the facilities staff to enter the resident room and assess the issue. If a resident would prefer to be present at the time of the repair, that can be entered in the work order along with contact information, but cannot be guaranteed.

North and South residence hall bathrooms are cleaned once per week. Assumption, Madonna, McAuley, and Rosary residence hall common areas will be cleaned daily, Monday – Sunday.

Roommates

Once a resident has completed their housing application, they are able to search for and request a roommate using the [eRezLife portal](#) called RoomeeZ. 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 to find the best match. Questions about roommates can be directed to housing@usj.edu.

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, as a roommate is required to participate in room selection. A limited number of single rooms are available but only for documented medical need. Students should see the section entitled “Accessible Housing” for more information.

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 may be asked 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 as needed and failure to have a room ready for a new roommate and/or failure to accept a new roommate could result in disciplinary action.

In the event that housing is full, students would need to do a room swap with another student instead of the traditional room change process. The RA/ARC can help facilitate this process.

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 by the deadline set at each break. This information is communicated via email. Requests are not guaranteed.

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.

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 into the residence halls and/or University buildings.

Individuals accompanied by a service animal on campus but do not need any disability-related accommodations are not required to register with Student Accessibility Services, nor is such individual required to submit documentation of disability to receive access to their service animal. However, students who require the use of a service animal in University housing must make contact with the Accessibility Coordinator to discuss required vaccination records as well as expectations relating to the use and care of the animal in housing. Students who require the use of a service animal in on-campus classes are advised to make contact with the Accessibility Coordinator to ensure proper notification to the faculty member is made and an understanding of USJ's Assistance Animal Protocol can take place.

All requests for approval of a support animal must be directed to the Accessibility Coordinator. The Accessibility Coordinator may be reached at: accessibility@usj.edu.

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.

Accessible Housing Procedure

Below is the procedure for requesting housing accommodations:

1. Submit documentation of disability to Student Accessibility Services. Documentation may be submitted via fax, email, or mail to USJ's campus.
2. 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: Accessibility@usj.edu
3. 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. The link to the application is on the Accessibility Services website on MyUSJ. Students may also email the Accessibility Coordinator for the link.

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.

Please note:

- Returning students are advised to submit the request for accessible housing prior to housing selection. 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.
- 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.
- Students must submit the university's Housing Application via eRezLife by the deadlines set by Residential Life.
- 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.
- 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.

Contact Information:

Jennifer Boylan, MAT, M.A., LPC

Coordinator of Student Accessibility Services

Email: Accessibility@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

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 (unless approved via Accessibility Services)
- All candles—even decorative, unburned candles
- Immersion cup heaters, hot pots/plates, toasters , microwave ovens, grills
- Sternos
- Kerosene lamps
- Extension cords (surge protectors are allowed)
- 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 and heated blankets.
- Other burning/heating equipment or other potential fire hazards.
- No wall hangings, tapestries, flags or fabric are permitted over plugs, lights, ceilings or doorways.

- Drug paraphernalia and other smoking paraphernalia (campus is smoke free)
- Electrical sockets may not be overloaded.

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.

Policy on Guests and Visitors

To ensure the safety of community members and property, students are required to comply with the following policy pertaining to guests and visitors.

Guest and Visitors

A visitor is someone who is a current USJ student but does not reside in the residence halls. They must carry their USJ ID at all times while on campus and within the residence halls. A guest is a person who is not a current USJ student. They must carry photo ID and a guest pass at all times. They must also always be escorted by their host while in the halls. Being a visitor should not be used as a substitute for acquiring on campus housing.

The University reserves the right, at their sole discretion, to restrict guest access to the residence halls. Any changes to the guest policy will be communicated to the impacted residents in writing.

Registration

Roommates must agree on the arrival and terms of a guest or visitor prior to registration. Guests and visitors must be registered through eRezLife via the Guest and Visitor Registration Form. Students can register one overnight guest at a time – and are not permitted to have more than one guest spending the night in their room at the same time. Guests are not permitted during the first week of classes and during final exams. Overnight guests and visitors must be at least 17 years of age unless they are sponsored by the university. Guests must be registered as overnight guests if they are staying past midnight, regardless of whether they are actually staying the night. Guests should have a copy of their guest registration form on them at all times.

Visitors who are not properly registered may be removed from the residence halls. Guests who are unregistered may be asked to leave university grounds immediately. The student hosting a visitor/guest who is unregistered could be found in violation of the Guest and Visitor Policy. Non-residential students cannot register a guest or visitor of their own.

Escorting Guests and Visitors

Students hosting guests and visitors must accompany them at all times and are responsible for their behavior as if it was their own. Guests or visitors that cause a disruption or are in anyway non-compliant with the policy may be banned from specific residence halls, all residence halls, or USJ property entirely.

Limitations

Guests and visitors may not spend more than three consecutive nights in the residence halls, and a guest or visitor may not spend more than six nights a month in the residence halls. This applies to both the host and the guest or visitor who is staying. A residential student host may not have multiple visitors or guests in a month if it totals more than three consecutive nights or six nights in a month. The month is calculated based on the calendar.

Guest and Visitor Violations

Guests and/or visitors who violate this policy could be subject to bans from the residence halls (visitors) or a ban from any and all USJ property. If a guest or visitor inhibits a roommate's ability to sleep, study, and/or occupy their space, that will be considered a violation of this policy, as roommates must agree to the guest/visitor. Hosts who are found in violation of the Policy on Guests and Visitors may lose their rights to host guests and visitors on campus in the future.

Cohabitation is not permitted. Please see the Cohabitation Policy below for more information.

Cohabitation Policy

Cohabitation in the residence halls is prohibited. Only the residents who are assigned to the space should be spending more than three consecutive nights and/or six nights per month in residence hall rooms. Guests and visitors who are found to be spending more time than permitted (even with multiple hosts) could be banned from specific residence halls and/or all USJ property.

For Residential Life's purposes, cohabitation is defined as a person who is not assigned to a particular residence hall or space using that hall or room as if they lived there. This includes but is not limited to:

- Using the room while the assigned occupants are not there
- Utilizing a key/ID Card that is assigned to another person to access the space
- Keeping clothing and personal belongings in the room
- Sleeping overnight in the space on a regular basis (more than the three consecutive nights or a maximum of six nights per month)
- Using the bathroom and shower facilities as if they were living in that space.

Guests or visitors who violate this policy could be subject to residence hall bans or bans from all USJ property. Hosts may lose their ability to have overnight visitors and/or lose their ability to live on campus. Please see the Guest and Visitor Policy for more information.

For more information regarding Residential Life [click here](#).

Residence Hall IT Requests

If a student needs technical assistance including but not limited to Wi-Fi access, IPTV set up, or best effort on a personal device, the Office of Information Technology Help Desk is available using the Service Portal at MyIT.usj.edu, phone 860.231.5310, or by visiting McDonough Hall Lower Level.

Office of Student Activities and Leadership Development

The Office of Student Activities & Leadership Development has the responsibility for the supervision of undergraduate extracurricular activities, except those of the Athletic Department and Residential Life. With the approval of the University's President and through collaboration with the Student Government Association, the Office of Student Activities & Leadership Development has the authority for the allocation and commitment of the Student Activity Fee to support the educational, cultural, social, and recreational activities of the institution. Although operating with the general policies of the University, Board of Trustees, and the State of Connecticut, the Office of Student Activities & Leadership Development develops the necessary rules, regulations, policies, and procedures to ensure sound fiscal management of those funds appropriated to eligible student clubs and organizations.

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). For all policies and procedures view the Student Clubs and Organization manual [here](#). Please note that it is only accessible if logged into myUSJ.

Other University Statements and Policies

Alcohol and Other Drug Policy

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. 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

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

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>. 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>.

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 Other Drug Policy

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.

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 – 860.231.5233

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

The University of Saint Joseph complies with the requirements of the Drug-Free Schools and Communities Act. Every two years the university completes a biennial review of the alcohol and drug programming, policy, and prevention efforts. The most recent drug and alcohol biennial review can be found via a link on the Vice President of Student Affairs page: <https://www.usj.edu/about/administrative-offices/division-of-student-affairs/office-of-vp-of-student-affairs/>

For the Cohabitation Policy see section on Residential Life

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 Associate Director of Student Affairs, or whomever the Associate 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 Associate 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.

For the [Guests and Visitors Policy](#) see section on Residential Life.

For the Fall 2020 Mask and Social Distancing Policy, click [here](#).

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. 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.

Noise Policy

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.

For more information about the residence hall quiet hours and courtesy hours, see the [quiet hours policy](#).

Office of Information Technology Policy regarding the Use of Computer and Information Resources

Opioid Overdose Policy

The University of Saint Joseph is committed to maintaining safe and substance-free campuses for all students, faculty, staff, and visitors. This policy is adopted in alignment with other University policies and in accordance with the Connecticut Public Act No. 19-191 Sec. 7.

It is the intent of the University to increase awareness about opioid addiction and prevention through the delivery of educational and awareness initiatives. Additionally, the University intends to address the proper training, administration, and usage of overdose-reversing FDA-approved opioid antagonists.

The University will maintain a readily-accessible supply of opioid antagonists to be used in the case of emergencies; has developed specific requirements and procedures concerning the appropriate protocols associated with the administration and use of opioid antagonists; and has identified University-designated personnel responsible for overseeing the purchase, storage, and distribution of opioid antagonists and University-designated emergency response personnel trained for the proper use and administration of opioid antagonists.

Designated Medical and Public Safety Personnel

The University of Saint Joseph has developed and will maintain a written directive, including emergency response procedures that identify individuals trained for the proper use and administration of opioid antagonists, to effectively treat, and reduce fatalities associated with, opioid drug overdoses at their respective campuses.

The University of Saint Joseph has designated its Director of Student Health Services to oversee the purchase, storage, and distribution of opioid antagonists. The supply of opioid antagonists will be stored according to manufacturer guidelines.

The University of Saint Joseph has designated all Student Health Services medical staff and all Public Safety Staff to be trained to administer the opioid antagonists.

The University of Saint Joseph has designated all Public Safety staff to serve as first responders in opioid overdose situations. They will receive appropriate training to administer the opioid antagonist, are responsible for observing the manufacturer's guidelines, and are able to readily access the opioid antagonist kits. The Director of Student Health Services and the Director of Public Safety are responsible for overseeing and developing the procedures for the purchase, storage, distribution, disposal, and reported use of opioid antagonists at each campus. Additionally, they will develop and implement procedures for the appropriate training of individuals to access and administer the opioid antagonist kits in emergency situations. They will keep a record of all trained individuals, and ensure the opioid overdose response training is current.

Location of Opioid Antagonists

Opioid antagonists are stored in the Student Health Services and Public Safety Department offices.

Storage and Disposal of Opioid Antagonists

The University will maintain the supply of the opioid antagonists in accordance with the manufacturer's guidelines. The opioid antagonists must be kept out of direct light, stored at room temperature, and not be subjected to extreme temperatures which may impact the effectiveness of the medication.

The designated personnel are responsible for disposing of expired opioid antagonists through a manufacturer or distributor medicine take-back program, returning the expired medications to an authorized drug collection site, or employing other controlled substance disposal methods in accordance with federal, state, or local laws.

Informing Students and Employees about the Opioid Policy

This policy will be included in USJ's Employee and Student Handbooks. Students, faculty, and employees will receive email notification of the policy and its inclusion in the Employee and Student Handbooks before January 1, 2020.

Reporting Requirements

Prior to, during, or as soon as practicable, the trained individuals, medical personnel, or public safety professionals administering the opioid antagonist must call 911 or notify a local emergency medical services provider after each use of an opioid antagonist, unless the treated individual has already received emergency medical treatment for the opioid related drug overdose.

The designated personnel are required to maintain a current record of every use or administration of an opioid antagonist kit. The record will be organized by academic year.

Parental Notification for Conduct Incidents

The University of Saint Joseph Policy and Procedures Statement in Accordance with The Family Educational Rights and Privacy Act of 1974.

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/guardian 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 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

accessibility@usj.edu

Posting Policy

Student Organizations are to adhere to the posting policy in the Student Club/Organization Manual. For additional detailed information please see the "[Student Club/Organization Manual](#)".

All posting must adhere to the following: all spelling and information is correct; room reservations and event approval must be complete prior to posting; do not post flyers on glass windows or doors; only use masking tape painters tape, or scotch tape for posting; remove postings within 24 hours after the event or meeting has taken place. 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 permitted.

Smoking Policy

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.

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 Title IX Coordinator.
- 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.

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 their 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 Associate 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 their 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 Associate 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 their 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 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., assistant residential coordinator, public safety officer, resident assistant, etc.) upon request. Visitors must carry state-issued photo identification at all times, and be able to provide proof of registration in case of residence hall visitors.

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). For more information on parental notification in conduct cases, click [here](#).

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 register for housing or for classes or obtain a copy of their university transcript.

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 fees 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.

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, and/or common sources of alcoholic beverages are prohibited.
- e. Excessive quantities of alcoholic beverages are prohibited. For students who are of legal age, the maximum alcohol quantity in the possession of a student is as follows: 12 beers (12 oz containers) OR, 1.5 liters of wine OR 1 pint of hard alcohol (not higher than 80 proof and not stimulant-enhanced).
 - i. In one living unit, regardless of the number of occupants/visitors of legal drinking age, the maximum quantity of alcohol is limited to: 60 beers (12 oz. containers) OR 3.0 liters of wine OR 1 liter (2 pints) of hard alcohol.
- f. Large gatherings or events where alcohol is present are prohibited.
- g. 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.
- h. 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.
- i. Possession or consumption of alcoholic beverages by a guest/visitor visiting a resident under the age of 21, regardless of the age of the guest, is prohibited.
- j. Selling of alcoholic beverages without a license is prohibited.
- k. 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 Samaritan Policy.
- c. Failure to comply with the Bias, Harassment and Discrimination Policy.

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 University of Saint Joseph Title IX policy for concerns about: sexual harassment, intimate partner violence, sexual assault, and stalking.

USJ via its Student Code of Conduct prohibits:

Sexual Misconduct is a broad term covering a range of behaviors including sexual assault, sexual harassment, intimate partner violence, stalking, voyeurism, sexual exploitation, and 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 conduct, but it is not a necessary component. All individuals are protected from sexual misconduct is prohibited regardless of the gender of the harasser.

- a. Sexual harassment: 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, or has the ability to cause a hostile environment, or retaliation.
- b. Non-consensual sexual contact: 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.
- c. Non-consensual sexual intercourse (rape): includes any penetration, however slight, with any object or body part by a person against other person that is without consent and/or by force.
- d. Sexual exploitation: invasion of sexual privacy and voyeurism (in-person or through audio or video recording); distributing/sharing videos, photos or other images of a sexual nature without consent of the parties involved; knowingly transmitting a sexually transmitted infection; exposing of a person's body or genitals; prostituting or soliciting another community member.
- e. Intimate partner violence: behavior in an intimate relationship or former intimate relationship that is used to establish power and control over a person who is or was in a relationship with a student, 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, and/or control another person. This behavior can be verbal, emotional and/or physical.
- f. Stalking: 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.

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

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

16. Smoking

Smoking is prohibited across all University campuses, including in personal vehicles. This includes electronic smoking devices.

17. Solicitation and Promotion Solicitation

Solicitation and Promotional 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. Violation of Residential Life Policies

Any violation of Residential Life Policies, including those not explicitly mentioned in this Handbook is prohibited.

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

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.

Interim 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 for 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. An interim suspension remains in effect until a student's code of conduct process is concluded, the student's request of review of the interim suspension is granted, or the vice president for student affairs or designee determines the interim suspension is no longer necessary. Students placed on an interim 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 associate 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 their course work for credit if such arrangement can be practicably 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 their 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 associate director of student affairs at 860.231.5629 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 their 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 their right of 48-hour notification. The student presents their 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 their 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.

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 their 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:
 - a. Denial of the right to participate in certain USJ activities, or eligibility to represent USJ in any co-curricular activity or athletic event.
 - b. 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 have five business days to complete an [appeal form](#) specifying the grounds upon which the appeal is based and supporting information. The Associate 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.

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 Associate 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 Associate 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 Associate Director of Student Affairs, or designee, determines that the appeal should be considered, the Associate 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.

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 Associate 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 Associate Director of Student Affairs. Once the investigation is complete, the following process will begin:

- The Associate Director of Student Affairs or their 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 organizations 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 Associate 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 Associate Director of Student Affairs Office (2nd Floor, McGovern).

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.