

STUDENT HANDBOOK

2026-2027

USJ

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

The President and members of her Cabinet are responsible for overseeing all areas of the University — administrative, academic, student-oriented, and financial— and for implementing University-wide policies. Major decisions are reviewed and approved by the Board of Trustees.

President’s Cabinet

- Rhona Free**, Ph.D., President
- Michelle Kalis**, Ph.D., Provost
- James Howarth**, B.A., Vice President for Finance
- Paul Brower**, M.Ed., Vice President for Enrollment Management
- Maggie Pinney** ’95, Vice President for Institutional Advancement
- Amanda Devitt**, M.S. Ed, Vice President for Student and Campus Life
- Sheri Lee**, MBA, Vice President for Administration

Message from President Free

Dear Students:

Welcome to the 2026-2027 academic year at the University of Saint Joseph! You have joined a community of students who chose USJ for its small classes, high expectations, and reputation for preparing students to pursue rewarding careers and lives of purpose.

While you're here, you will meet students and faculty and share experiences that will help you refine your values, broaden your perspectives, and escalate your ambitions. USJ's faculty and staff are here to support you – they join me in looking forward to seeing your contributions and celebrating your successes.

Best wishes for a successful year.

Rhona C. Free, Ph.D.
President



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, which 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 that, combined with the crown, represents the Sisters of Mercy under whose sponsorship the University was founded.

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), and professional doctoral degrees (2011).

Two renowned laboratory schools — the School for Young Children (1936), a nationally-accredited preschool; and the Gengras Center (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, staff, 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, staff, 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 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 noise-making 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, the University does not discriminate on the basis of race, color, religious creed, age, sex, sexual orientation, gender identity or expression, marital status, national origin, ancestry, disability (including, but not limited to, intellectual disability, present or past history of mental disorder, learning disability, or physical disability), genetic information, homelessness, prior conviction of a crime, veteran or military status, or any other protected characteristic under applicable federal, state, or local law in the administration and operation of, or access to, its educational policies and educational programs or activities, including admissions, financial aid, employment, 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 Title IX Office is designated to coordinate efforts by the University to comply with, and carry out, requirements under Title IX and related state law, through the efforts of the Title IX Coordinator.

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 and/or Public Safety 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 Division of Student and Campus Life. 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 (FERPA), 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 Division of Student and Campus Life.

Student Demonstrations and Peaceful Protests

In the event that USJ 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 as long as their actions do not interfere with the activities of the University.
- Protesters may stand at, but not block, the entrance or exit of any building.
- Protesters may not use sound-making, amplification equipment, or noisemaking devices in such manner as to interfere with University classes, programs, or gatherings.
- Occupation of any facility or property of the University of Saint Joseph in a manner that affects University activities will constitute trespassing. Trespassing, as well as tampering with or the destruction of University or individual property, will not be tolerated. Students engaging in coercive acts contrary to the above prohibitions will be referred to the Division of Student and Campus Life and may be subject to immediate ejection from campus.
- No demonstrations will be allowed during Final Exam week or Final Exams reading days.
- No structures may be erected without the written approval of the Vice President for Student & Campus Life or their designee. Structures include, but are not limited to, outdoor structures, tables, monitors, tents, and encampments.
- Persons on campus must comply with the directions of any University official, including but not limited to those from Public Safety.

- Harassment, physical abuse, or threats toward another person or member of the University community is not allowed, and violators will be referred to the Division of Student and Campus Life and may be subject to immediate ejection from campus.

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 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) [here](#). Once registered, you will receive emergency messages as requested.
- An all-USJ email will be distributed, and you can access the University website, 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 Office of Marketing and Communications (McGovern Hall, 2nd Floor) will distribute via email, at least once per year, 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; the second step is to summon 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 immediate source for help is Public Safety. When calling USJ Public Safety at 860.231.5222, an officer will respond directly, securing any necessary assistance such as the Police Department, Fire Department, or Ambulance service. It is best to allow Public Safety 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 911. Once you are safely out of the building, notify Public Safety.

When calling Public Safety, please speak clearly, concisely and provide a telephone number where you can be reached. Remember to state your name, give your location, and give a description of the emergency.

Reporting of Emergencies

In an urgent, life-threatening situation, dial 911 and then, if you can do so safely, call Public Safety at 860.231.5222. For other emergencies, call Public Safety at 860.231.5222 (5222 from a campus phone extension). 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**.

Emergency Call Boxes (BLUE LIGHTS)

There are nine (9) emergency call boxes located on the grounds of the USJ 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 only to be used to summon help for an active emergency.

Blue Light System Call Box	Tower ID	Location
1	#1 L/M Lot	Northeast corner of L lot on the west side of Madonna
2	#2 North/Genovese Courtyard	In between North/Genovese residence halls
3	#3 Chapel Lot	North of J/K lot heading toward the Chapel
4	#4 Rosary	In between Rosary and Mercy Hall, south sidewalk of the quad
5	#5 E/F Lot	In between E/F parking, on the walkway leading toward rear of Lynch Hall
6	#6 Library Assistance Telephone	Library - (call box on exterior wall at front entrance). Not a tower. Has automated message "Assistance is needed at blue light number 6"
7	#7 Mercy	Rear of Mercy and McDonough by visitor Q lot parking
8	#8 A-Lot	On sidewalk leading from road up to A parking lot (the "tennis court lot")
9	#9 McGovern	On east side of building between McGovern and Student Health Services

Fire Safety Procedures

At the University of Saint Joseph, the Department of Public Safety is responsible for maintaining Fire Safety on all University-affiliated sites (to include the West Hartford campus, Gengras Center/CARE, and the School for Young Children). Residential Hall fire drills are conducted every semester. Drills are also conducted for every other campus owned/operated by the University of Saint Joseph.

The Department of Public Safety collaborates with the West Hartford Fire Department to provide additional support and training to the University of Saint Joseph. Scheduled inspections of campus buildings and residence halls are conducted by the Fire Marshal'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 Marshal'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's guest(s) must 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 or approved accommodation, please contact the Accessibility Director at Accessibility@usj.edu.

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 911 from a safe location to report the fire. If you call 911, we will ask that you contact Public Safety immediately 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 others in leaving 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 help 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 at their assigned meeting points. Please remember that all Residence Halls have multiple emergency exits, and Residential Life staff should direct residents to use them. Once you have arrived at your assigned meeting point, begin to assess which students have arrived from your residence hall. Help to ensure that all students stay at their meeting points.

- a. Meeting point for Madonna, Assumption, McAuley, and Rosary Residence Halls:
 - All occupants in these locations will proceed to the grass green located directly in front of the buildings, the quad.
- b. Meeting point for North and Genovese Residence Halls
 - All occupants in these locations will proceed to the grass green located directly east of the buildings, near Assumption, McAuley, and Rosary Halls.

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 Public Safety those who are missing. Help to ensure that everyone stays at their meeting points.

1. Meeting point for Mercy Hall, Lourdes Hall, and McGovern Hall: All occupants in these locations will proceed to the green grass located directly at the main entrance of the buildings.
2. Meeting point for McDonough Hall: All occupants in this location will proceed to the green grass located directly in front of the building, by the flagpole.
3. Meeting point for McDonough Hall (in the event of a fire in a lab): In the event of a fire alarm 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 flagpole 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: 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: All occupants in these locations will proceed to the grass green located directly behind the North/Genovese Residence Halls.
6. Meeting point for O'Connell Athletic Center: All occupants in these locations will proceed to the turf field located directly on the side of the building.
7. Meeting point for CARE Building and Gengras Center: All occupants in these locations will proceed towards the grass green by Mercy Hall.
8. Meeting point for the School for Young Children: 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, and 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 doorknob and the door. If it is hot, do not open the door. Attempt an alternate 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 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 to 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.

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 the floor close to the 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 water or soda acid extinguisher.
- Overload electrical circuits.
- Leave microwave ovens unattended in the kitchen areas.
- Smoke in buildings.

Maintenance Emergency

If a maintenance emergency occurs during business hours (Monday-Friday), please contact Campus Facilities at 860.231.5401. For a maintenance emergency during non-business hours, call Public Safety at 860.231.5222.

Missing Person Policy

Safety is a major concern for everyone on campus, and USJ strives to provide an ideal environment for learning, working, and living. The University has instituted the Missing Student Notification Policy to enhance the safety and security of our students.

It is the policy of USJ to carefully investigate any report of a missing student who is enrolled and attending classes at the University. Missing student investigations will be completed through the cooperation of the Division of Student and Campus Life, the Department of Public Safety, and any other appropriate law enforcement agency.

This policy applies to all USJ students, whether or not they reside in University student housing.

1. A student will be deemed missing when the student is reported absent from University housing without any known reason.
2. A student will be deemed missing when the student is reported absent from the University in a manner that is believed to be continual, uncharacteristic, or suspicious.
3. In the event of statements made by a student indicating self-harm or suicidal ideation, that student shall be deemed as missing if the student is not in the company of a University official or family member.
4. Pursuant to 20 U.S.C. § 1092(j) and 34 C.F.R. § 668.46(h), it is required that any missing student report must be referred immediately to the University's Department of Public Safety at 860.231.5222.
5. Public Safety will investigate each report and make a determination as to whether the student is missing in accordance with this policy.

Students have the option to identify a confidential contact person or persons who will be notified within 24 hours in the event that a determination is made by the Public Safety Department that the student is missing. Confidential contact information will be kept separate from general emergency contact information. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

If a missing student is under 18 years of age and not an emancipated individual, the University will notify a custodial parent or guardian of the missing student within 24 hours after the determination by the Public Safety Department that the student is missing.

The Department of Public Safety will contact local police and other law enforcement agencies within 24 hours after the University receives a report that any student is missing.

The Division of Student and Campus Life shall have the responsibility to make the provisions of this policy and the procedures available to students.

Procedures

Any report of a possible missing student, from whatever source, must immediately be directed to USJ Public Safety. When a student is reported missing, the Department of Public Safety will:

- A. Initiate an investigation to determine the exigency of the missing person report.
- B. Advise and inform the Residential Life staff on-call (if the student resides on campus).
- C. Inform the Vice President of Student and Campus Life.
- D. Make a determination as to the status of the missing student.
- E. Notify local police or other appropriate law enforcement agencies within 24 hours after the University receives a report that the student is missing.

Upon notification by the Public Safety Department of the likelihood that a student is missing, the Division of Student and Campus Life will:

- A. Notify the person(s) identified by the missing student as the confidential contact within 24 hours of making the determination that the student is missing.
- B. If the missing student is under the age of 18 and not an emancipated individual, notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.
- C. Coordinate responses and actions of Student Health Services, Counseling and Psychological Services, and other resources as needed.
- D. Inform other University departments, such as the school in which the student is enrolled, as needed; and
- E. Initiate whatever other action is deemed appropriate under the circumstances to be in the best interest of the missing student.

Student Contact Information:

In addition to having the option to identify a "confidential contact person" as provided in this policy, all students will provide contact information upon enrollment, as well as the student's emergency contact, as stated during student registration.

When students are instructed about their option to identify confidential contact, it must be made clear that the information will be shared with the Division of Student and Campus Life. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

Public Safety Investigative Procedures

During the initial stages of a missing student investigation, the Public Safety Department will attempt to obtain the following information as completely as possible:

1. Attempt to have direct contact with the student to ascertain if they are in fact missing.
2. Obtain the student's full name, date of birth, USJ ID number.
3. Ascertain last time Jay Card access was used and where.
4. Obtain the video of card use, if applicable.
5. Review any Public Safety reports involving the student which could include
 - a. Domestic violence issues
 - b. Dating issues
 - c. Stalking complaints
 - d. Mental health issues
6. Develop a time frame from when the student was last seen until the report was made.
 - a. Obtain clothing description.
 - b. Obtain a recent photograph of the student.
7. Obtain contact information including cell phone number, email address, work address.

8. Obtain vehicle information (make, model, color, body type, parking registration, and license plates).

Community Assistance Team

The Community Assistance Team (CAT), a committee of USJ professionals, promotes the well-being and safety of all members of the campus community through identification, assessment, intervention, and management of students who exhibit concerning, disruptive, or potentially harmful behavior. Members of the USJ community should complete the "[Tell Somebody](#)" online report form link to provide detailed information on any student exhibiting concerning behavior or in need of support. CAT members will review the reports during business hours and determine a plan or support strategies for addressing the concern if needed. All referrals are taken seriously. Threatening or violent behavior will be referred to the Campus Threat Assessment Team.

Campus Threat Assessment Team (CAT)

In accordance with 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 generally include the Vice President for Student and Campus Life, Assistant Dean for Student and Campus Life, Director of Public Safety, Director of Residential Life, Assistant Director of Student and Campus Life for Compliance, and Assistant Dean for Academic Affairs or designees of the aforementioned.

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 well-being of campus students, faculty, staff, and visitors. Counseling and Psychological Services, the Community Assistance Team, and 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 that allows them to carry out security protocols 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 address not only 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, these behaviors should be of 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 beforehand.
- 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 particularly 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 860.231.5222 (on campus phone extension-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

Complete the "[Tell Somebody](#)" online report form link on the USJ website Student Life > Community Assistance Team at <https://www.usj.edu/student-life/community-assistance-team/> to provide detailed information on any behavioral matter that is concerning to you and that you think should be reviewed. This may also be accessed through the Tell Somebody tab on the banner of the My USJ website https://www.my.usj.edu/ICS/Tell_Somebody_Report/ if logged into MyUSJ.

To intervene on behalf of someone who is not in imminent danger to themselves or others, but is displaying signs or triggers that they may need help:

- Student Intervention
 - Contact USJ Public Safety at 860.231.5222 (on campus phone extension-5222)
- Employee Intervention
 - Contact your immediate supervisor or call the Director of Human Resources Office at 860.231.5390 (on campus phone -ext. 5390) and contact USJ Public Safety at 860.231.5222 (on campus phone-ext.5222)

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 Intent to Withdraw [Form](#) with the Office of the Registrar 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 Intent to Withdraw 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's 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 attended for three or more consecutive semesters, excluding summer, must apply for readmission through the Office of Admissions (Mercy Hall, 1st Floor). 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 (Mercy Hall, 2nd Floor) 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. The Intent for Academic Leave of Absence Request form can be found [here](#).

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 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 their graduate program 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 cannot 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)

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 (Mercy Hall, 2nd Floor) 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 of absence for pregnancy may contact the Office of Accessibility Services. 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 the Title IX Office with questions relating to Title IX. For additional information about the University Parenting and Pregnancy Policy, click [here](#).

Leave for Military Service

A student may request 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.

The student needs to understand that such leave could affect course sequencing or academic progress toward their degree. In some cases, a leave of absence may delay a student's academic plan. Students may request an academic leave of absence by completing the Academic Leave of Absence Request Form and submitting it to the Office of the Registrar. 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 Intent for Academic Leave of Absence Request [Form](#) and submit it to the Office of the Registrar. 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 that 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 Psychological Services (for mental health conditions) or Student Health Services (for physical health conditions). The student must also sign a Release of Information Form to grant permission for USJ's Counseling and Psychological Services or Student Health Services to communicate with the student's provider should additional documentation or clarification regarding the documentation be needed. The forms may be found in the Leaves of Absence Procedure Guide.

The Vice President for Student and Campus Life (or designee) will then review the supporting documentation with appropriate University staff. After the documentation has been reviewed, the Vice President for Student and Campus Life (or designee) will 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 Psychological Services or Student Health Services. 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 of Student and Campus Life (or designee) will review the supporting documentation with appropriate University staff. After the documentation has been reviewed, the Vice President for Student and Campus Life (or designee) will 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, <https://www.usj.edu/student-life/accessibility-services/> or https://www.my.usj.edu/ICS/Student/Student_Life/Accessibility_Services.jnz (if logged into MyUSJ). The Accessibility Director may be reached at Accessibility@usj.edu.

Involuntary Leave of Absence

The University may place a student on 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. 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 support. 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 and/or, if applicable, the Title IX policy.

Procedure

The Vice President for Student and Campus Life (or designee) will make an informed decision based on an individualized assessment to place a student on involuntary leave of absence. The Vice President (or designee) will seek an immediate assessment of the students' medical and/or psychological condition from Student Health Services or the Counseling and Psychological Services staff, or other appropriate professionals. A student must release all relevant medical information from Student Health Services or Counseling and Psychological Services or treating professionals to the appropriate University staff. Based on the information gathered, the Vice President for Student and Campus Life (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 at Accessibility@usj.edu.

Review of Decision

A student placed on involuntary leave of absence may request, within 10 business days, a review of the decision by the Vice President for Student and Campus Life (or designee). The student must submit the request in writing along with any additional supporting documents. The Vice President for Student & Campus Life (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 that they are 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 Student Health Services or the Counseling and Psychological Services. The Vice President for Student and Campus Life (or designee) will review the supporting documentation with appropriate University staff. Students will make an appointment and meet with the appropriate leadership (Student Health Services or Counseling and Psychological Services) to review the documentation and return plan of care. The Vice President for Student and Campus Life (or designee) 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 the Office of 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 page of the website (under Academics), or 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. For additional information, please click here: <https://catalog.usj.edu/content.php?catoid=20&navoid=1143>

- 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 <https://www.usj.edu/student-life/accessibility-services/>
- Appeal of financial aid decision - email 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, they are 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 chair or director responsible 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 five 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's/Provost's 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 to access the MyUSJ office page. Please note that it is only accessible if logged into MyUSJ.

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

Office of Accessibility Services

Accommodations for Students with Disabilities

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

The services offered by the Office of Accessibility Services at USJ are designed to meet the unique educational needs of all students with documented permanent and temporary disabilities. The responsibility and purpose of the Office of Accessibility Services is to facilitate the reduction or elimination of disability-related barriers encountered by students with disabilities. The University of Saint Joseph processes requests for reasonable academic and housing accommodations to eligible students.

Academic Accommodations:

According to the Americans with Disabilities Act (ADA), a disability is defined as a physical or mental impairment that substantially limits one or more life activities of an individual. Students who attend the University of Saint Joseph and are seeking academic accommodations must submit documentation to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) Amendments Act of 2008.

Depending on the nature, impact, and functional limitations of a student's documented disability, they may be eligible for academic accommodations. Accommodations are determined on a class-by-class basis and dependent upon the nature of each course and the method of instruction as it relates to the student's documented disability.

Academic Accommodations are determined on a case-by-case basis through an interactive process with the Office of Accessibility Services. Once the student submits the Academic Accommodations Request Form and the appropriate documentation, the Accessibility Director will review the request. If the student requires additional documentation, the Office of Accessibility Services will reach out to the student's USJ email address. If the documentation is sufficient, the Accessibility Director will schedule an Intake Appointment with the student. During the Intake Appointment, the student and Accessibility Director will review the approved reasonable accommodations, complete essential paperwork, and the

student will receive an Accommodation Letter electronically.

Please note that academic accommodations must be requested each semester via the Accommodations Renewal Form, as they do not roll over. Academic accommodations are not retroactive, so it is important to self-identify and register with the Office of Accessibility Services as soon as possible.

To review the Academic Accommodation Guidelines and Process, please click here: [Academic Accommodations Request Form](#)

Housing Accommodations

The University of Saint Joseph is committed to providing equal access to its programs, services, and activities, including on-campus housing. Reasonable accommodations are provided in accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the Fair Housing Act.

The Office of 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 housing accommodations as early as possible each academic year with up-to-date documentation, as accessible housing is based on availability and is not guaranteed.

To review the Housing Accommodation Guidelines and Process, please click [here](#).

For additional information, please explore the [Accessibility Services](#) page on the USJ website.

Contact Information for the Office of Accessibility Services:

Email: Accessibility@usj.edu

Mail: 1678 Asylum Avenue, West Hartford, CT 06117

Phone: 860.231.5730

Fax: 860.512.7293

Athletic Department

To view all the latest information on the O'Connell Center, athletics events, and student athletics teams, [click here](#).

Dining Services and Meal Plan

Meal plans for dining in the McGovern Dining Commons are available for both residents and commuter students. Resident student meal plans are assigned based on housing type, 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 the [Card Services](#) MyUSJ page.

Counseling and Psychological Services (CAPS)

Counseling and Psychological Services provides confidential counseling, assessments, and referrals free of charge to all students enrolled at USJ. Services may be provided in person or online through a HIPAA-compliant telehealth platform.

CAPS utilizes a brief therapy model that focuses on helping students effectively manage a specific problem, challenge, or to make a desired change. Sessions (except for emergencies) are by appointment, typically last for 45–50 minutes, and occur once a week at a regularly scheduled time.

Through our partnership with Hartford Healthcare, CAPS is able to enhance mental health support for students by providing direct access to an extended network of behavioral health professionals and services. When a student's needs require long-term support, more intensive treatment, or specialized care beyond what CAPS offers, we work collaboratively with the

student to transition them to appropriate services within the Hartford Healthcare Behavioral Health Network.

Students seek counseling for many reasons, including but not limited to stress, relationship issues, adjustment problems, depression, anxiety, and other psychological concerns. For an appointment, call 860.231.5233 or email CAPS@usj.edu.

The personal growth, mental health, and safety of our students are important to our entire campus community. Therefore, it is common for other students and members of the faculty and staff to refer students for counseling. CAPS staff also provides training, outreach, and consultation on various mental health topics to faculty, staff, and students.

Title IX

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. Under current federal regulations, this includes protection from sexual harassment, sexual assault, dating and domestic violence, stalking, and other forms of sex-based misconduct.

The University is committed to providing an educational and working environment free from sex discrimination and harassment. Title IX ensures that all members of our community — students, faculty, staff, and visitors — are entitled to equal access to academic, athletic, and extracurricular programs, as well as to applicable resources, services, and opportunities. For more information, please review the [USJ Title IX Policy and Procedure Manual](#).

The University will promptly respond to reports of sex discrimination or sexual misconduct, provide supportive measures as appropriate, and ensure a fair and equitable process for resolving concerns in accordance with federal requirements. Retaliation against individuals who report misconduct or participate in a Title IX process is strictly prohibited.

Certain conduct that may not fall under Title IX's federal jurisdiction could still violate the University's Student Code of Conduct and may be addressed through the Office of Student Conduct.

The University of Saint Joseph remains committed to upholding the principles of Title IX and maintaining a campus environment where all individuals can learn, work, and participate in programs and activities free from sex discrimination and harassment. Questions or concerns regarding Title IX may be directed to the University's [Title IX Coordinator](#) or by visiting the [USJ Title IX webpage](#).

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, please visit the Department of Public Safety webpage.

Jay Card

Each student is issued a USJ ID card (Jay Card), which should be carried by students at all times. The Jay Card provides students with 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 Jay Card and the resources the Jay Card provides to students, please visit the website.

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 Jay Card 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 Jay Card. 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 undergraduate students. For more information about residential life staff, services, and policies, please visit the Residential Life webpage.

Office of Student Activities

The Office of Student Activities has the responsibility for the supervision of undergraduate extracurricular activities, except those of the Athletic Department, Residential Life, and Academic Affairs. With the approval of the University's President and through collaboration with the Student Government Association, the Office of Student Activities 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.

Student activities on a college campus create a vibrant, inclusive environment where students connect, grow, and engage beyond the classroom. They build community, enhance communication and teamwork skills, promote creativity, support wellness, and inspire school pride, helping students thrive personally and academically while contributing to an engaging and connected campus life.

Operating within the general policies of the University and the State of Connecticut, the Office of Student Activities 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 students who are committed to enriching the learning environment through extracurricular engagement. All student organizations at the University of Saint Joseph fall into one of two categories: SGA-Funded, meaning that they receive funding from the Student Government Association, and Non-SGA Funded, meaning that they receive funding from external sources such as a department on campus (i.e., Athletics, Residential Life, or Academic Affairs). All SGA-Funded organizations are open to all enrolled University of Saint Joseph students. For all policies and procedures view the Student Clubs and Organization Manual [here](#). Please note that this is only accessible if logged into MyUSJ.

Office of Campus Ministry

USJ's Office of Campus Ministry strives to unify the campus by nurturing a Catholic and Interfaith community that is centered on our Core Values. The Office of 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, events, retreats, social gatherings, and collaborations that enhance learning, develop faith, and create unity. Additionally, the Office of Campus Ministry provides opportunities for the USJ community to participate in community service on and off campus. For more information on Campus Ministry [click here](#).

Office of Community Service

The Office of Community Service promotes and facilitates service as an integral part of USJ's teaching and learning experience and offers a variety of service opportunities throughout the academic year. Participation in community service is one way to live the mission of USJ. Outreach opportunities include but aren't limited to working with children or the elderly, tutoring, mentoring, working in a soup kitchen or food pantry, organizing food drives, engaging with animals and the environment, and meeting the needs of other vulnerable populations. It is a great way to network personally and professionally. Most importantly, it is also a great way to be a part of the Sisters of Mercy Heritage of compassionate service. For more information about Community Service, please visit <https://www.usj.edu/student-life/community-service/>

Other University Statements and Policies

Alcohol and 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.

USJ'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](#).

The Drug Free Schools and Communities Act Amendments of 1989 (20 U.S.C. . § 1011i) also governs the University's policy and response to address unlawful possession, use, or distribution of alcohol and illicit drugs by students, staff, and faculty.

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

Section 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. Section 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. Additionally, Connecticut General Statute §30-86(2) prohibits any person from selling, delivering, or giving alcoholic liquors to a minor.

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: [dea.gov/drug-information](https://www.dea.gov/drug-information)

Statement on Marijuana (including Medical and Recreational)

Although Connecticut state law permits the use of recreational and medical marijuana, the use, possession, and/or distribution of marijuana remains prohibited under federal law through the Controlled Substances Act (CSA) 21 U.S.C. § 801 et seq. 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. The University remains a smoke-

free/tobacco-free/marijuana-free campus. See policy below.

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 and drugs and their 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 designated online training as a part of our alcohol education and abuse prevention initiatives.

All students are expected to complete designated 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, 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 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:

- Student Health Services – 860.231.5530
- Counseling and Psychological Services – 860.231.5233

Off campus:

- Info Line – 211
- Alcoholics Anonymous: ct-aa.org/meetings

- Narcotics Anonymous: ctna.org/
- SAMHSA's National Helpline - 1.800.662.HELP (4357)
- Wheeler Clinic Addiction Services - 43 Woodland St. 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 alcohol and drug programming, policy, and prevention efforts.

Good Samaritan Statement

The 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. USJ 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 (Public Safety, Resident Assistant, or professional Residential Life and/or Student and Campus Life officials) or 9-1-1 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 the Vice President for Student and Campus Life (or designee).

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 Vice President for Student and Campus Life (or designee), or other official deemed most appropriate to meet with the student (i.e., Counseling and Psychological Services or Student Health Services) to assess the student's 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 Vice President of Student and Campus Life (or designee). 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.

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 response when it learns of students who have needed to seek, or be transported for, emergency medical services at a hospital. When a student is transported from campus for emergency purposes, the University may contact the student's emergency contact person and notify them of the transport.

After discharge from being in a hospital, regardless of length of time, it is recommended that the student meet with either the Medical Director of Student Health Services (or designee) and/or the Director of Counseling and Psychological Services (or designee) depending on the circumstance, as well as any other University official (i.e., Student and Campus Life) as determined by University leadership.

The purpose of this meeting will be to discuss the reason for the transport, assist with the support services needed, and provide excused absence notifications. If the University becomes aware of a student hospitalization, the Medical Director of Student Health Services (or designee), the Director of Counseling and Psychological Services (or designee), and/or any other University official (i.e., Student and Campus Life) as determined by University leadership, will meet with the student to discuss their case. A release may be needed to obtain necessary information from the medical

facility.

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

Students, faculty, and staff are expected to conform with the Office of Information Technology policies. To review the policy, please visit the Information Technology webpage.

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 Connecticut General Statute §10a-55t.

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.

The University of Saint Joseph has designated its 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 Student Health Services medical staff and 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 opioid antagonist, are responsible for observing the manufacturer's guidelines, and are able to readily access the opioid antagonist kits. The Medical 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 on campus. Additionally, they will develop and implement procedures for the appropriate training of individuals to access and administer 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.

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 (FERPA): 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 FERPA.

The University reserves the right to notify parents/legal guardians when their student is found responsible for a violation of the University's alcohol or other drug policies, including violation of local, state, or federal laws regarding use or possession of alcohol or other drugs that are also violations of institutional policy. This notification will normally take place under any of the following conditions related to alcohol or drug policy violations:

- The student is found responsible for violations resulting in a separation sanction (i.e., suspension from residence halls, suspension, or dismissal from the University).
- The violation is the result of excessive/dangerous intoxication, including violations that result in the student being placed in protective custody.
- The student's health or safety has been compromised through the use/abuse of alcohol or other drugs.

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

Policy Statement on Accessibility Services

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 contact the Accessibility Services Director at accessibility@usj.edu

Posting Policy

All postings 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, painter's tape, or scotch tape for posting; and 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

The University recognizes the need to create and maintain an environmental quality that sustains and enhances the general health and well-being of its faculty, staff, students, and visitors. All University locations are smoke-free/tobacco-free/marijuana-free environments. Smoking, smokeless tobacco/marijuana products, e-cigarettes, and unregulated tobacco/marijuana products are not 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.

The sale, including delivery and providing, of cigarettes or other tobacco products on campus and in campus buildings and facilities is prohibited. In accordance with Connecticut General Statute §53-344, no person, including students and

employees, will sell, give, or deliver tobacco in any form to anyone under 21 years of age. In addition, no person, including students and employees, will sell, give, or deliver any electronic nicotine delivery system or vapor product in any form to anyone under the age of 21 years of age in adherence with Connecticut General Statute §53-344b.

The sale, including delivery and providing, of marijuana, cannabis, or cannabis products on campus and in campus buildings and facilities is prohibited. In accordance with Connecticut General Statute 21a-278b, no person, including students and employees, will sell, give, or deliver marijuana (cannabis) in any form to anyone. In addition, no person, including students and employees, will sell, give, or deliver any drug paraphernalia, delivery system or product designed to ingest, inhale, or otherwise introduce into the human body, any controlled substance, as defined under state and federal law, in adherence with Connecticut General Statute §21a-267.

Students and employees are prohibited from using tobacco/marijuana or any form of e-cigarette in the presence of students from The Gengras Center or The School for Young Children, whether the employees/students are located on USJ property or not.

Definitions

- Smoking: Inhaling, exhaling, burning, carrying, or possessing any lighted tobacco/marijuana product, including cigarettes, cigars, pipe tobacco/marijuana, or any other lit tobacco/marijuana products.
- Tobacco/Marijuana Products: All forms of tobacco/marijuana, 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/marijuana.

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/marijuana or tobacco/marijuana 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 Student 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 and the Director of Public Safety, as well as the Vice President for Student and Campus Life for USJ student performances.