

Master of Public Health (MPH) Program
Southern Connecticut State University

Graduate Student Handbook

Department of Public Health
School of Health and Human Sciences

Academic Year 2015-2016

Welcome

to the Master of Public Health Program
at Southern Connecticut State University.

We are delighted that you have decided to join the MPH program at Southern, and look forward to working with you over the course of your graduate studies in Public Health. The MPH program at Southern has a long history of providing a high quality education and for preparing students for leadership roles in Public Health practice. By selecting this program, you are joining an extensive network of alumni and supporters throughout New England. By the end of this program, you will have the skills, experience, and confidence needed to become an innovative and effective public health professional.

The Student Handbook has been developed to introduce you to the requirements and academic policies of the MPH program at SCSU. Being familiar with these expectations and procedures is essential for successful completion of the MPH program. It will help you make important decisions and keep you on track for timely graduation. As questions and issues arise during your studies, this handbook, along with the Graduate Catalog, should be where you turn to first for answers and guidance.

We welcome you to the Department and hope you find this experience to be both enjoyable and rewarding.

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Table of Contents

MPH PROGRAM OVERVIEW	1
A. GUIDING PRINCIPLES.....	1
B. PROGRAM COMPETENCIES.....	1
C. DEGREE REQUIREMENTS	3
<i>Program of Study</i>	3
<i>Practicum Requirement</i>	4
<i>Culminating Experience</i>	4
<i>Electives</i>	5
COURSE PLANNING.....	7
A. ACADEMIC ADVISEMENT	7
B. MASTER SCHEDULE.....	7
C. RECOMMENDED COURSE SEQUENCES	8
ACADEMIC POLICIES	9
A. ADEQUATE PROGRESS.....	9
B. TIME LIMITS	9
C. TRANSFER OF COURSE CREDIT	10
D. COURSE SUBSTITUTIONS	10
E. STUDENT STATUS	10
<i>Active Status</i>	10
<i>Continuous Enrollment</i>	11
<i>Re-Enrollment</i>	11
<i>Program Withdrawal</i>	12
<i>Dismissal</i>	12
F. CHANGING PROGRAMS	12
G. COURSE REGISTRATION	12
<i>Adding and Dropping Courses</i>	13
<i>Course Withdrawal</i>	13
H. APPLYING FOR GRADUATION	13
STUDENT CONDUCT	14
A. PREAMBLE	14
B. PROHIBITED CONDUCT	14

MPH Program Overview

A. Guiding Principles

1. Mission Statement

To advance the state of public health practice and to promote and protect the health of the public

2. Vision Statement

To be a leader in academic public health, community service, and the conduct of research relevant to advancing the ideal of healthy people in healthy communities

3. Values

- **Human Rights:** We promote the right of every individual to be treated fairly, to maintain autonomy and dignity, to seek education in a safe environment, and pursue health and happiness.
- **Diversity:** We welcome and cultivate a diverse workplace that incorporates both shared and divergent viewpoints in strategic decision-making, performance appraisal, and policy formation.
- **Community Involvement:** We value both active engagement in department, school, and university initiatives as well as engagement that promote local, regional, national, and international collaborations. These collaborations will be encouraged in teaching, research and service to the field.
- **Academic Excellence:** We value academic excellence in teaching, mentoring, advising, and scholarship.
- **Collaboration:** We value collaboration among department faculty, with students, the university, the profession, and communities
- **Democratic Process:** We value sharing of information, building a common understanding, mutual support, collegiality and decision-making through dialogue and consensus *within the department*.

B. Program Competencies

The MPH program curriculum and degree requirements are based on a set of practice-related competencies. These competencies are based on insights from the field of public health and are informed by guidance from public health professional associations and the Council on Education for Public Health. Students will master these competencies by successfully completing the required program of study and degree requirements. By the end of the program, students have the skills needed to be effective practitioners in the field of public health.

MPH Core Competencies

BIOSTATISTICS

- Apply descriptive and inferential methodologies according to the type of study design for answering a particular research question.
- Interpret results of statistical analyses found in public health studies.

ENVIRONMENTAL HEALTH SCIENCES

- Specify approaches for assessing, preventing and controlling environmental hazards that pose risks to human health and safety.
- Discuss various risk management and risk communication approaches in relation to issues of environmental justice and equity.

EPIDEMIOLOGY

- Apply the basic terminology and definitions of epidemiology.
- Calculate basic epidemiology measures.
- Discuss different types of epidemiological studies and draw appropriate inferences from epidemiologic data.

HEALTH POLICY

- Understand the health policy formation process in the United States.
- Explain how gender, race, poverty, history, migration, and culture are important to health policies and public health systems.
- Analyze the effects of political, social and economic policies on public health systems at various levels of government.

SOCIAL AND BEHAVIORAL SCIENCES

- Understand and apply basic theories, concepts and models from a range of social and behavioral disciplines that are used in public health research and practice.
- Specify multiple targets and levels of intervention for social and behavioral science programs and/or policies.

MPH Cross-Cutting Competencies

COMMUNICATION

- Demonstrate effective written and oral skills for communicating with different audiences in the context of professional public health activities.

RESEARCH AND INFORMATICS

- Access, evaluate, interpret, and utilize public health data.
- Critically analyze qualitative and quantitative research methods and designs.

DIVERSITY AND CULTURE

- Describe the roles of history, power, privilege and structural inequality in producing health disparities.
- Explain how professional ethics and practices relate to equity and accountability in diverse community settings.

- Use the basic concepts and skills involved in culturally appropriate community engagement and empowerment with diverse communities.

LEADERSHIP and MANAGEMENT

- Articulate an achievable mission, set of core values, and vision.
- Demonstrate team building, negotiation, and conflict management skills.
- Apply social justice and human rights principles when addressing community needs.
- Apply the principles of budgeting, management, and evaluation in organizational and community initiatives.

PUBLIC HEALTH BIOLOGY

- Explain the role of biology in the ecological model of population-based health.
- Articulate how biological, chemical and physical agents affect human health.

PROFESSIONALISM

- Discuss sentinel events in the history and development of the public health profession and their relevance for practice in the field.
- Apply the core functions of assessment, policy development, and assurance in the analysis of public health problems and their solutions.
- Promote high standards of personal and organizational ethics, integrity, compassion, honesty and respect for all people.

C. Degree Requirements

Degree requirements are designated by the academic year during which they were published in the Graduate Catalog. Students are responsible for meeting the degree requirements that were stipulated in the Graduate Catalog at the time of enrollment into the program. Degree requirements for the current Academic Year are listed below. Links for degree requirements from previous academic years can be found in [archived graduate catalogs](#).

Program of Study

Students must complete 48 credits of graduate course work in order to complete the MPH degree. Each course can be used to fulfill only one requirement. A graduate course in which a grade of C or below is earned may be repeated only once. Graduate students may repeat no more than two courses in their stated program of study. Students must maintain a 3.00 GPA to graduate. Students may take classes on a part-time or full-time basis, but must complete all program requirements within six years of first enrollment.

Required Courses (16 courses)

PCH 500 Foundations of Public Health*
PCH 504 Health Promotion Practice
PCH 510 Environmental Health
PCH 515 Biostatistics
PCH 516 Public Health Research
PCH 520 Social and Behavioral Found of PH

PCH 548 Public Health Administration
PCH 551 Epidemiology
PCH 564 Health Systems and Policy
PCH 577 Program Planning and Evaluation
PCH 586 Health Promotion Methods
PCH 595 Public Health Internship
PCH 590 Thesis Seminar I or PCH 593 Special Project I
PCH 591 Thesis Seminar II or PCH 594 Special Project II
2 Graduate Level Electives

The above information is based on the current University Catalog and is subject to change without notice or obligation. It is not to be regarded as a contract. Please refer to the catalog for full course descriptions, department information, and university policy governing graduate degree programs.

** This course (PCH 500) is not required for students who completed a public health undergraduate degree from an accredited institution. Students who wish to waive this requirement should confirm their eligibility with the Graduate Coordinator. Students who are not required to take this course must take an elective instead, in order to complete a total of 48 credits for the MPH degree. See the section below on Electives for more.*

Practicum Requirement

The required 150-hour practicum gives students the opportunity to practice and improve professional skills in a supervised practice setting and is completed in one semester, while enrolled in PCH 595 Public Health Internship. Students are responsible for finding their own internship placement, which can be paid or unpaid. The placement should be designed to provide a practical learning experience in public health practice.

Students may enroll in PCH 595 any semester after completing 24 credits toward the MPH degree. During the semester prior to enrolling in PCH 595, students will need to attend the Internship Orientation and secure their placements, so that they are ready to start logging contact hours early in the semester. The orientation session will be held each term, to help students secure a placement site and prepare for PCH 595.

Please note that students can only log contact hours during the semester in which they are enrolled in PCH 595. Students MAY NOT count practicum hours before the first day of classes or after the last day of classes for the respective term. These limitations protect students legally while performing work in the field. More details on the practicum requirement will be explained during the Internship Orientation.

Culminating Experience

The Culminating Experience requirement guides students through a praxis experience that serves as the MPH comprehensive exam. Students have two options to choose from to meet this important requirement: either Special Project or a Thesis.

- **Special Project:** For this option, students design a practical, community-based project to implement in the field. Students must partner with an agency to implement a health program, evaluation, or other project that will demonstrate mastery of essential public health skills. Students will have the support of both an academic advisor and agency preceptor. Students who elect this option will register for PCH 595 and 594.
- **Thesis:** For this option, students design and conduct an original, independent research study. Students must identify a research question, obtain IRB approval, collect and analyze data, and report findings in the thesis format. Students will have the support of an academic advisor and second reader. Students who elect this option will register for PCH 590 and 591.

Both options require two semesters of work: the first semester is used for designing the project and gaining approval of a written prospectus; the second semester is used for implementing the project and completing the final written report.

Since this requirement is used to assess students' mastery of MPH program competencies, it should be completed during the *last two terms* before graduation. However, students must apply for the Special Project/Thesis the semester prior to enrolling in PCH 590 or 593, using the application form provided on the department website. This application will demonstrate readiness to begin the culminating experience and provide a means for matching students to advisors. Students may begin the Special Project of Thesis only after the application has been approved in writing by the Graduate Coordinator.

To be eligible to enroll in PCH 593 Special Project I or PCH 590 Thesis Seminar I, a student must meet all of the following eligibility criteria:

1. Be a matriculated student about to enter the final year of study for the M.P.H. degree;
2. Have completed all first-year core courses: PCH 500, 504, 510, 516, 520, 515, 551, 564, and 577;
3. Possess a minimum cumulative grade-point average of 3.0 for all courses completed toward the degree;
4. Have achieved a grade of "C+" or higher in each course taken toward the degree;

The application process and deadline will be announced every semester and a Culminating Experience Orientation session will also be held each term to help students prepare.

Electives

The Program of Study allows students to take two (2) electives for the MPH degree (students who do not need to take PCH 500 may take 3 electives). Students may choose their own electives, based on their professional goals and academic interests. Electives can be taken in any department on campus, but must be graduate-level courses. Undergraduate courses cannot be used to fulfill requirements for the MPH degree. Electives taken at other institutions may be eligible for transfer credit, according to the transfer policies described later in this document.

Before registering for electives, students should complete the Electives Approval Form on the department website and submit it to their advisors for approval. Please be aware that graduate courses offered by other departments may have restrictions that the Department of Public Health cannot waive. Be sure to contact the offering department to ask about possible limitations.

Course Planning

A. Academic Advisement

Every student is assigned an academic advisor when admitted to the program. Students are notified of their advisor name and contact information in the initial offer letter. Students are expected to meet with their advisors at least twice a year to discuss academic progress, degree requirements, and course selection for the following term. There is no official advisement period, but students should meet with their advisors in the middle of fall term to plan for spring classes and in the middle of spring term to plan for summer and fall classes. Students who do not meet with their advisors on a regular basis risk taking courses in the wrong order, missing important requirements, and potentially delaying graduation. Ignorance of program changes or requirements does not constitute a valid reason for those requirements to be waived.

Helpful hints when contacting advisors:

1. Every faculty member has regular weekly office hours for meeting with students. Try to meet during office hours if possible.
2. Establish during initial contact your advisor's preferred means for communicating (phone, email, in person).
3. Ask your advisor's preferred means for making appointments (online scheduler, by phone, by email).
4. When asking your advisor questions about course planning, always provide your:
 - a. Student ID number
 - b. Catalog year (year started the program)
5. Faculty members are not usually available during university breaks, holidays, or weekends.
6. Some faculty members are available during the summer and others are not. Be sure to ask your advisor about his/her summer hours.

B. Master Schedule

In order to help students and advisors with academic planning, courses will be offered each year in accordance with the Master Schedule described below. Please note that the weekly meeting days and times may change each term. Check the Schedule of Classes online each term for specific meeting times, dates, and locations.

Master Schedule: PCH Courses

Fall Courses

PCH 500 Foundations of Public Health
PCH 504 Health Promotion Practice
PCH 516 Public Health Research
PCH 520 Social and Behavioral Found of PH
PCH 548 Public Health Administration
PCH 577 Program Planning and Evaluation

Spring Courses

PCH 510 Environmental Health
PCH 515 Biostatistics
PCH 551 Epidemiology
PCH 564 Health Systems and Policy
PCH 586 Health Promotion Methods

Offered Every Term*

- PCH 590 Thesis Seminar I
- PCH 591 Special Project I
- PCH 593 Thesis Seminar II
- PCH 594 Special Project II
- PCH 595 Public Health Internship

* Summer offerings of these courses depends on faculty availability. Be sure to discuss this with your advisor if you plan to take these courses during the summer.

C. Recommended Course Sequences

Below are recommended course sequences for the MPH program and MS in Global Health program. Students should contact their academic advisors for help with course planning in other DGCH programs. Note that three recommendations are offered for each program concentration.

Full-Time Attendance

1 st Fall	1 st Spring	1 st Summer	2 nd Fall	2 nd Spring
PCH 500*	PCH 515	PCH 595**	PCH 548	PCH 510
PCH 504	PCH 551		PCH 577	PCH 591 or 594
PCH 516	PCH 564		PCH 590 or 593	Elective 2
PCH 520	PCH 586		Elective 1	
12 credits	12 credits	3 credits	12 credits	9 credits
	<i>Apply for 595</i>	<i>Apply for capstone</i>		<i>Apply to graduate</i>

Part-Time Attendance

1 st Fall	1 st Spring	1 st Summer	2 nd Fall	2 nd Spring	2 nd Summer	3 rd Fall	3 rd Spring
PCH 500*	PCH 515	Elective 1	PCH 504	PCH 551	PCH 595**	PCH 548	PCH 510
PCH 516	PCH 564		PCH 520	PCH 586		PCH 577	PCH 591/594
						PCH 590/593	Elective 2
6 credits	6 credits	3 credits	6 credits	6 credits	3 credits	9 credits	9 credits
				<i>Apply for 595</i>	<i>Apply for SP/T</i>		<i>Apply to graduate</i>

* Or elective if PCH 500 was waived.

** Can be taken any semester after completing 24 credits toward the MPH degree and after attending the Internship Orientation

Academic Policies

The following sections describe important policies that students should be aware of during their studies at Southern. This Handbook is meant to serve as a quick reference to official policies and procedures of the University and is not intended to supplant or override information in the Graduate Catalog. Students are strongly encouraged to consult the Graduate Catalog as well in reference to specific requirements and policies.

A. Adequate Progress

- Only graduate courses may apply to the graduate degree.
- Students must maintain a 3.0 GPA every semester in order to continue in the program.
- If the GPA falls below a 3.0 at any point during the program, the student will be placed on probation. If, after attempting an additional 9 credits, the GPA is still under 3.0, the student will be dismissed from the program and School of Graduate Studies.
- A GPA of 3.0 or higher is required for enrolling in the culminating experience.
- Matriculated graduate students must achieve a final course grade of “C+” or higher in all courses used to fulfill the requirements of the MPH degree. Any course with an earned grade of less than “C+” must be repeated the next time the course is offered and passed with a minimum grade of “C+”.
- Courses with unsatisfactory grades may be repeated in order to meet degree requirements.
- Each course can be used to fulfill only one requirement within a graduate degree program. If a course has already been used to award another graduate degree at Southern or any other institution, it cannot be used again for the MPH degree.
- Repeated courses cannot count more than once toward the total credit hours for the degree.
- Repeating a course does not remove an earlier grade from the official GPA calculation.

B. Time Limits

- Master’s degree students have six years from the time of first enrollment in a graduate course that applies to the degree or acceptance into the program, whichever comes first.
- If a student started taking MPH courses in non-matriculated status, the six-year window starts when those courses start, regardless of when program acceptance occurs.
- Students may not apply courses that are more than six years old to meet degree requirements without approval in writing from the Dean of Graduate Studies.
- Students who take more than six years to complete the degree may have to repeat old course and/or meet new program of study requirements.
- Switching programs or moving from non-degree to degree status does not necessarily restart the six-year time limit. Courses applied to the new degree cannot be more than six year old at the time of graduation.
- Re-enrollment following an absence from the MPH program does NOT alter the start date of the six-year time limit. The original start date remains in force.

- Students who will not meet published time limits because of circumstances beyond their control may petition for an extension. Students seeking an extension should send a letter specifying the requested extension and an explanation of circumstances to the Graduate Coordinator. The request must be approved by the Department and the Dean.

C. Transfer of Course Credit

- Transfer of credit requires the approval of the Graduate Coordinator, who will determine whether the credit is eligible for transfer and applicable to the MPH degree.
- The Department of Public Health will accept a total of 12 graduate-level credits for transfer. Courses applied to a previously earned degree, diploma, or certificate are not transferable.
- To be eligible for transfer, a course must meet the following criteria:
 - graduate level from an accredited institution authorized to grant graduate degrees
 - recorded on an official transcript from the granting institution
 - passed with a grade of “B” (3.0) or higher on a 4.0 scale (pass/fail courses may not be transferred)
 - taken within the six-year limit at the time of graduation from the MPH program
 - if replacing a required course, must cover the same material
- Note that credits accepted for transfer do not compute into any GPA at Southern.
- In order to approve a transfer, the student must submit to the Graduate Coordinator an official transcript from the institution where the course was taken.
- If a transfer course is intended to replace a required course at Southern, the student must submit an official copy of the course syllabus to the Graduate Coordinator for approval. If possible, this should be done before taking the transfer course to ensure that it will meet transfer requirements.

D. Course Substitutions

The Department has the authority to grant course substitutions to help students meet degree requirements in unusual circumstances. Course substitutions are not meant to allow students to circumvent degree requirements, and will not be granted because of competing outside demands, inconvenience, financial reasons, or other non-academic concerns. Substitute courses must cover a substantial amount of identical material as the course being replaced in order to be considered. Course substitutions must be approved by the Graduate Coordinator. Students should not select course substitutions on their own or assume that courses that sound similar will automatically be replaced.

E. Student Status

Active Status

- A semester course load of 9 to 12 credits is considered full time for graduate students, while a course load of less than 9 credits is considered part time. Students may switch between part and full time status simply by enrolling in the appropriate number of credits. No formal approval process is required.

- Graduate students may take up to a maximum of 15 credits per term, but are strongly encouraged to take 12 credits or less, because of the challenging academic expectations of graduate level courses.
- Students must be enrolled in at least 1 credit each term (excluding summers) in order to maintain active status in the program. (See Continuous Enrollment below for more.)

Continuous Enrollment

- Southern requires that every graduate student be enrolled in a course every spring and fall semester from the time of acceptance by the School of Graduate Studies until completion of all requirements for the graduate degree.
- Students who are not enrolled in a course during the semester in which they are completing work for a thesis, dissertation, practicum, internship, student teaching, or laboratory research must register and pay for **IDS 900 (1 credit): Course Continuation**. This course must be taken each spring and fall term until the work is completed.
- Students who must maintain their matriculation status while completing comprehensive exams or who wish to maintain their matriculation status while taking a leave of absence must register and pay for **IDS 901 (0 credit): Continuous Enrollment**.
- Graduate students who have completed all courses must remain continuing students until all degree requirements have been met. Failure to register for an academic course, IDS 900 or IDS 901, will result in automatic withdrawal from the program.
- Any student who is finishing his/her capstone experience or intending to take a leave of absence must fill out the **Graduate Continuation Course Registration Form** available at: <http://www.southernct.edu/academics/graduate/currentstudents/forms.html>. The student must fill out the form and sign it. Upon review and verification of the proper course, the advisor signs the form and sends it to the School of Graduate Studies.
- Failure to register for any course or one of these IDS continuation courses, by the end of the add/drop period for fall 2014 will result in dismissal from your program. After which, if you wish to continue in your program, you must reapply with no guarantee of readmission.
- In extenuating circumstances, a student may petition for a waiver (available at <http://www.southernct.edu/academics/graduate/currentstudents/forms.html>) to the continuous enrollment policy. The waiver form must be signed by the Graduate/Program Coordinator before sending it to the Dean of Graduate Studies. If the waiver is approved by the Dean of Graduate Studies, a letter to that effect will be sent to the student with a copy to the Graduate/Program Coordinator, and the approved petition will be placed in the student's permanent file.

Re-Enrollment

- Students who have withdrawn from the program voluntarily or been withdrawn by the university must re-apply for the program in order to re-enroll, following the same rules and procedures as new applications.
- A student who is dismissed for cause may apply for readmission to the same program after the lapse of one semester. To be readmitted, the student must submit a new application and application fee as well as a petition to the Graduate Coordinator describing why he or she will be successful if readmitted. The Graduate Coordinator will return the petition to the student with reasons for disapproval or will forward it to the Dean of Graduate Studies with a recommendation for approval.

Program Withdrawal

- Part-time or full-time matriculated graduate students who wish to withdraw completely from the graduate program must complete a “Graduate Student Withdrawal Form,” which can be obtained from the Registrar's Office website at www.SouthernCT.edu/registrar or on the Graduate School Web site: www.SouthernCT.edu/grad.
- The student’s status is then changed to that of a non-matriculated student immediately or at the end of the semester, as requested by the student.
- If a student who has withdrawn wishes to resume graduate study, re-application to the School of Graduate Studies is required. This process is separate from withdrawal from courses in a given semester.

Dismissal

- Students may be dismissed from the program and university for violations of academic requirements or student conduct policies.
- If the GPA falls below a 3.0 at any point during the program, the student will be placed on probation. If, after attempting an additional 9 credits, the GPA is still under 3.0, the student will be dismissed from the program and School of Graduate Studies.
- Southern Connecticut State University defines student misconduct as behavior that is in violation of regulations established by the Board of Regents for Higher Education, of University regulations, and of rules governing residence on University property. Graduate students, as citizens, are subject to all federal and state laws, in addition to all University regulations governing student conduct and responsibility. A student may be suspended or dismissed from the School of Graduate Studies for violating laws, rules, or regulations.

F. Changing Programs

- Students are admitted for specific programs at Southern and are expected to complete the programs for which they were admitted.
- Students may request to switch programs, but approval for these requests is not automatic, and students should not expect all courses to transfer from one program to another.
- Switching programs should only be requested after meeting with advisors or directors from both the current program and the prospective program.
- Students who decide to switch programs must officially apply for admission with the new program through the Graduate School and meet all standards of admissions for the target program.
- The six-year window for completing all requirements will apply to the new degree and will start during the term in which the first course applying to the new degree was taken.

G. Course Registration

The Registrar’s website (www.southernct.edu/registrar) provides step-by-step instructions on how to register for courses and pay tuition bills. Please see that site for registration support. Below are some helpful reminders to help you plan course registration each term.

Adding and Dropping Courses

- Students may add or drop courses without penalty during the official add/drop period, which usually ends during the first full week of classes. Be sure to check the Registrar's website each term for the add/drop deadline.
- Courses can only be added after this period with approval from the Dean.
- Courses dropped after this period incur a financial penalty and will show on a student's transcript as a W. See "course withdrawal" below.

Course Withdrawal

- Students may withdraw from a course after the add/drop period has ended, but before the 10th week of classes (4th week for eight-week courses). This can be done online through MySCSU and will result in a W on the student's transcript.
- After this withdrawal period has ended, student may only withdraw with the consent of the instructor and department chair, who must both sign the Late Course Withdrawal Form. The completed form should be returned to the Registrar immediately. Late withdrawals are only approved in special circumstances and can result in either a WP (withdraw passing) or WF (withdraw failing), as determined by the instructor.
- No late withdrawals are permitted after the last day of classes for that term.

H. Applying for Graduation

- Degrees are awarded three times per year, in May, August, and December. Commencement ceremonies are held each year for May and December graduation, but not in August.
- Diplomas are mailed to the address on file, so please ensure that your forwarding address is correct in MySCSU.
- Students must apply for graduation with the Registrar early in the final semester using the online application at www.southernct.edu/registrar. Check the site each year for application deadlines. Failure to apply for graduation on time will delay the graduation date.
- After obtaining approval to graduate by the Registrar, students must apply to participate in the Commencement Ceremony with the Graduate School. The application form is available online at www.southernct.edu/grad, along with the deadline for each term.
- Academic regalia can be purchased through the campus bookstore.

Student Conduct

Below are some excerpts from the SCSU Code of Conduct, which governs student behavior and disciplinary procedures for the university. Please refer to the full Code of Conduct document for more information, which can be found on the SCSU Judicial Affairs website.

A. PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. In line with this purpose, the Board of Regents for Higher Education ("BOR") in conjunction with the Connecticut State Colleges and Universities ("CSCU") has the duty to protect the freedoms of inquiry and expression, and furthermore, has the responsibility to encourage all of its members to develop the capacity for critical judgment in their sustained and independent search for truth.

CSCU has certain self-defined institutional values. Principal among these values is respect for the safety, dignity, rights, and individuality of each member of the CSCU Community. The opportunity to live, study, and work in an institution which values diverse intellectual and cultural perspectives and encourages discussion and debate about competing ideas in an atmosphere of civility is a basic component of quality higher education.

All members of CSCU must at all times govern their social and academic interactions with tolerance and mutual respect so that the students who pass through a CSCU door are enriched by these experiences and are prepared for full and enlightened participation in a multi-cultural society. Because of the BOR's and CSCU's commitment to principles of pluralism, mutual respect, and civility, certain activities are not acceptable on CSCU campuses. Acts of intolerance, of hatred or violence based on race, religion, sexual orientation or expression, disability, gender, age, or ethnic background are antithetical to the BOR's and CSCU's fundamental principles and values. It is the BOR's and CSCU's responsibility to protect our students' right to learn by establishing an environment of civility.

The disciplinary process is intended to be part of the educational mission of CSCU. Student disciplinary proceedings are not criminal proceedings and are not subject to court rules of procedure and evidence.

B. PROHIBITED CONDUCT

The following list of behaviors is intended to represent the types of acts that constitute violations of this Code.

1. Academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating.
 - *Plagiarism* is defined as the submission of work by a student for academic credit as one's own work of authorship which contains work of another author without appropriate attribution.
 - *Cheating* includes, but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor

in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (iv) engaging in any other behavior specifically prohibited by a faculty member in the course syllabus.

2. Acts of dishonesty, including but not limited to the following:

- a. Misuse of University or College documents, including, but not limited to forging, transferring, altering or otherwise misusing a student fee card, student payroll card, identification card or other College or University identification document, course registration document, schedule card, transcript, or any other institution-issued document or record. 7 Student Code of Conduct Revised 4/17/2014
- b. Knowingly furnishing false information to any CSCU Official, faculty member or office.

3. Theft of property or services, or damage to, defacement or destruction of, or tampering with, real or personal property owned by the State of Connecticut, CSCU/BOR, the institution, or any member of the CSCU Community.

4. Actual or threatened physical assault or abuse, threatening behavior, intimidation, or coercion.

5. Sexual misconduct may include engaging in one of more behaviors:

- a. **Sexual harassment**, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:
 - sexual flirtation, touching, advances or propositions
 - verbal abuse of a sexual nature
 - pressure to engage in sexual activity
 - graphic or suggestive comments about an individual's dress or appearance
 - use of sexually degrading words to describe an individual
 - display of sexually suggestive objects, pictures or photographs
 - sexual jokes
 - stereotypic comments based upon gender
 - threats, demands or suggestions that retention of one's educational status is contingent upon toleration of or acquiescence in sexual advances.
- b. **Sexual assault** shall include but is not limited to a sexual act directed against another person when that person is not capable of giving consent, which shall mean the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another.

A person who initially consents to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. Consent cannot be assumed because there is no physical resistance or other negative response. A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs which significantly impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent).

Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.

- c. **Sexual exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:
- Prostituting another person;
 - Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
 - Non-consensual distribution of photos, other images, or information of an individual's sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
 - Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
 - Engaging in non-consensual voyeurism;
 - Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;
 - Exposing one's genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
 - Possessing, distributing, viewing or forcing others to view illegal pornography.

6. Intimate partner violence is defined as:

- a. Including intimate partner violence, which is any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault, as defined in section 5 above; (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment, as defined in section 5 above or, (5) sexual exploitation, as defined in section 5 above.
- b. Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
- c. Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- d. Emotional abuse, which can include but is not limited to, damage to one's property, driving recklessly to scare someone, name calling, threatening to hurt one's family members or pets and humiliating another person.

7. Violations of privacy, including, but not limited to, voyeurism and the use of web-based, electronic or other devices to make a photographic, audio or video record of any person without his or her express consent, when such a recording is intended or likely to cause injury or distress. This includes, but is not limited to: (i) surreptitiously taking pictures or videos of another person in spaces such as sleeping areas, bathrooms, gymnasiums, locker rooms, and changing areas; and (ii) sexually exploiting another person by electronically recording or permitting others to view or electronically record, consensual sexual activity without a partner's knowledge or permitting others to view or listen to such video or audio tapes without a partner's knowledge and consent. Publicizing or threatening to publicize such records will also be considered a violation of this Code.

8. Hazing, which is defined as an act which endangers the mental or physical health or safety of a Student, or which destroys, damages, or removes public or private property for the purpose of initiation or admission into, affiliation with or as a condition for continued membership in a group or organization. The express or implied consent of the victim will not be a defense to an allegation of hazing. Consenting to the activity by remaining silent or not objecting in the presence of hazing is not a neutral act and is also a violation of this Student Code.

9. Stalking, which is defined as repeatedly contacting another person when:

- a. The contacting person knows or should know that the contact is unwanted by the other person; and
- b. The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person's ability to perform the activities of daily life.

As used in this definition, the term "contacting" includes, but is not limited to, communicating with (including internet communication via e-mail, instant message, on-line community or any other internet communication) or remaining in the physical presence of the other person.

10. Harassment, which is defined as conduct which is abusive or which interferes with a person's pursuit of his or her customary or usual affairs, including, but not limited to, such conduct when directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation or expression, age, physical attribute, or physical or mental disability or disorder, including learning disabilities and mental retardation.

11. Conduct that is disorderly, lewd or indecent (including, but not limited to, public nudity and sexual activity in areas generally open to members of the campus community), breach of peace or aiding, abetting or procuring another person to breach the peace on CSCU premises or at functions sponsored by, or affiliated with the University or College.

12. Behavior or activity which endangers the health, safety, or well-being of oneself or others.

13. Offensive or disorderly conduct which causes interference, annoyance or alarm or recklessly creates a risk thereof at CSCU or CSCU premises, CSCU web or social media sites, at a CSCU-sponsored activity or in college or university courses, including cyber bullying. This offense does not apply to speech or other forms of constitutionally protected expression.

14. Unauthorized possession, duplication or use of keys (including, but not limited to, card access, card keys, fobs, etc.) to any CSCU premises or forcible and/or unauthorized entry on or into CSCU premises.
15. Starting fires, causing explosions, falsely reporting the presence of fire, bombs, incendiary or explosive devices, or falsely reporting an emergency.
16. Unauthorized or improper possession, use, removal, tampering or disabling of fire and/or safety equipment and warning devices, failure to follow standard fire and/or emergency safety procedures, or interference with firefighting or emergency response equipment or personnel.
17. Use, possession, purchase, sale or distribution of alcoholic beverages, except as expressly permitted by law and CSCU regulations. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
18. Use, possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/or drugs, including, but not limited to, marijuana and heroin, or drug paraphernalia, except as expressly permitted by law.
19. Use, possession or distribution of firearms, ammunition for firearms, other weapons or dangerous instruments, facsimiles of weapons or firearms, fireworks, explosives or dangerous chemicals. A dangerous instrument is any instrument, article or substance that, under the circumstances in which it is being utilized, is capable of causing death or serious physical injury. The possession of a deadly weapon or dangerous instrument on campus is strictly prohibited, even if such item is legally owned.
20. Gambling, including, but not limited to, promoting, wagering, receiving monies for wagering or gambling for money or property on CSCU premises.
21. Disruption or obstruction of any College or University function, activity or event, whether it occurs on or off the campus, or of any non-University or College function, activity or event which is authorized by the institution to occur on its premises.
22. Intentional obstruction of the free flow of pedestrian or vehicular traffic on CSCU premises or at University or College-sponsored or supervised functions or interference with entry into or exit from CSCU premises or with the free movement of any person.
23. Failure to comply with the directions of CSCU officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
24. Conduct that violates published BOR/CSCU policies, rules, and regulations, including, but not limited to, residence hall rules and regulations.
25. Conduct prohibited by any federal, state, and/or local law, regulation or ordinance.
26. Unauthorized use of CSCU property or the property of members of the CSCU Community or of CSCU Affiliates.

27. Theft, unauthorized use, or abuse of University or College computers and/or peripheral systems and networks, including, but not limited to:

- a. Unauthorized access to CSCU computer programs or files;
- b. Unauthorized alteration, transfer or duplication of CSCU computer programs or files;
- c. Unauthorized use of another individual's identification and/or password;
- d. Deliberate disruption of the operation of CSCU computer systems and networks;
- e. Use of the Institution's computing facilities and resources in violation of copyright laws (including unauthorized peer-to-peer file sharing of copyrighted material, including, but not limited to, copyrighted music, movies, and software);
- f. Use of computing facilities and resources to send obscene messages (which are defined as messages which appeal mainly to a prurient, shameful or morbid interest in nudity, sex, excretion, sadism or masochism, go well beyond customary limits of candor in describing or representing such matters, and are utterly without redeeming social value); and
- g. Violation of the BOR Policy Statement on Acceptable and responsible use of Information Technology resources and/or any applicable BOR computer use policy.

28. Abuse of the CSCU conduct and disciplinary system, including but not limited to:

- a. Failure to obey the notice from a Hearing Body or CSCU Official to appear for a meeting or hearing as part of the Student Conduct system;
- b. Falsification, distortion, or intentional misrepresentation of information to a Disciplinary Officer or Conduct Administrator, or before a Hearing Body;
- c. Initiation of a conduct or disciplinary proceeding knowingly without cause;
- d. Disruption or interference with the orderly conduct of a disciplinary proceeding;
- e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary system;
- f. Attempting to influence the impartiality of a Disciplinary Officer, Conduct Administrator or member of a Hearing Body prior to, and/or during the course of, the disciplinary proceeding;
- g. Harassment (verbal or physical) and/or intimidation of a Disciplinary Officer, Conduct Administrator, or member of a Hearing Body prior to, and/or during the course of the disciplinary proceeding;
- h. Failure to comply with the sanction(s) imposed under the Student Code; and
- i. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.