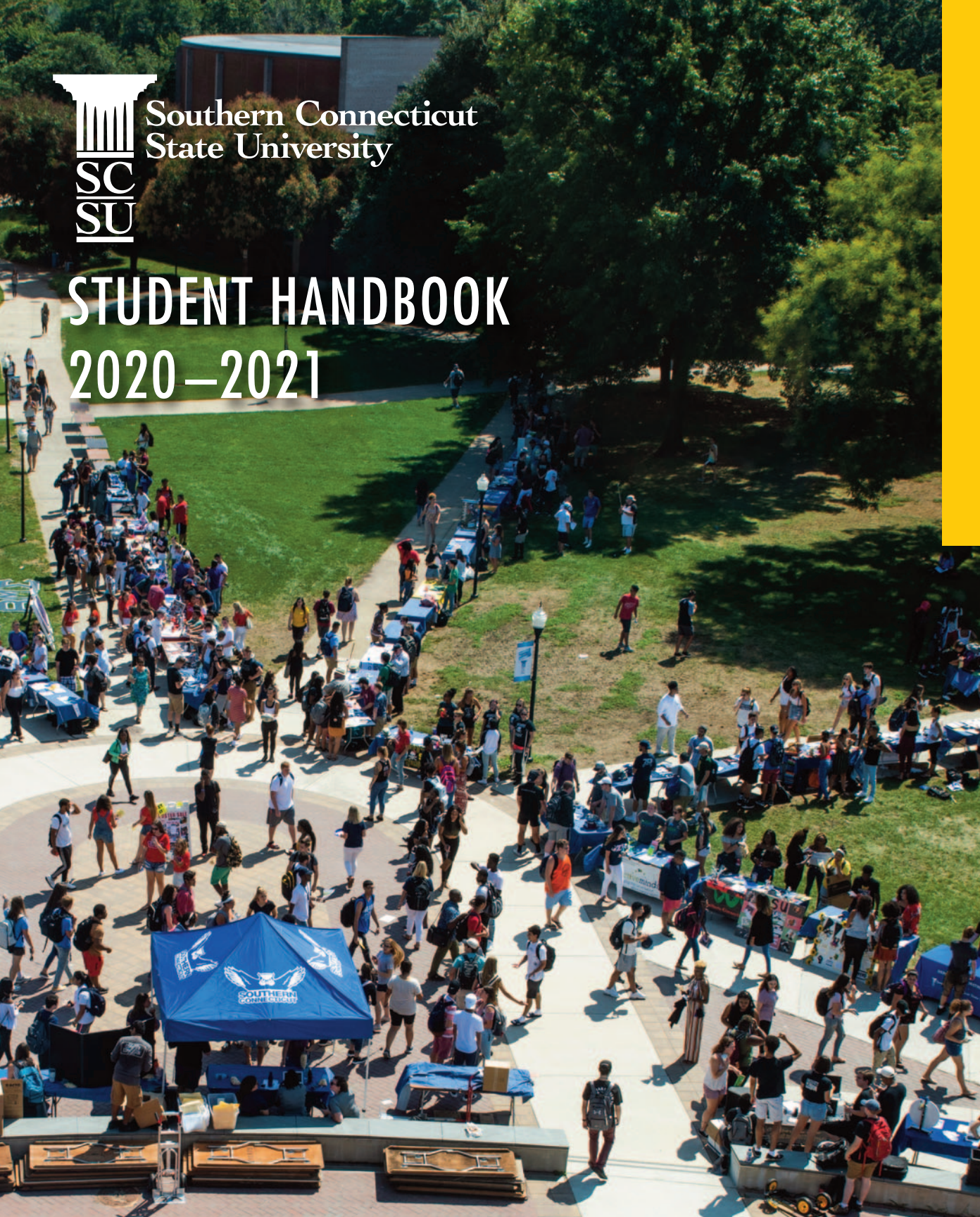




Southern Connecticut  
State University

# STUDENT HANDBOOK 2020–2021



*This 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.*

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# ADMINISTRATION

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Eric Lessne	Associate Vice President for Capital Budgeting and Facilities Operations
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Trudy Milburn	Associate Vice President for Academic Affairs
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Manohar Singh	Dean, School of Graduate and Professional Studies



# DEAR STUDENTS:

**O**n behalf of the faculty and staff of Southern Connecticut State University, I would like to welcome you to a new academic year. If you are a new student enrolling in your first semester, we are thrilled to have you as a member of the Owl family! If this is not your first semester, welcome back!

The *Student Handbook* is your guide to critical information at Southern! It includes great resources and information to help you have the best possible experience as a student. Whether you are a first-year student or in your last semester, you will benefit from becoming familiar with the many services and programs that can enhance your college experience. Southern maintains a strong commitment to principles of dignity, respect, civility, kindness and compassion that support our ability to learn and grow together. The policies outlined in this handbook are designed to promote a supportive community in which everyone's rights are respected and everyone's educational goals can be achieved.



College can be among the most impactful and memorable experiences you will ever have. Take the time to find your special niche. There is really no other time in your life when you can have access to so many programs, activities, and experiences to expand your interests, skills and expertise! Involvement in the life of the campus will provide you with opportunities to learn from people of varied backgrounds, to examine new philosophies and world views, to develop new intellectual interests and technological skills, and to prepare yourself for active, creative participation in the rapidly emerging global society.

I wish you the best for great success at Southern! Let us know how we can help you realize your goals and make the most of your time here.

Go Owls!

A handwritten signature in black ink that reads "Tracy M. Tyree". The signature is fluid and cursive.

**Tracy M. Tyree, Ph.D.**

*Vice President for Student Affairs*



## INTRODUCTION

Welcome to Southern Connecticut State University, a flourishing community of almost 11,000 students located less than three miles from downtown New Haven, near the artsy and historic Westville Village section of the city.

This Student Handbook, which complements the University Catalog, contains information about campus life. The 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.

It is prepared and published by the Office of Student Affairs in cooperation with the Office of Integrated Communications and Marketing. Southern Connecticut State University reserves the right to change announcements, procedures, and regulations whenever necessary. The Student Handbook can also be found online at [handbook.SouthernCT.edu](http://handbook.SouthernCT.edu).

### SCSU History

Life began for Southern Connecticut State University on September 11, 1893, when three teachers and 84 students met at the old Skinner School in New Haven to create a two-year teacher training school, New Haven State Normal School. By 1937, Southern had grown into a four-year college with the power to grant bachelor's degrees.

Ten years later, Southern teamed up with Yale University's Department of Education to offer a master of science degree. In 1954, the State Board of Education authorized the institution — then known as New Haven State Teachers College — to assume complete responsibility for this graduate program.

In 1959, six years after the institution had moved to its present location on Crescent Street, state legislation expanded Southern's offerings to include liberal arts programs leading to bachelor's degrees in the arts and sciences. At the same time, New Haven State Teachers College became Southern Connecticut State College.

For the next 24 years, Southern grew, modernized, and diversified, expanding its undergraduate and graduate programs and opening up entirely new fields of study and research. But March 1983 brought even greater changes: Southern Connecticut State College was rechristened Southern Connecticut State University, and made part of the Connecticut State University System (ConnSCU), along with Central Connecticut State University in New Britain, Eastern Connecticut State University in Willimantic, and Western Connecticut State University in Danbury.

### **Southern Today**

Today's Southern is a vibrant, culturally rich and ethnically diverse environment. In addition to its extensive academic offerings, Southern hosts lectures, workshops in literature and dance, art exhibits, performances by professional and student artists, conferences, and institutes on a variety of topics that enrich, instruct, and delight.

Through offering courses on part-time, day and evening bases, Southern has been innovative in providing access to a high quality education to a wide



range of students. The campus clinics provide diagnosis and treatment of learning disabilities and speech, hearing, and reading problems.

As a busy university with a strong identity and a rich history, Southern looks ahead to a future as varied, dynamic, responsive, and responsible as its past.





**Top:** The library and reading room at Southern's original campus on Howe Street in New Haven, circa 1923.  
**Bottom:** A study area in the renovated Buley library.





**Top: Founder's Gate, next to the Lyman Center, displays the letters of the former New Haven State Teacher's College. Bottom: The Michael J. Adanti Student Center, at the center of the Southern campus.**



## HEALTH, WELLNESS AND SAFETY

Southern Connecticut State University is committed to the health, wellness and safety of all members of the university community. The following pages provide detailed information on the policies, regulations and procedures designed to provide a safe and healthy environment conducive to academic and personal growth. This section includes descriptions of the university offices that address all campus health, wellness and safety issues.

### **Good Samaritan Medical Amnesty Statement**

Southern Connecticut State University encourages living and learning environments that promote the health and safety of all members of the SCSU community. The misuse of alcohol and other drugs poses a serious threat to the physical and mental health of the individual and places the entire campus community at risk.

The University expects students to abide by state and federal laws, as well as University policies, regarding alcohol and drug possession and

consumption. However, the University recognizes that there may be times when students face medical emergencies involving excessive drinking and/or drug use. This Good Samaritan Statement seeks to diminish fear of disciplinary and conduct sanctions in such situations and to encourage individuals and organizations to seek needed medical attention for students in distress as a result of excessive alcohol and/or other drug abuse.

In an effort to foster responsible student behavior and to respect the health and welfare of all members of the SCSU community, if an individual or organization reaches out to a campus official seeking medical attention for him/herself or for another, the student or organization requesting assistance and the student requiring assistance may not be subject to the typical disciplinary sanctions for a violation of campus alcohol and drug policies, as long as the individuals or organizations comply with all assessments and follow-up required by the Office of the Dean of Students.

This Good Samaritan Statement applies only to cases where there is a legitimate concern for a person's wellbeing as a result of excessive alcohol or drug use. Additional infractions occurring simultaneous to the alcohol or drug use (i.e., acts of vandalism, physical assault, disorderly conduct) will be adjudicated separately. If the student is involved in any subsequent or repeat incidents involving misuse of alcohol and other drugs, the situation will be evaluated by the Dean of Students Office to determine if the Good Samaritan Statement applies. Further, this statement applies only to campus disciplinary procedures and does not apply to local, state, and federal processes.

### **Alcohol And Drug Policies**

As a condition of receiving Federal funds, the Drug-Free Schools and Communities Act of 1989 requires Southern Connecticut State University and other institutions of higher education throughout the country to adopt and implement a drug and alcohol prevention program. This notice is published pursuant to the requirement of the act.

The university recognizes that the misuse of alcohol or the use of illegal drugs represents a serious threat to the physical and mental well-being of its students and the entire community. Our common goal is to foster a university community where the intellectual development of students is free from the harmful effects of alcohol and drugs. Each person has a responsibility to help safeguard the community health by respecting university policy and intervening in situations of abuse. Addressing the drug and alcohol problem in our society and community requires caring, cooperation and support of every member of the university community.

### **Family Educational Rights and Privacy Act: Parental Notification**

The university reserves the right as permitted by the Family Educational Rights and Privacy Act (FERPA) to notify parents/guardians if their son or daughter, under 21 years of age, has been determined to have violated the university's Alcohol and Drug Policy.

### **Program Review**

The university will conduct a biennial review of these programs and policies to determine their effectiveness, make changes where necessary and ensure that sanctions and interventions are consistently enforced.

The following is intended to provide clear guidelines for members of the university community:

### **Alcohol**

- Campus policy permits the possession and consumption of alcoholic beverages at Southern Connecticut State University under controlled conditions at registered special events.
- All students of the university shall observe the laws of the State of Connecticut concerning alcoholic beverages.
- As adults, all students of the university are expected to take personal responsibility for their own conduct.
- The possession and consumption of alcoholic beverages shall be restricted to those persons who have reached the legal drinking age. The university reserves the right to request proper proof of age or identification from any person. Those attending a function must be members of the Southern Connecticut State University community or their escorted guests.
- Students are expected to consider the rights of others and use mature and responsible judgment concerning the use of alcoholic beverages.
- Alcoholic beverages may not be served at any time without the prior approval of the appropriate designated agent.
- Student clubs and organizations are not permitted to sponsor an event, on-or off-campus, where alcoholic beverages are served or provided unless the event is registered and approved by the Dean of Student Affairs.
- University-recognized student organizations are prohibited from sponsoring "bring your own" events (on or off campus) at which individuals carry their own alcoholic beverages

into the facility. An exception may be made for Parents Day/Homecoming, which is the major university-sponsored event involving alumni, parents and students.

- The possession and consumption of alcoholic beverages is prohibited in academic buildings, out-of-doors on any part of the campus and at any intercollegiate or intramural athletic activity unless the event is registered and approved by the Dean of Student Affairs.
- State law prohibits the unlicensed sale of alcoholic beverages on the campus. Therefore, no financial arrangements between the sponsor of an event and guests are permitted whenever alcohol is to be served, (i.e., no admission fees can be charged, donations accepted or tickets sold.)
- Food and non-alcoholic beverages must be available at all times during an approved special event involving the consumption of alcoholic beverages.
- Any person or organization violating state law or these regulations will be subject to disciplinary action by the university and/or referral to the appropriate civil authorities.

### **Drugs**

- The possession, distribution and consumption of illicit drugs and the abuse of prescription and over-the-counter drugs and anabolic steroids are prohibited.
- The university recognizes that drug problems are complex, and it will make every effort to assist students who have a problem. However, students must understand that, apart from the professional resources of the university, drug problems revealed or uncovered in the normal course of administrative operations will be treated as disciplinary matters in accordance with the Student Code of Conduct.
- Students found guilty of violations of this policy shall be subject to university disciplinary action that may include suspension or expulsion. In addition to the penalties that may be imposed by

campus authorities, criminal prosecution may also be initiated.

## **Alcohol and Drug Education and Prevention Programs**

### ***Individual Counseling and Referral***

Students can talk to a licensed professional about personal issues concerning their own use of alcohol or other drugs or that of a friend or loved one. All services are confidential and free of charge to registered students. Please contact Counseling Services at **(203) 392-5475** to set up an appointment.

### **Alcohol and Drug Health Risks**

Although most students don't engage in high-risk drinking (drinking to high blood alcohol levels, drinking to the point of blacking out, etc.) and illicit drug use, alcohol and drug abuse does have profound effects on the body. Such use may result in impaired judgment and coordination; physical and psychological dependence; damage to vital organs such as the heart, stomach, liver and brain; inability to learn and remember information; psychosis and severe anxiety; injury and death. (Thirty-eight to 50 percent of all fatal accidents involve alcohol.)

### ***Sexuality***

Because judgment, reasoning, communication and perception are all affected by alcohol and other drugs, one's substance choices may lead to such things as sexual exploitation, unwanted pregnancies and the increased risk of sexually transmitted diseases.

### ***Drinking and Driving***

In Connecticut, a person is legally intoxicated when their blood alcohol content (BAC) reaches 0.08 percent. If you are arrested for operating a motor vehicle under the influence of alcohol or drugs, your license will be suspended for 90 days.

Drivers between 16 and 24 have twice as many fatal crashes per mile as older motorists. When alcohol is involved, younger drivers are much less



likely to use seatbelts, and their fatal crash rate is almost three times greater than older drivers.

### **Alcohol and Drug Legal Sanctions**

The university campus is subject to State and Federal laws concerning use and possession of alcohol and drugs. Individuals must be aware of and abide by these laws or face legal prosecution.

**Alcohol:** Section 30- 89(a) of the Connecticut General Statutes states that it is unlawful for a minor (under the age of 21) to purchase or attempt to purchase or to make a false statement in connection with the attempted purchase of alcohol. The 1st offense is a \$136.00 infraction and the 2nd & subsequent offenses result in fines ranging between \$200.00 and \$500.00. Section 30- 89(b) states that possession of alcohol by a minor on a street, highway or public place is illegal. The 1st offense is a \$136.00 infraction and a 30-day suspension of an individual's driving license. The 2nd and subsequent offenses result in fines ranging between \$200.00 and \$500.00

and may result in the suspension of an individual's driver's license.

**Drugs:** The Connecticut General Statutes cover a wide range of drug offenses, including the offer, the sale, the possession with intent to sell, the gift and the mere possession of various drugs. [21a CONN. GEN. STAT. Section 277, 278, 279 (1988)] Among other provisions, the state laws create the following mandatory minimum prison sentences for first-time offenders who are not "drug-dependent" persons:

- Five years for the manufacture or sale or possession with intent to sell of one ounce or more of heroin, methadone or cocaine or one-half gram or more of cocaine in a freebase form or five milligrams or more of LSD;
- Five years for the manufacture or sale or possession with intent to sell of any narcotic, hallucinogenic or amphetamine-type substance or one kilogram or more of a cannabis-type substance, including marijuana;
- Five years for the offer or gift of any of the above drugs in the respective amounts.



Conviction for the possession of drugs carries no mandatory minimum sentence but the following maximum sentences do exist for first-time offenders:

- Seven years or \$50,000.00 or both for possession of any quantity of a narcotic, including cocaine and “crack,” morphine or heroin;
- Five years or \$2,000.00 or both for possession of any quantity of a hallucinogen (such as LSD or peyote) or four ounces or more of a cannabis-type substance (which includes marijuana);
- One year or \$1,000.00 or both for possession of less than four ounces of a cannabis-type substance or any quantity of a controlled drug, such as amphetamines or barbiturates.

Actual sentences depend on the severity and the circumstances of the offense and the character and background of the offender.

Federal law also penalizes the manufacture, distribution, possession with intent to manufacture or distribute and simple possession of drugs (“controlled substances”) Controlled Substances Act 21 U.S.C. Section 841, 843[b], 844, 845, 846 (1988). The law sets the following sentences for first-time offenders:

- A minimum of ten years and a maximum of life imprisonment or \$4,000,000.00 or both for the knowing or intentional manufacture, sale or possession with intent to sell, of large amounts

of any narcotic, including heroin, morphine or cocaine (including “crack”) or of phencyclidine (PCP) or of LSD or of marijuana (1,000 kilograms or more);

- A minimum of five years and maximum of 40 years or \$2,000,000.00 or both for similar actions involving smaller amounts of any narcotic, including heroin, morphine or cocaine (which includes “crack”) or phencyclidine (PCP) or of LSD or of marijuana (100 kilograms or more);
- A maximum of five years or \$250,000.00 or both for similar actions involving smaller amounts of marijuana (less than 50 kilograms), hashish, hashish oil, PCP or LSD or any amounts of amphetamines, barbiturates and other controlled stimulants and depressives;
- Four years or \$30,000.00 or both for using the mail, telephone, radio or any other public or private means of communication to commit acts that violate the laws against the manufacture, sale and possession of drugs;
- One year or \$1,000.00 or both for possession of any controlled substance (the gift of a “small amount” of marijuana is subject to the penalties for simple possession).

Penalties may be doubled, however, when a person at least 18 years old [1] distributes a controlled substance to a person under 21 years of age and (a term of imprisonment for this offense shall not be less than one year) or [2] distributes, possesses with intent to distribute or manufactures a controlled substance in or on or within 1,000 feet of, the real property comprising a public or private elementary, vocational or secondary school or a public or private college. Any attempt or conspiracy to commit one of the above federal offenses, even if unsuccessful, is punishable by the same sentence proscribed for that offense. A first-time offender may receive only probation and later have the charge dismissed. Although in some cases the federal penalties seem somewhat lighter, it is not possible to “trade” a state charge for a federal one.

State and Federal law thus make crimes of many different activities involving drugs. Simple possession, giving or merely offering drugs is illegal, as are such offenses as the manufacture or sale of drugs.

### **Bicycles, Rollerblading, Skateboarding and Hoverboards**

In the interest of public safety, bicycles should be securely chained and locked in the bicycle racks available on campus. **Bicycles are prohibited from being secured to light poles, railings, benches, etc.** Bicycles are prohibited from being parked or stored in university buildings, residence halls, on sidewalks and driveways, or in motor vehicle parking spaces. They must be parked so as not to obstruct free passage of vehicles and pedestrians. The University Police reserve the right to remove bicycles in violation of this policy and should such removal be required, the university shall not be held liable by the student for damage to the bicycle or the device used to secure it. Roller-blading and skateboarding are prohibited in all parking areas. Hoverboards are prohibited on campus.

## **COUNSELING SERVICES**

University Counseling Services, located in Engleman B 219, provides free, confidential time-limited group and individual counseling for enrolled undergraduate and graduate students. Its primary goal is to provide psychological and emotional therapy and support as students pursue their academic, social, and personal goals and work to enhance the quality of their experience at SCSU. The office is staffed by psychologists, professional counselors, social workers, psychiatric nurse practitioners, and advanced graduate student interns. Staff are trained to help college students address barriers to success and happiness and to build their skills in negotiating and preparing for life.

Students may access services by scheduling an appointment in person or over the phone. "Urgent walk-in" hours are available from 1 p.m. to 3 p.m. every weekday. Students in crises should present directly at Counseling Services during the day, and contact University Police after hours. The office also

offers referrals to counselors and mental health services off-campus, mental health screenings, skill-building workshops, and educational programming on wellness, stress-management, and mindfulness. For more information, please contact Counseling Services at **(203) 392-5475** or visit the Counseling Services website.

### **Emergency Medical Assistance**

Emergency medical assistance is initiated with a call to 911. Emergency personnel will obtain a brief description of the emergency and send an officer to the scene. In case of a life-threatening situation (e.g. apparent heart attack, breathing difficulty, state of unconsciousness, etc.), emergency personnel will call simultaneously for an ambulance and arrange for an escort for the ambulance to the exact campus location. In all cases, Health Services will be notified of the action taken.

### **Fire Evacuation Procedures**

To ensure the safety and welfare of the university community, all persons must evacuate a building



when the fire alarm sounds. When an emergency evacuation of a building is required, the following procedures must be followed:

- All persons must evacuate the building to a safe distance, approximately 300 feet. Those persons unable to vacate the building for any reason shall do the following:
  1. Notify someone who is leaving the building or call University Police with their specific location. Anyone receiving this information shall ensure that it is passed to the University Police or responding New Haven Fire Department and/or Hamden Fire Department Units, to facilitate search and rescue, if required.
  2. Protect themselves as well as possible. For example, they should close the door to the room they are located in, place a coat or similar material under the door to restrict the passage of smoke, seek refuge in stair towers (while not blocking the stairs) or seek refuge inside another room.
- Persons noticing any dangerous conditions or problems during evacuation (i.e. persons unable to evacuate, fire or smoke) must report this information to responding emergency personnel or to the University Police Department by means of an office or interior emergency telephone.
- Faculty, staff and students shall not re-enter the building until directed to do so by University Police or Fire Department personnel. The alarms may be silenced to facilitate communications with emergency personnel once the building is essentially evacuated. This is not the signal to re-enter. Police and Fire Department personnel will announce when it is safe to re-enter a building.

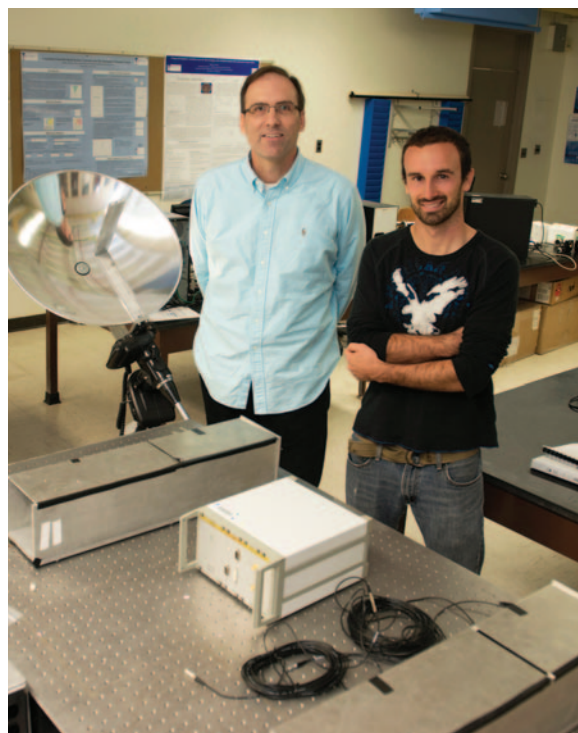
## Health and Wellness Services

The Student Health Services is located in Granoff Hall on Wintergreen Avenue and is available for all students regardless of their health insurance carrier. We provide services to part-time, full-time, residential and commuter students. You will find a physician, nurse practitioners, a nurse and support personnel

that can help you to maintain your physical and emotional health. The staff at Student Health Services can diagnose and treat illness, answer your questions, supply a limited formulary of medications, and help you handle your confidential health issues by appointment. Appointments can be made online to reduce waiting time. Urgent care is available on a walk-in basis. With two campuses of Yale New Haven Hospital in close proximity, referrals in emergency situations can be done expeditiously.

Student Health Services' telephone number is **(203) 392-6300**. If you are unable to reach a staff member at this number, please call University Police at **(203) 392-5375** or call **911** in an emergency. For more information about the Health Center go to **[SouthernCT.edu/healthservices](http://SouthernCT.edu/healthservices)**.

The Wellness Center is located in Schwartz Hall, Room 100, on Fitch Street. The staff of the Wellness Center strive to provide a warm and welcoming environment that values a healthy and connected community. Through our education, outreach and campus collaborations we make every effort to





provide our students with the tools necessary to increase their knowledge and awareness of positive health behaviors.

The Wellness Center at Southern is responsible for broad student health outreach on topics including, but not limited to: sexual health, tobacco use, nutrition, drugs and alcohol, sleep and stress. The Center facilitates health promotion activities for the campus community, including educational sessions, special events, and other activities.

To contact the Wellness Center for more information or to request a presentation for a class or group, call (203) 392-6526 or e-mail: [rosenthale2@SouthernCT.edu](mailto:rosenthale2@SouthernCT.edu) or visit [SouthernCT.edu/wellness-center](http://SouthernCT.edu/wellness-center).

### Parental Notification Guidelines

Southern Connecticut State University adopted these parental notification guidelines for student misconduct in 2000.

- Whereas excessive, abusive, illegal and/or repetitive use of alcohol and/or drugs is inconsistent with the educational mission of the university;
- Whereas unauthorized use and/or possession of alcohol or drugs generally represent violations of law for persons under the age of 21;
- Whereas excessive, abusive, illegal and/or repetitive use or possession of alcohol and/or drugs threatens the well-being of persons and property and tends to diminish students' prospects for personal and intellectual development and academic success;
- Whereas student's parents or guardians are respected for their roles as partners with the university in supporting the students' personal and intellectual development and academic success;

The Dean of Students or his designee has the authority to determine when and by what means to notify parents or guardians when students under the age of 21 are found to have committed serious or

repeated violations of university policies related to the possession, use or distribution of alcohol or drugs.

Notification of parents is indicated when the following conditions occur:

1. The violation involved harm or threat of harm to persons or property.
2. The violation involved an arrest in which the student was taken into custody.
3. The violation resulted in or could result in the student being suspended from the university and/or dismissed from the residence halls.
4. The student has shown a pattern of violations, even if the student is not a minor. Two or more violations associated with drug or alcohol use would be reasonable cause for notice.
5. The student who committed the violation became physically ill and/or required medical intervention as a result of consumption of alcohol or drugs.

*Furthermore,* Nothing in these guidelines shall prevent university officials from notifying parents or guardians of health or safety emergencies, regardless of the judicial status of the student.

Nothing in these guidelines should preclude the university from notifying parents or guardians when students under the age of 21 are involved in a group activity off campus in which the student's organization is found to have violated university policy with respect to the use and/or consumption of alcohol or drugs.

The Dean of Students may delegate the notification of parents to other officials under the Dean's supervision.

Whenever possible, students will be informed that parental notification will take place prior to their parents' receiving notice.

### **Safety Procedures For Students With Severe Medical/Emotional Problems**

If, due to severe medical or emotional problems, a student: engages or threatens to engage in behavior that poses a danger of causing physical harm to others, then the following procedures may be implemented:

1. University Police may be contacted immediately. An officer will be dispatched immediately to the scene. If the officer determines that further action is needed, University Police will contact the ambulance service and the student may be transported to the hospital by ambulance to be evaluated.
2. The Dean of Students or their designee may notify the emergency contact and will inform them of the procedure needed to gain re-entry into the university and/or university housing.
3. If the Dean of Students determines that the student poses a threat to others, an interim administrative withdrawal will be imposed. A student subject to an interim withdrawal will be notified and will not be permitted to return to the university without a written evaluation by a psychiatrist.
4. Based on this written evaluation, the Dean will, in consultation with appropriate staff, determine whether the student may:
  - a. return to the university and/or university housing;
  - b. return to the university and/or university housing under certain prescribed conditions;
  - c. be withdrawn from the university and/or university housing.

## Indoor Safety

The university is committed to providing a safe learning and working environment. Ball playing and the use of skateboards, roller skates, roller blades, bicycles and other recreational items are prohibited inside all buildings. Individuals using wheelchairs or similar mechanical devices must be mindful of the speed at which they travel through hallways. Hoverboards are prohibited on campus.

## Pets On Campus

For reasons of health, sanitation and pest control, no companion animals or other animals are permitted on campus. The only exception to this policy will be service and therapy animals with the approval of



the Director of the Disability Resource Office. Fish and limited aquatic animals are permitted with a Residence Life aquarium agreement on file.

## Search And Seizure Policy

Southern Connecticut State University, as a state institution of higher education, recognizes a need for balance between its right to maintain an orderly educational environment and its students' constitutional right to privacy.

The Search and Seizure Policy is designed to reflect the principle of due process and fairness found in the Constitution of the United States and criminal law; it complements the university's health and safety searches provided for in the Guide to On-Campus Housing, and it reflects the university's concern for protection of the rights of all members of the academic community.

The following procedure will be followed:

- A. All residence hall room searches, except those conducted by law enforcement officers, must be authorized by the President. If such a search is deemed necessary by the Dean of Student Affairs, they will request authorization from the President. This written request must specify the applicant(s) requesting the search, date, the reason for the search; the material to be seized; the room(s) to be searched; the name(s) of the occupant(s) and the names of the person(s)

other than the occupant(s) of the room who will be present during the search.

- B. A room may be searched only if there is probable cause to believe that a student is using their room in violation of federal, state or local laws or university regulations. Probable cause is defined as facts and/or circumstances sufficiently strong to warrant a prudent person to believe beyond mere suspicion that the room is being used for such a purpose.
- C. If the President thinks such probable cause exists, they will authorize in writing an administrative search warrant specifying the room(s) to be searched, its occupant(s), and the material to be seized and those authorized to conduct the search.
- D. In conducting a search, every reasonable effort shall be made to have the occupant(s) of the room present. If present, the occupant(s) shall be:
  - 1. given the reason for the search and the material to be seized;
  - 2. presented a copy of the administrative search warrant; and
  - 3. informed that any material found may be used both in a university judicial hearing and in a court of law.

If the occupant(s) is not present, the search may be conducted and the occupant(s) shall be notified of the search and the outcome.

- E. All room searches will be conducted by a professional member of the Student Affairs staff who will serve as a witness of the procedures followed and will make a record of the items located and confiscated during the search.
- F. The search will be conducted, when possible, in the presence of:
  - 1. the Residence Hall Director;
  - 2. the Student Government Association President or, in their absence, any officer of the executive board;
  - 3. the Resident Advisor of the floor, if available, or any other Resident Advisor of the hall.

- G. Should the search for specified material uncover other material indicating illegal activity or violation of university regulations, it also will be seized. All illegal items obtained during the search will be turned over immediately to the University Police.
- H. Search and seizure for purposes related to suspected violation of civil or criminal law of the state may be deferred to the University Police or to the civil authorities. Such authorities have the right to search the premises and possessions of any student by following the ordinary procedures and requirements for lawful search. Any information discovered through such a search may be used as evidence in any civil or criminal proceedings and by university officials when violations of the Student Code of Conduct occur.

### **Smoking Policy: SCSU Tobacco-Free Campus**

Effective August 25, 2015 smoking and tobacco use are prohibited in all facilities and areas of the Southern Connecticut State University campus with no exception. This includes, but is not limited to all indoor and outdoor areas and properties. Indoor areas and properties include, but are not limited to: all common areas, classrooms, residence halls, elevators, hallways, university-owned or -leased vehicles, garages, restrooms, dining areas, employee lounges, conference and meeting rooms, and all other enclosed areas on the campus. Outdoor areas include, but are not limited to: parking lots, grounds, courtyards, entrance and exit ways, and any other areas of the university campus. This policy applies to any individual on campus property, including but not limited to: students, faculty, staff, other employees, contractors, subcontractors, volunteers, visitors, and members of the public, and is applicable twenty-four (24) hours a day, seven (7) days a week. The entire Tobacco-Free Policy Statement can be located at [SouthernCT.edu/tobaccofree/policy.html](http://SouthernCT.edu/tobaccofree/policy.html)

### **Student Center Regulations**

Willful or careless damage to the Michael J. Adanti Student Center property or equipment shall

necessitate replacement by the responsible group or individual. Furniture and equipment are not to be removed from the building or from room to room without prior approval in writing from the Student Center Office. Lounge furniture is not to be removed, rearranged or defaced. Meetings held in the center are to adjourn at least 15 minutes before the scheduled building closing time, unless approval for extended hours has been secured in advance from the Director of the Student Center.

### **Health and Sanitation**

Everyone must wear shirts and shoes in the Student Center. No animals, except service or therapy animals, are permitted in the Student Center.

### **Student Dress**

Students are expected to dress in good taste and in appropriate attire for classroom and campus activities. Bare feet are not acceptable in academic or food service buildings on campus

### **Shuttle Bus Service**

The Southern Connecticut Shuttle Service is a cooperative safety-oriented transportation service, offered to the SCSU community through the University Police Department. The SCSU Shuttle system operates on a fixed route schedule, providing safe, convenient, and reliable transportation throughout the campus and surrounding community. Currently, there are five shuttle routes that service the 10 enclosed bus stops located throughout the campus. If you have any shuttle questions or concerns please contact us at **(203) 281-5470**.

All SCSU Shuttle drivers are professionally licensed drivers employed by First Transit and have passed extensive background checks along with additional driver training.

On-campus shuttle service is available Monday–Thursday from 7:30am–11:00pm and Fridays from 7:30am–1:00pm. The Union Station Shuttle service is available Monday–Thursday from 7:15am–9pm and Fridays from 7:15am–5pm. After 11:00pm on Monday–Thursday, a student may utilize the Late

Night Owl Service, which provides walking escorts to students and staff.

Special Service Dates to Remember are listed on the website at **[SouthernCT.edu/shuttleservices](http://SouthernCT.edu/shuttleservices)**

The number to call the Late Night Owl Service is **(203) 392-6367**.

### **Traffic and Parking Regulations**

Providing adequate parking facilities and the proper supervision of campus traffic is a major problem on university campuses throughout the United States. This is especially true at institutions like Southern Connecticut State University, where a large part of the student body commutes daily.

To protect students and visitors to the university from automobile accidents, as well as to provide security for motor vehicles parked on campus, the following rules and regulations must be observed. Failure to comply may lead to the issuance of a university parking ticket and/or a State motor vehicle infraction, the towing of the vehicle at the owner's expense and when warranted, disciplinary action by the university.

The university reserves the right to tow or impound any vehicle that is illegally parked or parked in a way that constitutes a serious hazard, impedes vehicle or pedestrian movements, or impairs the operation of emergency equipment and/or the making of repairs. Owners will be required to pay all costs involved in removing and impounding vehicles.

In a spirit of cooperation with the New Haven and Hamden communities, students are asked not to park their vehicles on city streets in residential areas adjacent to the campus.

### **Vehicle Registration**

**1. All vehicles operated or parked on campus at any time must be properly registered by the Department of Motor Vehicles in the state in which the license plate is issued.** All vehicles operated or parked on campus at any time must properly display a Southern parking decal. Vehicle owners and operators must register their vehicles at the Univer-



sity Police Department. Only one decal per person will be issued.

2. Persons seeking a decal must present, at the time of application, a current, valid student I.D. and operator's license, and a current, valid vehicle registration. Students must also present their class schedule as proof of their registration.
3. Any false or incorrect information given at the time of registration will automatically render the decal void.
4. The registration for student vehicles is complete only after the decal is permanently affixed inside the driver's side of the front windshield.
5. A parking decal is no guarantee of a parking space. Each vehicle operator is responsible for finding a legal parking space. Lack of space is not a valid excuse for violating any parking regulation.
6. Decals must be removed from vehicles that are being sold or no longer used on the campus. Outdated parking decals should be removed when a new decal is issued. A remover tool is available at the University Police Department.

Any transfer, exchange, sale, misuse, or reproduction of a decal is unauthorized. All violators will have their decals removed and their vehicles towed at their own expense.

7. A special parking permit for students who have temporary disabilities is available from the University Police Department. The applicant must first provide a written verification of disability status to the university physician in the Student Health Center, who will determine the extent of the disability and the expected period of disability. Faculty and staff who have a temporary disability must notify Human Resources, and parking will be arranged as needed.
8. If you drive a vehicle without a decal you must obtain a day pass at University Police before attempting to enter a restricted area.

### **Regulations**

1. Residence hall and commuter students must park their vehicles only in designated lots. All student-parking areas are designated for



specific groups indicated below. Only vehicles with appropriate decals are permitted in these areas.

- a. Residence Hall Students: Lots #4, #4A, #6, and the West Campus garage. Lots #10 and #11 are available to Schwartz Hall residents. North Campus parking is located at 180 Pine Rock Avenue and can accommodate vehicles with North Campus decals on a first-come first-served basis. All resident overflow parking is allowed in the West Campus Garage and the Wintergreen Avenue Garage. All parking decals are issued on a first-come first-serve basis. All visitors must have a visitor or overnight parking pass. All visitors with an overnight parking pass must park in the dogleg area of Lot #9 or Wintergreen Avenue Garage.
- b. Commuter Students: Lots #3 and 9 on Farnham Avenue, and the second, third and fourth floors of the Fitch Street Garage, and all levels of the Wintergreen Avenue Garage and the West Campus Garage. The University Police Department issues decals to all commuting students. Decals must be affixed to the windshield on the driver's side. The first floor of the Fitch Street Garage located on Lot #1

will be reserved for faculty, staff and handicapped parking. No vans will be permitted above the first level. The remaining upper levels will be accessible to all students on a first-come basis.

2. No students will be allowed to park in faculty/staff areas.
3. Faculty, staff and special decal holders must park their vehicles in Lots #1, the main faculty/staff lot (EN), #5 or #12.
4. Graduate students may park in Lot #5 and #12 between 4:30 p.m. and 11:00 p.m. Graduate students may park in the upper levels of the Fitch Street Parking Garage and lot # 1 the surface lot in front of Davis Hall all day. The Wintergreen Garage and the West Campus Garage are also available all day for graduate students. Graduate students are prohibited from using parking facilities behind Davis Hall (lower level).
5. A speed limit of 10 miles per hour will be enforced on all campus roadways, parking lots and garages.
6. Pedestrians must use crosswalks and sidewalks at all times. Pedestrians should not walk in parking lots unless they are going to their vehicles.
  - a. Vehicles must yield to pedestrians in all crosswalks.
7. The approved areas for picking up or discharging passengers are the roadway and turnaround area leading to Engleman Hall off Crescent Street and the Main Lot on Fitch Street by the Guard Booth. When picking up passengers drivers must remain with their vehicles.
8. Drivers who need to pick up or deliver heavy educational materials at Earl Hall may park at the rear of the building for a maximum of 15 minutes.
9. Motorcycles must be parked in parking areas designated "Motorcycle Parking."
10. Students are responsible for informing their guests of university parking regulations.

11. The university reserves the right to close temporarily a parking area for repairs or for special events.
12. No vehicles are to be parked on the campus between the hours of 11:00 pm and 7:00 am unless prior arrangements are made with the University Police Department or have an overnight parking pass issued by the Residence Life staff. Faculty, staff and non-residence hall students who wish to leave their vehicles on campus overnight while they attend a conference or participate in a university-sponsored trip must park their vehicles in the Fitch Street and Wintergreen Avenue garages and also give their license plate number to university police.
13. Neither the university nor any of its employees assumes responsibility or liability for loss from theft or damage to cars parked in university parking lots.
14. Vehicles violating the following regulations will be issued a university parking ticket and/or a State motor vehicle infraction and towed at the owners' expense:
  - Parking in a designated handicapped parking space without displaying a valid Department of Motor Vehicle (Handicapped) permit
  - Parking within 10 feet of a hydrant
  - Disobeying a University Police Officer's instructions
  - Connecticut Motor Vehicle Laws

***Fines are as follows for parking in:***

- Faculty/Staff space: \$25.00
- Reserved space: \$25.00
- Restricted space: \$25.00
- Grassed Areas: \$25.00
- Fire Lane: \$50.00
- Handicapped space: \$100.00
- Driveway: \$25.00
- Sidewalk: \$25.00
- Failure to Display Current Decal: \$15.00
- Impeding Maintenance Operations: \$25.00

- Outside of Stall Lines: \$25.00
- Snow Ban: \$25.00

***Enforcement***

1. Southern Police will monitor the parking areas and enforce the above regulations. University fines for traffic and parking violations are \$25 and fines for parking in fire lanes \$50 and in areas designated by the state of Connecticut for people with disabilities are \$100 for each infraction. Failure to display current decal is \$15.
2. Fines must be paid at the Bursar's Office in the Wintergreen Building within 14 days of the date the ticket was issued. Checks must be made payable to Southern Connecticut State University. Failure to make payment within the required time will result in the doubling of the fine. Also, a hold will be placed on a student's record who fails to pay the amount owed.
3. A portion of the fines collected for the violation of campus parking and traffic regulations are placed in a scholarship fund to assist students at the university and for traffic enforcement supplies and equipment.



### **Traffic And Parking Appeals Committee**

The Traffic and Parking Appeals Committee hears appeals of penalties assessed for parking or traffic violations. Anyone may appeal a university parking ticket within 14 calendar days of the date of issuance by completing an appeal form. Filing the appeal form will suspend the penalty until disposition of the appeal is made by the committee. Following its decision, the committee will notify both the appellant and the University Police Department in writing of its decision. The appeal form is available at the University Police Department or on-line at [SouthernCT.edu/universitypolice](http://SouthernCT.edu/universitypolice).

### **University Police**

- Routine on-campus: **x25375**
- Routine off-campus: **(203) 392-5375**
- Emergency, on-campus: **911**

The University Police Department, open 24 hours a day, is located in Granoff Hall. Police officers are responsible for the safety and protection of the

campus and its personnel, as well as for enforcing parking regulations and conducting investigations. Students should promptly report thefts or other incidents on campus directly to the University Police Department. The department provides lost and found services for the entire campus.

All University Police officers are state certified through the Police Officer Standards and Training Council (POST). All officers are trained and have the same authority as members of a municipal police department. The department also has male and female officers trained to handle cases of sexual assault.

Blue emergency lights are strategically located throughout the university parking lots and mounted on buildings. By pressing the button, you will automatically dial University Police. Silver wall-mounted telephones are strategically located inside buildings. Picking up the receiver connects you automatically to University Police. If the telephone is not a direct dial telephone, University Police can be contacted at **x25375**.





The University Police Department offers many programs on crime prevention throughout the year. Students are invited to stop by the department or call **(203) 392-5375** for more information.

### **Walking Escort Service**

The University Police Department provides 24-hour walking escort service to accompany students, faculty and staff to parking lots, residence halls, and other on-campus locations. **Call (203) 392-5375** from any telephone or **x25375** from telephones on campus. After 11:00 p.m. on Sunday through Thursday, a student may utilize the Late Night Owl Service, which provides walking escorts to students and staff. The number to call for the Late Night Owl Service is **(203) 392-6367**.

### **LiveSafe App**

The LiveSafe app provides students, faculty and staff with a direct connection to University Police so that everyone can easily communicate all their safety needs. Its easy-to-use features help you stay safe every day and enable us to better protect you.

<http://www2.SouthernCT.edu/student-life/safety/livesafe.html>

### **SouthernAlert**

SouthernAlert is Southern Connecticut State University's emergency notification system, conveying important information to the campus community in the event of an emergency event, criminal activity, weather-related closing/delay/early dismissal, or other potentially hazardous situations. This system is designed to provide concise and timely notifications via text messaging, voice mail, and email. SouthernAlert may be used in conjunction with other, more traditional means of communication.

Whether a member of the community, parent of a student, spouse of an employee, vendor, affiliate or local resident, it's easy to register for SouthernAlert. With up to 7 total delivery methods, you can be contacted how you want, where you want.

Remember, the effectiveness of SouthernAlert depends on you to provide accurate and up-to-date



personal contact information, so be sure to update your information frequently.

<http://www2.SouthernCT.edu/student-life/safety/southernalert.html>

### **Wellness Center**

*See Health and Wellness Services, Page 14*

### **Violence Prevention, Victim Advocacy and Support (VPAS) Center**

The Violence Prevention, Victim Advocacy and Support (VPAS) Center is committed to helping to create a campus community of respect and safety by providing violence prevention education, victim/survivor advocacy and support services. Prevention education topics include sexual misconduct (sexual harassment, sexual assault, intimate partner violence, stalking, sexual exploitation), affirmative consent, risk reduction, bystander intervention, hazing, bullying and safety. Advocacy services are available to support students who have experienced sexual misconduct, hazing, bullying or any other crime. The center is also responsible for the coordination of the University Support and Resource Team (SART). The VPAS Center is located in Schwartz Hall. Additional information is available [SouthernCT.edu/vpas/](http://SouthernCT.edu/vpas/) or by calling the center at **(203) 392-6946**.



# DISCRIMINATION, SEXUAL HARASSMENT AND SEXUAL ASSAULT POLICIES

## Continuing Notice of Nondiscrimination

Southern Connecticut State University does not discriminate on the basis of age; ancestry, color; gender identity and expression; intellectual disability; learning disability; mental disorder; physical disability; marital status, national origin; race; religious creed; sex, including pregnancy, transgender status, sexual harassment and sexual assault; sexual orientation; veteran status; or any other status protected by federal or state laws. The following person has been designated to handle inquiries regarding the non-discrimination policies: **Paula Rice, 501 Crescent Street, Buley 240, New Haven, CT 06515, (203) 392-5568, ricep1@SouthernCT.edu.**

## Discrimination and Sexual Harassment Prevention Policy Statement

It is the policy of Southern Connecticut State

University to prohibit discrimination based on all protected classes including, but not limited to age; ancestry, color; gender identity and expression; intellectual disability; learning disability; mental disorder; physical disability; marital status, national origin; race; religious creed; sex, including pregnancy, transgender status, sexual harassment and sexual assault; sexual orientation. Discrimination includes harassment on any basis mentioned above, and sexual harassment as defined in the Connecticut General Statutes, U.S. EEOC Guidelines of Sexual Harassment, and in Title IX of the Higher Education Amendments of 1972. Discrimination or harassment will not be tolerated at Southern Connecticut State University, whether by faculty, students or staff, or by others while on property owned by or under the control of the University.

The purpose of this policy is to help prevent acts of

discrimination/harassment and to offer students and employees who believe they have experienced discrimination or harassment a means to promptly redress any such claim. The University's goal is to end the discrimination or harassment and promote a learning and working environment free of discrimination and harassment.

Any employee, student, or applicant for employment or admission to the University, who believes that he or she has been discriminated against or harassed as defined by this policy may file a complaint by following the Procedures for Discrimination and Harassment Complaints available at [SouthernCT.edu/diversityequity](http://SouthernCT.edu/diversityequity).

Inquiries regarding the university's compliance with state and federal laws regarding discrimination may be directed to the Director/Title IX Coordinator in the Office of Diversity and Equity Programs at (203) 392-5568 or (203) 392-6530 at Southern Connecticut State University; the Commission of Human Rights and Opportunities, West Central Region Office, 55 West Main St., Suite 210, Waterbury, CT 06702 (203) 805-5579; or the Office of Civil Rights, United States Department of Education, 8th Floor, 5 Post Office Square, Boston, MA 02109-3921, (617) 289-0111, [ocr.boston@ed.gov](mailto:ocr.boston@ed.gov).

### **Pluralism Policy Statement**

Southern Connecticut State University's policy statement on pluralism forbids acts of violence or harassment reflecting bias or intolerance based on an individual's race, religious creed, gender, sexual identity, sexual orientation, disability, ethnicity or cultural origin. The university has procedures for investigating complaints of acts of intolerance brought by students and staff.

Southern Connecticut State University endorses the Connecticut State University Policy regarding Racism and Acts of Intolerance. That Policy is as follows:

*The Connecticut State University declares:*

*Institutions within the Connecticut State University have a duty to foster tolerance;*

*The promotion of racial, religious creed and ethnic pluralism within the university is the responsibility of all individuals within the university community:*

*Every person within the university community should be treated with dignity and assured security and equality;*

*Individuals may not exercise personal freedom in ways that invade or violate the rights of others;*

*Acts of violence and harassment reflecting bias or intolerance of race, religious creed, gender, sexual orientation, disability, ethnicity or cultural origins are unacceptable: and*

*The university shall take appropriate corrective action if such acts of violence or harassment occur.*

*Anyone who has a complaint alleging an act of violence or harassment based on race, religious creed, gender, sexual orientation, disability, ethnicity or cultural origin should contact the Office of Diversity and Equity Programs at (203) 392-5491.*

*A complaint against a university employee alleging a violation of this policy should be filed in either the Office of Diversity and Equity (Buley Library 240) or the University Police Department, Granoff Hall. Any complaint filed against a university employee must be filed within 60 days of the alleged violation.*

### **Sexual Misconduct and Stalking**

We are concerned about the safety of all university community members. Sexual misconduct (sexual harassment, sexual assault and sexual exploitation), intimate partner violence (dating violence and domestic violence) and stalking are not acceptable behaviors in our community and are a violation of the law and the Connecticut State Universities and Colleges Board of Regents Sexual Misconduct

Reporting, Supportive Measures and Processes Policy and the Board of Regents Title IX Policy Statement and Title Grievance Procedures (visit [inside.SouthernCT.edu/sexual-misconduct/policies](https://inside.southernct.edu/sexual-misconduct/policies).) The university is committed to providing prevention and awareness education and advocacy/support services to survivors while holding perpetrators accountable.

### **Reporting & Disciplinary Procedures**

Please visit [inside.SouthernCT.edu/sexual-misconduct/reporting-procedures](https://inside.southernct.edu/sexual-misconduct/reporting-procedures) for information on how to report.

### **Filing Criminal Charges**

1. If you wish to press criminal charges, notify the police. For an incident that occurred on campus, call the University Police at **(203) 392-5375** to report an employee or student perpetrator or **911** if you are in immediate danger. If the perpetrator is an SCSU employee, you may also file a complaint with the university by contacting the Office of Diversity & Equity at **(203) 392-5491**.

2. If the incident occurred off campus, call the local police where the incident occurred. The police will investigate the crime and determine the criminal charges. The State's Attorney will then decide whether or not there is enough evidence to prosecute. This can result in a trial or plea bargain.

The Women & Families Center: Sexual Assault Crisis Services, **(203) 624-4576**, and the Umbrella Center for Domestic Violence Services, **(203) 789-8104**, have court victim advocates that are available to support you during this process. The University Police and the University Victim Advocate will assist the student in these cases, if requested, and able according to University Policy and state law.

### **Silent Witness Program – Anonymous Reporting**

This program is designed so that students, faculty and staff can report suspicious activity and crimes via the Internet while remaining anonymous. If you have witnessed a crime, or if you know of a crime that was committed or will be committed, visit



[SouthernCT.edu/silentwitness](https://southernct.edu/silentwitness) to fill out and submit the form. A member of the SCSU Police Department will investigate the information provided. You will not be contacted unless you provide your contact information. All tips remain anonymous.

Please keep in mind this program is intended to assist the SCSU Police Department and is not intended for crimes in progress or for emergencies. Call **(203) 392-5491** or **911** in those instances.

### **Restraining Orders and Protective Orders**

Restraining orders differ from protective orders in that restraining orders are civil and can be issued without the accused person being arrested. Protective orders in a family violence situation are criminal and are issued after the accused has been arrested for committing a family violence crime. Both types of orders must be issued by the court.

The University Police Department will keep protective and restraining orders on file in accordance with State regulations. Any victim/survivor of a sexual assault or domestic violence is strongly encouraged

to contact the University Police to verify that they have received from the court a copy of any protective or restraining order filed on their behalf. The University Police Department will accept copies of any protective/restraining orders that can be properly verified.

Victims are strongly advised to report any violations of these orders to the University Police at **(203) 392-5375**. If the violation of a court order is an emergency situation, **CALL 911 IMMEDIATELY**.

For information on filing an application visit [jud.ct.gov/Publications/fm142.pdf](http://jud.ct.gov/Publications/fm142.pdf).

### **Assistance/Advocacy for Survivors**

SCSU's Support and Resource Team (SART) provides a collaborative victim/survivor-centered team response to sexual violence. The mission of SART is to provide services that ensure a transition from victim to survivor for every individual whose life is impacted by sexual violence. The SART members can provide a survivor

with many supportive options including advocacy, counseling, medical attention, judicial and university police services, referrals and general information regarding sexual violence. We will strive to empower the survivor to make their own decisions by providing on- and off-campus resources, offer advocacy and support as needed and hold perpetrators accountable. For further information on SART please visit [SouthernCT.edu/sart/](http://SouthernCT.edu/sart/) or call the Violence Prevention, Victim Advocacy and Support Center at **(203) 392-6946**. Visit [SouthernCT.edu/sexual-misconduct/](http://SouthernCT.edu/sexual-misconduct/) for further information on Title IX rights, reporting options and advocacy services.

### **Sexual Violence Prevention and Awareness Education**

Beginning with New Student Orientation, Southern Connecticut State University takes an active continuous role in raising awareness through offering ongoing



educational programs and by creating a safe space for open dialogue and action. The programs offered are designed to define sexual misconduct (sexual harassment, sexual assault and sexual exploitation), intimate partner violence (dating violence and domestic violence) and stalking, explain university procedures and reporting options, define consent, provide risk reduction tips and bystander intervention methods.

**The SCSU Violence Prevention, Victim Advocacy and Support (VPAS) Center** provides information, prevention and awareness educational programming and campaigns, referrals and advocacy and support services on issues related to sexual violence. University advocates located in the Center are available to assist survivors as needed regarding incidents of sexual violence. The VPAS Center is located in Schwartz Hall. Additional information is available [SouthernCT.edu/vpas/](http://SouthernCT.edu/vpas/) or by calling the center at (203) 392-6946.







## ACADEMIC AND TRANSITIONAL SUPPORT PROGRAMS

Southern provides its students with an intentional blend of support programs, opportunities and services designed to help them successfully become acclimated to college and maximize their personal development and long-term success. These departments include **the Academic Success Center, Disability Resource Center, New Student and Sophomore Programs, University Access Programs and Veterans and Military Programs**. For more information about the university's academic and transitional support programs, please contact Dr. Christopher Catching, Assistant Vice President for Student Affairs at **203-392-5556; catchingc1@SouthernCT.edu**.

### **Academic Success Center**

Located on the 3rd floor of Buley Library, the Academic Success Center provides services to help students gain scholastic independence and achieve academic success. The Academic Success Center's aim is to help students become more independent and self-motivated learners and help them master

course material, and assist them in developing and applying effective study strategies. The Academic Success Center serves the entire student body by helping students prepare, advance, and excel. Visit the website (**[SouthernCT.edu/asc](https://SouthernCT.edu/asc)**) for specific details regarding services. Please contact Dr. Katie De Oliveira at **203-392-5186; deoliveirak1@SouthernCT.edu**.

### **Disability Resource Center**

Located in Engleman Hall C 105, the Disability Resource Center (DRC) works to fulfill Southern's longstanding commitment to the full inclusion and equal educational opportunity for all persons with disabilities. The DRC provides services and support that promote educational equity for students with disabilities. Assistance includes arranging accommodations and auxiliary aids necessary for students with disabilities to pursue their academic careers, both in and outside of the classroom.

The DRC serves all students with documented disabilities that substantially impact them in



educational settings. Students with documented disabilities, visible or hidden, qualify for services. Categories of disability include, but are not limited to the following: mobility/orthopedic disabilities, learning disabilities, attention deficit disorders, vision, deafness and hard of hearing, acquired head injuries, psychological disabilities, autism spectrum disorders, and chronic health-related disabilities.

DRC services include arranging course and testing accommodations; providing accessibility information; arranging for sign language interpreters, readers, and note-takers; providing help with recruitment of personal assistants; assisting with the development of compensatory skills, such as time management, organization, and study skills. The DRC provides access to assistive technology through the CEAT lab, and alternate formats for texts.

Students interested in obtaining more information should contact the DRC, located in Engleman C 105, by calling **(203) 392-6828, 392-6131 TTY, (203) 392-6829 FAX** or by visiting **[SouthernCT.edu/drc](https://southernct.edu/drc)**.

*Note: If a course is scheduled in Davis 102, students with mobility limitations are urged to inform the DRC as soon as possible to ensure relocation of the class to an accessible location by the start of the semester.*

## **New Student and Sophomore Programs**

The Office of New Student and Sophomore Programs provides support to first-year students, transfer students and sophomores at Southern Connecticut State University through a wide range of programs. These initiatives focus on fostering the transition and engagement of students in the Owl community. Located on the 3rd floor of Buley Library with the First Year Experience Program, the offices support first-year students, sophomores and transfer students in pursuing academic, personal and professional success. For more information, please visit **[SouthernCT.edu/student-life/support/nss/](https://southernct.edu/student-life/support/nss/)**.

**New Student Orientation:** Southern's orientation programs offers new students (first-year students and transfer students) the knowledge they will need to have a successful transition to Southern. Each session provides information critical to academic success, allows new students to network with professional faculty and staff, socialize with their peers and to finalize registration for their courses. In addition, students experience the history and culture of the university and have an opportunity to learn from our Orientation Ambassadors who are extensively trained student leaders. All first-year students are required to participate in an orientation program prior to entering the university. For more information, visit **[SouthernCT.edu/orientation](https://southernct.edu/orientation)**

For Students beginning in the fall semester: First-time college students and transfer students who have earned 15 credits or less must attend a two-day orientation session scheduled during the summer. Transfer students who have earned 16 credits or more are invited to a one-day program offered in late spring and throughout the summer.



For students beginning in the spring semester: All students entering Southern in the spring semester will be invited to attend a one-day orientation with sessions scheduled from late fall through the week prior to classes beginning.

## University Access Programs

### ***Educational Opportunity Program (EOP)*** ***(for admitted students)***

The Educational Opportunity Program (EOP) improves the access, retention, and graduation of students who are economically and/or educationally disadvantaged. The EOP helps ease the transition to Southern by providing comprehensive academic support services in admissions, financial assistance, orientation, as well as academic and personal advising during the academic year. For more information, contact Dawn Stanton in Engelman B018 at **(203) 392-6815** or **stantond2@SouthernCT.edu**.

### ***Southern Educational Opportunity Program (SEOP)*** ***(for admitted students)***

The Southern Educational Opportunity Program (SEOP) serves students who may not have access to higher education. Students participate in the SEOP Summer Academy prior to the start of their first year at Southern. The target population is geographically,

ethnically, and socio-economically diverse. Each candidate has experienced difficulty in one or more academic areas in high school. Students chosen for this program show promise for success in college. For additional information, contact Dawn Stanton at **(203) 392-6815** or **stantond2@SouthernCT.edu**.

## Veterans and Military Program

The Veterans and Military Affairs Program provides our veterans, National Guard, Reservists and dependents with academic and career guidance, and assistance with the GI Bill and the Veterans and National Guard Tuition Waivers. It also serves as a liaison with other campus resources and local, state and national agencies. Located in Engleman Hall Room A 014, the Veterans Center is a great place to meet other veterans, socialize, network and share military experiences. It has a T.V., coffee maker, microwave and refrigerator. The Center also includes a separate computer lab with free printing. The Veterans Association holds its meetings at the Center. In conjunction with the SCSU Academic Success Center, the Veterans and Military Affairs Program sponsors a 'Veterans Tutoring Veterans' program and academic coaching programs. For more information, contact Coordinator, Jack Mordente, at **(203) 392-6822** or email, **mordenteg1@southernct.edu**.







## ACADEMIC INFORMATION

All students are expected to know and understand the University's academic policies and procedures, including academic standards and requirements governing students' academic work both in their major and as part of their degree requirements. For a detailed description of all academic programs,

courses of study and academic policies such as academic standards, grade appeals, academic misconduct and registration policies, please consult the University undergraduate catalog at [SouthernCT.edu/academics](https://SouthernCT.edu/academics).







## FINANCIAL AID AND STUDENT ACCOUNTS; FINANCIAL AID AND LITERACY OFFICE

The Financial Aid Statement of Rights and Responsibilities and the policies governing financial obligations, financial aid and scholarships are posted on the Financial Aid website at [SouthernCT.edu/financialaid](https://SouthernCT.edu/financialaid).

### Student Accounts Office

The Student Accounts Office, located in the Wintergreen building, is responsible for the billing and collection of tuition and fees. In addition to collecting and posting payments, the office also processes:

- Payment Plans
- 1098-T Tuition Statements
- Student Refunds
- Perkins & Nurse Faculty Loan Repayment
- Veterans Benefits

For more information, please visit our website at [SouthernCT.edu/studentaccounts](https://SouthernCT.edu/studentaccounts).

### Student Financial Literacy and Advising Office

The Office of Student Financial Literacy and Advising helps students and families by promoting the financial planning process. The coordinator works collaboratively with various cross-divisional staffs to design, implement, and assess financial literacy programs and financial planning services for prospective and current students. Through advising, outreach and on-campus programming, the coordinator raises awareness about financial literacy, student aid programs, scholarships, career paths, and financial obligations. The office is located in Wintergreen Building, Room 108E. For more information, contact (203) 392-8862, [delucal2@SouthernCT.edu](mailto:delucal2@SouthernCT.edu) and see [SouthernCT.edu/financial-advising](https://SouthernCT.edu/financial-advising)





## INFORMATION TECHNOLOGY

The Information Technology (IT) Department provides computing services, facilities, and support for students, faculty, and staff. The IT Help Desk is located on the 1st floor of Buley Library, with additional offices on the 4th floor.

Over 1,000 computers are available for academic use. Pay for Print services are offered in many areas around campus, with color printing only available on the 1st floor of Buley Library. In some locations, specialized computer equipment and software packages are available for specific needs.

All students are given a University account which provides access to many services, including

Office365. Office365 includes a SouthernCT.edu email address, 1TB of cloud storage, Microsoft Office Online, and more. Student accounts will be deactivated 1 year from the start date of the last enrolled class.

For the most updated information on IT services and support, including the IT Help Desk hours and contact information, please visit: **[SouthernCT.edu/IT](https://southernct.edu/IT)**

Policies governing the student use of university computers, systems, and networks are available at: **[ct.edu/it/policy\\_list](https://southernct.edu/it/policy_list)**







## STUDENT ACTIVITIES

Students are encouraged to become engaged in campus life, both inside and outside the classroom, to make the most of their college experience. The University offers many opportunities for students to become actively involved in the life of the campus. Following are the policies, regulations, and procedures that govern the student clubs and organizations, events that take place on campus, and official university sponsored events at off-campus locations. The university's student clubs and organizations and the student councils and governing organizations are described here as well.

*OwlConnect* is an online portal available to all faculty, students, and staff for information about all of the university's active student clubs and organizations. It includes information about upcoming events, club profiles, and requests for membership. Visit *OwlConnect* at [owlconnect.SouthernCT.edu](http://owlconnect.SouthernCT.edu) to get connected.

Our clubs and organizations fall under 9 categories:

- Academic Clubs
- Service Organizations
- Special Interest Organizations
- International/Cultural Organizations
- Religious Organizations
- Greek Life
- Sports Clubs
- Honors Societies

Visit [owlconnect.SouthernCT.edu](http://owlconnect.SouthernCT.edu) to view our full and up to date list of clubs and organizations.

### Recognition of New Student Organizations

A recognized student organization is a group of students joined together by a common cause, interest, or purpose and recognized by the Student Government Association. Recognized student organizations must maintain their recognition by going through the

registration/transition process with the Office of Student Involvement and Leadership Development each semester.

Organizations that are recognized by the university are required to abide by all applicable local, state and federal laws, including Title IX and university policies, rules and regulations.

The recognition of a student organization by the university does not constitute an endorsement of the objectives, policies or practices of that organization, nor does the university assume sponsorship of or responsibility for any of the programs or activities of that organization. As adults, all students of the university are expected to take personal responsibility for their own conduct, including participation in extracurricular activities.

### Recognition Process

Students looking to start a new organization are required to take the following steps:

- A. Attend a New Student Organization Workshop – This initial meeting is to discuss the possibilities of starting this organization and to review the overall process. Organizations cannot move forward without the approval of the Assistant Director of Student Involvement and Leadership Development.
- B. Submit a “New Club Proposal” – This form can be found on *OwlConnect*.
- C. Submit a Constitution – Create a preliminary constitution working from the template provided by the Office of Student Involvement and Leadership Development. Within the constitution, you should include a mission statement (1–2 sentences) identifying the organization’s goals and purposes. This is a working document that the club members may revise.
- D. Submit an Advisor Agreement Form – An advisor can be a member of the teaching faculty, administrator, or professional university employee. The Office of Student Involvement and Leadership Development can help students identify interested candidates.
- E. Hold a Student Interest Meeting – to attract potential members to the new organization. The Office of Student Involvement and Leadership Development will help coordinate this meeting. Following this meeting, a list of the names of at least 10 full-time undergraduate students (including their email addresses) who are interested in the organization must be submitted to move forward.
- F. Revisions to Constitution, if applicable – along the path to recognition, the proposal and constitution may need to be revised and amended according to university guidelines and feedback from the interest meeting.
- G. Official Presentation to the Student Government Association (SGA) – You will present the mission and purpose of your organization to the SGA. They will then vote to approve or deny the recognition of the club.
- H. Receive Official Recognition Letter – Once all of the above requirements are met, the Office of Student Involvement and Leadership Development will issue an official letter of recognition. A copy of the approved proposal, constitution, advisor agreement, and important club information will be attached to the letter, along with a request to attend an orientation meeting with the Assistant Director for Student Involvement and Leadership Development.
- I. Provisional Status – Newly recognized student organizations will be held on provisional status for two full academic semesters. Provisional organizations may conduct all organization business and access all recognized organization privileges, but they will not receive an operational budget or be able to apply for travel funds during their provisional status.

## Rights and Privileges of Recognized Organizations

Organizations that are recognized by the Office of Student Involvement and Leadership Development and the Student Government Association are afforded the following rights and privileges:

- An operating budget from the Student Government (for funded organizations)
- Opportunities to request funding from the Student Activity Fee Allocation Committee (SAFAC)
- Organization email account
- Organization *Owl/Connect* page
- Opportunity to apply for a student organization office space in the Adanti Student Center
- Opportunity to apply for a bulletin board on the second floor of the Adanti Student Center
- Advising support from the Office of Student Involvement and Leadership Development for various organization functions
- Access to host events and fundraisers on campus, pending approval
- Organization fundraising account
- Ability to make requests to the Office of Student Involvement and Leadership Development Graphic Designers for graphics requests
- Copying and printing in the Resource Room (All recognized student organizations are given a Hoot Loot card preloaded with money for printing/copying needs)
- Inclusion on the university website as part of a list of registered organizations
- Participate in organization fairs
- Ability to reserve space on campus
- Access to the Office of Student Involvement and Leadership Development vans
- Access to Office of Student Involvement and Leadership Development equipment and supplies

### Student Organization Funding

In conjunction with the Director for the Office of Student Involvement and Leadership Development, the Student Government Association's Student Activity Fee Allocation Committee is responsible for the

allocation of funds to clubs and organizations that meet the criteria.

Organizations recognized by the university must maintain their funds at the university. Off-Campus accounts are allowed for organizations that are required to have one by their national charter and have specifically been approved by the Office of Student Involvement and Leadership Development.

Each club and organization is assigned an organization code by the University. This organization code (SGA\*\*\*) acts as both a checking and a savings account. Any balance raised through fundraising remaining at the end of a fiscal year (June 30) is carried over as an opening balance for the next fiscal year. Every club has a fund for fundraising revenue. Clubs that receive a Student Activity Fee budget receive that money in the (SGA) fund.

Student Organizations can access their budgets once they have successfully completed their transition/recognition process each semester, and have minutes posted. Student organizations that are not funded through the Student Activity Fee must have minutes posted in order to access their fundraising accounts.

### Events by Recognized Student Organizations

The purpose of this policy is to reaffirm and establish procedures related to events sponsored either on-or-off campus by officially recognized student organizations. Failure of a student organization to adhere to these policies shall result in the cancellation and/or limitation of the event. The Dean of Student Affairs or their designee must approve any exception to these policies in writing no less than two weeks before the event.

### General Policies for Events

- A. Attendance shall be limited to the capacity of the facility.
- B. For events held both on and off campus, when necessary, the faculty advisor shall ensure that student ID cards are checked prior to admission. For events open to guests of SCSU students, all escorted guests (non-Southern



students) may be required to present identification and list the names of their hosts, prior to admission. Students and guests may be required to have their hands stamped or wear plastic wrist bracelets. The university reserves the right to limit the number of escorted guests. Consistent with university policy, university students are responsible for the actions of their guests.

- C. When applicable, the faculty advisor is responsible for being in attendance from the start of the event to its conclusion as deemed by the Office of Student Involvement and Leadership Development.
- D. The admission and readmission cut-off is normally 11:00pm for any evening campus event. Exceptions to this policy must be approved by the Office of Student Involvement and Leadership Development and published prior to the start of the event.
- E. Individuals who have been denied admission or readmission will not be permitted to congregate outside a campus event.
- F. The University police shall have the authority to monitor and to terminate an event in the interest of personal safety and the protection of university property. It shall be the duty of those

responsible for the event to cooperate with and assist the University Police and/or other university officials if the event has to be closed. Similarly, the faculty advisor has the authority and responsibility to terminate any off-campus event for reasons of safety or where, in their judgment, the management of the facility has failed to fulfill the conditions of the contract.

- G. Events held both on-and-off campus shall not go beyond 1:00am. The faculty advisor and the officers of the student organizations are responsible for ensuring that all persons leave the contracted facility at the conclusion of the event.
- H. If the student organization wishes to have alcoholic beverages available at an event, the Alcohol Policy Addendum should be submitted to the Office of Student Involvement and Leadership Development after the completion of the event registration form.
- I. Student organizations shall be responsible for the cost of repairing any damage to a facility incurred during an event and repairing or replacing any equipment damaged during an event.
- J. All security arrangements must be made through University Police.

### **Fundraising Activities**

All activities involving the collection of money by recognized student organizations are defined as fundraising activities. Fundraising activities include the selling of printed materials, political materials, student-produced goods, and student-provided services; the selling of tickets and/or the charging of admission to public activities or events; the soliciting of voluntary contributions; the collection of dues and the selling of other goods and services. Recognized student organizations wishing to conduct a fundraising activity must submit an event approval form through *OwlConnect*.

Please visit *OwlConnect* to view the student organization XXX, for information about fundraising policies.

## Hazing Policy

The university's Hazing Policy Statement shall apply to all organizations, groups, and individuals.

As a condition of recognition by the university, all organizations including fraternity and sororities, must agree that they and their members will not engage in any action or situation that produces mental or physical discomfort or endangers the safety of an individual for the purpose of initiation or admission into or affiliation with their organizations. In addition, they must agree that they and their members will not engage in any action or situation that causes an individual to suffer indignity, embarrassment, humiliation or ridicule at the hands of others.

Organizations that are accused of violating the Hazing Policy Statement may be suspended while allegations are investigated. Organizations found responsible for hazing will be sanctioned. Individuals who are found responsible for hazing will be charged with violating university policy and will be referred to the university disciplinary process.

All organizations, groups, clubs, sports teams, fraternities and sororities must understand that hazing

in any form is prohibited. Organizations or individual members of organizations violating this policy will be referred to the Office of Student Conduct and Civic Responsibility for disciplinary action. If found responsible, they shall be subject to suspension or expulsion from the university.

## Accessibility to Campus Sponsored Events

Consistent with the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, Southern Connecticut State University is firmly committed to ensuring that persons with disabilities, including students, faculty, and staff and the general public, have access to university-sponsored meetings, seminars, workshops, conferences, programs and activities on-or-off campus. All registration materials and flyers announcing events should state that the event is accessible to people with disabilities. It is suggested that you ask participants to request accommodations or to identify their needs well in advance of the event so that you can arrange for services to meet their needs. If no request has been made, you are not required to provide disability



related accommodations. For example, if no advance request is received for accessible transportation or a sign-language interpreter, you do not have to provide this service. You must, however, provide physical access to your event or activity, ensuring that individuals with mobility impairments can attend. The authorized representative of the sponsoring organization or department shall be responsible for implementing this policy and arranging for other requested accommodations.

The Disability Resource Center will coordinate the provision of sign language interpreters. To ensure the availability of interpreters, you must contact the DRC at **(203) 392-6828** no less than two weeks in advance of your event. All registration materials and program notices shall provide space for registrants to indicate whether they have disability-related needs and require reasonable accommodations, as well as the name and phone number of the contact person for your organization.

There is a sample of the kind of notice that should be placed on every flyer:

**A sponsored event:** This event is wheelchair accessible. Individuals needing sign-language interpreters, large print or Braille material or any other accommodations should contact (the contact person for your organization and phone number) as early as possible.

**A sponsored trip:** To arrange for accessible transportation, please contact (the contact person for your organization and phone number) as early as possible.

Questions concerning the university's policy should be directed to: Office of Diversity and Equity Programs **(203) 392-5491** (TDD service available)

## Councils and Governing Organizations

### *Student Government Association*

The Student Government Association (SGA) is the primary organization of student governance on Southern's campus. Voting membership is comprised of 25 full-time students who are elected by the student body. Student Government serves as the voice of the

student body. SGA also lobbies and advocates on behalf of the students, ensuring that their experience is preserved and protected.

Members of the SGA play vital roles on numerous campus committees and have representation on search committees for executive level administrative positions within the university. In addition, SGA provides support for five major campus initiatives: service, commuters, leadership, spirit, and programming.

For more information on how to get involved, to speak to someone about your interests or concerns, or for a copy of the Student Government Association Constitution, please contact SGA, located in the Adanti Student Center, Room 218 at **(203) 392-6937** or via e-mail at **SCSU.SGA@owls.SouthernCT.edu**.

### *Residence Hall Association*

The Residence Hall Association (RHA) is comprised of representatives from each of the nine residential communities who meet weekly to discuss funding, programming, and hall governance. RHA also supports the University's social and educational programming initiatives for residential students.

Hall Councils are established in each respective hall community to approve funding from social fees, plan programs for their community and address student concerns. All students residing in a particular community are a part of that hall council.

### *Programs Council*

Programs Council (ProCon) is responsible for student programming initiatives. ProCon coordinates and schedules concerts, films, lectures, coffee houses, trips, exhibits, special events and late night programs. Committee membership is open to any student who wants to become involved in co-curricular program planning.

### *Greek Life Council*

The Greek Life Council, composed of two members from each fraternity and sorority, is the governing body for all social Greek-lettered fraternities and sororities on campus. The council recommends



policies to the university, coordinates university and community service projects and sponsors campus-wide Greek events such as Recruitment and Greek Week.

### **Class Governments**

Each class elects its own leadership, consisting of the president, vice president, secretary, treasurer, and up to five class representatives. Class committees, appointed by the officers, coordinate social and programming activities for their respective class.

### **Media Board**

For more information about the Student Media Board, please visit the Student Media Board page on the SCSU website.

## **Additional Policies for Student Activities**

### **Athletics**

A member of the National Collegiate Athletic Association's Division II, Southern recognizes the value of competition in individual and team

sports and maintains a comprehensive program of intercollegiate athletics for men and women. Intercollegiate teams for men include football, soccer, cross country, basketball, swimming and diving, baseball and track and field. Women's intercollegiate athletic teams include field hockey, volleyball, cross country, basketball, gymnastics, swimming and diving, softball, track and field, soccer and lacrosse.

***An incoming first-year student with no previous college attendance must be certified as eligible to compete by the NCAA Eligibility Center. Once accepted, a student-athlete must be enrolled full-time in a minimum of 12 semester hours to be eligible to practice and compete during that semester. Each fall after the initial year of enrollment, the student must maintain satisfactory academic progress toward a degree. This includes, but is not limited to, satisfactory completion of 24 semester hours of acceptable degree credits since the previous fall, maintaining a 2.0 cumulative GPA, and the maintaining of good academic standing.***

### **Intramural Sports**

Intramural sports provide all students with the opportunity to stay active on campus at a competitive and recreational level. A variety of sports and activities are offered and students of all skill levels are welcome. There is no fee for undergraduate students to participate. You must be a full-time student to play intramural sports. If you are interested in participating, you can visit the Office of Campus Recreation in room 231 of the Adanti Student Center, or you can visit: [imleagues.com/southernct](http://imleagues.com/southernct).

### **Religious Services Policy**

The holding of religious services on campus is permitted provided they are voluntarily requested and sponsored by student organizations recognized by the university, are extracurricular, are voluntary as to attendance and to time and mode of worship, are scheduled in accordance with available space and are in conformance with institutional rules and regulations applicable to all student organizations and activities.







## STUDENT RECORDS

Southern Connecticut State University follows established policies for maintaining student records that support the University's educational mission. The types of records maintained, the policies governing their maintenance, and the offices that maintain them are described in this section of the Student Handbook.

Student records are necessary if both faculty and administrative staff are to understand better the individual student and assist him/her in achieving their educational, vocational, and life goals. The university further acknowledges that the development of each student's full potential is better served when confidential information about the student is not made available to persons other than those who have a legitimate responsibility for the student's personal welfare. In accordance with these principles and with state and federal laws, the policy of Southern Connecticut State University with respect to student records is set forth in the following paragraphs:

### *I. Definition of Student Records*

**A. Student** — As used in this policy, a "student" hereafter refers to any person who is enrolled or was formerly enrolled at Southern Connecticut State University. It does not, however, include a person who has applied for admission to the university but has not been accepted.

**B. Student Records** — The term "student records" means those educational records, files, documents, and other materials maintained by the university in any medium that contains information directly related to a student. The term does not include records made by faculty and administrators for their own use and are not accessible to others.

### *II. Types of Student Records Maintained*

#### **A. Admissions Records**

1. Records compiled and evaluated by the Admissions Office include the following: student's application, test scores, high school transcript(s), college transcript(s) and, in

some instances, although they are not requested, letters of recommendation. The admission records of students accepted to the university are transferred to the Registrar's Office upon enrollment.

### **B. Academic Records**

Current students are provided with access their academic records through Banner Web, which may be found by logging into the student portal at <https://login.southernct.edu>. The Student Services menu includes access to registration status, schedule of classes, grades, official and unofficial transcripts, and hold information.

Students may also provide written consent to authorize, or revoke at any time, the disclosure of information to a parent or other third party, by completing the following steps:

- Log into Banner Web
- Student Services
- Grant Access to My Records
- Select Financial, Academic, or Both
- Set up a 4-digit access pin for the authorized user

### **C. Disciplinary Records**

A student's disciplinary record shall be maintained separately from any other academic or official file maintained by the university. Disciplinary records will be maintained for a period of five (5) years from the date of the incident, except that the sanction of expulsion shall be noted permanently. Information contained in the disciplinary record will be released only in accordance with applicable federal and state laws and regulations.

### **D. Financial Records**

Current student financial aid applications, the Free Application for Federal Student Aid (FAFSA), and all other supporting documentation are processed in the Office of Financial Aid and Scholarships (OFAS). The financial aid records of students who are recipients of aid are retained by OFAS per State of Connecticut record retention requirements for three years from the end of the period for which the financial aid was awarded. Once the three-

year term expires, files are shredded annually per university approval and oversight.

### **E. Health Records**

Health records for all full-time students and matriculated undergraduate and graduate students are maintained for 7 years from the date of last enrollment in Student Health Services office in Granoff Hall. These records include the pre-entrance health form, notes on any follow-up visits to the health center, and the results of laboratory tests.

A copy of the medical record is released upon the written request of a student. When a student withdraws or graduates from the university, the medical record is stored in an electronic file.

### **F. Counseling Records**

In accordance with the State of Connecticut Public Health Law, Southern's Counseling Center maintains records with regard to the following state statute: Department of Public Health - Public Health Code 19a-4-40 Medical records, definition, purpose.

19a-14-42. Retention Schedule: Unless specified otherwise herein, all parts of a medical record shall be retained for a period of seven years from the last date of treatment, or, upon the death of the patient, for three years. Accordingly, Southern's Counseling Center shall:

1. Maintain a full record for seven years after the last user contact or the completion of services, whichever is later.
2. See that all records shall be shredded after seven years.



## G. Residence Hall Records

Various kinds of information are maintained by Residence Life. These records include the following:

**Housing Records:** The electronic housing record is kept in a secure database. Housing paper records are maintained in the hall office in which the student resides. When the student leaves university housing, the housing record is transferred to the Office of Residence Life. Housing records and copies of the database from previous semesters are maintained by the Office of Residence Life in a secured location for a minimum period of one year.

### ***Student Incident Records (non-judicial):***

Pertinent original student incident records are maintained by the Office of Student Conduct in a secure database. Previous year's incident records are maintained by the Office of Student Conduct in a secured location for a period of one year.

### ***Student Incident Records (conduct):***

Disciplinary records are maintained in a secure database. Incidents originating in university housing are forwarded to the Office of Student Conduct. All incident records are maintained by the Office of Student Conduct.

### ***Student Employment and Candidate Records:***

Original student employment and candidate information is maintained in the Office of Residence Life. Copies of a student's employment record are maintained by the supervisor while the student is employed. Copies of student employment records are destroyed at the end of the student's employment. Database and paper employment and candidate records are maintained in a secured location for a period of three years after application or end of employment.

## H. Computer Center Records/ Student Information System

The University maintains an electronic record on each student enrolled at the university. This record contains personal data, academic information, billing and fee payment, demographic information and biographic information. The records are stored securely in the student information system and are accessible to students via their password protected MySCSU account. It is recommended that students periodically review their record for accuracy. In addition, various required reports are statistical and archival purposes are generated from the computer databases. Throughout any procedures, measures are strictly followed to maintain confidentiality and security of all student data.

## III. General Policies

Southern Connecticut State University is committed to the protection of education records, with respect to these privacy and disclosure rights afforded to students by the Family Educational Rights and Privacy Act (FERPA):

- the right to inspect or request an amendment to education records,
- the right to provide written consent for student information disclosure where required,
- the right to request that the school withhold directory information from disclosure, and
- the right to file a complaint concerning the compliance of these requirements.

The complete Family Education Rights and Privacy Act (FERPA) Notice and Directory Information policy may be reviewed online at:

**<http://southernct.edu/offices/registrar/>**

**FERPA.html**. This includes information about the student data Southern Connecticut State University considers directory information for public disclosure, the instructions for students who wish to have their directory information withheld, and how to complete an authorization to disclose records, when necessary.





## STUDENT SERVICES

The University offers a full range of programs and services for students through the Office of the Dean of Student Affairs, Disability Resource Office, Multicultural Center, Office for International Students, and many more. An introduction to the University offices that support student learning and development is included here. For a more detailed description of offices, programs, and services, visit [SouthernCT.edu](https://www.southernct.edu).

### Academic Advising

The Department of Academic Advising is committed to providing all students with comprehensive support services that reach beyond prescriptive, transactional methodologies to employ a pro-active and inclusive approach. Through the use of meaningful and intentional best practices, academic advisors aim to enhance student success by optimizing student engagement and connectedness with their program of study and the institution.

The Department of Academic Advising works collaboratively across campus with academic departments and a range of programs and student services. Students with declared majors are assigned faculty advisors within their major academic departments. These faculty advisors support students as they develop by working on their plan of study and providing them with a sense of belonging as scholars within an academic discipline. In circumstances when students need additional assistance, the Department of Academic Advising works closely with academic departments, through Academic Advising Centers (AAC) on campus, to provide short-term, intensive advising to support them toward academic success. The AAC's support transfer students in their first semester on campus, students who experience significant academic challenges, and those who are

uncertain about which academic major they wish to pursue. The Department of Academic Advising's professional advisors encourage the deliberate exploration of majors and careers by providing evidence-based educational resources and engaging students in purposeful dialogue and academic planning.

Academic advisors participate in ongoing training and professional development to remain educated and well-versed in University policies, procedures, and resources. They develop and foster collaborative partnerships with university programs and departments in order to provide the essential academic connection between students and various campus services.

For more information, contact the Department of Academic Advising at **(203) 392-5367**.

### ***Career and Professional Development***

The Career and Professional Development Center offers comprehensive career resources for all students. A range of programs enables students to explore, define, prepare for, and realize their career objectives including:

- Career Exploration Programs
- Student Employment
- Internship and Experiential Learning
- Career Fairs
- Graduate and Professional School Assistance

For more information, please call Career and Professional Development at **(203) 392-6539**, stop by the Southern Success Center in Buley 3rd floor, or visit **careers.SouthernCt.edu**.

### **Center for Educational and Assistive Technology**

The Center for Educational and Assistive Technology (CEAT) promotes the benefits of Universal Design for Learning by providing technology and support to all members of the SCSU community. CEAT provides all students with educational and assistive technology services, training and workshops.

Additionally, for SCSU students in education programs, the CEAT offers training and workshops on the integration of educational technology into the classroom and the principles of Universal Design for Learning.

For more information and hours, please call **(203) 392-5799** or visit **<http://SouthernCT.edu/ceat>**.

### **Child Care Partial Reimbursement Program**

The SCSU Division of Student Affairs recognizes the unique difficulties for many students who are also parents with young children. To help students who are struggling financially during the semester due to child care/babysitting expenses for their child(ren) under 12 years old while they are taking classes, the SCSU Office of Student Affairs sponsors a Child Care Partial Reimbursement Program that offers a limited number of partial reimbursements to students who meet all of the eligibility requirements. Priority is based on financial need. For more information, visit:

**[SouthernCT.edu/student-life/office-of-student-affairs/child\\_care\\_partial\\_reimbursement.html](http://SouthernCT.edu/student-life/office-of-student-affairs/child_care_partial_reimbursement.html)**.

### **Commuter Student Services**

The university is committed to meeting the unique needs of commuter students by providing information, resources, programs, outreach and advocacy. Student involvement and the education gained outside the classroom are fundamental to student success.

The university strives to make the Adanti Student Center a safe and comfortable environment, realizing that it is a home away from home during a student's time on campus. The following services are provided at the student center: campus information center, food court, game room, campus lounge, computer lab, fitness center, lockers, Barnes & Noble Bookstore, televisions, lounge, and Crosspoint Federal Credit Union banking services. For more information stop by Student Involvement and Leadership Development, ASC 212, or call **(203) 392-5782**.

### **Office of Student Affairs**

The Office of Student Affairs empowers students to reach their full potential by providing programs and

services that nurture the intellectual, psychological, physical, cultural, and social development of students, and by promoting initiatives that encourage students to become engaged and effective leaders. It sponsors university-wide events that foster an appreciation of cultural, ethnic, and individual differences and promote a life-long commitment to wellness, learning, and community service.

The Associate Vice President/Dean of Students oversees key areas of student services such as the Office of Student Conduct and Civic Responsibility, Health Services, Wellness Center, Counseling Services, the Violence Prevention, Victim Advocacy and Support Center (VPAS), Recreation and Fitness, Disability Resource Center, Graduate Intern Program, and emergency support resources.

The Associate Vice President of Student Affairs oversees other key areas of student services such as the Office of Multicultural Affairs, Student Involvement and Leadership Development, University Access Programs, Sexuality and Gender Equality (SAGE) Center, Adanti Student Center and Lyman Center for the Performing Arts.

The Associate Vice Presidents assist the Vice President for Student Affairs with projects and initiatives designed to enhance student success. They serve as sounding boards for student ideas, needs, and issues.

The Student Affairs Office is located in Engleman Hall A106.

### **Inter-Faith Office**

The Inter-Faith Office considers spiritual growth an important part of personal development. Several chaplains are active on campus, enabling students to make appointments. Students may also stop by the Inter-Faith Office, Adanti Student Center Room 227, for assistance.

### **Lockers**

Lockers in the Adanti Student Center are available for commuter students on a first-come, first-served basis. Students must provide their own locks. Commuter students can reserve a locker through the

Adanti Student Center room 325 at the start of the semester. For more information, call the ASC Main Desk at **(203) 392-5500**.

### **Multicultural Center**

The Multicultural Center serves as a resource for the University and the community in promoting an awareness and appreciation of cultural diversity. It offers educational programs and services to assist in the recruitment and retention of students. The center also sponsors outreach programs with area schools, conducts art exhibitions, film programs, lectures, and conferences, and houses a book and video library.

In addition, Multicultural Center and Academic Success Center have come together to expand the academic and tutoring support for SCSU students. Visit the Multicultural Study Lounge and take advantage of the resources available to achieve your goals.

Utilize the new Multicultural Study Lounge Adanti Student Center 233 by:

- Doing homework
- Get extra help with classes
- Job opportunities available
- Free computer lab
- Network with other students
- Meet the Multicultural Student Leaders
- Available to you are Academic Success Coaches, Writing, & Math Tutors

The Multicultural Center is located in Adanti Student Center 234. For more information, please call **(203) 392-5888**.

### **Notary Public**

A notary public is available to students in the Adanti Student Center Information Desk. Please call **(203) 392-8975**. Hours are Monday–Friday, 8 a.m.–3 p.m. Please provide two picture ID's and do not sign documents until you are with the notary.

### **Registrar's Office**

The Registrar's Office, located in the Wintergreen Building, is responsible for course scheduling, registration, and the maintenance of official academic records to support current and former students,



faculty, academic departments, and other administrative offices.

Many student and faculty services may be completed online in Banner Web. For more information about our services, please visit our website at [SouthernCT.edu/registrar](https://SouthernCT.edu/registrar) and review our menu options or you may contact our office directly at [registrar@SouthernCT.edu](mailto:registrar@SouthernCT.edu) or (203) 392-5301 for further assistance with:

- Applications for in-state residency
- Registration services
- Enrollment and degree verification
- Changes to enrollment status
- Degree audit, awards, and diploma services
- Academic policies and procedures
- Transcript requests
- Transfer credit approvals for continuing students

## Residence Life

The purpose of the residential program at Southern is to provide a comfortable and safe living environment for full-time students that supports their academic and personal pursuits. To aid in this purpose, residents are encouraged to become involved in hall and campus activities; develop friendships; and participate in a multitude of programs and experiential learning opportunities to connect classroom learning and real-life application.

Residence halls at Southern are staffed by full-time professional Hall Directors who supervise a staff of trained Resident Advisors who live on each floor and Desk Attendants who manage the Welcome Desk. Residence Life staff members provide support in the residence halls in a number of ways, including: referrals to campus resources, developing community among the residents, responding to emergencies, and providing social and educational programming.

Southern offers several styles of living including traditional double and triple rooms; suites; and apartments. West Campus, Neff, Hickerson, Farnham, Chase, and Wilkinson Halls offer double and triple rooms with community bathrooms and lounges for first- and second-year students. Alcohol is prohibited in these communities.

West Campus and Brownell offer suite-style rooms with bathrooms. Residents living in any of these communities are required to purchase a meal plan which can be used at Connecticut Hall (main cafeteria-style facility), the Adanti Student Center, and convenience stores located around campus. Alcohol is prohibited in the West Campus Residence Complex.

Schwartz Hall and the North Campus Midrise and Townhouses offer two-, three-, four-, or five-person apartments with private bathrooms and full kitchens. Students living in these communities are required to purchase a 25 meal block plan plus \$150 Food Loot.

Residence hall amenities include: fully furnished rooms, internet access, digital cable, microfridge units in rooms and suites; and refrigerators, stoves, and microwaves in the apartments. Selected locations offer common area lounges, computer labs, and air conditioning.

Students who decide to live on campus are expected to abide by the terms of the Residential Guide to Living on Campus, the Residence Hall Contract, and the University Code of Conduct.

Students may request on-campus residence by contacting the Office of Residence Life (located in Schwartz Hall 105) by email at [reslife@SouthernCT.edu](mailto:reslife@SouthernCT.edu), by phone at (203) 392-5870, or by visiting [SouthernCT.edu/residencelife](https://SouthernCT.edu/residencelife).

## Sexuality and Gender Equality (SAGE) Center

The SAGE Center is committed to providing a positive academic, cultural, and social environment



where the LGBTQ+ community at Southern can learn, grow, and thrive. We help to cultivate inclusion through social and educational programming, advocacy, and support.

We collaborate with university departments and student organizations on campus to promote acceptance, fairness, and inclusion for all community members.

For more information, visit the SAGE Center in the Adanti Student Center (Room 324); call the office at (203) 392-8989; or visit our website at [SouthernCT.edu/student-life/support/lgbt/index](http://SouthernCT.edu/student-life/support/lgbt/index).

### Scheduling Office for Non-Class Programs and Events

The Scheduling Office coordinates scheduling and support services for classroom space and outdoor areas for non-class programs and events. The staff is available to meet with prospective users to discuss support services and/or fees associated with any of the available facilities. The office is located in John

Lyman Center for the Performing Arts, room 116. For information, call (203) 392-6165.

### Student Center

The Michael J. Adanti Student Center is a modern, 125,000-square-foot, multi-purpose facility located on the corner of Crescent and Fitch Streets, easily accessible from the Alumni Footbridge. With fantastic views of West rock and the campus, large sun-filled atriums and outdoor patios, the four-story building is the hearth and home of campus life, a place where students, faculty and staff can meet on common ground. The Adanti Student Center provides educational, cultural, social and recreational programs that compliment education outside the classroom. Equally exciting, the Student Center provides an opportunity to strengthen ties to off-campus entities such as corporations, art organizations and civic and professional groups through conferences, exhibitions and similar collaborative events.



The Adanti Student Center is the home of a fitness center, fireplace lounge, quiet study lounge, grand ballroom, 200-seat movie theatre, bookstore, computer lab, game room, Dunkin Donuts and four dining establishments. The Student Center has multiple lounges and meeting rooms, the Cross Point Credit Union banking service and a satellite station for campus police, as well as office space for clubs and organizations. In addition, the Student Center offers an Information Center, wireless services and hydration stations.

The Adanti Student Center offers meeting rooms to suit every need, whether the occasion is a casual, small-group gathering or a formal dinner and reception. The Student Center also accommodates large conferences as well as break-out sessions. All rooms feature upscale furnishings, state-of-the-art audio-visual components and wireless/computer accessibility. The ballroom is 7,000 square feet of space that provides an elegant yet versatile venue for signature events such as academic and business conferences, formal dances or dinners. It is also the perfect setting for activities that attract a large gathering, from career fairs and open houses to religious services.

To make a reservation, contact the Michael J. Adanti Student Center at **(203) 392-5500** or visit **vems.SouthernCT.edu**.

All clubs and organizations must reserve their space through *OwlConnect*. The Student Center asks that users plan their scheduled meetings one semester in advance. Reservations will be available in September for the following spring semester and in February for the fall semester.

#### ***Student Center Hours of Operation***

Monday–Thursday, 7 a.m.–11 p.m.

Friday, 7 a.m.–8 p.m.

Saturday, 8 a.m.–5 p.m.

Sunday, 2 p.m.–7 p.m.

### **Fitness Center**

The Southern Fitness Center is a 7,500-square-foot facility located on the second floor of the Michael J. Adanti Student Center. It is designed to provide a

positive environment for members to engage in moderate exercise and improve or maintain their desired level of personal fitness.

*Facility includes:*

- Variety of cardiovascular equipment and weight machines.
- Plate-loaded machines and free weights ranging from two to 100 pounds.
- Accessory equipment including stability balls, jump ropes, resistance bands, TRX, etc.
- A stretching/abs space as well as a cycling room and a group exercise room allow for a complete workout for members.
- Locker rooms with day lockers and showers.

### **Membership**

For the most up to date information regarding memberships, hours of operation, policies, and services, visit **SouthernCT.edu/fitnesscenter** or call **(203) 392-8971**.

### **Student Membership on University Committees**

Students in good academic standing are eligible to serve as representatives on student-faculty committees. These joint membership committees focus on significant areas of university community life and share in policy development.

Interested students should consult with the Student Government Association, Adanti Student Center, Room 218, or with the Office of Student Involvement and Leadership Development, Adanti Student Center, Room 212, for information regarding membership on a committee.

### **Voter Registration for Students**

Southern Connecticut State University is committed to encouraging students to be civically engaged. As such, all students are urged to exercise their rights and duties as citizens by becoming registered voters and actively participating in the election process.

Information regarding voter registration can be found at **ct.gov/sots**. Voter registration assistance is available on campus in the Office of Student Conduct and Civic Responsibility located in Engleman B222.



## STUDENT-UNIVERSITY RELATIONS

Students are granted many rights and responsibilities through the University's Academic Honesty Policy and the Student Bill of Rights. Students should know their rights and responsibilities, as well as the procedure for filing grievances when a violation occurs.

### Academic Honesty

Academic honesty is the cornerstone of higher education. An honest approach to one's work is the only approach—in the laboratory, in research or in examinations. Cheating of any kind is, and must be, condemned by all members of a college community.

### Violations

Behavior that falls under the heading of academic dishonesty includes the following:

- A. The use of illicit aids during examination periods;
- B. The giving and/or receiving of aid on any examinations;
- C. Copying from another student's examination, term paper, laboratory report, etc.;
- D. The falsification of work or records;
- E. The theft of course materials;
- F. Plagiarism: Plagiarism is using the words or ideas of another writer and presenting them as your own. It is a kind of academic theft and is therefore dishonest. Once your name appears on an essay or term paper, you are stating that the ideas and language in the paper that are not attributed to another are entirely your own and that the reader assumes that these are your work. An obvious form of plagiarism is copying the exact words from your source without providing quotation marks and without giving credit to the source, usually in a footnote. A less obvious but equally dishonest form of plagiarism is the changing of a few words (paraphrasing) or using of an author's original idea without properly introducing and documenting that change or usage. The ideas, interpretations and

words of an author belong to the author. They are the author's property. They are protected by law, and they must be acknowledged whenever you borrow them. Alleged violations of

academic misconduct are handled through processes outlined in the Student Code of Conduct.





## STUDENT BILL OF RIGHTS

Southern Connecticut State University exists to communicate knowledge, to encourage scholarship, to develop responsible students, to contribute to the worth and dignity of humankind, to add to the general well-being of society and, ultimately, to advance the pursuit of truth.

To accomplish these goals, Southern has created an atmosphere in which education extends beyond the formal classroom situation—an atmosphere that encourages individual development within a strong but flexible structure. With this structure as their common base, the student and the university work together to educate and develop the student to their fullest capacity.

As citizens, students enjoy the freedoms guaranteed by the Constitution of the United States and the Constitution of the State of Connecticut and have the same duties and responsibilities as other citizens.

### ***Academic Evaluation and Instruction***

Each student has the right to be evaluated entirely on the basis of their academic performance and to have this right guaranteed by orderly, clearly defined procedures. Students have the right of access to the evaluation of their performance so they can know their strengths and weaknesses. It is the student's responsibility to maintain academic standards, to understand the procedures for evaluation and to function accordingly.

Each student has the right to expect a professor to present course content that is relevant to their academic discipline. Moreover, each student has the right to expect a professor to be adequately prepared for class and to be accessible for individual conference. It is the responsibility of the student to seek individual help when needed and to keep up with their studies in order to understand fully the nature of the material presented. There shall be a means established for student evaluation of course and instruction.

## **Amendments**

Amendments to this Bill of Rights must be ratified by the Student Government, the Faculty Senate and the Administration.

## **Association**

Students bring to the campus a variety of interests and, as members of the academic community, they shall be free to develop new interests. They shall be free to organize and to join associations in accordance with university policies to promote their common interests.

1. The membership, policies and actions of a student organization shall be determined by vote of only those members who are currently registered at the university.
2. Student organizations that have acquired institutional recognition shall be free to affiliate with any university and non-university organization with which the student organization shares common interests and goals, providing that such organizations do not contradict the Student Bill of Rights and abide by the rules and regulations of the university.
3. Each student organization shall be free to recommend a faculty adviser. Faculty advisers shall be members of the university and shall advise organizations in the exercise of their responsibilities as they function in line with their purposes, but they shall not have the authority to control the policy of such organizations.
4. Student organizations organized in accordance with university policies shall be required to submit for approval a statement of purpose, criteria for membership, rules of procedure, a current list of officers and members to the Office of Student Life, ASC 212.

## **Classroom**

Each student is free to take reasoned and reasonable exception, without interference to data and views presented in any course and to reserve judgment in matters of opinion. The learning process involves more than mastering course content; it should also involve development of motivation to learn and

guidance in independent study while encouraging students to develop to their fullest potential. The student's concurrent responsibility is to exercise their freedom of expression in an orderly manner that reflects thought, scholarly analysis, courtesy and knowledge of the course material.

## **Curriculum Revision and Evaluation**

All members of the university (faculty, students and administrators) shall be free to present proposals for curricular revisions and evaluation. Each of the above three must recognize that curricular revision and evaluation entails perceiving the scope of the entire university. The Undergraduate Curriculum Committee—composed of students, faculty and administrators—shall channel proposals to the appropriate office or department.

## **Discrimination**

All students shall be assured that university rules, regulations and policies (including classes, athletics, facilities, student housing and student organizations) will be in full compliance with state and federal legislation granting equal protection of the law regardless of religious creed, race, color, ancestry, national origin, gender, age, sexual orientation or disability.

## **Governance**

Students may serve on various official university boards and committees. Through this participation, students perform the invaluable function of improving communications between the student body and the university faculty and administration. These student representatives bring the opinions and concerns of the entire student community into focus on particular areas of committee responsibilities, so as to define and achieve the goals of the university as a whole and enrich the individual lives of all its members.

## **Privacy**

Each student has the right to privacy, and this right shall not be violated by other occupants, employees or administrative personnel. Although it is recognized

that administrative personnel may supervise and inspect for cleanliness, health, safety and maintenance, they shall not engage in any search of personal possessions of students. If such a search is deemed necessary by the Dean of Student Affairs, it shall first be authorized by the university President. Prior to any such search, every effort shall be made to notify the student concerned. If it is not possible to inform the student of the search and/or if they are not available to be present, the student should be immediately informed of its outcome.

### ***Protest***

Southern students and student organizations shall have the right to examine and discuss all questions of interest to them, to express opinion publicly and privately and to support causes by orderly means. They may organize public demonstrations and protest gatherings and utilize the right to petition. Students do not have the right to deprive others of the opportunity to speak or be heard, to damage the property of others, to invade the privacy of others, to disrupt the regular and essential operation of the university or to interfere with the rights of others.

### ***Policy Resolution on Campus Freedom and Order by the Board of Trustees for the Connecticut State University***

Be It Resolved That the Board of Trustees:

- Affirms and supports for the university the concepts of freedom of thought, inquiry, speech and lawful assembly;
- Affirms the right of individuals and groups in the university to assemble, to dissent, to picket and to demonstrate on the university campuses within the limits of administrative guidelines or regulations; and
- Affirms the right of all individuals and groups at all times to pursue their normal activities within the university and to be protected from physical injury or property damage.

Be It Further Resolved: That the Board of Trustees for the Connecticut State Universities hereby declares

that the following are forms of conduct contrary to the purposes and well-being of the Connecticut State Universities and are prohibited. Such conduct provides grounds for disciplinary proceedings leading to probation, suspension or expulsion and to resort to enforcement agencies when necessary.

1. Interfering with the freedom of any person to express their views, including invited speakers;
2. Disrupting the orderly conduct of instruction, research, administration, disciplinary proceedings or other university activities;
3. Interfering, in any manner whatsoever, with the access to or exit from any university campus or the buildings, classrooms, libraries, meeting rooms, offices or other premises that are duly open to members of the campus community or to other persons;
4. Occupying or utilizing without authorization any building or facility or portion thereof;
5. Damaging or destroying property or removing or using such property without authorization;
6. Possessing of firearms or detaining any person or removing such person from any place where they are authorized personnel;
7. Physically restraining or detaining any person or removing such person from any place where they are authorized or otherwise free to remain and;
8. Failing to comply with direction of Southern officials acting in performance of their duties.

### ***The News Media***

Student publications and other news media are recognized as a valuable aid in establishing and maintaining an atmosphere of free and responsible discussion and of intellectual exploration on the campus. It is a further recognized function of such publications and other news media to serve as a vehicle for exposition of opinions of the university community. Students have the right to express opinions in campus publications and via other news media without fear of reprisal.

1. The amount of financial support given each publication and other news media shall be



recommended by the Student Media Board and approved by the Dean of Student Affairs.

2. Having cognizance of the requirement for truth and accuracy in whatever is published or reported, the student news media shall be free of censorship. The right to freedom of expression must be governed by the rules of responsible journalism and reporting and shall be recognized as a requirement for each publication or other news media. Included in this basic tenet of journalism are: (1) the obligation to present accurate and correct information; (2) the opportunity for expression by all members of the university; (3) the right of "equal time" for all sides of an issue.

### ***Speakers and Topics***

Student organizations shall be allowed to invite and to hear any person of their own choosing. The university's control of campus facilities and the allocation of funds for guest speakers shall not be used as a device of censorship. Any routine

procedures required before a guest speaker is invited to appear shall be designed only to ensure that there are no conflicts in the scheduling of speakers or facilities, that proper facilities are used, that there is adequate preparation for the event and that the occasion is conducted in a manner appropriate to an academic community. It shall be made clear to the academic and larger community that sponsorship of guest speakers does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or by Southern Connecticut State University.

### ***Student Records and Disclosure***

Southern Connecticut State University shall have a carefully considered policy as to the information that shall be a part of a student's permanent educational record and as to the conditions of its disclosure. To minimize the risk of improper disclosure, academic and disciplinary records shall be separate and the conditions of access to each shall be set forth in an explicit policy statement. Data from disciplinary and





counseling files shall not be available to unauthorized persons on campus or to any unauthorized persons off campus without the express consent of the student involved, except under lawful compulsion or in cases where the safety of persons or property is involved.

1. Academic records are permanently on file at Southern Connecticut State University. No records shall be kept that reflect the political activities or political beliefs of students. Provision shall also be made for routine destruction of disciplinary records at a specific time after graduation. Administrative staff, student personnel officers and non-professional staff shall respect the confidential information about students that they acquire in the course of their work.
2. Students shall be aware that persons given for personal reference or recommendations are legally free to give any relevant information required by the reference.

3. Personal and disciplinary records of students who leave the university without graduating may be saved for reference in the event a student applies for re-admission to Southern Connecticut State University.

### **Student Grievances**

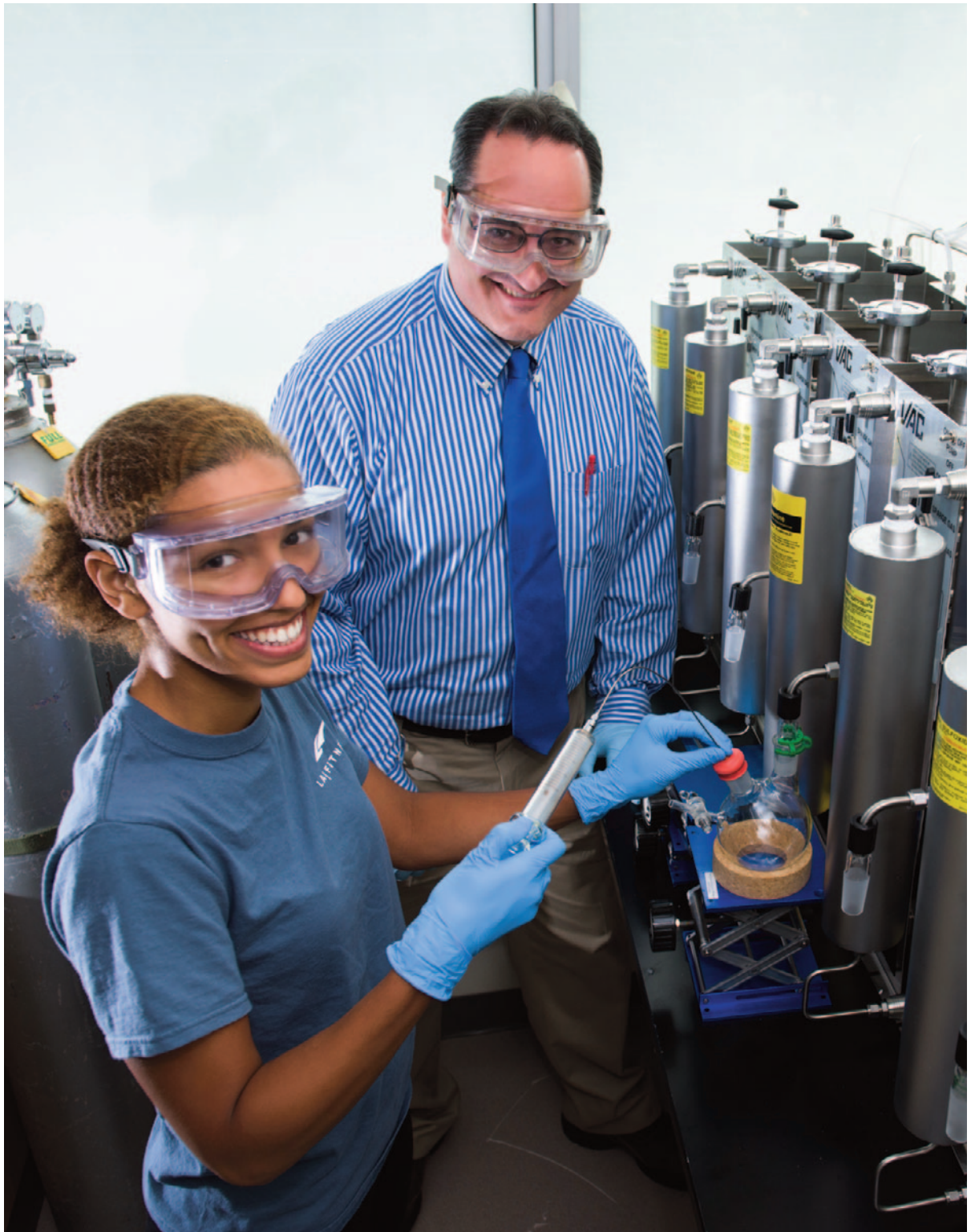
A student grievance shall be defined as a violation of a student's rights as set forth in the Student Bill of Rights contained in this handbook. It is further defined as a difference, complaint or dispute resulting from alleged administrative or academic injustice or regarding the interpretation and application of university policy and/or procedures. Academic injustice is not to be construed to include the change of a student's grade. There are numerous channels that a grievance may follow. For more information, contact the Dean of Student Affairs at **(203) 392-5556** or stop by the office at Engleman Hall A 106.





## STUDENT CODE OF CONDUCT

The Student Code of Conduct presents a clear statement of students' rights and responsibilities established by the Connecticut Board of Regents for Higher Education. It defines prohibited conduct, the disciplinary process for violations, and potential consequences for violations. To view the Student Code of Conduct, visit [SouthernCt.edu/offices/judicialaffairs/codeofconduct](https://SouthernCt.edu/offices/judicialaffairs/codeofconduct).



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## BUILDING ABBREVIATIONS

**SCI** Academic and Laboratory Science Building  
**AH** Admissions House  
**ASC** Adanti Student Center  
**BR** Brownell Hall  
**BU** Buley Library  
**CH** Chase Hall  
**CO** Connecticut Hall  
**DA** Davis Hall  
**EA** Earl Hall  
**EN** Engleman Hall  
**FH** Farnham Hall  
**GR** Granoff Student Health Services  
**HI** Hickerson Hall  
**JE** Jennings Hall  
**LA** Lang Social Work House

**LY** Lyman Center  
**MFH** Moore Fieldhouse  
**MO** Morrill Hall  
**NH** Neff Hall  
**NC** North Campus Residence Complex  
**OR** Orlando Health Sciences House  
**OSC** Old Student Center  
**PE** Pelz Gym  
**PP** Power Plant  
**SB** School of Business  
**SZ** Schwartz Hall  
**TE** Temporary Buildings  
**WC** West Campus  
**WI** Wilkinson Hall  
**WT** Wintergreen Building





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