

**Graduate
Student
Handbook
2017-18**

Quinnipiac
UNIVERSITY

Frequently Used Telephone Numbers

Quinnipiac's main number 203-582-8200

EMERGENCY, FIRE III

Academic Matters

• College of Arts and Sciences	203-582-8730
• Frank H. Netter MD School of Medicine	203-582-3797
• School of Business	203-582-3645
• School of Communications	203-582-3498
• School of Education	203-582-3354
• School of Engineering	203-582-7985
• School of Health Sciences	203-582-8710
• School of Law	203-582-3200
• School of Nursing	203-582-8385
Academic Affairs	203-582-5337
Admissions	203-582-8600
Alumni and Parent Relations	203-582-8610
Arnold Bernhard Library	203-582-8634
Athletics and Recreation	203-582-5388
Bobcat Den	203-582-8396
Bookstore	203-582-8640
Campus Copy	203-582-8246
Campus Information Center	203-582-8351
Campus Life (Mount Carmel Campus)	203-582-8673
Campus Life (York Hill Campus)	203-582-7225
Commuter Students	203-582-5357
Counseling Services	203-582-8680
Cultural and Global Engagement	203-582-7987
Development and Alumni Affairs	203-582-8660
Facilities	203-582-8665
Financial Aid	203-582-8750
Food Service Chartwells	203-582-8250
Health and Wellness	203-582-8742
Help Desk	203-582-4357
Learning Commons	203-582-8628
Lost and Found	203-582-6200
Mail Services Center	203-582-5379
Media Relations	203-582-5359
Parking	203-582-6200
Post Office	203-582-8772
Public Affairs	203-582-8655
Public Safety	203-582-6200
QU Online	877-403-4277
Quinnipiac Sports Center ticket line	203-582-3716
Registrar	203-582-8695
Residential Life	203-582-8666
Student Affairs	203-582-8735
Student Government	203-582-8475
Student Organizations	203-582-8673
Weatherline	203-582-8989
WQAQ	203-582-5278
WQUN	203-582-8984

Legend of the Bobcat

The Indian spirit, Hobbamock, was doomed to eternal sleep when a spell was cast over him, but his ferocious companion, a stealthy giant bobcat with vibrant blue and fiery gold eyes, was spared such a fate. Hobbamock now sleeps soundly belly-up, forming the peaks of the Sleeping Giant Mountain. Today, the confident and devoted bobcat loyally defends its now sleeping giant and all that falls in its shadow. From time to time, the bobcat can be spotted around campus watching over our school. Legend says that the bobcat will allow no harm to come to those swift and brave enough to rub its paw.

Live the Legend

- I choose to be a member of the Quinnipiac University community.
 - I strive for integrity, responsibility and academic excellence.
 - I respect and value all members of this diverse community.
 - I embrace the inclusion of all people.
 - I preserve Quinnipiac's traditions of pride and spirit.
- Together, we are the architects of our future.

We are the legend.



Campus Administration

Major administrative, financial and university-wide policies are determined by the president and members of his cabinet who are responsible to the board of trustees.

President's Cabinet

John L. Lahey, PhD, President

Lynn Mosher Bushnell, MA, Vice President for Public Affairs

Gregory Eichhorn, MBA, Associate Vice President for Admissions and Financial Aid

Salvatore Filardi, MBA, Vice President, Facilities and Capital Planning

Cynthia Gallatin, MBA, Vice President and COO for QU Online

Jean Husted, MA, MBA '99, Vice President for Human Resources/Executive Associate to the President

Joan Isaac Mohr, MA, Vice President for Admissions and Financial Aid

Keith Rhodes, MBA, Vice President for Brand Strategy and Integrated Communications

Mark Thompson, PhD, Executive Vice President/Provost

Mark Varholak, MBA, Vice President for Finance/Chief Financial Officer

Donald Weinbach, BA, Vice President for Development and Alumni Affairs

The Quinnipiac University Student Handbook is intended to serve as a source of information on the many services, activities and policies of Quinnipiac. For the purpose of the Student Handbook, "student" will include all undergraduate and graduate students from the time of application for admission through the awarding of a degree, as well as during periods between actual enrollment, study abroad and leaves of absence or suspension. All policies, procedures and information provided in this handbook will apply accordingly. Quinnipiac University reserves the right to amend the Student Handbook at any time and for any reason.

The handbook was edited in August 2017, by the associate dean of student affairs, with the Office of Brand Strategy and Integrated Communications. If you have questions about the content, please contact the associate dean of student affairs at 203-582-8723.

This handbook is provided to students and applicants for their general guidance only. It does not constitute a contract, either express or implied, and is subject to change at the university's discretion.

Quinnipiac University does not discriminate on the basis of race, color, creed, gender, age, sexual orientation, national and ethnic origin, or disability status in the administration of its educational and admissions policies, employment policies, scholarship and loan programs, athletic programs or other university-administered programs.

Photography: Christopher Beauchamp, Rich Gilligan, Mark E. Stanczak

Welcome

Welcome to a new semester at Quinnipiac University! I am pleased you have chosen Quinnipiac to help you achieve your educational goals. A wide range of academic programs is available to you, and the student-oriented environment here offers experiences in a variety of social, educational and cultural settings. I am confident Quinnipiac's commitment to quality education and a spirit of community among faculty, students and staff will enhance your stay here, and I personally look forward to seeing you at many on-campus activities.

John L. Lahey
President
Quinnipiac University



Mission Statement

Adopted by the Board of Trustees in Spring 2009

An education at Quinnipiac embodies the university's commitment to three core values: high-quality academic programs, a student-oriented environment and a strong sense of community. The university prepares undergraduate and graduate students for achievement and leadership in business, communications, education, engineering, health sciences, law and the arts and sciences.

Quinnipiac University educates students to be valued and contributing members of their communities through a vital, challenging and purposeful educational program. Students engage real-world issues through practice and the consideration of different perspectives. The university's innovative QU seminar series further prepares undergraduates to understand their roles and responsibilities as members of the Quinnipiac community, as well as the larger national and global communities.

To fulfill its educational mission, Quinnipiac:

- offers degree programs centered on effective practice that are strengthened by the integration of a liberal education
- cultivates critical thinking, intellectual integrity, curiosity and creativity in the pursuit of knowledge
- provides a variety of learning and service experiences to facilitate student achievement
- maintains a strong commitment to a diverse and inclusive student body, faculty and staff
- fosters an understanding of and respect for the multiplicity of human perspectives and belief systems
- supports faculty teacher-scholars who are effective teachers and who engage in scholarship with valuable intellectual and practical results

2017-18 Academic Calendar *excludes School of Law and School of Medicine

Fall 2017

August 19	Saturday	New graduate student orientation
August 23-27	Wed-Sun	New undergraduate student orientation and welcome weekend
August 25	Friday	Transfer student orientation
August 28	Monday	Undergraduate and graduate classes begin; online classes begin for Fall 1
September 1	Friday	Last day for late registration/schedule changes
September 4	Monday	Labor Day—university holiday; no classes
September 9	Saturday	All Saturday classes begin
September 22	Friday	Last day to withdraw from Aug. 28-Oct. 14 classes
September 23	Saturday	Open House for prospective undergraduate students
September 29	Friday	Yom Kippur—university holiday; no classes
September 30	Saturday	No classes
October 9-14	Mon-Sat	Midterm examination period for 100-level courses
October 13-15	Fri-Sun	Parents & Family Weekend
October 22	Sunday	Open House for prospective undergraduate students
October 23	Monday	Online classes begin for Fall 2
October 25	Wednesday	Midterm grades due for 100-level courses
November 3	Friday	Last day to withdraw from undergraduate and graduate classes (14-week) with a grade of "W"
November 3-4	Fri-Sat	Alumni Weekend
November 11	Saturday	Open House for prospective undergraduate students
November 17	Friday	Last day to withdraw from Oct. 23-Dec. 9 classes
Nov 20-25	Mon-Sat	No classes
Nov 23-24	Thurs-Fri	Thanksgiving holiday—university closed
December 3	Sunday	Open House for prospective undergraduate students
December 9	Saturday	Undergraduate and graduate classes end
December 11-16	Mon-Sat	Final examination period—undergraduate and graduate classes
December 18	Monday	Final grades due
Dec. 24-Jan. 1	Sun-Mon	University closed for Winter Break

January Term 2018

January 2	Tuesday	Undergraduate and graduate classes begin
January 15	Monday	Martin Luther King Jr. Day—university holiday; no classes
January 19	Friday	Classes end; final examinations
January 22	Monday	Final grades due

Spring 2018

January 13	Saturday	Graduate student orientation
January 22	Monday	Undergraduate and graduate classes begin; online classes begin Spring 1
January 26	Friday	Last day for late registration or schedule changes
January 27	Saturday	Saturday classes begin
February 9	Friday	Last day to withdraw with a grade of "W" from Jan. 22-March 10 classes
March 4	Sunday	Open House for prospective undergraduate students
March 5-10	Mon-Sat	Midterm examination period for 100-level courses
March 12-17	Mon-Sat	Undergraduate and graduate spring recess
March 19	Monday	Online classes begin Spring 2
March 21	Wednesday	Midterm grades due for 100-level courses
March 24-25	Sat-Sun	Admitted Student Days
March 29	Thursday	Last day to withdraw from undergraduate and graduate classes (14-week) with a grade of "W"
March 30	Friday	Good Friday—university holiday; no classes
April 13	Friday	Last day to withdraw with a grade of "W" from March 19-May 5 classes
April 28	Saturday	Undergraduate Award Ceremony
May 5	Saturday	Undergraduate and graduate classes end
May 7-12	Mon-Sat	Final examination period—undergraduate and graduate classes
May 12	Saturday	Graduate Commencement
May 13	Sunday	School of Medicine Commencement and School of Law Commencement
May 14	Monday	Final grades due
May 19-20	Sat-Sun	Undergraduate Commencement
May 21	Monday	Graduate student orientation
May 28	Monday	Memorial Day—university holiday; no classes
June 3	Sunday	Open House for prospective undergraduate students
June 13	Wednesday	Transfer student orientation

Summer Term 2018

Summer I

May 21-June 22 (5 weeks)	Mon-Fri	
May 21-July 6 (7 weeks)	Mon-Fri	
May 28	Monday	Memorial Day—university holiday; no classes
July 4	Wednesday	Independence Day—university holiday; no classes

Summer II

July 9-August 10 (5 weeks)	Mon-Fri	
July 9-August 24 (7 weeks)	Mon-Fri	

The university reserves the right to revise this calendar.
 * For the most up-to-date calendar information, visit quinnipi.ac/academic-calendar

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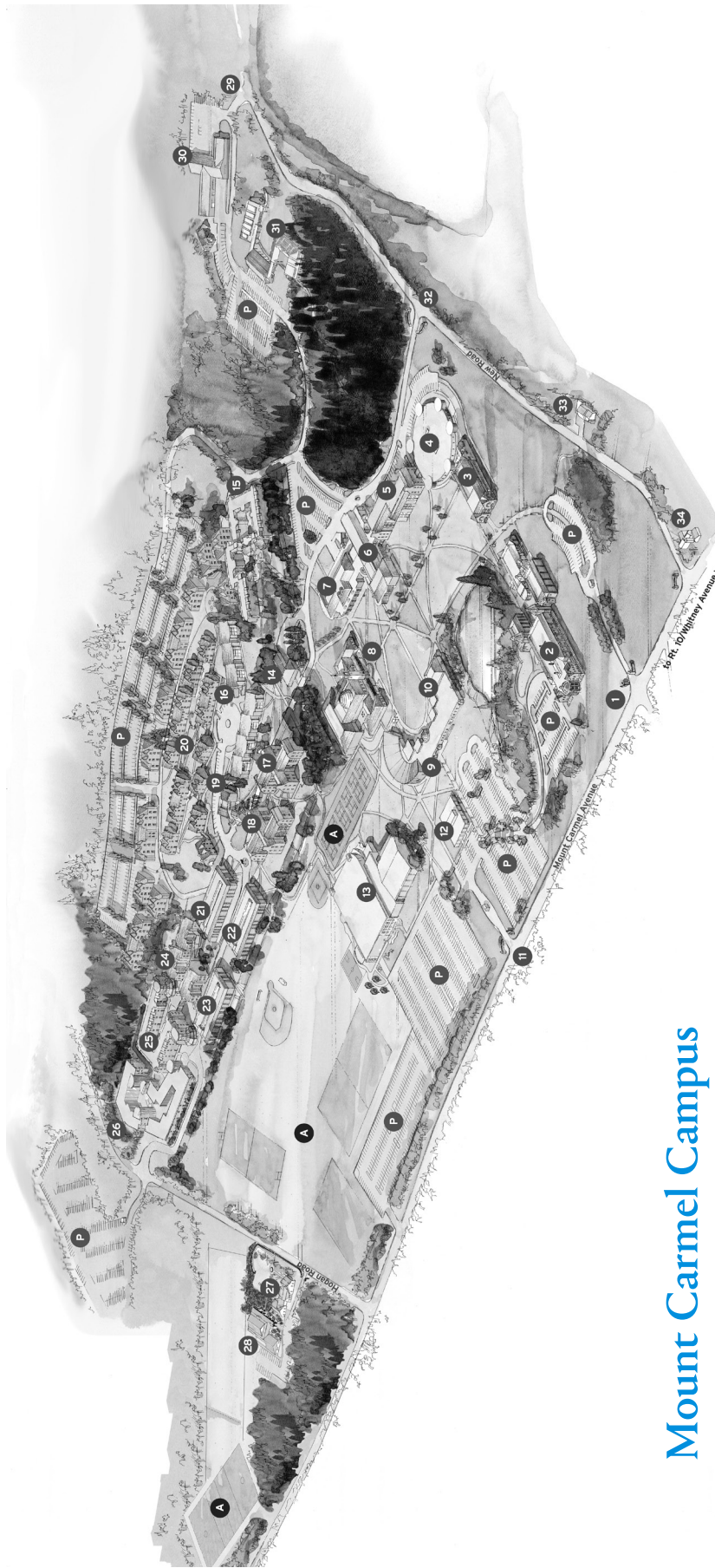
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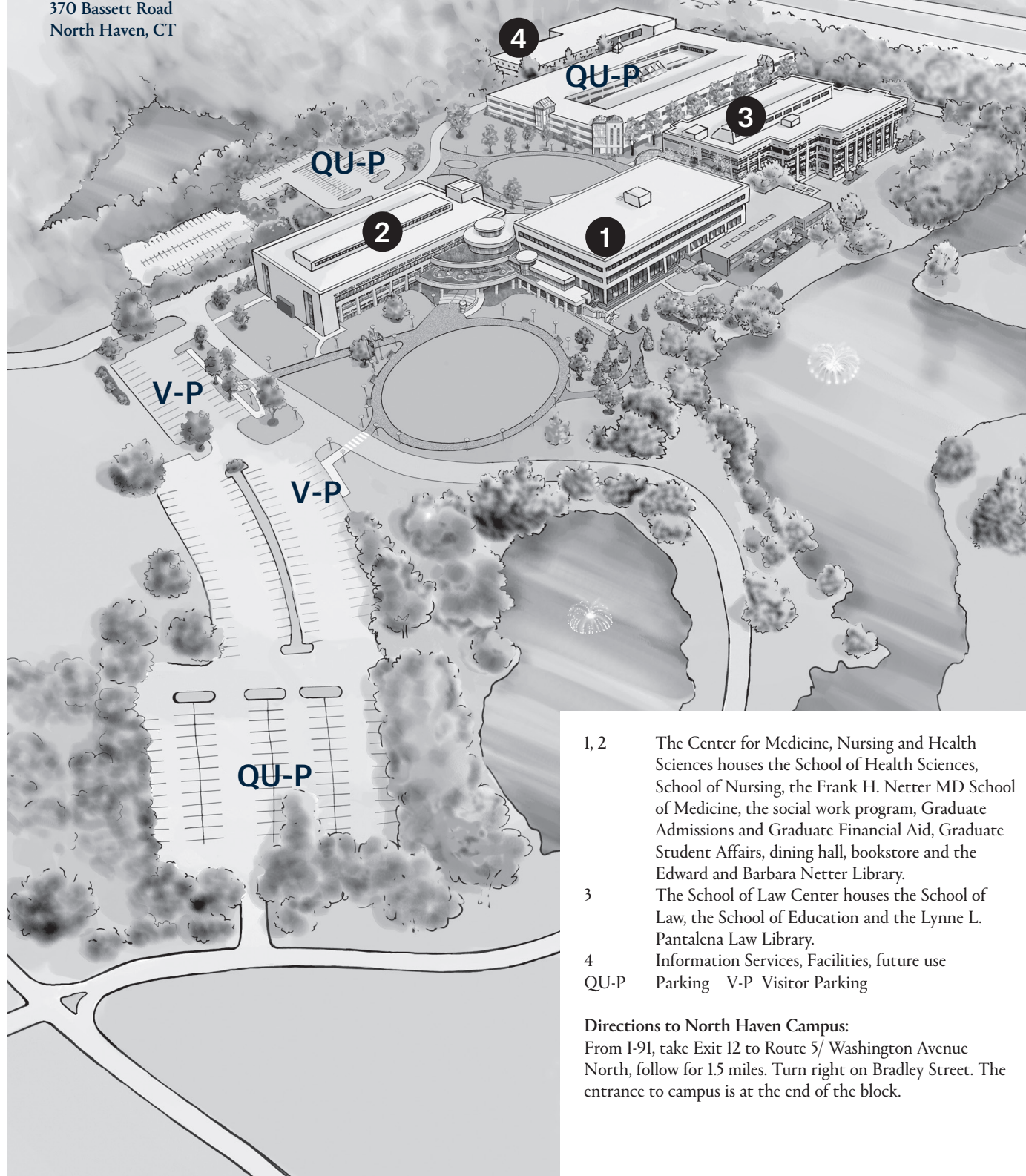
Mount Carmel Campus

275 Mount Carmel Ave.
Hamden, CT

1	Harwood Gate, Admissions Parking	12	Faculty Office Building	26	Mountainview
2	Center for Communications and Engineering & Mount Carmel Auditorium	13	Athletic and Recreation Center	27	Pat Abbate '58 Alumni House and Gardens
3	Echlin Center, Admissions	14	Health and Wellness Center	28	Development and Public Affairs Building
4	Clarice L. Buckman Center and Theater	15	The Commons	29	Service Entrance
5	Samuel W. Tator Hall	16	The Hill	30	Mail Services Center and Facilities
6	Carl Hansen Student Center	17	Imagarde Tator Hall, Public Safety	31	Dean Robert W. Evans College of Arts and Sciences Center
7	Dining Hall	18	Dana English Residence Hall	32	New Road Entrance
8	Arnold Bernhard Library	19	Student Affairs Center, Bobcat Den	33	Peter C. Herold House for Jewish Life
9	Lender School of Business Center	20	The Village	34	Albert Schweitzer Institute
10	Ed McMahon Mass Communications Center	21-23	Perloth, Larson and Troup suites	P	Parking
11	Main Entrance	24	The Complex	A	Athletic Fields
		25	The Ledges		

North Haven Campus

370 Bassett Road
North Haven, CT



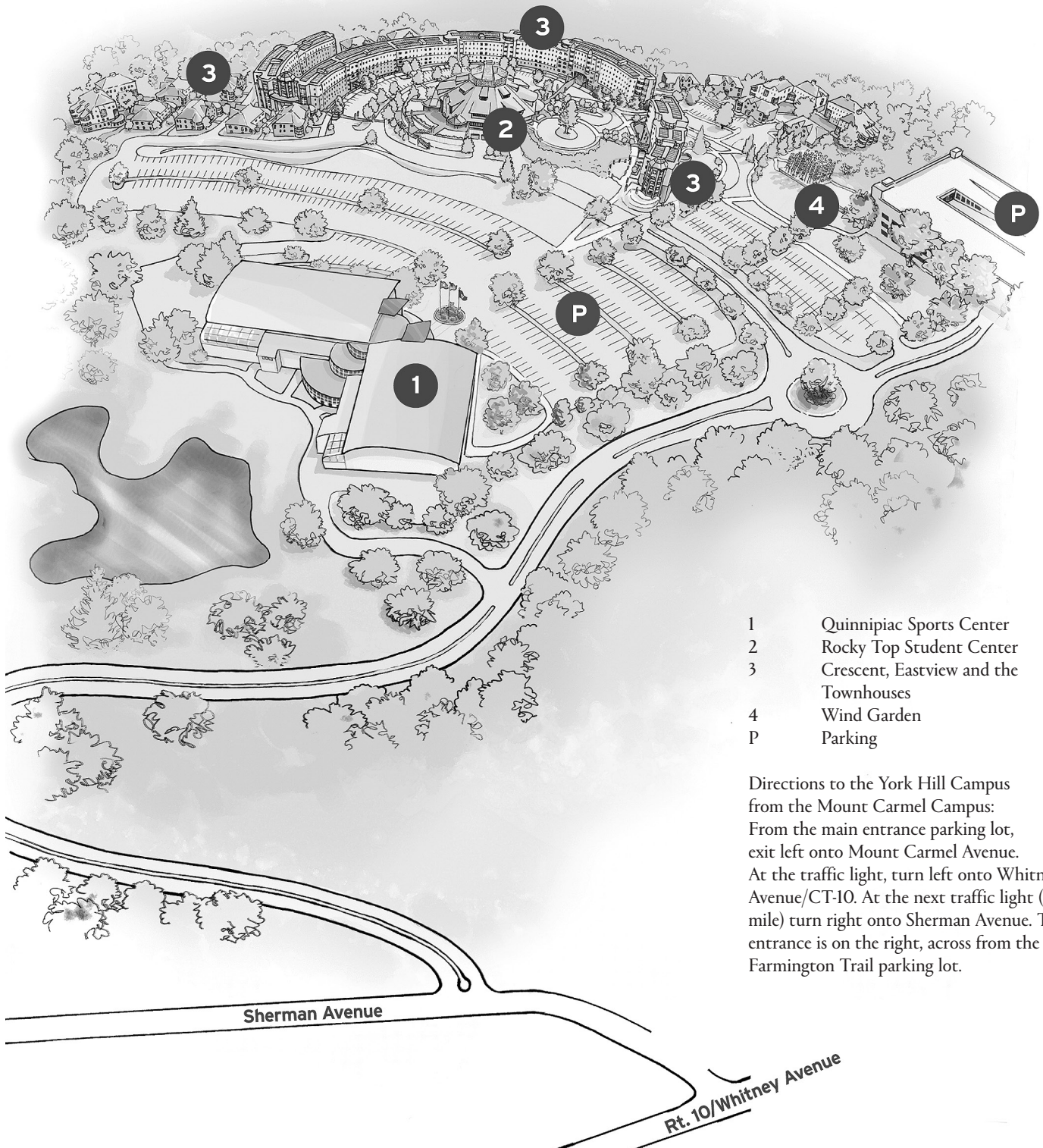
- 1, 2 The Center for Medicine, Nursing and Health Sciences houses the School of Health Sciences, School of Nursing, the Frank H. Netter MD School of Medicine, the social work program, Graduate Admissions and Graduate Financial Aid, Graduate Student Affairs, dining hall, bookstore and the Edward and Barbara Netter Library.
- 3 The School of Law Center houses the School of Law, the School of Education and the Lynne L. Pantalena Law Library.
- 4 Information Services, Facilities, future use
- QU-P Parking V-P Visitor Parking

Directions to North Haven Campus:

From I-91, take Exit 12 to Route 5/ Washington Avenue North, follow for 1.5 miles. Turn right on Bradley Street. The entrance to campus is at the end of the block.

York Hill Campus

305 Sherman Avenue
Hamden, CT



Quinnipiac University's Essential Learning Outcomes

Approved by the Faculty Senate on February 12, 2016

A Quinnipiac University education provides students with both specialized knowledge of a discipline, and a broad understanding of human cultures and the physical and natural world. Quinnipiac graduates can integrate and apply knowledge from multiple perspectives found inside and outside of the classroom. They have a sufficient command of key forms of literacy, as well as the requisite intellectual, social, and personal skills and understanding, to identify and respond effectively to contemporary problems. Quinnipiac graduates demonstrate a number of key outcomes essential to the life and practice of a responsible, educated citizen, consciously and decisively. Graduates acquire these Essential Learning Outcomes (ELOs) through a purposeful integration of the University Curriculum, requirements within one's major, and co-curricular experiences.

- Knowledge and Literacies
- Critical and Creative Thinking
- Effective Communication
- Inquiry and Analysis
- Social and Emotional Intelligence
- Intercultural Citizenship and Responsibility

By Acquiring the Essential Learning Outcomes, Quinnipiac University graduates can...

- Demonstrate, integrate and apply knowledge
- Think critically and creatively
- Communicate effectively
- Conduct inquiry and analysis effectively
- Engage collaboratively and responsibly
- Act as responsible intercultural citizens of a diverse world

Visit the website at quinnipi.ac/myqelo for more information about the Essential Learning Outcomes.



Resources and Facilities

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Campus Offices and Resources

Campus Offices

Registrar

The Office of the Registrar maintains the academic records of all students. This office provides support to students and their families across a host of services, including, but not limited to: course registration, academic transcripts, enrollment verifications and enrollment reporting to third parties. A student's record may be disclosed only with his or her written consent. The registrar's staff is available to assist students and advise parents on the procedures for disclosing information. On the Mount Carmel Campus, the office is located in the Arnold Bernhard Library, Room 101 South; on the North Haven Campus, it is located in the Student Services Center. The email address is: registrar@qu.edu.

Arnold Bernhard Library

The Arnold Bernhard Library serves the undergraduate and graduate populations of the university. Approximately 48,000 square feet in size, the library provides 600 seats, 16 group study rooms, more than 50 student computers, 10 public computer terminals and nearly 600 power/data connections for laptop computers. The library also offers wireless Internet access throughout the building.

In addition to the group study rooms, students at the Arnold Bernhard Library can select from individual study carrels, tables, soft seating and rocking chairs with magnificent views of the Mount Carmel Campus and the Sleeping Giant Mountain. A large variety of web-based resources including a substantial number of full text/full image databases and journals are available, as well as printed volumes, microforms, a CD music collection and several thousand DVD titles.

The Arnold Bernhard Library, the Edward and Barbara Netter Library and the Lynn L. Pantalena School of Law Library work in conjunction with each other to make their numerous resources available to students and faculty on all three campuses. The library also works closely with the Learning Commons and media services department to offer full student support. If you have questions or need further information, you can reach the Arnold Bernhard Library at 203-582-8634 (circulation desk) or email ablcirculation@qu.edu.

Library Hours

During the fall and spring semesters, the building is open 24 hours a day, seven days a week. Staff and services are available until midnight (5 p.m. on Fridays and Saturdays) with Public Safety staff on duty until library staff members return the following day). Holiday staffing hours vary.

Service Hours*

Monday–Thursday, 8 a.m. to midnight

Friday, 8 a.m. to 5 p.m.

Saturday, 9 a.m. to 5 p.m.

Sunday, noon to midnight

*Please check MyQ for updates.

Key Phone Numbers

203-582-8634 Circulation/Hours of Operation

203-582-8633 Reference

203-582-3468 Director's Office

Edward and Barbara Netter Library

The Edward and Barbara Netter Library serves the Frank H. Netter MD School of Medicine, the School of Nursing and the School of Health Sciences. The library is located on the North Haven Campus in the Center for Medicine, Nursing and Health Sciences on the third floor. Staff members are available to assist students and faculty with questions, instruct them with the use of our exclusive electronic resources and help identify the most appropriate resource for the information sought.

There are networked computer workstations available as well as study carrels, soft seating and a group study table for student use.

During the fall and spring semesters, the library is open Monday through Thursday, 8 a.m. to 8 p.m.; Friday, 8 a.m. to 5 p.m.; and Saturday and Sunday, noon to 2 p.m. During the summer and school recess periods, the library is open Monday through Friday, 8 a.m. to 5 p.m. For more information, call the library at 203-582-5266.

Office of Cultural and Global Engagement

Quinnipiac University fosters respect for each individual by honoring the differences inherent among people. As an intellectual community of learners and scholars, we recognize and appreciate our common humanity. Acknowledging that we live in a pluralistic society, we have a genuine desire to ensure that all members of the Quinnipiac community feel empowered to express their own individuality. These principles underscore our central mission of teaching and learning and are vital to achieving national prominence and excellence in education. They also serve as the foundation for promoting the economic, social and cultural well-being of our community, our nation and beyond.

The associate vice president for academic affairs and chief diversity officer oversees the Office of Cultural and Global Engagement and engages the campus and surrounding community to help define, enable and foster an inclusive campus culture that embraces the diversity of identities, ideas and values that embody Quinnipiac University.

The office fulfills its mission by offering programs, initiatives, services, partnerships and collaboration that support, assist and empower students regarding issues of inclusion, multiculturalism and globalism in education. Some of its programs include:

- advocacy for the cultivation of a sustainable campus environment that is supportive of a diverse student and professional body
- development of multicultural student organizations' leadership and active engagement in the university community
- academic and social mentorship for underrepresented students to live, work, lead and succeed in a multicultural and global world
- events and programs to enhance students' understanding and appreciation of cultural identities and international differences
- support for the university's growing international student community, including comprehensive immigration services and cultural programming
- international community service learning
- education abroad opportunities including semester, short-term, and QU faculty-led international experiences
- partnership with the university College Cork in Ireland

For more information, please contact the office at 203-582-7987.

Albert Schweitzer Institute

The Albert Schweitzer Institute, also part of the Office of Cultural and Global Engagement, is inspired by the ideals and example of 1952 Nobel Peace Prize Laureate, Dr. Albert Schweitzer.

The institute conducts educational programs on a global basis and focuses on health and peace efforts. The institute's programs include:

- supporting health care development in underserved areas of the world
- organizing conferences and speakers on peace at the United Nations and on campus
- motivating young people to serve the community and the environment as a way of life

The institute is located adjacent to the Mount Carmel Campus at 660 New Road. For more information, please contact the office at 203-582-3144.

Auxiliary Services

The Office of Auxiliary Services is responsible for the QCard (Quinnipiac ID card) and its associated accounts and applications. The staff in this area is the liaison for off-campus merchants and our vendor-operated services: the dining hall, the bookstore and vending and laundry machines. Further inquiries or requests should be made to John Meriano, associate vice president for auxiliary services, 203-582-8763 or email john.meriano@qu.edu.

QCard Office

The QCard Office, within Auxiliary Services, is responsible for the QCard and its associated accounts and applications. As your official university ID, the QCard is your passport to life at Quinnipiac. You'll use it for everything from checking out books from the library to getting through the door at the recreation center.

As a form of payment, you'll use your QCard to grab bagels in the morning at the cafeteria, to pay for laundry machines and to catch awesome on-campus concerts. The area's most popular off-campus businesses now accept the QCard. Textbooks, school supplies, groceries, restaurants, haircuts and other essential student services are all available through your QCard. Other features include:

- Convenient: Forget about carrying cash, checks or credit cards.
- Fast: With exact change every time, the QCard is even faster than cash!
- Safe: Your QCard lost or stolen? Simply notify us or visit QU.edu/qcard to suspend activity on your QCard.
- Quinnipiac Spirit: Your QCard shows off the Quinnipiac name with pride.

Visit QU.edu/qcard for all your QCard needs including a complete listing of terms and conditions and locations where you can use your QCard.

Graduate Admissions

The Graduate Admissions Office works with prospective students interested in enrolling in an on-campus graduate program at Quinnipiac University. The office hosts several information sessions for prospective graduate students each year, in fall, spring and summer. Students interested in continuing their education at the graduate level may contact Graduate Admissions by phone at 203-582-8672 or 800-462-1944 or by email at graduate@qu.edu. Visit us at our North Haven Campus office, MNH-275.

Bursar

The Office of the Bursar is the accounting office of Quinnipiac and is responsible for billing all student accounts and receiving tuition and other payments. The office provides information on all charges and assists officers of student organizations in setting up and maintaining financial records. For more information, please see QU.edu/bursar.

Facilities

The facilities building on the Mount Carmel Campus is located south of the Pine Grove and houses the Facilities Department. The Facilities Department is responsible for the care and maintenance of the campus buildings and grounds. In addition, the Facilities Department is responsible for the management and oversight of the university's events and scheduling software, which is used for all academic and non-academic functions that occur on university property.

Graduate Financial Aid

The Office of Graduate Financial Aid is available to assist students in helping them pay for their graduate education. Students must reapply for financial aid annually by completing the Free Application for Federal Student Aid (FAFSA) at fafsa.gov and the Quinnipiac University Financial Aid application (download from QU.edu/gradforms). Students wishing to be considered for University grant funds also should complete the Quinnipiac University Grant application at QU.edu/gradforms (grants are awarded to students demonstrating the highest financial need). Financial aid is awarded yearly. In addition, students must meet University program requirements including making satisfactory academic progress which includes passing 67 percent of all course work attempted each semester and maintaining a cumulative grade point average of 3.0 or better. Failure to meet these guidelines may result in students not being eligible for aid. For additional information, please contact our office. Staff can be contacted at gradfinaid@qu.edu or 203-582-8588. The Office of Graduate Financial Aid is located on the North Haven Campus (MNH-275).

Campus Resources

Campus Recycling

Quinnipiac University is committed to building one of the most environmentally friendly campuses in America. As part of its overall sustainability plan, Quinnipiac is a single-stream recycling community. Therefore, we ask all members of the community to make a conscious effort to recycle the waste that they generate. Single-stream recycle bins are located throughout the campus. Items such as metal cans, glass bottles, newspapers, magazines and other paper items, as well as plastic containers numbered 1 through 7 can be placed in the bins. No sorting is necessary.

To further support recycling, Quinnipiac urges its community members to reduce waste by conserving paper, conserve water and turn off lights and electronic devices when not in use.

CARE

Guided by university values of a student-oriented environment and a strong sense of community, the CARE (Community, Assessment, Response and Evaluation) team employs a caring, preventive, early intervention approach with students who exhibit concerning or disruptive behaviors. The multidisciplinary team meets weekly to review and discuss new referrals, ongoing cases and the best course of action to support the student of concern. CARE team members are trained through the National Behavioral Intervention Team Association (NaBITA) in both behavioral intervention and threat assessment. Objective risk rubrics are utilized for consistent and objective assessments of potential risks and emerging threats toward self or others. By partnering with members of the Quinnipiac community, the CARE team works to promote student well-being and success in the context of community safety.

More information about the CARE team, behaviors of concern, how to make a referral, and answers to frequently asked questions can be found on the CARE page on MyQ.

Career Development

Career development services at Quinnipiac are provided within each individual school and college to give students targeted, specialized information. The Schools of Business, Communications, Engineering, Health Sciences and Nursing and the College of Arts and Sciences each have a career development office to help students navigate the career exploration process. From selecting a major and evaluating interests to writing a resume and preparing for interviews, staff members assist students every step of the way with developing a career plan and achieving their goals. Programs and services include individual career counseling and advising sessions; connections with alumni and employers; career fairs and on-campus recruiting; panels and workshops; job and internship listings; and graduate school information. The focus is on offering personal attention and a wide range of useful resources.

Learning Commons

The Learning Commons is a group of academic programs that provide support to members of the Quinnipiac community. On the Mount Carmel Campus, the Learning Commons is located in the north wing of the Arnold Bernhard Library. Please call reception with questions: 203-582-8268. On the North Haven Campus, the Learning Commons is located on the second floor of the School of Law Center. Please call reception with questions: 203-582-5252. The Learning Commons offers the following support services:

Support for Students with Disabilities

The Office of Student Accessibility (OSA), located in the Learning Commons on both campuses, provides students with disabilities equal access to all university activities and programs. The office is led by a director supported by learning services coordinators. Working collaboratively with all university departments to engage and support the intellectual and social development of students with disabilities, the Office of Student Accessibility employs policies that promote academic excellence and the development of self-advocacy skills. Accommodations are provided based on submission of appropriate documentation, which is reviewed by the OSA staff in compliance with university policy, section 504 of the Rehabilitation Act, and the Americans with Disabilities Act (ADA). Questions and requests can be directed to access@qu.edu or 203-582-7600. More information, including our Accommodation Request Form, can be found on our website.

Opportunity for Students who Come to English as a Foreign Language

Many of Quinnipiac's students bring with them another language, one in which they have been doing the bulk of their thinking and learning. In their journey to master academic English, we offer individual tutoring. Students work with a professional tutor who in turn communicates with students' advisers and professors. Students can work individually or in groups on writing, speaking, conversation and other aspects of academic English.

Professional Academic Support

Students can work with one of our learning specialists to address their academic goals and challenges. Working closely with students' professors and other support staff, Quinnipiac's academic specialists provide students with opportunities to improve their academic choices. Students can develop an improvement plan, work on problem solving, discuss new learning strategies, and many other topics necessary to students embracing academic challenge. Our academic specialists also work with students who have been referred to our services by their faculty through Quinnipiac's Retention Alert program. This program helps direct individual students to appropriate academic support during the semester and facilitates dialogue among those working to support the student. Academic specialists also work with faculty to bring learning skills into the classroom.

Technology Resources

University Laptop Program

Faculty design their courses with the expectation that students will have computer technology in the classroom when required. For that reason, all incoming undergraduate students must have a laptop that meets the university's academic requirements and technical standards. To facilitate this need, Quinnipiac offers a laptop program that is cost effective and exceptionally well supported both on and off campus. The recommended laptops are configured so that they meet the core needs of academic programs and are a key part of the campus computing infrastructure, designed to support new teaching and learning.

Visit the website at quinnipi.ac/myqlaptop for more information about the Quinnipiac University laptop program..

Computing Services

All incoming undergraduate students are required to have a laptop computer readily available to them with no exceptions. Information Services annually recommends specific hardware and software laptop configurations that meet or exceed these technical standards. Visit the website at quinnipi.ac/myqlaptop for specific information on the most current program. By selecting the recommended laptop, students will receive exceptional service and support both on and off campus. Students who elect to bring their own laptops

to campus (other than the recommended one) also will be afforded technology assistance often of a less comprehensive nature due to the many possible variations of alternatives. Ultimately, it is the responsibility of the student to perform in the classroom.

Although laptops meet the vast majority of student needs, for those disciplines that require more specialized hardware or software, the university has more than 350 computers in 12 computer laboratories throughout the campus. The university maintains a secure and advanced data network that connects all university computers on all three Quinnipiac campuses. Students, faculty and staff are able to access this secure network through wired and wireless access. Wireless access is found across all three campuses, including the residence halls, classrooms, athletic fields and public areas.

Technology Center

The main Technology Center, located on the Mount Carmel Campus in the Arnold Bernhard Library, combines the services of two previously separate departments: the Help Desk and Media Services. The Technology Center provides a range of services to students, faculty and staff, including computer configuration, computer repair, loaner laptops, digitizing, duplication, audiovisual event and classroom support, and loaner audio/visual equipment.

Loaner laptops are available for all faculty, staff and students who have a laptop either from the university or from the QU/ Laptop Purchase Program (note: every effort is made to provide a loaner laptop for students who did not purchase through the QU Laptop Program). Loaner laptops are strictly for academic use and will be given only to students who are currently enrolled in classes.

Student employees known as STARs (Student Technology Academic Resources) augment the full-time staff and are available for the entirety of the times the area is open. They are trained to offer computer and audiovisual support.

There are two other Technology Centers located on the North Haven and York Hill campuses. On the North Haven Campus, the center is located on the third floor of the Center for Medicine, Nursing and Health Sciences, MNH-338. On the York Hill Campus, the center is in the Rocky Top Student Center, Room RTSC-236. Hours of operation at each of these locations vary. Refer to MyQ for current hours and more details on the services and support that are available.

Telephone Extensions

Main Support	203-582-4357
Help Desk Manager	203-582-3596

STAR Program

Student employees known as STARs (Student Technology Academic Resources) provide technical support to Quinnipiac faculty, staff and students. The STARs are specially trained and possess superior communication, problem solving and critical thinking skills. STARs are stationed at all support locations (Arnold Bernhard Library and North Haven Campus).

Technology Knowledge Base

Quinnipiac Information Services maintains a technology knowledge base that students can use 24/7 for any technology questions. The knowledge base is an electronic repository of “articles” that address frequently asked questions, processes and procedures. These technology-related articles and tutorials are searchable and accessible from any Internet connection. To access the knowledge base, go to quinnipi.ac/kb or select it from the Applications Tab on the home page of MyQ.

Computer Facilities

The Cyber Cafe on the second floor of the Arnold Bernhard Library is available to all students. This facility consists of networked Windows-based computers and high-volume printers, which can be used for completing computer assignments, writing papers and accessing the Quinnipiac electronic system. There are additional computer labs around campus.

All Quinnipiac students have wireless access to the Internet and email from all classrooms and the residence halls.

Computer Skills Classroom

Classrooms in TH-128, TH-130, SB-253 and SB-260 serve as teaching facilities. These rooms are equipped with computers for hands-on use in a lecture environment. A variety of classes and workshops are held in these rooms.

Other Student Resources

Banking

TD Bank operates a branch on the first floor of the Carl Hansen Student Center on the Mount Carmel Campus. A TD Bank representative is available to provide a full range of products and services Monday–Wednesday, 8:30 a.m. to 5 p.m.; Thursday–Friday, 8:30 a.m. to 6 p.m.; Saturday, 8:30 a.m. to 2 p.m. (closed on Sunday). The branch can be reached by phone at 203-287-5109. The branch is equipped with five automated teller machines and can be found in these locations: the Carl Hansen Student Center, Perlroth Hall, School of Law, Quinnipiac Sports Center, Rocky Top Student Center and the North Haven Campus. TD Bank’s main office is located at 2992 Dixwell Avenue in Hamden (near the old Town Hall and Brown Stone House Restaurant). The telephone number for this office is 203-287-5104.

Bookstore

The Quinnipiac University Bookstore, open to the Quinnipiac community and the public, is located on two levels in the Carl Hansen Student Center on the Mount Carmel Campus. The bookstore carries textbooks, general books, licensed Quinnipiac apparel and gifts, school supplies and snacks, health and beauty aids, class rings and diploma frames. Course materials include rental texts, used and new books, and digital textbook options including Brytewave. The store hours during the academic year are Monday through Thursday, 9 a.m. to 7 p.m.; Friday, 9 a.m. to 4:30 p.m.; and Saturday, 11 a.m. to 4 p.m. The bookstore is closed on Sundays. Extended hours are posted for many events. The store can be reached via phone (203-582-8640), fax (203-281-6305) or on the website, which contains course text listings and a merchandise catalog (quinnipi.ac/mcbookstore).

The North Haven Bookstore is located on the first floor of the Center for Medicine, Nursing and Health Sciences. The store hours during the academic year are 8:30 a.m. to 5 p.m., Monday through Thursday, and 8:30 a.m. to 2 p.m., Friday. The store is closed on Saturday and Sunday. Go to quinnipi.ac/nhbookstore for more information.

Commuter Lockers

Commuter lockers are conveniently located on the second floor of the Carl Hansen Student Center, and are available at the beginning of the academic year on a first-come, first-served basis. Commuter students who would like more information on reserving a locker should contact the Office of Campus Life at 203-582-8673 or via email at campuslife@qu.edu.

North Haven Lockers

Lockers on the North Haven Campus are available to all students. Students can contact the graduate dean of students at 203-582-GRAD. The office is located in MNH-276.

Food Service

Refer to the Campus Dining website for meal plan information, locations, hours of operation, etc.

Post Office

Post offices, located on the first floor of the Carl Hansen Student Center and the main floor of the Rocky Top Student Center, house mailboxes for all resident students. Mailboxes should be checked regularly for messages and letters. All mail must be addressed appropriately.

Example: Jane Doe
Box 0000
Quinnipiac University
275 Mount Carmel Avenue
Hamden, CT 06518-1908

Both post offices are open Monday–Thursday from 11 a.m. to 4:30 p.m., and Friday from 11 a.m. to 4 p.m.

Graduate Student Council Office

The Graduate Student Council maintains an office on the second floor of the Center for Medicine, Nursing and Health Sciences in MNH-240A. The GSC office is open to provide assistance to students. You can contact the Graduate Student Council at 203-582-GRAD.

Alumni Association

The Quinnipiac University Alumni Association is composed of graduates of Quinnipiac University, the Frank H. Netter MD School of Medicine and Quinnipiac University School of Law in addition to the University and law school's predecessors: the Connecticut College of Commerce, the Junior College of Commerce, Larson College, Wethersfield School of Law and the university of Bridgeport School of Law. These alumni are an important factor in the continued growth and development of Quinnipiac. The association aims to create rewarding relationships among alumni and the Quinnipiac community. It seeks to stimulate the development, advancement and prestige of Quinnipiac, and it offers a means of communication between Quinnipiac and its alumni.

The alumni association has three strategic areas of interest, which are pursued for the benefit of all alumni and current students: career development, alumni engagement and philanthropy. The alumni association is organized on a regional basis with chapters in areas where significant numbers of alumni live. Each regional chapter is led by a president and a core committee.

Alumni are entitled to a range of exclusive benefits and resources, which include:

- a subscription to Quinnipiac Magazine, a publication for alumni, parents and friends of the university
- access to QU'Net, the Online Alumni Directory, which allows alumni to search for friends
- invitations to alumni events including Reunion, Homecoming and regional activities including alumni gatherings, career networking events and athletic contests
- special discounts for the Quinnipiac bookstore and for Quinnipiac athletics tickets

Leadership of the association is invested in an elected board of governors. The president of the alumni association serves on the board of trustees of Quinnipiac. Various committee chairmanships are authorized and filled by appointment of the president.

The Alumni Association Endowed Scholarship offers financial assistance to "legacy" students (e.g., those whose grandparents, parents, siblings or other close relations have graduated from Quinnipiac). Scholarship recipients are screened by a selection committee of the board of governors.

Campus Facilities

Mount Carmel Campus

Clarice L. Buckman Center

This building contains the Clarice L. Buckman Theater, specialized classrooms and laboratories for biology and chemistry, and faculty offices.

Echlin Center

The Echlin Center is home to undergraduate admissions, financial aid, faculty offices, classrooms, the Kresge lecture hall and the Perlroth Boardroom. A satellite office for graduate admissions can also be found in this building.

Faculty Office Building (FOB)

The Faculty Office Building houses faculty from the Schools of Business, Communications and Health Sciences. Additionally the FOB houses Campus Copy and administrative staff from the G.A.M.E. Forum. More faculty offices are on the lower level of this building.

Arnold Bernhard Library

This building houses the clock tower, the offices of administrative services, the bursar, the registrar's office, the Office of the Provost, Learning Commons, Technology Center, the Arnold Bernhard Library and the executive suite.

Dean Robert W. Evans

College of Arts and Sciences Center

The Dean Robert W. Evans College of Arts and Sciences Center comprises three buildings. The buildings house various classrooms and offices, as well as the Black Box Theater.

Lender School of Business Center

The Lender School of Business Center's state-of-the-art learning facilities include three case rooms, the Terry W. Goodwin '67 Financial Technology Center, the Mancheski Executive Seminar Room, team study rooms, a student resource room and standard classrooms. This building also houses offices for the dean and faculty of the School of Business.

Ed McMahon Mass Communications Center

The Lender School of Business Center also contains the Ed McMahon Mass Communications Center. The center features a spacious professional, all-digital high-definition television studio, two radio studios, a journalism technology center, a multimedia production facility, editing suites and labs, and a mini-theater. The center is equipped with state-of-the-art technology and is staffed with highly skilled media professionals to instruct and assist students.

Tator Hall

Tator Hall is the primary classroom building on the Mount Carmel Campus. It also is the home of several laboratories and various faculty offices.

Pasquale “Pat” Abbate ’58 Alumni House and Gardens

The original portion of this colonial residence was built in 1790. Expanded in 1986, the building now houses the Office of Development and Alumni Affairs, which provides services in the areas of alumni affairs, development and parent relations. The house and adjoining gardens, often the site of university receptions, are dedicated to the memory of the much-beloved former board chairman and Quinnipiac alumnus.

Bobcat Den

Located on Bobcat Way, the Bobcat Den is a place where students, faculty, staff and their guests gather to relax and socialize. Food is also available.

Center for Communications and Engineering

The Center for Communications and Engineering is a spacious facility shared by the engineering program and the School of Communications. The center houses a range of cutting-edge facilities for engineering students including: a machine shop and labs for thermodynamics and heat, environmental and hydraulics, geotechnical and advanced automation and production. Communications students take advantage of the center’s specialized multimedia lab and collaboration spaces. The building also houses the Office of Cultural and Global Engagement, the Center for Psychological Science, faculty and administrative offices, team study rooms and individual study carrels, and a large event space with tiered seating.

Carl Hansen Student Center

The Carl Hansen Student Center, located on the Mount Carmel Campus, is a multipurpose facility that provides opportunities for all members of the Quinnipiac community to come together in a relaxed atmosphere to enjoy a variety of academic and co-curricular programs, access to university departments and services such as dining, university post office and banking.

The Carl Hansen Student Center houses the following offices:

- Office of Campus Life
- Office of Community Service
- Chartwell’s Catering
- The university bookstore
- Student Government Association
- Office of Religious Life

In addition to the professional offices, the Carl Hansen Student Center houses the Mount Carmel Dining Hall, TD Bank Branch, student employment, post office, mailboxes, bookstore, commuter lockers, the campus information center and lost and found, student media suite, Greek suite, student organization suite with student organization lockers, meeting spaces and a multipurpose space—the piazza.

Campus Reservations (Events and Scheduling)

Events and Scheduling is located in the Facilities Administration Building on the Mount Carmel Campus and is responsible for managing the room reservation system along with the university events calendar. All requests for university space on the Mount Carmel, North Haven or York Hill campuses must be submitted via the room reservation system.

Center for Psychological Science

The Department of Psychology’s Center for Psychological Science serves as the hub for psychology faculty and student research and learning. Located in the lower level of the Center for Communications and Engineering, the Center for Psychological Science allows for teaching, learning, classwork, research and advising all in one spot. The center is easily accessible for off-campus study participants. It offers dedicated parking spots and a private entrance. For questions about the center, please contact the chairperson of the Department of Psychology, Carrie Bulger, at carrie.bulger@qu.edu or 203-582-3340.

York Hill Campus



Quinnipiac Sports Center

The Quinnipiac Sports Center, which opened in 2007, is a state-of-the-art, 185,000-square-foot facility featuring separate arenas for varsity men's and women's basketball and ice hockey. The two arenas are joined by a common lobby and ticket office, the premier University Club, administrative and team offices, locker rooms with student-athlete lounges, conference and meeting rooms, athletic training rooms and a strength and conditioning center.

Rocky Top Student Center

The Rocky Top Student Center, located on the York Hill Campus, is a multipurpose facility that provides opportunities for all members of the Quinnipiac community to come together in a relaxed atmosphere, to enjoy a variety of academic and co-curricular programs, access to university departments and services such as dining, university post office and a fitness center equipped with an aerobic space and SPIN room.

The Rocky Top Student Center houses satellite administrative offices for the following departments:

- Residential Life
- Student Affairs
- Student Government Association
- Residence Hall Council
- Athletics, recreation and intramurals
- Public Safety
- Health Services

In addition to the professional offices, the Rocky Top Student Center offers the following services:

- dining facilities
- fitness center
- meeting space and team study rooms that can be reserved through the MyQ reservation system
- a satellite Tech Help Desk
- a post office and mailboxes for all York Hill residents

North Haven Campus

Center for Medicine, Nursing and Health Sciences

The Center for Medicine, Nursing and Health Sciences, opened Fall 2013, is home to the School of Health Sciences, School of Nursing and the Frank H. Netter MD School of Medicine.

School of Education

The School of Education occupies 5,600 square feet in a suite of rooms overlooking the beautiful pond and fountain on the North Haven Campus. The space is designed specifically for teachers in training. Two specially equipped classrooms feature touch-screen SMART boards as well as cabinet and storage space for curriculum materials. Classes take place in these two rooms and in other classrooms on the North Haven Campus.

School of Health Sciences

The School of Health Sciences is a 180,000-square-foot

teaching facility that includes 12 classrooms; 16 seminar rooms and team-study rooms; 24 teaching labs; a model apartment to teach students how to provide care in residential settings; a SimMan® suite of life-size patient simulators; and a pediatric and neonatal lab. The building also houses a cafe, bookstore and health sciences library.

School of Law Center

The School of Law relocated to its new state-of-the-art building on the North Haven Campus in Fall 2014. This facility incorporates both standard and seminar-style classrooms plus a high-tech, collaborative classroom with full digital multimedia capabilities, a 150-seat courtroom with judge's chambers and a jury room, as well as an abundance of team study rooms and greatly expanded space for QU Law's extensive legal clinics. There is also a Dispute Resolution Suite for our highly successful competition teams—Mock Trial, Moot Court and Society for Dispute Resolution. Other features include numerous meeting rooms for student organizations and our three journals, and a student lounge area opening onto an outdoor third-floor patio terrace.

Frank H. Netter MD School of Medicine

The Frank H. Netter MD School of Medicine has been designed to be a model for educating diverse, patient-centered physicians who are partners and leaders in an interprofessional primary care workforce responsive to health care needs in the communities they serve. The medical school is housed in a state-of-the-art facility that features operating and examination rooms, classrooms, student and faculty offices and a morgue. The first medical school class began its studies in Fall 2013.

School of Nursing

The School of Nursing occupies one floor of a 180,000-square-foot teaching facility that includes 12 classrooms; 16 seminar rooms and team-study rooms; 24 teaching labs; a model apartment to teach students how to provide care in residential settings; a SimMan® suite of life-size patient simulators; and a pediatric and neonatal lab. Sharing facilities with other health sciences students encourages interprofessional collaboration and learning.

Off-Campus Facilities

Ireland's Great Hunger Institute

Ireland's Great Hunger Institute is a scholarly resource for the study of the Great Hunger, also known as An Gorta Mór—the Famine that devastated Ireland from 1845-52. Through a strategic program of lectures, conferences, course offerings and publications, the institute fosters a deeper understanding of this tragedy and its causes and consequences. For more information about the institute, please contact the director at 203-582-4564.

Ireland's Great Hunger Museum

Ireland's Great Hunger Museum, Músaem An Ghorta Mhóir, is located at 3011 Whitney Avenue in Hamden. The museum serves as home to Quinnipiac's collection of visual art, artifacts and printed materials relating to the starvation and forced emigration that occurred throughout Ireland from 1845 to 1852.

Quinnipiac University Theater Arts Center

This state-of-the-art facility, located at 515 Sherman Avenue in Hamden, houses the university's main stage theater, where the university's annual theater productions are held. The Theater Arts Center also houses faculty offices, rehearsal rooms, a design studio, a fully equipped scenic shop, dressing rooms and more. All university theater productions and student-run theater productions are housed in this building along with music concerts, dance shows, and other performances. In the summer, the building hosts professional theater companies from around the world.

Quinnipiac University Online

This facility, located at 3035 Whitney Avenue in Hamden, houses the offices for the university's online academic programs.

Quinnipiac University Polling Institute

The home of the nationally recognized Polling Institute is located at 60 West Woods Road, just across Whitney Avenue from the entrance to the Mount Carmel Campus. The Quinnipiac University Poll regularly surveys residents in Colorado, Connecticut, Florida, Iowa, New Jersey, New York, Ohio, Pennsylvania, Virginia and nationally about political campaigns and issues of common concern. The Poll covers a wide range of topics, including national elections, and is a frequently cited resource for the media.

WQUN

WQUN AM 1220—Quinnipiac's commercial radio station—is located at 3085 Whitney Avenue in Hamden. WQUN features award-winning local news and community coverage, an experienced staff of professional broadcasters, CBS News and features, great music and pop hits and internship opportunities for students.



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Graduate Student Affairs

Graduate Dean of Students Office

Graduate Student Affairs enhances the quality of graduate student life by providing focused, meaningful opportunities to build community both inside and outside of the classroom. The office aims to encourage personal and professional growth by working with the individual student, graduate student groups, and campus partners. GSA is inclusive in providing student support services to all graduate students. The office is responsible for graduate student orientation and assisting with the graduate Commencement ceremonies. GSA offers a wide range of programs on professional development, academic support, personal enhancement and socials. GSA works with student groups in planning, fundraising and implementing programs. In addition, GSA oversees medical leaves of absence, graduate student conduct and advises the Graduate Student Council.

Graduate Student Affairs serves as the central resource for all graduate students. Students are always welcome to visit the office on the North Haven Campus in MNH-276. Please feel free to contact us at 203-582-GRAD (4723).

Your Graduate Student Affairs staff members are: Gina Frank, dean of graduate student affairs, and Stefano Fasulo, associate director of graduate student affairs.

Graduate Housing Resources

- Quinnipiac University offers a limited amount of housing for graduate students.
- A searchable database of rooms, apartments and homes in the area is available. Please visit MyQ (Student Life, Residential Life, Off-Campus Renting).
- Please contact Graduate Student Affairs at 203-582-4723 for further information.

Office of Residential Life

Living on campus is one of the many learning experiences at Quinnipiac. Students have the unique opportunity to live with students from a variety of diverse backgrounds. Quinnipiac believes that the experience of living on campus is enhanced by tolerance, respect for others and regard for the standards of good citizenship.

Residential Life Mission Statement

The Office of Residential Life at Quinnipiac University is committed to excellence in the development of a living-learning environment that contributes to student success.

There are five learning goals associated with the residential experience:

- **Interpersonal Competence** is the ability to effectively communicate with others and build meaningful relationships.
- **Intellectual Competence** is the ability to use acquired

knowledge to think critically and creatively.

- **Societal Competence** is the ability to understand and appreciate multiple cultures, develop a global perspective, and engage in social and civic responsibilities.
- **Self-Awareness** is the ability to be introspective and to define one's goals, values and identity.
- **Practical Competence** is the ability to develop and apply necessary life skills.

University housing consists of traditional residence halls, suite-style units, apartment-style units and off-campus houses. Each of these options provides an opportunity to interact with students from a wide variety of geographical locations and cultural backgrounds. Your experiences with your fellow students will be enhanced by your tolerance, respect for others, and regard for the standards of good citizenship. Students are housed in separate areas according to their class year: firstyear, sophomore, junior and senior. The first-year area features several living-learning communities for students.

The Office of Residential Life has two convenient locations for students. The Mount Carmel office is located in the Student Affairs Center on Bobcat Way. The telephone number is 203-582-8666. The York Hill office is located in the Rocky Top Student Center. The telephone number is 203-582-3615. Both offices are open Monday through Friday from 8:30 a.m. to 5 p.m.

Office of Community Service

The Office of Community Service, within the Division of Student Affairs, is located on the second floor of the Carl Hansen Student Center. The Office of Community Service is the central resource for students, faculty and staff interested in volunteering in the local community. The office provides support to students and faculty interested in community service and service learning, and is responsible for both expanding and coordinating programs that encourage service, civic engagement and volunteerism at the local, national and international level.

The Office of Community Service provides the following services:

- serves as a resource and contact for students, faculty and staff in the development of community service opportunities
- assists faculty in the development of service learning and experiential learning opportunities
- assists students, student organizations, campus offices and departments in the development, coordination and funding of community service activities
- develops and organizes the Alternative Break Program that engages students in domestic service activities
- acts as an advocate for, and adviser to, student organizations committed to service
- develops and maintains a database of local community agencies and nonprofits searching for volunteer assistance or

- open to hosting one-time small group service activities
- develops and manages the America Reads Federal College Work Study program that offers students with work study the opportunity to work in an elementary school or community agency as a reading tutor
- develops and manages the community Federal College Work Study program that offers students with work study the opportunity to work with local community nonprofits in various capacities
- supports student groups, university departments and faculty in the design and coordination of events that advocate for and educate the community about the unmet needs and issues of social justice within our local communities.

Office of Student Conduct

The mission of the Office of Student Conduct is to assist students to make positive decisions and be responsible citizens in the Quinnipiac and surrounding communities. Using the Student Code of Conduct as a foundation for community standards, the office offers resources and education to students, staff and parents.

The staff members in the Office of Student Conduct, along with student conduct officers, assist students to: analyze their behavior and the effect on the community, identify the impact of their personal decisions, and define their personal values.

The Office of Student Conduct:

1. advises and assists parties involved in conduct proceedings
2. trains and advises student conduct officers and student leaders
3. reviews decisions of the code of conduct process
4. maintains all student disciplinary records
5. collects and disseminates research and analysis concerning student conduct
6. provides educational outreach programs for students regarding alcohol and drugs

The Office of Student Conduct is located in the Student Affairs Building on Bobcat Way and is open Monday through Friday, 8 a.m. to 5 p.m. For more information please call 203-582-8753.

Office of Religious Life

The Office of Religious Life oversees religious activities and programming at Quinnipiac University. The staff includes religious leaders representing the Catholic, Protestant, Jewish and Muslim communities on campus. These religious leaders facilitate worship services, provide pastoral counseling, and offer a variety of educational, social and co-curricular programs. They advocate for students regardless of religious affiliation, and are available as a resource for faculty, students and staff. The office also supplies official religious representatives at formal university events.

The university's Center for Religion offers a wide-range of programs that help students to explore the religious dimension of contemporary issues, as well as aid students in the development of ethical reflection and moral decision-making. Additionally, the office administers the Catholic Chapel located in the Center for Religion, the Peter C. Hereld House for Jewish Life, and a Muslim prayer room in the Carl Hansen Student Center.

Programs sponsored by the Office of Religious Life are open to everyone. For more information, contact the executive director of university religious life at 203-582-8257.

Counseling Services

Counseling Services provides access to care for students seeking help for emotional distress. The goal is to assist students through brief therapy while addressing concerns that may be impacting negatively on academic performance or on the student's quality of life within the university community. Our counselors and part-time psychiatrist are a resource for students struggling with stress, anxiety, depression, relationship problems, eating disorders and alcohol or drug abuse. Other common problems include difficulty making decisions, low self-esteem, procrastination or the stress of leaving home while adjusting to college life. Counseling staff members are available to assist any student who has been affected through physical or sexual violence or who may be grieving the loss of a loved one.

The following counseling services are available to all undergraduate and graduate students at no cost:

- individual counseling
- diagnostic evaluation
- family intervention
- urgent visits
- mental health referrals
- consultation to faculty, staff and medical staff

Counseling Services is located in the Health and Wellness Center on Bobcat Way. The office is open Monday through Friday from 9 a.m. to 5 p.m. Counseling services are available at the North Haven Campus by appointment.

Students wishing to schedule an appointment must complete a confidential counseling form. To schedule an appointment, please call Counseling Services at 203-582-8680 or see the appropriate link on MyQ.

In cases of emergency, students should go to the Department of Public Safety in Irmagarde Tator Hall or Student Health Services, also in the Health and Wellness Center.

Student Health Services

Mount Carmel Campus

Located in the Health and Wellness Center on Bobcat Way, Student Health Services is staffed by registered nurses 24 hours a day, seven days a week while students are in residence. A physician, board certified in both emergency and internal medicine, is available 30 hours per week, as well as a physician assistant 35 hours per week, Monday through Friday. The highest priority of the staff is meeting the emergent health needs of the student population and providing ongoing health education opportunities as an integral part of the college experience. All questions should be directed to Student Health Services at 203-582-8742.

Services are available only to students who have completed the Student Health Services requirements, including an online personal form, online personal immunizations form and a physical exam. The Student Health Services Physical Examination Form must be downloaded and taken to your health care provider for completion. The results of a pre-entrance physical examination that was administered by a licensed advanced practice nurse, a physician assistant, a DO or an MD no more than one year before entrance to Quinnipiac must be mailed to the SHS office. These forms serve as a basis for health counseling and for decisions about physical activities in which students can engage. Students who do not comply are not permitted to register for classes or receive their university housing assignments. The information provided becomes the basis for the student's confidential medical record within Student Health Services.

All charges for referrals, diagnostic procedures and lab work will be billed directly to the student at his/her home address. Quest Diagnostic Laboratory is the default laboratory where all specimens are sent unless the student advises the health care provider otherwise. Student Health Services does not participate in third-party billing. To process bills for insurance reimbursement follow the instructions on the bill.

The following immunizations are required by law:

- Meningitis immunization (required of anyone living in university-owned housing and within five years of enrollment)
- Two MMR (measles, mumps and rubella) or positive titer, as indicated by lab report
- TB screening, per guidelines listed on the form
- Two Varicella (or proof of having the disease) or positive titer, as indicated by lab report
- Vaccination against Hepatitis B is strongly recommended and may be required by certain clinical programs.

Quinnipiac University has developed a health insurance plan especially for students. The plan provides coverage for illnesses and injuries that occur on and off campus and includes special cost-saving features to keep the coverage as affordable as possible.

This is a hard waiver program, which means that all students MUST maintain major medical insurance. A student may waive health insurance coverage if he or she presents evidence of other health insurance under a plan that provides benefits equal to or greater than the Quinnipiac University Student Health Insurance Plan. Students must document evidence of coverage and make an online waiver decision by the waiver deadline of June 12. Visit gallagherstudent.com for additional information regarding the plan.

A nominal fee is charged for gynecological exams and contraceptive supplies. Routine services and supplies are provided without charge. Prescriptions may be taken to local pharmacies to be filled at the usual and customary fee. Students have the option to purchase some medications through Student Health Services.

An allergy clinic is offered to students who are engaged in allergen immunotherapy prior to coming to Quinnipiac. The allergist of a student wishing to participate in this program must review and sign two forms: an allergy instruction form and an allergy treatment form. These forms are available in Student Health Services or may be downloaded from the website and printed for completion by their allergist. If necessary these forms may be mailed or emailed to students who will be participating in the program. In addition, students must make an appointment with the allergy nurse for administration of their extract.

Class excuses are not issued to students. Students who are ill are expected to contact their respective professors to inform them of their illness. Professors may phone Student Health Services to verify this information and will be told the student was or was not seen by a professional staff member. Particulars of student visits are not shared unless a student completes a release of information form. Parents or legal guardians are notified of serious illness and emergencies at the discretion of the professional staff. Visit the Student Health Services website at quinnipi.ac/myqhealth for additional information.

Students under the age of 18 must obtain written parental consent prior to obtaining treatment at Student Health Services. The only exceptions are when immediate medical attention is necessary or the student seeks: 1) testing for HIV; 2) an examination or treatment of a venereal disease; 3) mental health treatment; 4) an abortion, or 5) alcohol or drug rehabilitation.

York Hill Campus

Student Health Services also has a location on the York Hill Campus, on the ground floor of the Rocky Top Student Center, opposite the "H" entrance of the Crescent Residence Hall. This facility is open for eight hours each weekday. A health care provider, under the direction of the Student Health Services medical director, is available Monday through Friday. Again, services are available only to those students who have submitted the required information as outlined above.

Allergy injections and contraceptive-related gynecological services are provided on the Mount Carmel Campus only.

Athletics and Recreation

Quinnipiac recognizes the importance of athletics and recreation in student life. The university supports 21 highly competitive, Division I intercollegiate teams, as well as, an extensive campus recreation program. The campus recreation program, with access to fully equipped fitness centers consists of intramurals, aerobics and many leisure-time offerings.

Athletics

NCAA Division I intercollegiate athletic teams for men include baseball, basketball, cross-country, ice hockey, lacrosse, soccer and tennis. Women compete in acrobatics and tumbling, basketball, cross country, field hockey, golf, ice hockey, indoor and outdoor track and field, lacrosse, soccer, tennis, rugby, softball and volleyball.

Quinnipiac has memberships in the following NCAA Division I conferences:

- Big East (Field Hockey)
- ECAC Men's and Women's Ice Hockey
- Metro Atlantic Athletic Conference (MAAC)
- National Collegiate Acrobatics and Tumbling Association
- National Intercollegiate Rugby Association (NIRA)

Spirit Groups

Several spirit groups lend their support to athletic teams. The Quinnipiac Pep Band, Boomer the Bobcat (mascot), Sideline Cheer, Ice Cats and several dance groups (Dance Company, Dance Fusion, Kickline, Step to Perfection).

Campus Recreation

Quinnipiac University campus recreation encompasses a variety of activity programs—intramurals, fitness center/weight room, aerobic/activity classes, “open rec,” and special events on all three campuses.

Intramural Program

The Quinnipiac intramural program offers a variety of competitive sports activities in a recreational setting. Participants have freedom of choice, equality of opportunity and responsibility for sharing in the planning, supervision and administration of their sports programs. Participants create their own teams, select their level of competition, and vie for coveted championship T-shirts. Nearly 75 percent of the student body participates in one or more intramural activities.

The intramural program has work-study positions available for referees and statisticians.

Intramural offerings include:

- Basketball (5-on-5 and 3-on-3)
- Dodgeball
- Flag football
- Ice Hockey
- Kickball
- Soccer (indoor and outdoor)
- Tennis (singles and mixed doubles)
- Ultimate Frisbee
- Volleyball (4-on-4 and 6-on-6)
- Wiffle ball
- Open skate

Visit quinnipiac.ac/intramurals for more information about intramural sports.

Fitness Classes and Programs

Campus Recreation offers a full schedule of free fitness classes taught by certified student instructors. Activities include a variety of the latest trends, including: Spinning®, Ugfit®, Bootcamp, Zumba®, yoga and pilates.

Classes begin the second week of each semester and there is limited class availability during the summer and winter break. The classes are scheduled throughout the week and have limited spots, which can be reserved 24 hours in advance. On the Mount Carmel Campus, most classes are open to 40 participants. Class size on the York Hill Campus is typically 15-25 people due to equipment and space.

Open Recreation

“Open Rec” hours are available in both the Recreation Center and the dance studios on Mount Carmel and York Hill campuses. Quinnipiac community members are encouraged to walk or jog on the track; and to play basketball or volleyball in the Recreation Center or use the mirrored dance studios to rehearse. Hours are posted beside the entrance doors of each facility.

Open Skate and Puck Time

Once a week from October until Finals Week, and the start of the Spring Semester through March, the TD Bank Sports Center ice is open for students, faculty and staff to “lace up the skates.” Open skate time is a great way to gather with friends and get a workout on the ice. Open puck time is for hockey players of all skill levels, as it is a non-check scrimmage time. Times change based on availability.

Tennis Court Reservation Procedure on the Mount Carmel Campus

The outdoor tennis courts are available for the Quinnipiac community when the varsity teams are not using them. The varsity tennis team practices daily on the outdoor courts.

Tennis court reservations are available on occasion between the hours of 7 a.m. and 1 p.m. To make a reservation, call the Fitness Center front desk reception area (ext. 8280) or Cassie Bishop, fitness coordinator (ext. 6441). Be sure to leave your name and phone number in case they need to change or cancel the reservation. Reservations are on a first-come, first-served basis and subject to prior event reservations.

Athletic and Recreation Facilities

Quinnipiac Sports Center

The Quinnipiac Sports Center is a state-of-the-art, 185,000-square-foot facility featuring separate arenas for Quinnipiac University's NCAA Division I men and women's basketball and ice hockey teams. Additionally, the ice hockey arena is home to our intramural open skate and the men's and women's ice hockey program during the semester as well as host to the intramural basketball championship. The arena is located on Quinnipiac's 250-acre York Hill Campus on Sherman Avenue and is accessible to Quinnipiac students via the university shuttle system.

Allotments of free tickets are available to Quinnipiac undergraduate students for all home games at the arena. For ticket information, log on to Quinnipiacbobcats.com or call 203-582-3905 or visit the box office at the York Hill Campus.

Burt Kahn Court/Gymnasium

This hardwood floor facility located in the Athletic and Recreation Center on Mount Carmel Campus serves as the competitive site for Quinnipiac University home volleyball games. The gymnasium also is occasionally used for intramurals and "open recreation."

Recreation Center

The Recreation Center on Mount Carmel Campus has four multipurpose courts for open play. Curtains between each court allow for a variety of activities to take place simultaneously.

Fitness Centers

There are three fitness centers at Quinnipiac University. One is located in the Athletic and Recreation Center on the Mount Carmel Campus. Another is located in the Rocky Top Student Center on the York Hill Campus. Both have a full line of strength equipment, free weights and cardiovascular equipment including:

- Adaptive motion trainers
- Bicycles (recumbent, upright)
- Elliptical
- Free climbers/steppers
- Treadmills

The third fitness center is a satellite space on the North Haven Campus, with a few pieces of cardio equipment and free weights. The fitness centers are open to all members of the Quinnipiac community. Prospective users must complete an online waiver, which includes review of rules and regulations. This can be found in your Webadvisor account. A validated Quinnipiac ID must be presented for entrance to the facility.

Dance Studios

Aerobics, fitness classes, dance groups and many other campus groups all share the university's three studios. The mirrored studios each contain state-of-the-art stereo equipment for professional and student use. Each studio also is equipped with audio. Equipment for all scheduled activities and classes is provided. Mats, steps, power bars and hand weights usually are available in the aerobic studio equipment storage area.

Quinnipiac community members may drop in during free time to use the studios for exercising or rehearsals.

Indoor Track

The suspended track encircles the four Recreation Center courts on the Mount Carmel Campus. Students and staff may walk and jog upstairs. Nine laps of the track equal one mile.

Cardio Corners

All four corners of the indoor track on the Mount Carmel Campus have been outfitted with various pieces of cardiovascular equipment. Each corner (approx. 2,800 square feet) has treadmills, elliptical, steppers and bikes. One corner is outfitted with multipurpose mats, stability balls and light weights.

Spinning® Room

There is a Spinning® room located in the fitness center on the York Hill Campus. There is an online bike reservations process. Use of this room is available during classes only.

Outdoor Venues and Fields

Quinnipiac's outdoor athletic facilities consist of venues for softball, baseball and women's rugby, as well as turf fields for men's and women's soccer, men's and women's lacrosse and field hockey. Additionally there are six lighted tennis courts, a hitting wall and basketball court adjacent to the Athletic & Recreation Center.

Sports Equipment

Quinnipiac supplies most recreation equipment, such as volleyballs, basketballs, and tennis rackets. Equipment may be signed out at the reception desk with a Quinnipiac ID.

Fitness Center Policies and Procedures

(applies to Mount Carmel, North Haven and York Hill facilities)

- No one will be admitted without a validated Quinnipiac ID. A card is validated upon completion of the online waiver.
- Cards must be swiped to enter the Recreation Center and again to enter the Fitness Center.
- Appropriate workout clothing is required; full T-shirts are required (no sports bras or halter tops) in the Fitness Center.
- Our staff members are undergraduate work-study students—they are not personal trainers.
- Please wipe down equipment thoroughly after use; paper towels and cleanser are available in each corner in the Fitness Center and in each Cardio Corner of the track.
- Please replace all dumbbells and plates after use.
- The use of chalk is prohibited.
- Food and/or beverages are not permitted in any part of the Recreation Center; water fountains are located within or near every recreation area.
- The computerized sign-up for cardio equipment is located at the Recreation Center reception desk.
- You must sign up for all cardio equipment (limit: 30 minutes per piece).
- You must attend to sign up; no phone reservations.
- You may not sign up more than two hours in advance.
- Use of the facility is at your own risk. Request help if you are unfamiliar with the equipment.
- Immediately report any injury or facility/equipment irregularity to the staff member on duty. Injured parties must report to the Health Center.

Note: Policies and procedures are designed to enhance the safety and cleanliness of our recreational facilities. Please be considerate to the recreation staff and other patrons using the facility.

Hours (Mount Carmel Campus)

Monday–Friday	7 a.m.–11 p.m.
Saturday and Sunday	10 a.m.–11 p.m.

Hours (York Hill Campus)

Monday–Thursday	7 a.m.–11 p.m.
Friday	7 a.m.–9 p.m.
Saturday	10 a.m.–9 p.m.
Sunday	10 a.m.–11 p.m.

Hours (North Haven Campus)

Monday–Thursday	7 a.m.–7 p.m.
Friday	7 a.m.–4 p.m.
Saturday–Sunday	closed

Hours may change on university holidays and snow days. Check MyQ for updates.

Guest Policy

All guests must have a photo ID and complete a waiver/consent form and an information card during their first visit. These forms are available at the Fitness Center reception desk. Each host is permitted one guest at a time who must be 18 years or older. The host must sign a waiver form, remain with his/her guest at all times and assume responsibility for the actions of that guest. The same person may be signed in as a guest only three times per year—regardless of who signs them in. Faculty and staff are not permitted to have guests in the Fitness Center. Family members (spouses, children) are not permitted to use the center.

Locks/Lockers/Attire

Locks may be signed out at the reception desk for daily use upon presentation of the QCard. Men's locker rooms are located across from the Fitness Center; women's locker rooms are upstairs opposite the dance studios. Full T-shirts are required in the Fitness Center.

All items left unattended are not the responsibility of the Fitness Center or its employees.

Department of Public Safety

The mission of the Department of Public Safety is to provide a safe and secure environment for the university community through the efficient and effective use of resources such as education, crime prevention, technology and enforcement activities.

Although the mission is to ensure a safe environment, the ultimate responsibility for personal safety rests with each individual. Therefore, it is important for all members of the Quinnipiac community to be aware of their surroundings and potential risks. Take the time to familiarize yourself with the procedures for building evacuation, use of Code Blue Light Phones and how to contact the Department of Public Safety in the event of an emergency.

The Department of Public Safety is located in Irmagarde Tator Hall, Suite 118, on the Mount Carmel Campus at 275 Mount Carmel Ave., Hamden, CT, 06518. To contact the department, call 203-582-6200 (on campus dial 6200), or dial 111 for an emergency.

Public Safety Services

The Department of Public Safety provides the following services for the Quinnipiac community:

- patrols of all university properties 24 hours a day, 365 days a year
- responds to all requests for assistance
- responds to and investigates all complaints
- responds to all emergencies and assists at medical emergencies

- conducts regular checks of all residential and academic buildings for the safety and protection of the Quinnipiac community
- offers escort service (walking escort) 24 hours a day, seven days a week
- conducts regular foot patrol of all campus buildings and residential buildings
- provides perimeter security (traffic control post) at all entrances of the campus
- provides and maintains security for all student and Quinnipiac campus events
- maintains a working relationship with all law enforcement agencies and other emergency service agencies
- assists all members of the campus community who have a motor vehicle problem (e.g., jump start, attempt to unlock vehicles)

Additional Services

In addition to day-to-day responsibilities and services, the Department of Public Safety also:

- conducts seminars and group discussions regarding personal safety and campus security
- conducts fire drills with residential life staff
- holds discussions regarding security and safety and students' responsibilities
- invites representatives from various police agencies to discuss law enforcement and how it affects Quinnipiac students
- provides information and guidance about security and safety on Quinnipiac property to any member of the campus community
- designs specific safety programs
- maintains a lost and found

Security and Safety Regulations for All Students and Guests

- Building doors should never be propped open or blocked, to avoid problems and prevent unauthorized visitors from entering the building.
- All students and guests must stop at all traffic control posts on the perimeter of the campus. Students must carry their QCard at all times.
- Acts of vandalism should be reported to the Department of Public Safety immediately by dialing 111 for emergency.
- All fire safety regulations must be observed. In the case of a fire alarm, all occupants must evacuate the building and may not re-enter it until authorized to do so by the fire department or the Department of Public Safety.

Missing Persons

In the event that a student is deemed to be missing from the residence halls or campus, the person (or persons) discovering this fact are directed to first report it to the Department of Public Safety. Public Safety will notify without delay Residential Life, Student Affairs and the Hamden Police Department, and an investigation will be initiated upon receipt of the information.

All Quinnipiac students who are living in an on-campus student housing facility have the option to register one or more confidential emergency contact person(s) with the Student Affairs Office. This emergency contact person will be notified in the case that the student is determined to be missing. Students are made aware that their contact information will be registered confidentially. Only authorized university officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. All students are advised that any missing student younger than 18 years of age and not emancipated will have his or her parent or guardian notified in addition to any confidential contact and local law enforcement officials.

Specific Procedures

When a member of the university community becomes aware that a student is missing, it is urgent to immediately notify Public Safety. Upon receiving a report, the Public Safety Department will investigate without delay.

Upon determining a student is missing, the Public Safety Department will notify local law enforcement immediately with all available information concerning the missing student:

- Name and description of the student
- Location and time last seen
- Name of the person last seen with student if available
- Description of vehicle student may be driving
- Intended destination (and time of expected arrival)
- Name of student's parent(s) or guardian(s)
- Any medical issues
- Locations of places the missing student may frequently visit
- Name of missing student's companion(s) or colleague(s)

Public Safety will:

- Document all information regarding the circumstances and events surrounding the disappearance of the student
- Issue a "BOLO" (Be On the Look Out for) broadcast using the Department of Public Safety radio system. A photograph of the missing student will be accessed and utilized from the Colleague system
- Issue a university alert relative to the missing student
- Contact Hamden Police Department and report a missing student
- Contact Student Affairs, Residential Life and university officials to report a missing student
- Make an immediate search effort and attempt to contact the missing student via his/her cell phone
- Complete a report of the step-by-step efforts to locate the missing student

Parking and Transportation Services

Parking for all students, staff, faculty and visitors is considered a privilege. Users are expected to know, understand and abide by all of the Quinnipiac University parking rules and regulations, as well as those enacted by the State of Connecticut regarding the safe operation of a motor vehicle. Vehicles found in violation of the parking rules and regulations are subject to the issuance of parking citations or towed at the owner's expense. Failure to have knowledge of the rules is not a valid defense in the appeal process. The accumulation of five parking citations will result in the loss of the parking privilege, the parking decal will be void, and the vehicle will be removed from campus.

All vehicles operated on any University owned property must be registered with the Parking & Transportation Office. All unregistered vehicles will be removed from campus at the owner's expense.

Contact Information

Phone: 203-582-5381

Fax: 203-582-5268

Email: parkinginformation@qu.edu

Parking & Transportation Office Locations and Hours:

Mount Carmel Campus
Irmagarde Tator Hall, Room 152
275 Mount Carmel Avenue, Hamden

North Haven Campus
MNH Suite 186 (across from the Fitness Center)
370 Bassett Road, North Haven

Office Hours – Walk-in services:

Monday:	10 a.m.-Noon 2 p.m.-3 p.m.
Tuesday:	10 a.m.-Noon 2 p.m.-3 p.m.
Wednesday:	10 a.m.-1 p.m. – North Haven Campus
Thursday:	10 a.m.-Noon 2 p.m.-3 p.m.

The office is closed on weekends and when the university is officially closed as dictated by the current academic calendar.

My Parking Platform

My Parking Website: quinnipi.ac/myparking

This link is available on the MyQ website, under the quick links tab.

Go to your personal My Parking account to manage all of your parking needs.

- Vehicle Registration
- Account Payments – credit card
- Parking Violation Appeals – must be done online, within 10 days.
- Parking Account Payments:
 - Online via the My Parking Platform – Accepts credit card payments
 - During walk-in service at the parking office – Accepts QCash only
 - Bursar's Office, Mount Carmel Campus Accepts QCash, Cash, Check – Must have a copy of your parking account information

Parking Rules and Regulations

The complete parking rules and regulations can be found on the Department of Public Safety website.

Shuttle Services

Quinnipiac University operates a robust shuttle service free of charge, seven days a week during the school year. The shuttles are equipped with real time GPS technology and video cameras. All riders must present their QCard upon entry. Patrons and operators are expected to be respectful and courteous at all times. Disruptive behavior, sickness due to excessive alcohol consumption and damage of property will not be tolerated, all claims of such behavior will be fully investigated by the Department of Public Safety and if necessary all appropriate outside agencies. The findings of the investigation may result in loss of privilege, levy of fines or other monetary settlement.



Graduate Student Organizations

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Graduate Student Organization Overview

A student organization is a group of graduate students who are committed to enriching the learning environment through extracurricular engagement. Student organizations are open to all enrolled Quinnipiac graduate students. All student organizations and respective members are required to adhere to the university policies outlined in this handbook and must be approved by the Office of Graduate Student Affairs.

Graduate student organizations are approved and recognized through the Office of Graduate Student Affairs.

Eligibility Requirements for Involvement

General Membership

It is the policy of Quinnipiac University that there shall be no discrimination in the selection of membership in graduate student organizations and in the conduct of their business. This policy further provides that there shall be a nondiscriminatory clause in the constitution of all student organizations. In all cases, except as allowed by law, membership is without regard to race, gender, religion, sexual orientation, age or physical limitation. The Office of Graduate Student Affairs advises and supports graduate student organizations exclusively.

Graduate students who are in good standing with Quinnipiac are eligible for membership in student organizations.

Good standing with Quinnipiac, as it pertains to student involvement, is understood to mean that students must:

- possess the minimum 3.0 GPA (some organization requirements may be higher, particularly for leadership positions)
- have good conduct standing
- have met all obligations, financial and otherwise, to Quinnipiac
- adhere to all campus, local and federal regulations

Student Organization Requirements

- The organization must be unique from all other graduate student organizations.
- The purpose or actions of the organization cannot contradict university, state and/or federal policies and laws.
- A minimum of five graduate student members are required at all times to remain identified as a student organization by the Office of Graduate Student Affairs.
- Membership of a student organization cannot be limited on the basis of race, gender, religion, nationality, sexual orientation, age or physical limitation.
- Members will remain in good standing per the Eligibility Requirements for Involvement.
- The organization must have one faculty/staff member serving as the organization's adviser.

- The organization must meet with the dean for graduate student affairs annually to review membership and budgetary needs.
- The organization must provide meaningful opportunities to enhance and develop leadership skills in members.

Student Organization Privileges

- The organization may use the name of Quinnipiac University in connection with its own name.
- The organization may solicit membership on campus under the organization's name.
- The organization may use Quinnipiac facilities for its programs and meetings in accordance with university policies.
- The organization will be included in the official listing of all graduate student groups.
- The organization may collaborate with other student organizations or university departments when sponsoring trainings and events.
- The organization may request assistance from the Office of Graduate Student Affairs.

Student Organization Policies

Membership

Student organizations are open to all enrolled Quinnipiac graduate students.

- Members of a student organization must meet the Eligibility Requirements for Involvement (at left).
- Membership of a student organization cannot be limited on the basis of race, gender, religion, nationality, sexual orientation, gender identity, age and physical limitation.
- Undergraduate students cannot hold an officer position in graduate student organizations.

Alcohol and Drugs

The Office of Graduate Student Affairs, prior to the event, must approve any event with alcohol sponsored by a graduate student organization.

- The possession, sale, use or consumption of alcoholic beverages, while on Quinnipiac University premises or during a student organization event, in any situation sponsored or endorsed by the student organization, or at any event on or off campus an observer would associate with the student organization, must be in compliance with any and all applicable state and local laws, Quinnipiac University and other organizational policies, and must comply with inter/national organization's third-party vendor guidelines.
- No alcoholic beverages may be purchased through or with student organization funds; nor may the purchase of alcoholic beverages for members or guests be undertaken or coordinated by any member in the name of or on behalf of the student organization, either formally or informally. The purchase or use of a bulk quantity or common source(s) of alcoholic beverages, for example, kegs or cases and/or common excessive quantities of alcohol, is prohibited.

- Open parties or gatherings, meaning those with unrestricted access by non-members of the student organization, without specific invitation, where alcohol is present, are prohibited.
- No members, collectively or individually, shall acquire, serve to, or sell alcoholic beverages to any individuals under the age of 21.
- The possession, sale or use of any illegal drugs or controlled substances while on Quinnipiac University premises or during an event on or off campus that an observer would associate with the student organization is strictly prohibited.
- No student organization may cosponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event defined as a fundraiser. However, a student organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third-party vendor and guest list.
- An event at which alcohol is present may be conducted or cosponsored with a charitable organization if the event is held within the provisions of this policy.
- No student organization may cosponsor, co-finance, attend or

- participate in a function at which alcohol is purchased by any of the host organizations, groups or teams.
- No member or new/associate member shall permit, tolerate, encourage or participate in games that promote consumption of alcohol at student organization events or at any event that an observer would associate with the student organization.
- For all events involving alcohol, including but not limited to socials, mixers, semifinals and/or formals, the following procedures must be adhered to:
 - The event must comply with all student organization policies and procedures including those listed in this policy.
 - The event must have prior written approval from a member of the Office of Graduate Student Affairs.
 - Food and nonalcoholic/alternative beverages must be provided in appropriate quantities.
 - The third-party vendor must agree in writing, via the Third-Party Vendor Agreement, to adhere to the responsibilities and requirements stated in the agreement.
 - Failure to meet aforementioned details will result in cancellation of the event.



Event Management

- Graduate Student Affairs must be notified and approve of any events being hosted or co-sponsored by graduate student organizations. An event is defined as a gathering of more than five members of a student organization and/or other students/guests. The following are all deemed events: indoor/outdoor programs, fundraisers, raffles and/or off-campus programs.
- All events being held on campus must reserve a space for the event through the Event Management System (EMS).
- Logistical set-ups provided in on-campus spaces (i.e., tables, chairs, staging, electric) may not be altered in any way without permission from the Office of Facilities.
- All registrations and space reservations must be made 14 days in advance of the proposed event date.
- At least one organizational member must be present at all events.
- Public Safety retains the right to dispatch officers to an event in which may require Quinnipiac University Public Safety or local law enforcement. Public Safety will determine the number of officers necessary.
- The sponsoring organization, in conjunction with Public Safety, is responsible for controlling access and egress to the event. Public Safety may require a security layout. This layout should be completed in conjunction with Public Safety and a copy should be provided to Graduate Student Affairs.
- Events that solicit people other than Quinnipiac students must obtain proper police and fire protection, as well as any required permits from the Hamden or North Haven chief of police. The organization sponsoring the event must pay for any required permits as well as police and fire personnel to be present in numbers proportionate to the size of the anticipated audience. Organizations may consult with the Office of Graduate Student Affairs.
- Outdoor events need to abide by the following additional policies:
 - Events will end no later than 10 p.m., or at the discretion of the Office of Graduate Student Affairs or the Department of Facilities.
 - Professional staff including, but not limited to, Public Safety, Division of Student Affairs and Facilities, reserves the right to request that sound levels be lowered should noise complaints be received. In addition, professional staff has the right to cancel or prematurely end any outside program deemed to be a danger or threat to the university community. (See p. 61 for the Policy Statement on Noise.)
 - No event will be approved to take place during quiet hours or exam hours. (see p. 38 for the Quiet Hour/Exam Policy)
 - Organizations are expected to be courteous of the spaces they are utilizing.
 - Clean-up after event, including but not limited to throwing out all trash, wiping down white/chalk boards, counters and tables, arrange furniture in the way it was set up at the start of event, shut off all AV equipment, etc.
 - Do not run over the time allotted for the space. Another event may be in the space immediately afterwards.

- If an event has been rescheduled/cancelled, cancel the EMS reservation and notify the Office of Graduate Student Affairs.

Off-Campus Events

- Student organizations are required to submit waivers for all event attendees. The waiver can be found in the Office of Graduate Student Affairs. All waivers must be submitted 24 hours in advance of the event to the Office of Graduate Student Affairs.
- When traveling off-campus, students may utilize their personal vehicles.
- If an event is an overnight event or one at which alcohol is being served/consumed, then an adviser is required to be present. An adviser must be a faculty/staff member employed by the university or a national/international organization representative. Student organizations are responsible for covering the cost of transportation, lodging and dining for the adviser.

Competing

- Student organizations are permitted to compete with the exception of recreational student organizations.
- Student organizations are not permitted to host or participate in events that involve gambling.
- Club sports will not be approved as student organizations.

Finance

- Student organizations are permitted to acquire money through fundraising, the collection of dues, sponsorship, through a campus department/office or national/international organization, and/or the Office of Graduate Student Affairs.
- For a student organization to receive a budget, it must meet once annually with the dean of Graduate Student Affairs.
- Student organizations are not permitted to establish financial accounts with outside banking organizations.

Fundraising/Raffles

- Organizations wishing to solicit off-campus companies for material donations (e.g., prizes or materials for events) must have approval for these activities from the Office of Graduate Student Affairs.
- Organizations wishing to charge admission to an event must have approval for these activities from the Office of Graduate Student Affairs.
- Organizations may not solicit companies for monetary donations or corporate sponsorship, and the exclusive right of a single sponsor to be the sole supporter of any student organization or organizational program is prohibited unless permission has been granted by the dean of graduate student affairs (or his/her designee) and the vice president for development and public affairs (or his/her designee).
- Organizations wishing to host raffles must have approval for these activities from the Office of Graduate Student Affairs.
- Raffles must meet the requirements as stipulated in

Connecticut state law. Connecticut state law prohibits giving alcoholic beverages as prizes for contests, drawings or raffles, and 50/50 raffles.

- Tobacco products may not be used as prizes.
- Items (ex. t-shirts, food products, etc.) and/or approved raffle tickets may be sold at approved organizational events only.

Marketing/Advertising/Privacy Rights

- Student organizations wishing to promote their group or an event must gain approval from the Office of Graduate Student Affairs.
- Flyers, posters and/or banners can be submitted for approval in the Student Organization Suite (SC 216) or at the Rocky Top Information Desk. A manager or staff assistant will post the materials on/in the designated bulletin boards/locations. The Office of Residential Life must approve flyers, posters and/or banners to be posted in the residential living area. Materials to be posted on North Haven must be approved by the Office of Graduate Student Affairs and posted only on designated bulletin boards/locations.
- Banners may be hung in the Carl Hansen Student Center, 2nd floor railings of the East Dining wing, overlooking the café, in the Rocky Top Student Center, 3rd floor, overlooking the information booth and main entrance, or on the North Haven Campus in the Center for Medicine Nursing and Health Science 2nd floor overlooking the stairs to the cafeteria. Banners will not be posted in any other areas.
- Flyers, posters and/or banners must state the name of the sponsoring organization.
- Approved flyers, posters and/or banners will be displayed for two weeks.
- No more than four flyers or posters may be posted at one time in the Carl Hansen Student Center, and two in the Rocky Top Student Center. Only one banner can be hung in each of the student centers.
- The maximum size for a flyer or poster is 18 by 24 inches. The maximum size for a banner is 6 feet by 4 feet.
- All other marketing materials wishing to be distributed must gain approval from the Office of Campus Life or the Office of Graduate Student Affairs.
- The Office of Campus Life, Office of Fraternity & Sorority Life and/or a student organization reserves the right to deny marketing materials/advertising including but not limited to those that:
 - promote the use of alcoholic beverages and/or tobacco products
 - advertise off-campus housing unless approved by Residential Life or Graduate Student Affairs
 - promote medical studies or medicines of any kind unless approved by Quinnipiac University
 - promote non-Quinnipiac degree and/or certificate programs of study
 - violate any local, state or federal laws, or university policies
- The Office of Campus Life and the Office of Graduate Student Affairs may choose to refuse advertising that can be considered libelous, defamatory, obscene, in poor taste, is demonstrably false, or otherwise conflicts with the values of the Quinnipiac University community.

- Consistent with the university's obligation to protect students' privacy rights, student organizations shall not publish or broadcast any stories involving student disciplinary matters, either academic or non-academic, until the matter is fully adjudicated by the university or information is released by the university or information is made publicly available by town/state police.

Communication

- Student organization members are required to respond to requests and/or correspondence from university officials within 48 hours.
- Student organizations are encouraged to visit the Office of Graduate Student Affairs in the Center for Medicine, Nursing and Health Science on the North Haven Campus suite, MNH 276, or call 203-582-GRAD (4723).

Procedure for Establishing a New Student Organization

For a graduate student group to become a recognized organization, the Office of Graduate Student Affairs must formally approve it.

The following parameters must be met to gain approval:

- The proposed organization must be unique from current probationary or recognized student groups.
- A minimum of five graduate students are required to start the organization.
- Members must secure a faculty/staff member to serve as the organization's adviser.
- The purpose or actions of the club cannot contradict university, state and/or federal policies and laws.
- Organizations will not be recognized if there is a predetermined amount of liability and risk associated with club activities.
- Membership of the proposed club cannot be limited on the basis of race, gender, religion, nationality, sexual orientation, age, or physical limitation.
- Founding members should be in good standing per the Eligibility Requirements for Involvement.
- Quinnipiac University will not recognize any clubs that involve gambling or club sports.
- The proposed organization must provide meaningful opportunities to enhance and develop leadership skills in members.

If the aforementioned parameters are met, the organization seeking recognition must provide the dean for Graduate Student Affairs the following items:

- a constitution/by-laws for the organization
- a list of leadership for the organization
- a list of at minimum five graduate students interested in being members of the organization
- a proposed budget for the academic year for the organization

Once all the items are received from the graduate student organization, the dean for Graduate Student Affairs will review the documents and decide whether the organization is able to become recognized. If a student organization becomes recognized, but then becomes inactive for a period of one year, the group will have to submit all aforementioned documents to the dean for Graduate Student Affairs again to be recognized and re-activated.

Graduate Student Organizations

Graduate LGBTQ and Allies Group

The graduate LGBTQ (lesbian, gay, bisexual, transgender and questioning) and Allies Group at Quinnipiac University is a social group for graduate students identifying as LGBTQ and/or allies as well as members of the Quinnipiac graduate community seeking to learn more about this identity group. This group has explored LGBTQ-friendly locations in the New Haven and surrounding areas as well as marketed opportunities to members for academic exploration and professional development with regards to sexual identity.

Graduate Physical Therapy Club

The Graduate Physical Therapy Club strives to increase the community's awareness of physical therapy as a profession as well as encourage students in the graduate PT program to further their knowledge of, and develop personal responsibility for the growth of, the profession. The club serves as a liaison between the graduate PT students, university faculty, and other graduate student organizations on campus. This helps to address student concerns and promote unity and involvement throughout Quinnipiac University's graduate-level programs. The Graduate PT Club sponsors several events and initiatives throughout the course of the year including (but not limited to) speakers/presenters, community service opportunities, and a PT mentorship program. The Graduate PT Club also has a Special Interest Group (SIG) that focuses on spinal cord injuries and issues. The SIG hosts an annual Walk and Roll event with all proceeds benefitting the Connecticut chapter of the National Spinal Cord Injury Association. This organization is open to graduate students in the PT program at Quinnipiac.

Graduate Student Council

The Graduate Student Council consists of students who serve as the governing body for graduate students at Quinnipiac. The organization acts as the medium for graduate student concerns and serves as the official voice of the graduate student population. The Graduate Student Council organizes, sponsors and promotes activities and events that further the interests of graduate students. Graduate students who are interested in getting involved or have a concern about graduate life should email graduatestudentcouncil@qu.edu or call 203-582-GRAD. Council meetings are held on Sundays at 5 p.m. on the North Haven Campus.

Graduate Saudi Cultural Club at Quinnipiac University (GSCCQU)

This organization's purpose is to promote Saudi culture at Quinnipiac University. This club educates others on the stereotypes and public image of Saudi Arabia. The club will organize and celebrate special occasions (the two Islamic holidays and the national day) in consultation with the Muslim Student Association (MSA) and the Muslim Chaplin.

Graduate Social Work Association

The purpose of this organization is to establish a well-known presence, provide support and be a voice for all graduate social work students. In addition, this group creates opportunities to discuss field education. Membership is open to all students currently enrolled in the Quinnipiac Master of Social Work program.

Primary Care Progress (PCP) Chapter at Quinnipiac University

PCP is a national nonprofit organization that serves as a network for medical providers and trainees as well as advocates and educators. The purpose of PCP at QU is to be the "home" for primary care in the campus community. This group hopes to be a place where all who are interested in the importance of primary care can come to share that passion and mission with others. This group brings speakers to campus, hosts events, and meets to discuss the common interest in primary care. PCP is an interprofessional organization, mostly comprised of health science, nursing and medical students.

Quinnipiac Physician Assistant Student Society

This organization was established in 1994 by the first class of PA students at Quinnipiac. The purpose of this organization is to promote the physician assistant as a member of the health care delivery team and to participate in community service activities. Membership is open to all students in the QU PA program and dues are determined on a yearly basis by the officers and members in the society. A PA program faculty member serves as the adviser and provides insight and direction in all student society activities. Each year the QU PA Student Society participates in numerous community-based service projects as well as the national Host City Prevention Campaign (HCPC), co-sponsored by the Student Academy, AAPA, PAF and PAEA. Students have made significant contributions to charitable organizations as well as provided help to those less fortunate. The Quinnipiac University Physician Assistant Student Society has been recognized by the American Academy of Physician Assistants for its significant charitable contributions.

Quinnipiac Women MBAs (QWMBA)

The Quinnipiac Women MBAs organization strives to address the challenges that are presented to women in the corporate world. QWMBA's mission is to empower women toward leadership positions in corporate America by providing support, education, professional development and networking opportunities. QWMBA is a great opportunity for graduate students, faculty members and alumnae to interact with one another to gain invaluable skills and knowledge as well as contacts for support.

Society of Professional Journalists (SPJ)

The Society of Professional Journalists is dedicated to the perpetuation of a free press as the cornerstone of our nation and our liberty. It encourages high standards and ethical behavior in the practice of journalism, fosters excellence, encourages diversity among journalists and inspires successive generations of talented individuals to become dedicated journalists. The chapter schedules workshops and lectures through the year. Information on joining the university chapter is posted at the start of the fall and spring semesters as well as through announcements on the Blackboard site for graduate journalism students.

V.I.S.I.O.N. (Volunteers In Service Impacting Our Neighborhood) Rehabilitation Clinic

V.I.S.I.O.N. Rehabilitation is a student-run, pro bono clinic that operates on Tuesday evenings at Quinnipiac's North Haven Campus at 370 Bassett Road, North Haven, Conn. Our clinic offers interprofessional skilled rehabilitation to individuals in the Greater New Haven area who currently do not have access to physical and/or occupational therapy services due to lack of insurance coverage or for those clients who have exhausted their insurance benefits for a specified condition. Services are also available to those who are covered by the Connecticut Husky Plan. Quinnipiac students provide services to clients in teams led by graduate physical and occupational therapy students under the direct supervision of licensed faculty members. In addition to direct skilled rehabilitation services, we at V.I.S.I.O.N. are committed to providing community education through a variety of outreach projects.



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Quinnipiac University

Residential Life

Quinnipiac recognizes that learning occurs both in and outside of the classroom. The Office of Residential Life provides rich opportunities that promote student learning and enhance personal development. Students have the unique opportunity to live with students from a variety of diverse backgrounds.

The Office of Residential Life has two convenient locations for students. The Mount Carmel office is located in the Student Affairs Center on Bobcat Way. The telephone number is 203-582-8666. The York Hill office is located in the Rocky Top Student Center. The telephone number is 203-582-3615. Both offices are open Monday through Friday from 8:30 a.m. to 5 p.m.

Graduate and Leased Housing

Graduate housing is available on a limited basis. Students have single bedrooms in our university-owned houses and apartments.

The Flats @ 520 which is an apartment complex located in North Haven and is leased by Quinnipiac University. This apartment complex is open to all students and offers studio, one-bedroom and two-bedroom apartments. For more information contact Office of Graduate Student Affairs at 203-582-GRAD.

University-Owned Housing

The university offers a variety of student housing options. Students progress toward more independent living from year to year.

Quinnipiac housing is guaranteed for three years for incoming freshmen. More than 4,900 students live in university housing, which includes traditional residence halls, suites, apartments and off-campus houses.

First-year students are offered a variety of living options: Irma and Dana are traditional residence halls with two to three people to a room and a community bathroom; Ledges and Commons quad-style rooms consist of four people to a room with a community bathroom; Larson, Troup and Mountainview are suite-style housing consisting of four doubleoccupancy rooms and a suite bathroom. A limited number of freshmen will live in Sahlin: a six-person apartment with bathroom and kitchenette.

Sophomores choose between suite-style housing offered in The Village and Perlroth Hall or apartments in The Hill and The Complex. The units in the Village, Hill and Complex all have three bedrooms, while Perlroth offers four bedrooms. Each suite or apartment includes a shared common room and bathroom.

Juniors live on the York Hill Campus in apartment-style housing offered in the Crescent, Whitney Village, Townhouses or Westview. Apartments provide one to four bedrooms, a furnished living room, oversized bathroom and a kitchen.

Seniors may select from available apartment-style housing at Eastview, Townhouses, The Flats and university-owned houses. Most seniors have single bedrooms and all have an extended housing contract. Students living in university-owned houses are minutes away from the Mount Carmel, York Hill and North Haven campuses.

Graduate housing is available on a limited basis. Students have single bedrooms in our university-owned houses and apartments.

Residence Hall Staff and Organizations

Resident Assistants and Community Assistants

Resident assistants and community assistants serve as paraprofessional staff members in the Office of Residential Life. These 109 student leaders develop a sense of community among residents and assist students with their personal, interpersonal and academic development. Resident assistants work with first-year and sophomore students while community assistants work with juniors, seniors and graduate students.

Residence Hall Directors

A residence hall director is a full-time, live-in professional who serves as the supervisor and administrator of a residence hall community. Residence hall directors serve as part of a team that works with specific residence hall populations. Responsibilities include the development and training of paraprofessional staff members, coordinating programming to respond to the needs of the student population, crisis management and serving as student conduct officer.

Residence Hall Council

The Residence Hall Council is a body of students composed of elected members from each hall. Its purpose is to develop collective programming experiences and address student concerns in the residence halls.

Area Councils

Area Councils are located in each of the residential living areas. The purpose is to provide leadership opportunities for resident students and social activities within the residence areas.

National Residence Hall Honorary

The National Honorary represent the top 1 percent of the student leaders on campus and are those who have contributed extraordinary amounts of personal time and energy to make the residence halls more than a "dorm."

Rho Alpha Sigma

Rho Alpha Sigma, part of a national organization, exists to recognize the outstanding efforts of resident assistant and community assistants, and to provide service back to the Quinnipiac community. This organization at Quinnipiac makes up only 10 percent of the paraprofessional staff.

General Information

Making Yourself at Home

Your residence hall is your home during your stay on campus. Quinnipiac supplies your room with a bed, dresser/wardrobe, desk and chair. To make yourself comfortable, you should bring extra-long twin sheets, pillow, curtains, towels, blankets, lamp, light bulbs and, if desired, rugs and extra furnishings. All university-supplied furniture must remain in the living unit. All common building furniture, including lounge, suite and apartment furniture must remain in the respective common areas.

Most residence areas are equipped with a variety of vending machines (water, juice, soda, candy). Washers and dryers are provided in each residence area. Apartment-style housing units are equipped with kitchenettes. Study lounges are located in Irma, Dana, the Complex, the Commons, the Ledges, the Crescent, Westview and Eastview.

Statement of Responsibility

Each student is required to agree to the Quinnipiac University Statement of Responsibility at the time they move into the residence hall. This document explains the expectations and responsibilities of the condition of their living unit.

Residence hall rooms are inspected for damage prior to opening at the beginning of the fall semester. If a student finds damage in his/her room at opening, the student should contact the residence hall staff by the end of the second week of classes. It is the responsibility of the student to report damage in the beginning of the year as well as damage that occurs throughout the year.

Work Request Systems

Quinnipiac students have access to both an online Facilities Work Request System and a Computer Help Desk Work Request System through the MyQ portal. If you experience a problem with your computer, room phone, cable or Internet connection, you should submit a work request through the Computer Help Desk web page and a professional from that department will address your concerns. If you are having a problem with something in your room (i.e., the light bulb has burnt out), you can submit a work request through the Facilities web page. Work requests are handled as quickly as possible, usually within 24–48 hours. Students living in university-owned houses will find the off-campus work request form in the Residential Life section of the MyQ portal. Work requests for laundry rooms are submitted directly to the laundry vendor except in certain off-campus properties.

QCard and Key Procedures

Students use their QCard to gain access to their hall and room. Students' QCards are activated at the start of the academic year and remain active when the residence halls are officially open. Students should be aware that their cards will not be active to access their hall or room during vacation/break periods (except in the senior housing area). If you lose your QCard, you must go to the QCard Office, located at Auxiliary Services in the library, during business hours to obtain a new QCard. Students will be charged the current fee for replacing lost, stolen or damaged cards or keys. Students must carry their QCard with them at all times.

Lockouts

In the event you find yourself locked out of your building or room, contact the Office of Residential Life. After hours, you should contact the RA in central duty on your appropriate campus:
Mount Carmel Campus—203-582-8622
York Hill Campus—203-582-8291

Each resident student will be permitted two lockouts per academic year. Subsequent lockouts may result in a \$25 fine.

Roommate Bill of Rights

All residents are entitled to the following rights, regardless of agreements in the contract:

1. The right to read and study without interference, unreasonable noises and other distractions
2. The right to sleep without undue disturbance
3. The right to have privacy in one's own room
4. The right to live in a clean environment
5. The right to be free from intimidation, physical and emotional harm
6. The right to expect respect for one's belongings
7. The privilege to host guests, but with the understanding that the guests will honor other residents' rights

Roommates

One of the most important experiences you have in college involves your relationship with your roommate(s). Incoming students can select one roommate when signing up for housing or will be matched with a roommate according to the information provided in the housing preferences questionnaire. As returning students, you have the opportunity to choose your roommate(s). All first-year residents will be required to complete a room and/or suite contract within three weeks of the fall semester. Successful group living is built upon mutual respect and respect for the rights of the individual. As guidelines, we offer the Roommate Bill of Rights (see next page). Violation of the Bill of Rights is handled by the residential life staff and may result in student conduct action or a new room assignment. This decision is made at the discretion of the director of residential life or his/her designee.

Room Selection

At the beginning of each semester, there is a two-week freeze on room changes. Prior to any room changes, students need to meet with their resident assistant and residence hall director. A member of the Residential Life staff will assist with the next appropriate steps. Students will be encouraged to talk to roommates first regarding minor conflicts. The university reserves the right to fill any vacancies that occur in student rooms. Students changing rooms should go to the Office of Residential Life to have their QCard access changed.

Security

For the protection and safety of the Quinnipiac community, closed-circuit security cameras monitor public areas and surrounding grounds of various residence halls. Security and safety concerns should be directed to Residential Life staff and Public Safety as appropriate.

Room Change Procedure

At the beginning of each semester, there is a two-week freeze on room changes. Prior to any room changes students need to meet with their resident assistant and residence hall director. A member of the Residential Life staff will assist with the next appropriate steps. Students will be encouraged to talk to roommates first regarding minor conflicts. The university reserves the right to fill any vacancies that occur in student rooms. Students changing rooms should go to the Office of Residential Life to have their QCard access changed.

Medical Accommodations

Students who request housing accommodations must complete a housing accommodations form that is available in the Office of Residential Life or online on MyHousing. Individual student requests will be reviewed on a case-by-case basis by the housing accommodations committee, which consists of representatives from Student Health Services, Learning Commons and Residential Life staff. New students needing accommodations must complete paperwork by June 15; returning students need to submit paperwork by March 1.

Residence Area Closing

The residence areas shut down over vacation and recess periods. With the exception of those who are approved to remain on campus, students must vacate the residential areas. All unauthorized students who do not vacate the residential areas by the designated time are subject to immediate removal, possible fine and disciplinary action.

Non-Quinnipiac Housing

The Office of Residential Life maintains a list of local properties available for rental, which is available through the MyQ portal. These facilities are not owned by Quinnipiac University and Quinnipiac is not responsible for them.

Financial Matters

Housing Policy/Deposits

Quinnipiac guarantees housing for the first three years of a student's college experience. Seniors and graduate students are housed on a space-available basis. Housing is guaranteed to two groups of students: incoming students who choose to live on campus at the time of their admission to the university and returning students who pay their housing deposit by the designated deadline. Each year students who wish to live in the residence halls for the following year must pay a nonrefundable housing deposit by the established deadline. Failure to do so may result in loss of housing privileges. In addition, each student must pay a security deposit when they move onto campus.

Withdrawal and Refund Policy

Students wishing to withdraw from campus housing for the spring semester must complete a residence hall withdrawal form. At the end of the academic year, all students who are not returning to campus housing must complete this form to have their security deposit refunded. Students who withdraw from the residence halls forfeit their right to housing, and may be placed on a waiting list if they wish to return to the residence halls. For further information, refer to the Financial Information and Refund Policy effective each fall semester.

Eligibility to Reside on Campus

To be eligible for university housing, individuals must be fulltime matriculating students, at least 17 years old, who are in good academic, student conduct and financial standing with the university and have paid their housing deposit according to established policies.

Residential Life Policies

- **Roommates' Rights**—For the purposes of this handbook, a roommate is defined as an individual who resides within the same room, suite, apartment or house. Disruption or interference with a roommate's right to study, sleep, live in a clean, secure environment and/or have full access to one's own room is prohibited. Each member living in a particular housing unit is responsible for ensuring that Quinnipiac University policies are followed by all of the residents and their guests and/or visitors.
- **Playing Sports**—The use of any sporting equipment in the hallways, common areas, individual rooms or courtyards is prohibited.
- **Pets, Service and Support Animals**—Pets, other than fish contained in a tank no larger than 10 gallons, are prohibited in the residential areas. Students requiring service or emotional support animals must complete the medical accommodation form when applying for housing and submit necessary information to the Office of Student Accessibility.
- **Health and Safety**—Resident students assume responsibility for the use and general care of their living space and its furnishings. Members of the Residential Life staff and Facilities staff inspect all rooms on a regular basis, including during each vacation period, for health, safety, damage, fire code and security reasons. Violations may result in a monetary fine and/or disciplinary action. **Any prohibited items that are found will be confiscated and not returned.**

During the routine inspection, items including but not limited to the following are evaluated:

- pictures, posters and other decorations improperly hung on the walls (only poster putty should be used)
 - damage caused by nails, tacks, pins, screws, masking tape and or scotch tape
 - overloaded wastebaskets
 - fire hazards (decorative door items may be placed only on the bulletin board)
 - evidence of unauthorized animals
 - condition and structure of university furniture
 - missing university property
 - damage or misuse of fire safety equipment
 - evidence of vandalism
 - violations of the student code of conduct
-
- **Administrative Moves**—An administrative move may occur when there is not an immediate resolution in a roommate dispute, there is behavior that is disrupting the room, a concern is being addressed or is under investigation. The director of residential life or their designee will determine when an administrative move is necessary, how long it will be for, and how many members of the living unit will be moved.

Prohibited items include, but are not limited to the following:

- alcohol or drug paraphernalia
- bars and bar-like structures

- collections and/or displays of alcohol containers (including empty boxes, bottles, cans)
 - fire pits
 - hot plates, waffle irons, panini presses, toasters, toaster ovens, coffee makers (except certain single-cup coffee makers without a hot plate), coil type burners and indoor grills. Students living at the Hill, Complex, Quinnipiac off-campus properties and the York Hill Campus are permitted to have toasters and coffee makers in the kitchen area only.
 - non-university-approved air-conditioning units
 - tapestries covering ceiling or light fixtures, ceiling fans or other items hanging from the ceilings
 - overloaded electrical outlets
 - candles, incense and other open-flame devices
 - grill units and propane gas tanks
 - fireworks, guns, weapons and explosives
 - butane torches
 - darts, dartboards and slingshots
 - halogen lamps
 - LED striplights
 - personal refrigerators larger than 3.6 cubic feet
 - pools and tent-like structures
 - live Christmas trees
 - string lights
 - smoke and fog machines
 - flammable objects and/or substances
 - hookah pipes or equipment
 - non-university-owned lofts
 - hoverboard devices
-
- **Painting**—Painting residence hall rooms and/or university-owned residences is prohibited.
 - **Window Screens**—Removing screens from any window is prohibited.
 - **Quiet Hours**
 - All resident students and their guests and visitors must abide by the quiet hours that are in effect from Sunday–Thursday, 9 p.m. to 8 a.m., and Friday–Saturday, 2 a.m. to 8 a.m.
 - Courtesy hours are in effect at all times. Students are to respect the rights of others to read, study and sleep without interference, undue disturbance or unreasonable noise. Students living in university-owned or leased properties must be respectful of the greater community in which they live.
 - During the period of final exams, quiet hours are in effect 24 hours per day beginning at noon on the Friday before final exams. Exam hours are defined as 24-hour quiet hours during final exams.
 - **Housing Agreement**—Students are responsible for maintaining and abiding by their housing agreement. The housing agreement can be viewed on MyHousing.
 - **Senior Area Housing Regulations**—Additional policies and privileges specific to the senior area can be found in the Senior Experience Handbook that is distributed by email each year.



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Academic Integrity Policy

Quinnipiac University

(Revised April 2017)

Introduction

A. Integrity: The Foundation of Quinnipiac University

In its Mission Statement, Quinnipiac University emphasizes its commitment to be an academic community. As an academic community, our students, faculty, and staff work together to acquire and extend knowledge, develop skills and competencies and serve the greater good of our nation and local communities. Our individual and collective inquiry and pursuit of knowledge are only possible when each of us in the community is aware of and strives to maintain a code of ethical practice and integrity. All communities, though diverse in their individual members, are based on a shared set of beliefs and values that serve as their foundation. **At Quinnipiac, our community has chosen integrity as one of its guiding principles.**

Integrity means upholding a code or standard of values. In its most general sense integrity also means being complete. As an academic community, the completeness that we seek includes asking each individual to see her/his life as a whole, and to understand how the actions that he/she takes affect self, others and the community. Individual actions also impact the community of higher education as a whole. In keeping with this commitment to the Quinnipiac community and the larger community of higher learning, Quinnipiac is a member of the Center for Academic Integrity (CAI), a consortium of institutions of higher education committed to the principle of integrity. Our Academic Integrity Policy is based on the five fundamental values outlined by the CAI: honesty, trust, responsibility, fairness, and respect.

Quinnipiac expects all members of our community, students, faculty and staff, to uphold these five standards of integrity and to contribute to our larger culture of integrity.

Honesty

Honesty is the bedrock upon which integrity is based. Academic and professional honesty require that each individual conduct herself or himself openly and in keeping with the truth. Even more importantly, honesty requires actively searching for and upholding the truth. Honesty is critical for the production and exchange of knowledge and ideas that are the hallmark of an institution of higher learning.

Trust

Trust is essential for an academic community. Academic work almost always builds upon or extends from the work of others and all members of the community **must** respect the work of others. Each individual must trust that community members undertake their work in such a way that we build our

knowledge, while freely and openly admitting our dependence upon the work of others. Community members also must endeavor to be worthy of the trust others have placed in us. This foundation of trust is vital to our community of inquiry and learning.

Responsibility

An academic or professional community provides its members with support, fellowship and intellectual stimulation. The price of these benefits is responsibility to the community. Therefore, all members of the university community must not only be committed to ethical practices themselves, but also must bear the responsibility of helping to encourage integrity among all community members.

Fairness

True communities celebrate the differences among their members while upholding the general principle that each individual should be treated equally. This basic principle of fairness to all is an aspect of integrity that guarantees each of us freedom to express our own individuality. This standard of fairness also carries the burden, however, of fair sanctions to those who violate the standards of the community.

Respect

The university is a gathering place where students and faculty come to learn about different ideas, cultures and ways of thinking — even those with which we may strongly disagree. This learning environment can be maintained only with mutual respect. This respect must be present in the classroom, in our everyday encounters with each other, and in our individual work. Respect means listening to others, evaluating and criticizing their ideas fairly, and properly acknowledging all sources of material that are not originally ours.

B. Expectations for Integrity at Quinnipiac University

This policy is part of the larger educational effort at Quinnipiac University in which community members learn and practice ethical behavior. All members of the Quinnipiac University community are expected to commit themselves to personal and academic integrity and to the five fundamental values by

- Being honest in what they say, don't say, do, and don't do
- Trusting others and being worthy of trust
- Acting responsibly and expecting responsible behavior from others
- Treating other members of the community fairly, and expecting fair consequences when mistakes are made
- Treating other members of the community and the educational process with respect, and expecting respect for oneself, one's views, and one's abilities.

In keeping with these values, Quinnipiac University expects its community members to comply with the usual expectations for

honest academic work. In general, community members

- May not cheat on any work
- Must properly cite sources in all academic work
- May not provide or procure unauthorized assistance on any assignment or test
- May not falsify or alter university documents, tests or assignments
- May not impede any other student in his/her coursework
- May not do any other thing that violates or allows another person to violate the accepted standards of academic integrity (see Appendix I for more details on specific violations).

Students, faculty, and staff also should promote integrity by

- Educating each other
- Discussing integrity in their classes
- Reporting violations when they occur.

Quinnipiac recognizes that reporting violations is difficult; however, reporting is necessary to maintain fairness as well as standards of integrity on campus. Reporting is part of each individual's responsibility as a member of the community (see Appendix II for community responsibilities).

This policy is overseen and administered by the Office of Academic Innovation and Effectiveness.

C. Resources

In its effort to uphold these standards of academic integrity, the university provides numerous educational and support resources to reduce academic integrity violations. These resources may be found on the Academic Integrity MyQ site.

Academic Judicial Procedures for Student Violations

(Revised April 2017)

Students, faculty and staff shall report any violation including minor unintentional violations, directly to the director of academic integrity on the report form (see the Academic Integrity MyQ site). Once a report of an alleged academic integrity violation has been filed, the case will be considered according to the procedures set forth in this Academic Integrity Policy. All members of the university community are expected to follow this policy and to use its procedures.

Should it be necessary to invoke the academic judicial procedures during the January term or a Summer session, every effort will be made to assemble the necessary committees from the academic integrity board from the preceding academic year. Should that prove impossible due to absences from campus, however, the vice president of academic innovation &

effectiveness or his/her designee and the director of academic integrity or his/her designee have joint authority to assemble the necessary committees. They should make every attempt to maintain the same ratios of faculty, staff and student representation described in this policy.

A. Minor Unintentional Violations

Students, faculty and staff shall report any violation including minor unintentional violations, directly to the director of academic integrity on the report form (see form in MyQ).

1. In some cases, faculty may choose to work directly with a student to resolve what the faculty member believes to be a minor unintentional integrity violation. In such cases, the faculty member shall discuss the situation with the director of academic integrity to be sure this is a first-time violation.
2. If this is a first-time minor and unintentional violation and the faculty member and student can agree on an outcome, whether or not the instructor imposes a sanction, the instructor must submit a report form to the director of academic integrity so the university can monitor types of violations and take appropriate steps to remediate the cause. A minor unintentional violation will be considered a first-time violation for the student and a subsequent offense will be treated as a second offense. If the faculty member and the student cannot agree on an outcome, the case will proceed on to case review.

B. Substantial or Intentional Violations

1. Students, faculty and staff shall report all substantial and all intentional violations. This written, formal report, presented on the report form, may be submitted by any member of the university community (student, faculty or staff) to the director of academic integrity. The integrity report form is available on the university MyQ Website.
2. The report must provide the name(s) of the student(s), the date(s) and a description of the alleged violation, detailed facts surrounding the alleged violation(s), the names of any witnesses and detailed factual information or documentation useful in determining the truth of the charge(s) made.
3. Incidents involving multiple students must be reported on separate report forms to preserve each student's confidentiality. The director of academic integrity may, however, determine that two cases either involve collaboration between two students or are otherwise so connected that they should be considered as one case.
4. The director of academic integrity will provide written email notice to the student(s), staff and faculty member(s)

involved to confirm that a complaint has been filed, to specify the alleged violation and to outline the academic judicial procedures. This notice will explain to the student that he/she is obligated to respond on the response form (see form in MyQ) within 48 hours/two business days of such notice. The parties involved are responsible for checking their Quinnipiac email account even during examinations and vacation periods. Excuses for not checking the mailbox, email account or delays in mail delivery are not acceptable reasons for postponement of any deadline in the Academic Integrity Process.

5. The student must fill out the response form within the required time period. Here the student will indicate whether he/she accepts responsibility for the violation and how he/she wishes to proceed.
6. If the student accepts responsibility and has not been found responsible for a previous violation of the Academic Integrity Policy, the student may request:
 - a. To meet with the faculty member to discuss the violation and attempt to develop a joint student/faculty resolution.
 - i. If both parties agree to the statement of the violation and the sanction, they will prepare the joint resolution form (see form in MyQ). On this form they will specify the violation and the jointly agreed sanction. This joint resolution will be forwarded to the director of academic integrity for final approval. If a conflict of interest occurs, the director can request Academic Integrity Board approval of joint resolutions.
 - ii. Faculty are not required to participate in a joint resolution session, and may instead request that the case proceed to case review. It is anticipated and encouraged that a joint resolution will be worked out in a private meeting between the faculty member and the student(s) involved in a case. However, either the student or the faculty member can request that the director of academic integrity assign a member of the Academic Integrity Board to attend a joint resolution meeting as a neutral third party.
 - b. Not to meet with the faculty member. The student can elect instead to proceed directly to case review (see Case Review (p. 42)).
7. A student who did not initially accept responsibility may, at any time, change his/her response to accept responsibility in order to have the joint resolution process available to him/her.
8. If the student accepts responsibility for an action which violates the Academic Integrity Policy, but is not related to a particular class, the joint resolution may be completed with the director of academic integrity. An example of this would be giving a fellow student a paper from a class taken in a previous semester. Joint resolutions completed with

the director of academic integrity will be approved by the Academic Integrity Board.

9. If the student declares he/she is not responsible for the alleged violation, the case will proceed to a case review (see Case Review below.)
10. If the student has been found responsible for a previous violation of the policy, the case will automatically proceed to hearing (see Hearing p. 43). If a student has a second report filed against him/her before there has been a resolution in the first case, whether the second report arises from the same or another course, resolution of the second case will be postponed until there has been a resolution in the first case.
11. If grades are awarded while the case is in progress, the faculty member must assign a temporary grade of "incomplete" to the student pending the outcome of the academic integrity hearing board review process. A faculty member should not automatically assign a grade (other than an "I") when a student is suspected of a violation of this policy.
12. If a student withdraws from a class prior to the resolution of an academic integrity violation report, the withdrawal shall not impact the process of the academic integrity case. If the student is found responsible for an academic integrity violation, a grade of WAI will be imposed to indicate that the withdrawal was undertaken after a violation of the university's Academic Integrity Policy.
 - a. The grade of WAI automatically will appear on a student's transcript.
 - b. Students may submit to the vice president of academic innovation & effectiveness a petition to have this academic integrity notation removed from their record if two semesters/terms have passed from the time of the sanction with no further academic integrity violations or the student completes the requirements for graduation (whichever one occurs first). Students will be required to have completed the Academic Integrity Remediation Process with the Office of Academic Integrity in order to have the notation removed.
13. All members of the university community are welcome to discuss alleged violations with the director of academic integrity prior to filing a report to clarify and confirm procedures.

C. Case Review

1. When a matter proceeds to case review, the director of academic integrity will act expeditiously to select, from the Academic Integrity Board, a case review team consisting of one student and one faculty or staff board member, and will provide written notification to the student(s), staff and

faculty member(s) involved indicating that a case review team has been assigned. Any member of the Academic Integrity Board who has a conflict of interest in the case should make that conflict known to the director of academic integrity.

2. Acting with all reasonable dispatch, the case review team will interview separately the student(s), the faculty member(s), and any witnesses involved in the case. This team also will collect and review all evidence relevant to the case.
3. Upon completing the review, the case review team will meet as soon as reasonably possible to determine whether sufficient evidence of a violation exists.
 - a. If insufficient evidence of the alleged violation(s) is determined, the report and charges will be dismissed. Under these circumstances, no record of the report or the outcome will be retained. The director of academic integrity will inform the student(s) and other involved parties of this decision.
 - b. If sufficient evidence of a violation is determined, the case review team will determine the appropriate sanction to be issued in the case. This determination shall be the final resolution in the case.
 - c. The case review team will submit a written report of findings to the director of academic integrity.

D. Hearing

1. When a case requires, the director of academic integrity, will act with dispatch to convene a hearing board from the Academic Integrity Board.
2. Each hearing board will consist of five members selected from the Academic Integrity Board: three students and two faculty/staff members. The director of academic integrity or a designated member of the Academic Integrity Board will chair each hearing. Any member of the Academic Integrity Board who has a conflict of interest in the case should make that conflict known to the chair of the Academic Integrity Hearing Board and the director of academic integrity.
3. The director of academic integrity will notify the student(s) and faculty that are involved, in writing, of the academic judicial hearing procedures. The student may choose to meet with the director of academic integrity to be sure he/she she fully understands the procedures that will be followed during the hearing. The hearing board will meet as soon as reasonably possible.
4. A hearing will be scheduled at a time when neither the student(s) nor faculty member involved in the case has a class conflict. Notice of the time, date and place of the meeting will be sent to the parties involved via electronic

mail at least 48 hours/two business days prior to the meeting. This letter also will inform the student that he/she has the right to an advisor, who can be any member of the Quinnipiac University community. A single request for postponement of up to five additional business days for an academic integrity hearing can be made to the director of academic integrity. The request must be for good cause and is subject to the availability of the hearing board and other parties involved in the case. Excuses for not checking the mailbox, email account or delays in mail delivery are not acceptable reasons for postponement. Academic integrity cases are heard as scheduled with or without the student present. All communications will be sent to the student's Quinnipiac email. If the student's Quinnipiac email has been disabled for any reason it is the responsibility of the student to notify the Office of Academic Integrity.

5. The student appearing before the hearing board will not be permitted to have legal representation, parents, family members or students or faculty from the Quinnipiac University Law School at the hearing. A student may request, in writing, to have an advisor assigned by the director of academic integrity. If a student requests an assigned advisor and then refuses this advisor, no further advisors will be assigned. An advisor may assist the student in preparing for the hearing and may attend the hearing but may not speak during the hearing process.
6. Any cases which involve more than one student, will all be heard prior to any voting by the board on individual cases.
7. The procedure for the hearing will be as follows:
 - a. Each party will present a statement. The hearing board will ask questions of each party, examine evidence and interview witnesses if necessary.
 - b. Upon conclusion of this discussion, each party will be asked if there is any additional information, discrepancies or questions that need to be presented or addressed.
 - c. All parties will be asked to leave the room while the hearing board deliberates. After its discussion, the board will decide if there is clear and convincing evidence that indicates that the student is responsible for violation(s) of the Academic Integrity Policy by way of a simple majority vote.
 - d. If the student is found to be responsible, the hearing board shall then be informed of the student's prior record so that the student's entire history of academic violation can be considered in issuing sanctions.
 - e. If the student is found responsible for the violation(s), the hearing board has full and unique authority to determine the sanction(s).
8. Below are guidelines for the hearing board to consider in this deliberation. However, the hearing board may deem alternate sanctions appropriate in individual cases.
 - a. First offenses may result in probation as well as failure

on the exam/assignment and/or failure of the course, but could lead to immediate suspension, dismissal or expulsion.

- b. Repeat offenses will result in increasingly severe sanctions, including suspension, dismissal and expulsion.
 - c. If the student is sanctioned with failure of the course, a grade of FAI will be imposed to indicate that the failure was a result of an academic integrity sanction.
 - d. In addition to above, the hearing board has the right to require the student to complete academic integrity projects, write letters of apology or any alternate educational sanction deemed appropriate for any violation, in addition to the automatic educational requirement implemented by the Office of Academic Integrity for every student found to be responsible for a violation of the Academic Integrity Policy.
 - e. Any sanction resulting in a grade of WAI or FAI or in a suspension, dismissal or expulsion automatically will appear on a student's transcript. Students may submit to the vice president of academic innovation & effectiveness a petition to have this academic integrity notation removed from their record if two semesters/terms have passed from the time of the sanction with no further academic integrity violations, or the student completes the requirements for graduation (whichever one occurs first). Students will be required to have completed the Academic Integrity Remediation Process with the Office of Academic Integrity in order to have the notation removed.
9. Once the hearing board has reached a decision, the chair of the hearing will ask the parties involved to return to the room, and the results of the deliberation will be presented. In addition, the chair of the hearing board will notify the parties involved and the director of academic integrity of the decision in writing via electronic mail following the hearing. The notice will explain the sanctions imposed by the hearing board and the appeal process.
10. If insufficient evidence of the alleged violation(s) is determined, the report and charges will be dismissed. Under these circumstances, no record of the report or the outcome will be retained. The chair of the hearing board will inform the parties and the director of academic integrity of this decision in writing via electronic mail.
11. If a student fails to respond to or comply with a letter/ notification from the Academic Integrity Office, hearing board, or case review team; attend a scheduled meeting with any academic integrity officer, hearing board or case review team member or faculty member; attend an academic judicial hearing; or abide by any of the procedures here noted in this policy, the student has forfeited his/her rights and options presented. The case may proceed without the student or faculty present and a decision will be rendered. If a hearing takes place without the student present, the student will be notified in writing via certified and electronic mail of the outcome of the hearing.

E. Non-Compliance

1. Students who fail to comply with the sanctions determined in a joint resolution, will have their case proceed to a case review where the case review team will determine sanctions.
2. Students who fail to comply with the sanctions determined by a case review team or hearing board will be subject to a one-semester suspension.
3. Procedure:
 - a. Any student who appears to be in non-compliance with a joint resolution or a case review or a hearing board sanction will be notified by the director of academic integrity via email of the apparent noncompliance. The student will be informed of the non-compliance issues/ facts and will be instructed to reply within 48 hours/ two business days. The student will also be informed that he/she can request an extension for compliance, in writing, to the director. No more than one extension will be granted by the director. If the student requests an extension for compliance, he/she will be notified by the director of the extension's approval/denial and the reasons for such.
 - b. If the student does not reply within 48 hours/two business days of the notification of non-compliance, the student will be deemed to be non-compliant and the student will be required to attend a case review (joint resolution) or the student will be subject to a one-semester suspension (case review or hearing).
 - c. Appeal of the suspension will occur in the same manner as all other suspensions (see Appeal section below).

F. Appeal

1. An individual who has been found responsible for a violation of the Academic Integrity Policy may appeal the decision of the case review team or hearing board. Appeals must be made directly to the vice president of academic innovation & effectiveness or his/her designee. During this appeal process, the original sanction is held in abeyance until an appeal decision has been made.
2. A formal letter of appeal must be submitted within 48 hours/two business days of the student's receipt of written notification of the decision and must list any of the following specific grounds for the appeal:
 - a. Improper academic judicial procedures that impacted the student's ability to present his/her case effectively.
 - b. Additional or new relevant information has been discovered.
 - c. The sanction was not consistent or appropriate with the nature of the violation.

3. The vice president of academic innovation & effectiveness or his/her designee will meet with the individual involved and may meet with other witnesses. He/she then will decide to:
 - a. Uphold the original decision on responsibility and the sanction imposed.
 - b. Uphold the original decision on responsibility and modify the sanction imposed.
 - c. Determine that improper procedures impacted the student's ability to properly present his/her case and order a new hearing to be held using proper procedures.
 - d. Overturn the decision on responsibility.
4. The vice president of academic innovation & effectiveness or his/her designee will notify all appropriate individuals involved in the case, the director of academic integrity and any appropriate Quinnipiac University personnel (dean, registrar, bursar, etc.) of the outcome of the appeal.

G. Record Keeping

1. All records regarding alleged violations and academic judicial procedures are confidential in accordance with The Family Educational Rights and Privacy Act (FERPA).
2. Records will be maintained by the Office of Academic Integrity and will be destroyed seven years after the case is concluded unless the sanction included dismissal or expulsion. These records will be maintained permanently by the Office of Academic Integrity.
3. Records of multiple offenses will be maintained by the Office of Academic Integrity and will be made available to the relevant Academic Integrity Board members in the sanctions phase of a hearing or case review.

H. Student Procedural Rights

A student who has been charged with a violation of the Academic Integrity Policy shall be granted the following procedural rights:

1. Confidentiality: The right to have all records, files and proceedings kept confidential in accordance with The Family Educational Rights and Privacy Act (FERPA).
2. Notice: The right to be informed in writing of the specific violation(s) and inappropriate behavior in which the student is suspected of being involved.
3. Procedures: The right to be informed orally and/or in writing of the academic integrity procedures.
4. Hearing: The right to be notified in writing of the date, time and place of his/her hearing.
5. Evidence: The right to know and hear the nature of the evidence against her/him.
6. Witnesses: The right to present evidence and witnesses on his/her behalf.
7. Advisor: The right to have any member of the Quinnipiac University community act as an advisor and attend the

hearing. If the student so requests, the Office of Academic Integrity will appoint an adviser for the student.

8. Written Decision: The right to have written notice of the results of any case review or hearing.
9. Appeal: The right to appeal a decision of a case review team or hearing board within 48 hours/two business days of receiving written notification of the final decision.

Appendix I: Academic Integrity Violations

Quinnipiac University Academic Integrity Policy

(Revised April 2017)

Academic integrity violations encompass any act that compromises or subverts the integrity of the educational or research processes. Violations may fall under one or more category or violation. These offenses include, but are not limited to:

A. Plagiarism, Misrepresentation, and Fabrication

These violations include, but are not limited to, activities that misrepresent one's ideas, abilities or background.

1. Plagiarism

Plagiarism refers to representing another person's words or ideas as one's own in any academic exercise, whether intentional or not. Examples include:

- Copying information word for word from a source, without using quotation marks and giving proper acknowledgment/citation.
- Paraphrasing (i.e., putting into one's own words) a source's text, without providing proper acknowledgment/citation. This violation occurs when the ideas or arguments of another are presented in such a way as to lead the reader to believe that these ideas originated with the writer.
- Presenting as one's own any work (or portion thereof) that which has been prepared in whole or in part by someone other than oneself. This includes using unauthorized assistance in preparing one's work and acquiring written work from an outside source. Outside sources include other persons, commercial organizations, electronic sources and other sources.
- Reproducing (without proper citation) any other form of work of another person, such as a graphic element, a musical phrase, a proof, experimental data, experimental results, data or laboratory reports, in full or in part. This includes turning in work of another student as one's own work.

It is the responsibility of all students to understand the methods of proper attribution and to apply those principles in all written, oral and electronic submissions.

2. Misrepresentation

Examples include, but are not limited to:

- Arranging for another student to substitute for oneself in class, during an examination session or in the completion of any course work.
- Taking credit for work not done, such as taking credit for a team assignment without participating or contributing to the extent expected.
- “Double Dipping” (multiple uses of the same work) or presenting the same or substantially the same written work (or portion thereof) as part of the course requirement for more than one project or course, without the express prior written permission of the instructor(s) involved.
- If a student does wish to use another assignment as a base for additional credit, faculty should give the student the opportunity to submit in writing an explanation of the unique educational benefits of the new project.

3. Fabrication

Fabrication refers to falsifying or misusing data in any academic exercise. Examples include, but are not limited to:

- Falsifying data collected for any academic purpose.
- Making up or presenting falsified data in papers, manuscripts, books or other documents submitted for publication or as course or degree requirements.
- Making up a source for use in any assignment.
- Citing a source one did not use.
- Falsifying material cited.
- Attempting to deceive any instructor by altering and resubmitting for additional credit assignments, tests, quizzes or exams that have been graded and returned.
- Attempt to deceive any instructor or supervisor with respect to attendance in any class, internship or clinical setting.
- Falsifying any information on any document relating to any course, internship or co-curricular activity (including signatures, hours, etc.)

B. Cheating and Stealing

Cheating refers to using (or attempting to use) unauthorized assistance in any academic exercise. It includes the stealing or unauthorized acquisition of a test or test answers or impeding the fair process of an examination in any way. Examples of this violation include, but are not limited to:

- Copying from someone else’s exam, paper or assignment.
- Looking at someone else’s exam before or during an examination.
- Unauthorized use or possession of notes, supplemental notes, access passwords or any unauthorized materials during an examination, quiz or other assignment or evaluation.
- Possessing an electronic device that contains unauthorized information for a test or assignment (e.g., programming one’s computer or calculator inappropriately).
- Using unauthorized materials (e.g., notes, textbooks, calculators, computers or other online sources) in the preparation of a test or assignment.

- Violating test and assignment procedures and restrictions established by the instructor. If a student is uncertain or unaware of the instructor’s expectations/procedures, the student must consult with the instructor beforehand.
- Communicating or attempting to communicate answers, hints or suggestions during an examination.
- Collaborating (without instructor permission) in the preparation and presentation of reports, laboratory reports or take-home examinations or other course assignments such as copying or giving aid or otherwise failing to abide by the university’s or instructor’s rules governing the exercise or examination.
- Using another person’s answers for an assignment.
- Soliciting, obtaining, possessing or providing to another person an examination or portions of an exam, prior or subsequent to the administration of the exam, without the authorization of the instructor. Unless the instructor has given permission, students may not provide test questions to other students in any form--oral, written or electronic.
- Stealing, or attempting to steal, an examination or answer key.
- Sharing answers for or collaborating on a take-home assignment or examination without explicit permission from the instructor.
- Signing an attendance sheet for another student or having another student sign an attendance sheet on your behalf when attendance is a part of the course grade.

C. Impeding Fair and Equal Access to the Educational and Research Process

Examples of this violation include, but are not limited to:

- Altering or changing an examination or comparable document so as to mislead other users or the reader.
- Infringing upon the right of other students to fair and equal access to any library materials and comparable or related academic resources, including tampering with or damaging any library materials or comparable academic resources.
- Attempting to prevent access by other users to the university’s computer system and its resources, to degrade its system performance or to copy or destroy files or programs without consent.
- Intentionally disrupting the educational process in any manner.

D. Misrepresenting or Misusing One’s Relationship with the University

Examples of this violation include, but are not limited to:

- Falsifying, misusing, omitting or tampering with information (in any form, including written, oral or electronic) such as test scores, transcripts, letters of recommendation or statements of purpose, to gain initial or continued access to the university’s programs or facilities.
- Altering, changing, forging or misusing academic records or any official university form regarding oneself or others.
- Misrepresenting one’s status or affiliation with the university.

- Causing any false information to be presented at an academic proceeding or intentionally destroying evidence important to an academic proceeding.
- Failing to be fully cooperative and truthful if one has direct knowledge of an alleged violation of academic integrity.
- Reporting an academic integrity violation known to be false.
- Offering bribes (e.g., monetary remuneration, gifts or favors) to any university representative in exchange for special consideration or waiver of procedures.

E. Facilitation

Facilitation refers to knowingly or intentionally assisting any person in the commission of an academic integrity violation. Students who engage in facilitation are also subject to discipline for integrity violations. Examples of this violation include, but are not limited to:

- Giving another student one's assignment or paper (or a portion thereof), for any reason, unless such sharing is specifically authorized by the instructor for whom the assignment was created.
- Giving another student answers to a test or assignment.
- Letting another student copy one's answers during an examination.
- Creating unfair opportunities for students in all sections of a class to do well on tests or other assignments. Thus one may not give any test (or assignment) information, questions or answers to students in another class or other sections of the same class because it gives students in later sections an unfair advantage. Instructors also may explicitly ask students not to share information with students in other classes regardless of semesters. In those cases, the sharing of information is also a violation.
- Posting any academic work or information on academic sharing websites or other electronic sites with the intent of providing unauthorized help to current or future students.

Appendix II: Community Responsibilities Quinnipiac University Academic Integrity Policy

(Revised April 2017)

A. Academic Integrity Policy

Every member of the community is expected to comply with Quinnipiac's Academic Integrity Policy. Each student must read the university's Academic Integrity Policy and will sign a statement or login to the integrity website during Freshmen and Transfer Orientation to attest that he/she understands the policy and the penalties for violating it. Failure to sign the statement does not exempt any student from the requirements of the policy.

B. Promotion and Support of Integrity

Members of the community should support the general culture of integrity at Quinnipiac by maintaining an atmosphere of

honesty and integrity on campus, and by talking about the value of integrity to one's educational experience and individual development.

Faculty have a unique opportunity to promote the Policy. They are encouraged to do so by:

1. Describing in writing the objectives and requirements of the course at the beginning of the semester.
2. Including a description of the Academic Integrity Policy and other materials promoting academic integrity on each course syllabus.
3. Discussing and reviewing the importance of academic honesty and integrity with students, and reminding students that they must do their own work.
4. Providing to students in writing the requirements and expectations for each academic assignment, including what practices and resources are authorized, to help students avoid inadvertent Academic Integrity Violations.

Staff also can promote academic integrity by:

1. Discussing the Academic Integrity Policy and the importance of integrity in interactions with students, student organizations and faculty.
2. Emphasizing the importance of academic honesty and integrity with students and faculty and encouraging students to do their own work.

C. Proper Acknowledgment

Students, faculty and staff should understand the meaning of plagiarism and misrepresentation, understand how to properly acknowledge another's work, and apply these principles in all written, oral and electronic work.

D. Support of Policy

Each member of the community is expected to adhere to the Academic Integrity Policy personally and to support it generally. In keeping with their responsibility to the community, students, faculty and staff who are aware of inappropriate behavior and conduct with regard to the policy should report this information to the Academic Integrity Board.

E. Upholding Integrity

The community is expected to comply with the "spirit," not just the "letter," of this policy.

F. Mutual Respect

Treat all colleagues in the community (staff, faculty and students) with respect, fairness, and honesty.

G. Confidentiality

Community members should ensure that all alleged incidents of academic dishonesty are kept confidential in accordance with The Family Educational Rights and Privacy Act (FERPA).

H. Special Assignments

Faculty often require students to pursue their academic work according to explicit guidelines or with specific equipment. In these cases, faculty are obligated to make the special conditions of the assignment clear and to avoid arbitrary changes. Students are obligated to be sure they understand the conditions and should question the instructor if they do not understand.

Appendix III: Academic Integrity Board Quinnipiac University Academic Integrity Policy

(Revised April 2017)

A. Responsibilities

The Academic Integrity Board is responsible for investigating and adjudicating alleged violations of the Academic Integrity Policy and educating the university community about academic integrity issues.

The Academic Integrity Board works closely with the director of academic integrity and co-chairs of the Academic Integrity Board and Integrity Education Council.

B. Composition

The Academic Integrity Board consists of full-time faculty members from each of the university's schools and colleges; full-time university staff members; and full-time undergraduate students. Temporary board members may be appointed on an as-needed basis by the director of academic integrity.

C. Selection and Tenure

Positions on the Academic Integrity Board are open to all students, full-time faculty and administrative staff. Faculty board members are appointed by the individual schools and college in accordance with school/college-based processes and approved by the director of academic integrity. At least one board member from each school is required; schools with 25 or more faculty members should have 1 additional board member for every 25 full-time faculty members. Staff and student board members are selected by the director of academic integrity. Student members must have and maintain a minimum 2.5 GPA and cannot be under any type of academic or disciplinary sanctions. If a member of the Academic Integrity Board is unable to perform her/his duties for a prolonged period of time, the director of academic integrity will appoint a permanent replacement.

Forms

Visit quinnipiac.ac/policies to access copies of the Report Form, Response Form and Joint Resolution Proposal.

Program Level Academic Good Standing Policy

All undergraduate and graduate students are expected to maintain the required minimum GPA set forth by their respective program of study (if applicable). Each program may have additional benchmarks that must be met to progress within the program of study. The student should refer to the program's description in this Catalog and to the program's student handbook (if applicable) for clarification for what is required to maintain his/her status within the program.

At the end of each semester, the program directors will compile a list of students who are deficient in meeting academic or clinical/professional achievement requirements. Utilizing the review process established by his/her program, the student will be notified via email of his/her status in the program. Deficient students may be: a) placed on probation; b) suspended; or c) dismissed. Students placed on probation remain in their program but in order to progress, must meet the performance standards specified in their probation notification letter.

If a deficient student believes her/his final grade was determined in an arbitrary, capricious or prejudicial manner, the student may appeal the final grade by following the Procedure to Appeal a Final Grade. Only final grades may be appealed. If the grade appeal process results in a recalculated grade that removes all of the student's academic and/or clinical professional achievement deficiencies, then the sanction of probation, suspension or dismissal is removed. Students who are no longer suspended or dismissed may continue to progress in the program in the semester following the conclusion of the grade appeal process.

If a student is placed on suspension or dismissed, and he/she believes there were errors in facts considered by their program or would like to explain extenuating circumstances affecting his/her academic performance, the student may appeal the suspension or dismissal.

If a suspended or dismissed student believes both that 1) his/her final grade was determined in an arbitrary, capricious or prejudicial manner, and 2) there are errors in the facts considered by their program or extenuating circumstances, then the student must first follow the Procedure to Appeal a Final Grade. If after the conclusion of the grade appeal process the suspension or dismissal still stands, then the student may proceed with appealing the suspension or dismissal.

Appeals Process

1. If the student's program has a student handbook or other document outlining a departmental level appeals process, the student should appeal the suspension or dismissal by following the guidelines outlined in their program's student handbook or document. Appeals at the departmental level must be submitted in writing within five business days of the student being sent via email a suspension or dismissal notice from their program. The appeals hearing date/time will be determined by the department based upon programmatic guidelines and the student will have the opportunity to attend if he/she chooses. Students are responsible for checking their Quinnipiac email account even during examination and vacation periods. Excuses for not checking the mailbox, email account, or delays in mail delivery are not acceptable reasons for postponement of any deadline in the process. Following the departmental hearing, if the suspension or dismissal still stands, the student may appeal the sanction to the dean of their school.
2. If the student's program does not have a student handbook or other document outlining a departmental level appeals process, the student should appeal the suspension or dismissal directly to the dean of their school.
3. Appeals to the dean must be submitted in writing within five days of the receipt of the final decision from the department. Appeals to the dean should be based on errors in the facts considered by their program or extenuating circumstances. Upon hearing the appeal, the dean may decide:
 - a. To concur with the program's initial decision. In this case the initial decision is final.
 - b. To send the matter back to be reconsidered by the program.
 - c. To change the sanctions decided by the program by decreasing or increasing the sanctions. In this case the dean's decision is final.
4. If the decision is upheld and the student is dismissed, he/she is encouraged to contact the Office of Career Development in his/her school to discuss alternative programs and career paths. After a period of at least one year, dismissed students who have demonstrated academic achievement elsewhere may file a new application for admission to Quinnipiac. Permission to reapply does not guarantee readmission to Quinnipiac or to the program from which the student was dismissed.

Sanctions

Any student who fails to achieve any of the requirements above is subject to one of the following sanctions:

Academic Probation

Probation serves as an official notification of deficiency that requires students to promptly address their deficiency(s). After the close of the previous semester, the office of Academic Affairs notifies students of their probation. Prior to the

start of each semester, students on probation and their academic advisers are notified about this sanction through Retention Alert; advisers and probationary students are also directed toward resources that support the Improvement Plan process. Before the end of the first week of classes, students on probation must submit an electronic copy of their Improvement Plan to their academic adviser and the Learning Commons. In their Improvement Plan, they should reflect on their past semester, and indicate how they will improve their academic performance to remedy their academic deficiencies. Probationary students must meet with their adviser within the first two weeks of the next semester to have the adviser approve or amend the plan. Approved plans are forwarded to both their school/college dean's office and the Learning Commons. Probationary students must meet personally with their adviser a second time during preregistration to discuss their progress in meeting the goals of their Improvement Plan and their course selection for the next semester. Additionally, probationary students must email their adviser with a progress update every two weeks during their semester on probation. The Learning Commons has a variety of programs to support students on probation. Students on probation may register for courses in the usual fashion. However, students on probation must attend and successfully complete an Advanced Learning Tutorial with an academic specialist at the Learning Commons during their probationary semester. These meetings provide students support and strategies to assist them in correcting their deficiencies. Normally, students are not permitted to appeal probationary status. However, students who failed to achieve the completed credits requirement for documented medical reasons may appeal a probation decision.

Students on probation or credit deficient at the close of the semester may use summer or winter classes to regain good standing to the degree this action follows existing academic policies. To remediate a deficiency in GPA, students must take a course offered by Quinnipiac University and comply with existing policies regarding summer and winter courses. To remediate credit deficiency with courses taken at another university, students must comply with the policy regarding study at another institution, which can be found in the university catalogue. If they are able to remediate their deficiency, they must appeal the change of academic status through the office of the associate vice president for retention and academic success no later than the Friday of the first week of the subsequent semester. Appeals should be made in person and should include acknowledgement of current status, actions taken to remediate current status, and discussion of changes intended for the next semester. A change in academic status will not be made without a successful appeal. A successful appeal will result in a notation to the student's transcript that indicates a new standing of Academic Warning, which is discussed below. Appeals to reinstate financial aid may also be addressed during this appeal process.

Suspension

Students who have serious or repeated deficiencies are subject to suspension. Suspended students must leave Quinnipiac for a period of one semester. Suspended students are required to use this period of suspension to review their academic goals and to improve their academic skills. To facilitate this review and reflection, suspended students are assigned an academic specialist with whom to work during their suspension. Suspended students are encouraged to work closely with Learning Commons staff and other resources to prepare for their return to Quinnipiac. Additionally, credit will not be given for courses taken during the suspension period. Suspended students may return to Quinnipiac after the completion of the suspension period; in the semester of their return, they will be on Academic Warning and subject to its requirements. Further, suspended students are expected to work with their advisers or their associate deans for course selection prior to their return. Students returning from suspension and intending to enroll in summer or winter courses that might contribute to their program must meet with their adviser or their associate dean before doing so.

Dismissal

Students with serious or repeated academic deficiencies are subject to dismissal from Quinnipiac. After a period of at least one year, dismissed students who have demonstrated academic achievement elsewhere may file a new application for admission to Quinnipiac. Permission to reapply does not guarantee readmission to Quinnipiac or to the program from which the student was dismissed.

Procedures

Decisions regarding probation, suspension and dismissal are made by the Academic Deficiency Review Committee (Deficiency Committee). The Deficiency Committee is composed of five faculty members (appointed by the deans of the academic schools) and the Registrar and Learning Commons staff, who serve on an ex officio basis. With the exception of first-time full-time students and first-time full-time transfer students as noted above, students are usually placed on probation after their first deficient semester. Individual students may be continued on probation for subsequent semesters if they make progress in addressing their deficiency. However, students who are deficient after a total of three semesters on probation, two semesters after the freshman year, or two semesters after transferring to Quinnipiac are suspended or dismissed. Any student who has a GPA below 1.2 after two semesters is dismissed. Suspended and dismissed students may appeal their sanction to the Academic Appeals Committee, consisting of a representative from Academic Affairs, undergraduate school and college deans or their designee (an associate dean), and two students appointed by the student government president. The Appeals Committee may change a suspension or a dismissal to a lesser sanction. All notifications of decisions and meeting times of the Deficiency

and Appeals committees are sent to the permanent address of affected students by Federal Express or first class mail (probation notices only). It is the responsibility of students to be sure they can be contacted and, if necessary, respond promptly to committee notices.

Academic Warning

In an effort to support academic success, the university places under review students whose previous academic performance indicates a risk to academic success. Students whose semester grade point average is less than 2.0 and students who have successfully appealed a change in probationary status, as noted above, will be placed on review. While this review is not an official notification of deficiency and these students are not on probation, both conditions may indicate a challenge to academic success. Like those students on probation, however, students under review are contacted by Academic Affairs just after the close of the semester. Prior to the start of the next semester, these students and their academic advisers are reminded of the low semester GPA and directed toward resources. Following a discussion of their academic record with their academic adviser or an academic specialist, students will be asked to develop an Improvement Plan and to meet regularly with an academic specialist. This review semester is intended to help students regain their momentum toward academic success.

Math and English Requirements

Full-time students are expected to have completed EN 101, EN 102 and MA 110 (or their equivalent) by the end of three semesters. Part-time students are expected to have met these requirements by the time they have completed 30 credits. Students may not withdraw from EN 101 or EN 101 Intensive. The first time a student fails to complete EN 101 or EN 101 Intensive successfully, a grade of "U" is issued. Each additional unsuccessful attempt at EN 101 or EN 101 Intensive results in a grade of "F." For more information, please review the course description.

Student Records Policy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights include:

1. The right to inspect and review the student's educational records within 45 days of the day Quinnipiac University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. A Quinnipiac official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Quinnipiac official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that he or she believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the university to amend a record should write the Quinnipiac official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Quinnipiac decides not to amend the record as requested by the student, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Quinnipiac discloses personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Quinnipiac University in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company which whom Quinnipiac has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility. Upon request, Quinnipiac also discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

Public Notice Designating Directory Information

Quinnipiac University designates the following information as public or "Directory Information" under FERPA, that is, information that can be made available to the general public by Quinnipiac without the student's prior consent:

- Name
- Address
- Telephone number
- Email address
- Date and place of birth
- Secondary school
- Hometown or city at the time
- School or college
- Major field of study
- Degree sought
- Weight and height of athletic team members
- Expected date of completion of degree requirements and graduation

- Degrees and awards received
- Dates of attendance
- Full- or part-time enrollment status
- Previous educational agency application for admission filed or institution attended
- Participation in officially recognized activities and sports
- Name and address of parent or guardian
- Photo images from ID cards

A student may refuse to permit the designation as "Directory Information" of any or all of the personally identifiable information listed about, except to school officials with legitimate educational interests and others as indicated. To do so, a student must make the request in writing to the Office of the Registrar by 5 p.m. on Friday of the first week of classes of the semester. Once filed, this request becomes a permanent part of the student's record until the student instructs Quinnipiac University, in writing, to have the request removed.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Quinnipiac University to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-59001

While students have the right to inspect and review their educational records, Quinnipiac does not release copies of educational records to students or their representatives, including attorneys, even with consent of the student.

Conduct Records

Please refer to Student Records Policy, item #1, on previous page.

Student Code of Conduct Process

The purpose of the Student Code of Conduct process at Quinnipiac University is to review potential violations of Quinnipiac community standards. It must be emphasized that the legal responsibilities and liabilities of Quinnipiac reside with the board of trustees. The board of trustees vests in the president or his designee the authority to hear and resolve final appeals in any matter. Further, the code of conduct represents the concept that a disciplinary process should be an educational experience that fosters responsibility for individual actions and how those actions impact the community.

Primary supervision of the Student Code of Conduct process rests with the vice president and dean of students. The associate dean of student affairs is responsible for advising the vice president and dean of students on administration of the Student Code of Conduct process.

The vice president and dean of students or his/her designee has the authority to determine those very serious violations of the university's Student Code of Conduct that require immediate attention.

All other conduct cases are reviewed by a conduct officer under the direction of the associate dean of student affairs. Individuals may request an appeal provided they attended their original conduct meeting, have grounds for an appeal as stated in this handbook, and meet with the associate dean of student affairs or designee to complete appropriate paperwork. The appeal decision is final.

The day-to-day safety and health operations and business practices of Quinnipiac do not fall under the purview of the code of conduct process. Furthermore, an officer of Quinnipiac or a duly authorized individual acting on behalf of Quinnipiac may take immediate action toward a person(s), if that person(s) is perceived to be a threat to his/her life, health or safety and/or that of others.

Basic Policies and Principles

Every community has standards and traditions governing the behavior of its members to ensure the basic rights of individuals, as well as to reflect the practical necessities of the community. The Quinnipiac community is no exception and, perhaps more than others, depends upon the maturity and sense of responsibility of its members. These basic policies and principles and accompanying conduct procedures are designed to ensure that the rights of community members are protected, and that the educational process may proceed without impairment.

Advisers

Excessive legalism can be a disservice to Quinnipiac and its community of students, faculty and staff. Legal counsel/attorneys, parents and/or family members are not permitted to participate in any conduct meeting. A member of the Quinnipiac faculty, staff (excluding any relative employed by the university) or student body may attend the meeting in the role of an adviser. Advisers serve as a moral and emotional support for students during conduct meetings, and can assist them with their meeting preparation. Advisers are not permitted to advocate for a student or speak on their behalf during a conduct meeting. Students who are witnesses to an incident or are involved in the same student conduct matter cannot serve as advisers.

Amendments

Quinnipiac reserves the right to amend the Student Code of Conduct or related processes at any time.

Bias-Related Incidents

Quinnipiac University fosters respect for each individual by honoring the differences inherent among people. As a community of learners and scholars, we recognize and

appreciate our common humanity. As such, bias-related violations of the Student Code of Conduct directed toward a person or group because of factors such as race, religion, ethnicity, ability, national origin, age, gender identity, gender expression, sex, sexual orientation or veteran status may be assessed enhanced sanctions.

Fines and Restitution for Damages

Students responsible for damage and vandalism to Quinnipiac property may be required to pay restitution. In cases where damage or vandalism is done to common areas, and the student(s) who are responsible cannot be determined, students sharing that common area share in the cost of the restitution. Residents are responsible for reporting individual damages to their residence hall director, the Office of Facilities and/or the off-campus property management company, as soon as they occur. Residents are not permitted to make their own repairs.

Identification

All Quinnipiac students must carry their university QCard and provide it to university personnel (i.e., residence hall director, public safety officer, resident assistant, etc.) upon request. Visitors must carry their university visitor pass and state-issued photo identification at all times.

Jurisdiction

The Student Code of Conduct shall apply to conduct that occurs on university-owned or leased property and at university-sponsored events. In addition, Quinnipiac reserves the right to address, through the Student Code of Conduct process, incidents that occur off campus that may endanger the health, safety and welfare of self or others and/or adversely affect the university and/or the pursuit of its objectives. Each student shall be subject to the Student Code of Conduct from the time of application for admission through the awarding of a degree at Commencement, as well as during periods between terms of actual enrollment, study abroad and leaves of absence or suspension. Complaints against people who have already withdrawn or graduated from Quinnipiac will not be subject to the Student Code of Conduct Process.

Parental Notification

Quinnipiac reserves the right to communicate with parents/guardians on any student conduct action taken by Quinnipiac officials, within the framework established by the Family Educational Rights and Privacy Act (FERPA).

Facilities Access and Other Contraband Searches

The university reserves the right at any time with or without notice to search all university-owned or leased property and all vehicles, packages, containers, briefcases, backpacks, purses, lockers, desks, enclosures and persons entering or leaving its property for the purpose of determining whether any weapons or other contraband has been brought onto its property, for the purpose of inspection or repair, to preserve the health and

safety of the university community, or for suspected violations of university policy. Any person who refuses to promptly permit a search under this policy may be denied immediate and future access to university property and/or subjected to the Student Code of Conduct process. Public Safety staff members will use their discretion to contact local law enforcement if weapons or other contraband are located during a search that constitutes a violation of Connecticut law.

Standard of Information

A conduct officer will find a student responsible for a conduct code violation if the violation is shown by a preponderance of the information presented; that is, based on information that the conduct officer finds credible and convincing, it is more likely than not that the student is responsible for violating the Student Code of Conduct.

Student Conduct Holds

Students who fail to complete student conduct sanctions by the assigned deadline will have a hold placed on their student account.

Refunds

Students who are suspended, dismissed or expelled from the university for disciplinary reasons will only be entitled to a refund based upon the applicable refund percentage in effect at the time of the student's separation from the university (within the first five weeks of the semester). A student who is suspended, dismissed or expelled will be charged all administrative fees as prescribed.

Students who are suspended from university housing for disciplinary reason are not entitled to a refund unless the suspension occurs within the first two weeks of the academic year, per the Refund Policy for Termination of Residency in University Housing. Students suspended from university housing forfeit all housing deposits paid to the university. Students placed on an interim suspension from the university or university housing who are later reinstated to the university or university housing are not entitled to a refund for the period of their separation.

Title IX Grievance Procedures

Any incident that involves behaviors included under the Student Code of Conduct #6 and/or involves gender-related harassment or discrimination will fall under the investigation and grievance procedures established by the Title IX Policy Against Gender-Based Discrimination and Sexual Misconduct (see p. 61).

Victim Information

Community members who are victims of a reported crime against their person or property may be entitled to information, upon written request, about university disciplinary proceedings related to that crime pursuant to the Federal Educational Rights and Privacy Act and the Higher Education Opportunity Act of 2008, section 493. Students who are alleged victims of

a sexual offense or one of the following crimes of violence, as defined by the U.S. Department of Education, may be entitled to information:

- arson
- assault offenses
- burglary
- criminal homicide
- destruction, damage and vandalism of property
- kidnapping/abduction
- robbery

Students who have requests or questions should contact the associate dean of student affairs. All information provided by the associate dean of student affairs will be given verbally and directly to the victim. Information will not be provided to another person, even at the victim's direction or request.

Electronic Communications

Quinnipiac University encourages its students to become involved and connected to the community in as many ways as possible. The Internet has provided additional ways for communication to occur. However, with these additional means of networking and communicating, community members must exercise extra care and diligence. Students must be aware of the added responsibility associated with these opportunities for networking and communicating.

Communications on sites such as Facebook, YouTube, Snapchat, Twitter and personal blogs, though logins are often required, represent public and open communication. Communications on such sites are not specifically monitored by Quinnipiac officials, but may be brought to the attention of officials when seen as possible violations of the Student Code of Conduct. As with other public arenas, information found on Internet sites is acceptable as information in conduct meetings and other proceedings. Information that is acceptable may include but is not limited to: wall postings, journal entries, blog postings, pictures, media, online comments, "tweets" and other openly accessible communications.

Messages between individuals—instant messages, text messages, email, Facebook messages, or other electronic forms of communications—may also be used in the conduct process. Students should be aware that the Internet is considered a public forum and information posted there can be viewed by anyone. Students are encouraged to use caution with information made available to others online and through social media.

Student Code of Conduct

All Quinnipiac students are responsible for abiding by the standards of the Quinnipiac community, and those who violate them are subject to disciplinary action. Any attempt to violate the policies and regulations of Quinnipiac is considered sufficient information for having committed the violation itself. Moreover, Quinnipiac recognizes and respects local, state

and federal laws and does not provide safe haven or sanctuary for students who violate such laws.

The university may pursue enforcement of its own policies, whether or not legal proceedings are underway or forthcoming, and may use information from third-party sources, including but not limited to law enforcement agencies, the courts and outside media to determine whether Quinnipiac's policies have been violated. Conversely, Quinnipiac makes no attempt to shield members of the university community from the law, nor does it intervene in legal proceedings against a member of the community. These standards are announced in writing to give students general notice of community standards. The standards should be read broadly and are not designed to define misconduct in exhaustive terms.

The Student Code of Conduct process may review and impose sanctions on an individual or group involved in any criminal or civil offense. Violations of specifically stated policies as written in the Student Handbook, or otherwise distributed or published rules of Quinnipiac, are prohibited. These include but are not limited to:

1. Alcohol

Students should review and are expected to abide by Connecticut state laws and the Quinnipiac alcohol policy as published in the Student Handbook, or otherwise distributed or published by Quinnipiac.

- A. Members of the Quinnipiac community or guests/visitors under the age of 21 may not possess or consume alcoholic beverages.
- B. Individuals may not distribute, transport, serve and/or purchase alcohol to/for minors.
- C. Students who are disruptive as a result of intoxicated behaviors due to the consumption of alcohol or illegal drugs are subject to disciplinary action.
- D. Operating a motor vehicle while under the influence of alcohol is prohibited.
- E. Kegs/beerballs, common sources, and/or excessive quantities of alcoholic beverages are prohibited.
- F. Large gatherings or events where alcohol is present are prohibited.
- G. Possession or use of drinking paraphernalia, devices and/or games that promote consumption of alcohol (i.e., beer bongs, beer-pong tables, funnels, empty alcohol containers, etc.) are prohibited. Such items may be confiscated and not returned.
- H. Possession or consumption of alcoholic beverages in public areas, except where designated, or at university events where alcohol is not served, regardless of age, is prohibited.
- I. Selling of alcoholic beverages without a license is prohibited.

2. Controlled Substances

- A. The possession and/or use of illegal or harmful drugs is prohibited.
- B. The manufacture, distribution, possession with intent to sell and/or sale of prescription medication, illegal or harmful drugs is prohibited.
- C. The possession and/or use of drug paraphernalia is prohibited.
- D. The improper possession and/or misuse of prescription medication is prohibited.

3. Civility and Respect

Quinnipiac expects students to be mature, honest and responsible members of the campus and the larger community. Behavior that infringes upon the rights, safety, and privileges of another person, or impedes the educational process of Quinnipiac is unacceptable. Quinnipiac prohibits:

- A. conduct that is disruptive to the university community, disturbs the peace, obstructs university objectives and/or operations, interferes with the rights and/or activities of others and/or interferes with the performance and duties of university staff
- B. failure to comply with the Good Neighbor Policy (see p. 73)
- C. failure to comply with the Bias, Harassment and Discrimination Policy (see p. 68)
- D. violation of Residential Life Quiet Hours Policy (see p. 38)
- E. Misconduct on the university shuttle and/or shuttle stop (including, but not limited to, damage, vandalism, verbal and/or physical abuse and intoxication)

4. Complicity

Quinnipiac prohibits students, through act or omission, from assisting another student or group in committing a violation of the Code of Conduct. Students who are present when the Code of Conduct is violated may be held responsible, even if they are not directly involved in the violation itself, when they could reasonably remove themselves from the situation.

5. Harassment, Abuse, Health and Safety

Quinnipiac prohibits:

- A. personal harassment, intimidation and/or verbal abuse
- B. the threat to inflict physical harm, physical abuse, or injury to any person
- C. actions that inflict physical harm, physical abuse, or injury to any person
- D. non-physical or physical coercion
- E. slanderous, false or malicious statement(s) about a person or defamation of character
- F. endangerment of the health and safety of self and/or others

6. Gender-Based Discrimination and Harassment

Quinnipiac University is committed to providing an environment free from gender-based or sexual discrimination

and misconduct. Members of the university community, guests and visitors have a right to be free from sexual harassment, violence and gender-based discrimination and harassment. Please refer to the full Title IX Policy Against Gender-Based Discrimination and Sexual Misconduct on page 68. Quinnipiac prohibits:

- A. sexual harassment
- B. non-consensual sexual contact
- C. non-consensual sexual intercourse
- D. sexual exploitation
- E. intimate partner violence
- F. stalking

7. Hazing

Hazing is defined as, but not limited to, any action taken or situation created intentionally as a method of initiation into any student organization, student athletic team or group of students, in which there is a perceived or real power differential between members, to create mental or physical discomfort, embarrassment, harassment, ridicule, physical or psychological shock, or possibly mental or physical injury. The expressed or implied consent of the person being hazed will not be a defense. Knowledge of, apathy toward or acquiescence in the presence of hazing are not neutral acts and will be construed as violations of this standard.

8. Property

- A. Unauthorized use, misuse or possession of another's property or Quinnipiac property is prohibited.
- B. The theft of another's property or Quinnipiac property or unauthorized possession of another's property or Quinnipiac property is prohibited.
- C. Damage and/or vandalism to another's property or Quinnipiac property is prohibited.
- D. Tampering with locks and duplication or unauthorized use of Quinnipiac keys or access cards is prohibited.
- E. Propping or tampering with doors to prevent them from closing or locking is prohibited.
- F. Creating messes and littering on campus or university-owned property is prohibited.
- G. Throwing, launching or propelling objects is prohibited.
- H. Failure to report damage is prohibited.

9. Orders and Directions

- A. Failure to comply with reasonable directions of Quinnipiac officials (or someone acting in the name of Quinnipiac) is prohibited.
- B. Harassment, intimidation and/or verbal abuse of Quinnipiac officials (or someone acting in the name of Quinnipiac) acting within the scope of their duties is prohibited.
- C. Unauthorized entry into or use of Quinnipiac property or attempting to gain entrance to unauthorized premises is prohibited.
- D. Fleeing the scene of an incident is prohibited.

- E. False 911 and/or campus emergency system calls both on and off campus are prohibited.

10. Misuse of Documents/Property

- A. Knowingly using or furnishing false information or identification to a Quinnipiac official (or to someone acting in the name of Quinnipiac) is prohibited.
- B. Forgery, alteration or unauthorized possession of Quinnipiac documents, records or instruments of identification is prohibited.
- C. Forgery, alteration, possession or manufacturing or distribution of false identifications, documents or records is prohibited.
- D. Unauthorized use of Quinnipiac's name or logo or failure to use Quinnipiac's name or logo in a manner consistent with its designated objectives is prohibited.
- E. Violation of the Computer and Information Resources Policy (found on page 62) is prohibited.

11. Fire and Fire Protection Systems

- A. Tampering, damaging or removing fire safety equipment is prohibited.
- B. Causing or attempting to cause a fire or false fire alarm is prohibited.
- C. Failure to evacuate during fire alarm or emergency is prohibited.
- D. The setting of fires, arson or adding to unauthorized fires is prohibited.

12. Firearms, Weapons and Explosives

- A. Possession, storage or use of firecrackers, fireworks, fire bombs, smoke bombs or any other explosive device is prohibited.
- B. Possession, transportation, storage or use of firearms, air guns, paint ball guns, BB guns, any other dangerous weapon or weapon facsimile is prohibited.
- C. Bomb scares or threats are prohibited.

13. Misuse of University Funds

- A. Embezzlement or misuse of the funds of the university and/or its student organizations is prohibited.
- B. Forgery, falsification or alteration of student employee timesheets or misuse of the Kronos system is prohibited.

14. Abuse of the Student Conduct Process

- A. Providing false statements during conduct proceedings is prohibited.
- B. Harassment and/or intimidation of a conduct officer, witness or victim prior to, during and/or after a conduct proceeding is prohibited.
- C. Failure to appear at an investigation meeting and/or failure to fulfill the terms and conditions of sanctions imposed is prohibited.

15. Gambling

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

16. Smoking

Smoking is prohibited across all three Quinnipiac University campuses with the exception of designated smoking areas. Smoking is prohibited in all university-owned vehicles. This includes electronic smoking devices.

17. Solicitation and Promotion

Solicitation and promotion are prohibited at the university and in the residence halls.

- A. The direct sale of merchandise or services, and the solicitation of donations (with or without products or services rendered) without university approval is prohibited.
- B. Posting or distributing solicitation materials in unauthorized areas is prohibited.

18. Residential Life

Violation of Residential Life Policies, as listed on p. 38.

19. Visitor and Guest Policy—Violation of the Policy Statement on Visitors and Guests (see p. 74)

20. Federal, State and Local Laws – Students who are sanctioned, criminally or civilly, or formally charged and/or convicted of a violation of federal, state or local law, which adversely affect the community and/or the university and the pursuit of its objectives, may be subject to disciplinary action.

Student Code of Conduct System

The Quinnipiac University Student Code of Conduct System consists of conduct meetings and appeal meetings. All proceedings are conducted according to the procedures set forth in this handbook.

Students accused of an alleged violation of policy are notified and given their procedural rights in writing and/or electronically by a conduct officer. At the time of the conduct meeting, procedural rights are reviewed and students are asked to declare whether they are or are not responsible for the alleged violation. Students and parents are encouraged to contact the Dean of Students Office with questions about the code of conduct process and procedural rights.

Immediate Disciplinary Suspensions

Quinnipiac recognizes that its philosophy is linked with the protection of its students, faculty, staff and property. The vice president and dean of students or designee has the authority to immediately suspend from the university or residential housing any student who is a threat to self or others or who, due to the severity of the underlying incident, may be subject to a separation from residential housing or the university. Students placed on an immediate suspension from the university are not permitted on university-owned, operated or leased property.

Examination and Vacation Periods

During examination, vacation and other periods, conduct meetings may occur as necessary. A conduct meeting may be called during these times if deemed necessary by the associate dean of student affairs or designee. All decisions rendered during this interim period must conform to the spirit of the code of conduct process as expressed in this handbook.

Proximity to Graduation

Exceptions may be granted only if a serious incident occurs within three weeks of the final semester of any graduating senior. Under such circumstances, the executive vice president/provost and vice president and dean of students may or may not allow a student to complete his/her course work for credit if such arrangement can be practicably accomplished without the student returning to campus and if such an accommodation is merited in their view based on circumstances on a case-by-case basis. An expelled student may not participate in graduation exercises or return to campus or the university for additional course work and, except for the possibility of a senior in his/her last three weeks of school, an expelled student will not receive a Quinnipiac diploma.

Conduct Procedures

The initial incident report describes the behavior and appropriate facts and details relating to the incident at issue and identifies witnesses where appropriate. Initial information about an incident is submitted or released to residential life staff, the public safety department or the Dean of Students Office for appropriate action. The information typically describes alleged behavior and facts detailing the incident.

Upon receipt of the information and, if necessary, a completed investigation by a university investigator, the assigned conduct officer schedules a conduct meeting, which is usually held within ten business days following the receipt of the information or investigation report. A notice of the time, date and place of the meeting is sent to the student via electronic mail at least 48 hours prior to the meeting.

A request for postponement of up to five additional business days for a conduct meeting can be made to the conduct officer. The request must be for good cause and is subject to the availability of the conduct officer. The parties involved are responsible for checking their Quinnipiac email account even during examination and vacation periods. Excuses related to not checking the student's email account are not acceptable reasons for postponement. Conduct cases are heard as scheduled with or without the student present.

Student Procedural Rights in the Student Code of Conduct Process

A student who has been charged with a violation of the Student Code of Conduct is granted fundamental fairness in the form of the following rights as part of this process:

- **Notice**—The right to be informed, in writing, of the specific alleged violation(s) of the Student Code of Conduct in which the student is suspected of involvement.
- **Procedures**—The right to be informed orally and/or in writing of the conduct procedures.
- **Information**—The right to know the nature of the information at the time of the meeting and object to information being heard that is unrelated to the incident cited in the report.
- **Witness Statements**—The right to present witness statements in a conduct meeting.
- **Adviser**—The right to have a Quinnipiac faculty or staff member (excluding any relative employed by the university) or student attend the meeting in the role of adviser. This individual may not address the conduct officer, but may consult freely with the student. Legal counsel/attorneys, parents and/or family members and students involved in the underlying incident are not permitted to attend any conduct meeting as an adviser.
- **Meeting**—The right to request a postponement, subject to the availability of the conduct officer, of up to five business days from the original conduct meeting.
- **Privacy**—The right to have all records, files and proceedings kept appropriately private.
- **Written decision**—The right to have a written decision letter documenting the results of the conduct meeting.
- **Appeal**—The right to request an appeal of a conduct meeting, if found responsible. Any student wishing to appeal must contact the associate dean of student affairs at 203-582-8753 within one business day after the conduct meeting. Students who fail to attend their conduct meeting forfeit their right to request an appeal.

Witness Statements

Witnesses are those individuals who provide information based on personal knowledge or experience of the incident. The conduct officer has the option of communicating with witnesses as deemed appropriate. Character statements are not considered valid witness statements.

Conduct Meeting

At a conduct meeting, a conduct officer, the student and his or her advisers are present. The conduct officer reviews the procedural rights of the student. The incident report may be read and the alleged violations based on the report are explained. The student is asked to declare if he/she is responsible for any of the alleged violations. The student has the option to waive his/her right of 48-hour notification.

The student presents his/her information, which may include witness statements acquired by the student. After the

presentation, the conduct officer engages in a conversation with the student. The conduct officer decides if the student is responsible or not responsible for the charged violations. The sanction may be announced and explained either at the meeting or within three business days as determined by the conduct officer. At the time the decision is rendered, the student signs the conduct meeting agreement acknowledging the finding and sanction. The student has the right to request an appeal, if found responsible for any violation.

Recordings and Disciplinary Records

Students are not permitted to record conduct meetings. Disciplinary records, excluding dismissals and expulsions, are retained electronically for seven years after the incident date. All dismissal (if the student does not return to Quinnipiac) and expulsion records remain permanently on file. All conduct meetings are closed. The conduct officer, the student and his or her advisers, and a member of the Dean of Students Office or appropriate university staff member are the only individuals permitted to participate at a conduct meeting. The university does not permit the release of any recordings or disciplinary records to parties outside the university.

Findings

The student must receive the decision of the conduct officer in writing within three business days after the conduct meeting.

Sanctions

Violations of the Student Code of Conduct may bring one or more sanctions. Sanctions include, but are not limited to:

1. **Expulsion**—The permanent separation of the student from Quinnipiac University, university-related events/activities and Quinnipiac owned, operated or leased property.
2. **Dismissal**—The separation of the student from Quinnipiac University, university-related events/activities and Quinnipiac owned, operated or leased property for an indefinite period of time. Readmission to Quinnipiac may be possible in the future by petition and demonstration of satisfactory completion of conditions set forth by the student's decision letter to the appropriate conduct officer, after the date noted in the decision letter.
3. **Suspension from the university**—The immediate exclusion from classes, Quinnipiac-sponsored internships, externships or clinical assignments, residence halls and university-owned, operated or leased property. Suspension occurs for a specific period of time at the end of which a student is reinstated to his/her former student status.
4. **Deferred suspension from the university**—A suspended removal from Quinnipiac University for a period of time. Any violation of policy committed during this period causes the suspension to take effect immediately. The length of time is determined by the conduct officer.
5. **Suspension from the residence halls**—A suspension and removal from the residence halls for a period of time. Students who are suspended from the residence halls may not reside in or visit any university-owned residential

facility.

6. Deferred suspension from the residence halls—

A suspended removal from Quinnipiac University residential living area. Any violation of policy committed during this period causes the suspension to take effect immediately. The length of time is determined by the conduct officer.

7. Campus restriction—The prohibition of a student from being present in a particular building or area of Quinnipiac property and/or taking part in a particular university-sponsored activity.

8. Disciplinary probation—A period of time, not to exceed one calendar year, determined by the conduct officer, during which the student's actions are subject to close examination. Sanctions attached to disciplinary probation may include, but are not restricted to, the following:

- Denial of the right to participate in certain Quinnipiac activities, or eligibility to represent Quinnipiac in any cocurricular activity or athletic event.
- Prohibition from holding office in any student group or organization.

Notification of any of the above is sent to appropriate Quinnipiac offices and parents/legal guardians.

9. Loss of Privileges—A student is prohibited from participating in designated social events or activities, such as, but not limited to: attending athletic events, senior week, campus concerts, participation in student organization activities or other university events/activities.

10. Student Conduct Warning—A notice to the student informing him/her that further violations of the Student Code of Conduct may result in more severe sanctions, including placement on disciplinary probation.

11. Restitution—The student is required to make payment to Quinnipiac for damages incurred as a result of violations of the Student Code of Conduct.

12. Fines—Students may be fined for violations of specific policies or procedures as outlined in the Student Handbook and/or other published or distributed materials.

13. Removal of property—A student may be requested to remove property that disturbs others, endangers an individual's health or safety or is involved in a violation of the Student Code of Conduct.

14. Educational sanctions—Additional sanctions such as facilitating a program, writing a paper, attending a program/class, or completing an online program may be a part of any disciplinary sanction assessed for violations of the Student Code of Conduct.

Appeals

Conduct meetings may be appealed to a conduct officer appointed by the associate dean of student affairs. To receive an appeal meeting, the student must specify the grounds upon which the appeal is based, and how those grounds materially affected the outcome (responsibility or sanctions) of the original meeting. Appeals are accepted for the following grounds:

- Additional and/or new relevant information not available at

the time of the conduct meeting.

- An error in the conduct process, as outlined in the Student Procedural Rights or the Student Code of Conduct process that materially affected the outcome of the conduct meeting.

An appeal form may be obtained from the associate dean of student affairs or designee. A communication (via email, phone, in-person) indicating the intent to appeal must be submitted to the associate dean of student affairs or designee no later than one business day after receipt of the conduct meeting decision. The student must meet with the associate dean of student affairs or designee, complete an appeal form and submit a formal letter of appeal for the appeal to be considered by an appeal officer. The letter of appeal must be completed by the student himself/herself and either signed or submitted directly from the student's Quinnipiac email address. Sanction(s) imposed by the conduct officer may be held in abeyance by the associate dean of student affairs until the appeal is acted upon by the appeal officer. When the student is suspended from the residence halls or the university pending a conduct meeting, the suspension status remains as stated pending the appeal meeting. If it is determined the sanction is to be held in abeyance, it is not official until the formal letter of appeal is filed. The letter of appeal specifies the grounds upon which the appeal is based, and how those grounds materially affected the outcome of the original meeting. Students who fail to attend their original conduct meeting forfeit the right to request an appeal.

The appeal officer determines whether or not there are grounds for an appeal meeting. If the appeal officer determines that an appeal meeting should be granted, he or she may conduct a formal appeal meeting. Similar to the conduct meeting, students may bring an adviser to the appeal meeting. Parties from the initial conduct meeting, investigation and/or documentation may be called to attend the appeal meeting or spoken to separately by the appeal officer. If the sanction imposed by the conduct officer is expulsion, dismissal or suspension from the university, an appeal meeting is automatic should they request one.

The appeal officer may decide:

- To concur with the conduct officer. In this case, the initial decision is final.
- To modify the finding(s) and/or sanction(s) decided by the conduct officer(s).

The appeal decision is final.

Leaves of Absence

Leaves of absence may be arranged for one or two semesters through the registrar, subject to departmental and school approval. At the conclusion of the leave of absence, the student receives automatic readmission to the University. The granting of a leave of absence guarantees readmission to the major in which the student is enrolled when applying for a leave

and permits the student to graduate by complying with the degree program requirements in effect when the leave is taken, provided that the courses are still offered. If requirements for graduation are changed after a student is first admitted to Quinnipiac, the student can choose to follow either the former or the new requirements. During the leave of absence, Quinnipiac retains the student's deposit until completion or withdrawal.

If a student takes a leave of absence and later is suspended, dismissed, placed on warning for unsatisfactory academic performance (including academic integrity sanctions), or suspended or expelled as the result of a conduct decision, the sanctions take precedence over the leave of absence and stand as a matter of record. Any academic warning becomes operative at the time of return to the University. An involuntary medical leave of absence takes precedence over a voluntary leave of absence and the student must comply with the terms of the medical leave.

Leaves of absence are not granted for the purpose of allowing a student to study at another university. In general, courses taken at another institution while a student is on a leave of absence will not be transferred in for credit at Quinnipiac. Students who do not return after the specified leave of absence period will be administratively withdrawn and will be required to reapply for admission in order to return to the University. In such instances there is no guarantee of readmission.

Military Leaves

Students in the military reserves who are enrolled when they are called to active duty, can choose:

- Withdrawing from courses with a full tuition refund or tuition credit, in accordance with institutional and federal government guidelines.
- If a student has completed at least 50 percent of the course work and upon recommendation of his/her dean, the student may elect to take incompletes and make special arrangement for course completion with individual instructors.

Students needing to take a military leave should contact the director of veteran and military affairs at 203-582-8867. Students are eligible to return within one year following active duty. However, the degree requirements may have changed, and they may be required to comply with degree program requirements in effect at the time of their return to the University.

Involuntary Medical Leaves of Absence

The university may place a student on an involuntary medical leave of absence in situations where it determines, after conducting an individualized and case-by-case assessment, that there is a significant risk that the student will harm himself/herself or another, and that the risk cannot be eliminated or reduced to an acceptable level through reasonable accommodations. The director of health and wellness will

make this decision, and the director or the director's designee will promptly notify the student's parents, legal guardians or emergency contact accordingly. The director or the director's designee also will make arrangements to remove the student immediately from the university. Students are not permitted on university-owned, operated or leased property, unless given permission by the Dean of Students Office, until the involuntary leave expires.

Once the leave begins, in the interim, pending an evaluation by a university consulting medical professional, the director of counseling services and the coordinator of learning services or their designees will conduct an individualized assessment and case-by-case determination as to whether and what reasonable accommodation(s) can be made to allow the student to participate in the educational programs at the university and to continue to attend his or her classes while seeking treatment. The student must undergo an evaluation with one of the university's consulting medical professionals, which will be arranged and paid for by the university. The student must release all relevant medical information from his or her treating physician to the university's consulting medical professional prior to the evaluation. The results of the evaluation will be reviewed by the director of counseling services and the associate vice president for student affairs or their designees, and a decision will be made whether the student may return to the university immediately, with or without a reasonable accommodation, or whether the leave will be extended. If the leave is extended, the director of counseling services and the coordinator of learning services or their designees will conduct an individualized assessment and case-by-case determination as to whether and what reasonable accommodations can be made to allow the student to participate in the educational programs at the university and to continue to attend his/her classes while continuing to seek treatment.

In the event the leave is extended, the student must undergo a second medical evaluation shortly before the expiration of the extended leave with the university's consulting medical professional, at the student's expense, before returning to the university. The student must release all relevant medical information from his or her treating physician to the university's consulting medical professional prior to the evaluation. The results of the evaluation will be reviewed by the director of health and wellness or designee, and a decision will be made whether the student may return to the university immediately, with or without a reasonable accommodation, or whether the leave will be extended. If the leave is extended, the director of health and wellness and the coordinator of learning services or their designees will conduct an individualized assessment and case-by-case determination as to whether and what reasonable accommodation(s) can be made to allow the student to participate in the educational programs at the university and to continue to attend his/her classes while continuing to seek treatment. If the student is permitted to return, the director of counseling services and the coordinator of learning services or their designees will conduct an

individualized assessment and case-by-case determination as to whether and what reasonable accommodation(s) can be made to allow the student to participate in the educational programs at the university upon his or her return.

A student who has been placed on involuntary medical leave of absence is subject to the same policies as a student granted a voluntary leave of absence regarding financial aid and financial obligations as stated in the university's refund policy.

Appeals

Students may appeal the decision to require an involuntary medical leave of absence or to return from one. The appeal must be submitted in writing to the vice president and dean of students. All information submitted, including the results of the evaluations, become part of the student's health record and will be considered confidential.

Policy Statement on Disabilities

Students with disabilities who wish to request reasonable accommodations should contact the Office of Student Accessibility in Arnold Bernhard Library north wing (Mount Carmel Campus) or School of Law and Education 340 (North Haven Campus) at 203-582-7600 or email access@qu.edu. Quinnipiac University complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

Policy Statement on Student Exposure to Bloodborne Pathogens

The university recognizes that some students may accidentally be exposed to another person's blood/body fluids (including airborne droplets) through various activities in their course work, clinical practicums or other university-related activities. All health science students are required to be trained according to the Occupational Safety and Health Administration's Bloodborne Pathogen Standard. This training will be available either on campus by a faculty member or at the student's clinical facility. Students also may be required to obtain a hepatitis B vaccine prior to beginning any clinical work. For specific instructions, please refer to the Student Exposure Control Policy for Bloodborne Pathogens available at the Office of the Dean of Health Sciences or Office of the Dean of the School of Nursing and Student Health Services.

Policy Statement on Hazing

Quinnipiac University makes every effort to create an environment that is fair, humane and respectful for all students, faculty and staff and works to ensure that academic and co-curricular activities enhance the growth and development of all students. Therefore, and in accordance with state law, Quinnipiac University prohibits hazing of any member of the Quinnipiac community by any organization, student athletic team, group of students or individual.

Definition of Hazing

Hazing is defined as, but not limited to, any action taken or situation created intentionally as a method of initiation into any student organization, student athletic team or group of students regardless of membership. Parties from the initial conduct meeting, investigation and/or documentation, to create mental or physical discomfort, embarrassment, harassment, ridicule, physical or psychological shock, or potential mental or physical injury. The expressed or implied consent of the person being hazed will not be a defense. Knowledge of, apathy toward or acquiescence in the presence of hazing are not neutral acts and will be construed as violations of this standard. Individuals who perpetrate, plan or witness (without reporting) a hazing incident or have prior knowledge or withhold information of an incident are subject to conduct action.

Such activities may include, but are not limited to the following:

- compromising physical, emotional, psychological or spiritual well-being
- asking or forcing any members to drink alcoholic beverages or use illegal substances
- paddling or physical harm in any form
- creating excessive fatigue through calisthenics, physical exercise, restricting or disrupting sleep, or lengthy work sessions
- causing physical and psychological shocks
- quests, treasure hunts, scavenger hunts, road trips or any other such activities carried out on or off campus
- wearing of public apparel that is conspicuous and/or not normally in good taste
- engaging in private or public stunts and buffoonery or pranks
- morally degrading or humiliating games and activities
- calling any members degrading names that may cause embarrassment or ridicule
- requesting or compelling attendance at unannounced events and outings
- wearing or carrying specific items (i.e., rocks, paddles, crates, bags)
- expecting members to complete any directives from a member including, but not limited to, personal errands
- restricting adequate time for studies during recruitment and initiation for new members
- committing any violation of the Student Code of Conduct, federal, state or local law

Connecticut law also defines hazing as a criminal offense. Connecticut General Statutes § 52-23a describes hazing as:

a. For the purposes of this section:

1. "Hazing" means any action that recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization. The term shall include, but not be limited to:

- A. requiring indecent exposure of the body;
 - B. requiring any activity that would subject the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact;
 - C. confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas;
 - D. any assault upon the person; or
 - E. requiring the ingestion of any substance or any other physical activity that could adversely affect the health or safety of the individual. The term shall not include an action sponsored by an institution of higher education, which requires any athletic practice, conditioning or competition or curricular activity.
2. "Student organization" means a fraternity, sorority or any other organization organized or operating at an institution of higher education.
 - b. No student organization or member of a student organization shall engage in hazing any member or person pledged to be a member of the organization. The implied or express consent of the victim shall not be a defense in any action brought under this section.
 - c. A student organization that violates subsection (b) of this section (1) shall be subject to a fine of not more than \$1,500 and (2) shall forfeit for a period of not less than one year all of the rights and privileges of being an organization organized or operating at an institution of higher education.
 - d. A member of a student organization who violates subsection (b) of this section shall be subject to a fine of not more than \$1,000.
 - e. This section shall not in any manner limit or exclude prosecution or punishment for any crime or any civil remedy.

Policy Statement on Noise

It is the policy of Quinnipiac to provide a reasonably quiet environment not only for its student body, faculty and staff but for the surrounding neighborhood as well. In an effort to maintain this policy, Quinnipiac's Department of Public Safety and Office of Residential Life will, as a standard practice, monitor noise levels, which may be excessive or offensive to the Quinnipiac community or to our neighbors. It is the responsibility of Public Safety and the Residential Life staff member on duty to maintain and enforce this policy on an ongoing basis.

When, because of location or other circumstances, it becomes necessary for our neighbors to report inappropriate noise to Quinnipiac, immediate action will be taken to quiet the situation. Students in violation of this policy will be referred to the Quinnipiac student conduct process. Finally, a follow-up notification will be issued to the complainant(s), informing them of the resolution.

The Neighborhood Association has been made aware of the accepted procedure of calling in a complaint to the public

safety department (203-582-6200) explaining the nature and general location of the noise. However, it is our goal and indeed the policy of Quinnipiac to aggressively identify and quiet any noisy situation before others feel a need to complain. Quinnipiac is aware of our responsibility as an institution and valued neighbor to maintain order and decorum. Therefore, every effort will be made to ensure the policy is diligently followed.

Policy Statement on Parental Notification

The philosophy of Quinnipiac University in working with students who violate university policies is to find ways to solve the problem and focus on educating students and holding them accountable. The university relies on the professional judgment of the student affairs staff to resolve these issues by assessing each student's situation and proceeding with the appropriate action.

The vice president and dean of students or a designee has the authority to determine when and by what means to notify parents or guardians when students have committed violations of university policies and/or local and state laws and in other situations where appropriate, as discussed in this handbook and in accordance with the Family Educational Rights and Privacy Act (FERPA).

Policy Statement on Posting

North Haven Campus

Any flyer, sign, poster, banner or announcement must be approved by a member of the Office of Graduate Student Life prior to posting. Items posted without approval will be taken down and discarded.

- Items can be submitted to the Office of Graduate Student Affairs in MNH-276.
- Items will be approved and posted by the Office of Graduate Student Affairs.
- Items that will be posted must state the name of the sponsoring individual, organization or department.
- No more than seven flyers and one banner will be allowed in the Center for Medicine, Nursing and Health Sciences.
- Banners will be hung by the Office of Graduate Student Affairs on the 2nd floor railing over the North Haven Campus dining room. The Office of Graduate Student Affairs reserves the right to deny the posting of any flyer, sign, poster, banner or announcement, including but not limited to those that:
 - promote the use of alcoholic beverages
 - advertise off-campus housing unless approved by the Office of Graduate Student Affairs
 - promote medical studies unless approved by School of Health Sciences, School of Nursing or School of Medicine
 - promote medicines of any kind unless approved by Quinnipiac University

- promote any non-Quinnipiac degree and/or certificate programs of study
- violate any local, state or federal laws, or university policy

Campus Life

Any flyer, sign, poster, banner or announcement must be approved by a member of the Office of Campus Life prior to posting. Signage, flyers, posters, banners that are posted without approval will be taken down and discarded.

- Flyers, signs, posters, banners and/or announcements can be submitted for review to SC-216 or the Information Desk in the lobby of the Rocky Top Student Center.
- A staff assistant will post the advertisement for you on bulletin boards provided. Banners will be posted using blue painter's tape only.
- Flyers, signs, posters, banners and/or announcements must state the name of the sponsoring individual, organization or department.
- Approved flyers, signs, posters, banners and/or announcements will only be displayed for more than two weeks, unless approved by Campus Life.
- No more than four flyers, signs, posters or announcements may be posted at one time in the Carl Hansen Student Center. No more than two flyers, signs, posters or announcements may be posted at one time in the Rocky Top Student Center. Only one banner can be hung in each of the student centers.
- The maximum size for a flyer, sign, poster or announcement is 18 by 24 inches. The maximum size for a banner is 6 feet by 4 feet.
- Banners will be hung by Campus Life staff in the Carl Hansen Student Center, 2nd floor railings of the East Dining wing, overlooking the cafe, or in the Rocky Top Student Center, 3rd floor, overlooking the information booth and main entrance. Banners will not be posted in any other area of the student centers.

The Office of Campus Life reserves the right to deny the posting of any flyer, sign, poster, banner or announcement, including but not limited to those that promote:

- the use of alcoholic beverages
- advertise off-campus housing unless approved by Residential Life
- medical studies or medicines of any kind unless approved by Quinnipiac University
- non-Quinnipiac degree and/or certificate programs of study
- violate any local, state or federal laws, or university policies

Residence Halls

All postings in university residence halls must be approved by the Office of Residential Life prior to posting. All postings must display the sponsoring campus organizations, must be removed after the event date and may not be posted on any glass surface.

Policy Statement on Smoking

Quinnipiac University prohibits smoking on all three campuses unless in a designated smoking area. The entire North Haven campus is designated as tobacco-free. Smoking is prohibited in all university vehicles, whether on or off campus. These restrictions also apply to electronic smoking devices.

Faculty, staff, students and visitors are expected to honor this policy.

Policy Statements Regarding Student Organization Use of Media

Advertising

Recognized student organizations may choose to refuse advertising that can be considered libelous, defamatory, obscene, in poor taste, is demonstrably false, or otherwise conflicts with the values of the Quinnipiac University community. Advertising that promotes the use of alcoholic beverages or tobacco products, off-campus housing, non-Quinnipiac degree programs, violations of any local, state or federal laws or university policies is prohibited. Office of Campus Life Office, in collaboration with the Dean of Students office reserves the right to prohibit at its discretion any individual or category of advertising in any recognized student organization's media materials.

Student Privacy Rights

Consistent with the university's obligation to protect students' privacy rights, recognized student organizations shall not publish or broadcast any stories involving student disciplinary matters, either academic or non-academic, until the matter is fully adjudicated by the university or information is released by the university or information is made publicly available by town/state police.

Policy Statement on the Use of Computer and Information Resources

Quinnipiac University provides an extensive array of computer and information technology to students. Users are provided access to Internet and networking resources including software applications and library databases.

Students are encouraged to explore and utilize computer and information resources within the limits of their Quinnipiac account; share their computer knowledge and expertise with other Quinnipiac users; facilitate the legitimate access to computer and information resources by other Quinnipiac users; create and freely distribute original software and documentation designed to enable other Quinnipiac members to use the resources more effectively. Our campus community depends heavily on Quinnipiac's network to complete essential parts of their academics and daily work; therefore, users must not intentionally damage or misuse system resources so as to prevent others from doing their work or completing their studies.

The provision of computing resources at Quinnipiac requires strictly legal and ethical utilization by all users including faculty, students and staff. The computing facilities at Quinnipiac, including all network resources, all school and departmental computers and labs along with network and internet bandwidth resources are limited and should be used in a responsible manner.

Inappropriate use of resources includes such activities as:

- Using computer and network resources for personal nonacademic activities, which denies computer and network access for academic purposes
- Using Quinnipiac's network resources to illegally share or distribute copyrighted material (including movies, music and software).
- Unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject a student to civil and criminal liabilities

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please

see the website of the U.S. Copyright Office at copyright.gov, especially the FAQ section at copyright.gov/help/faq

- Sending harassing, pornographic, inappropriate or frivolous messages (including email, social media posts and SMS text via mobile devices), either locally or over the Internet
- Using excessive amounts of storage on Office 365, MyFileSpace or MyWebSpace
- Using excessive bandwidth
- Running grossly inefficient programs

These guidelines, though not covering every situation, specify some of the responsibilities that accompany computer usage at Quinnipiac and the networks to which Quinnipiac is connected. All users are expected to abide by these regulations and by the regulations governing the use of the campus computers, computer networks and labs.

Responsibilities of Each Computer User

Use of Computer Resources

Every member of the Quinnipiac community must use computer and network resources only for the purpose for which they are intended. No one has the right or authority to extend his or her established range of access to computer systems or records. Quinnipiac-supported computing includes unsponsored research, instructional computing, learning and administrative activities. Resources must not be used for commercial purposes or personal monetary gain.

System Security and Privacy

The security of institutional records is the responsibility of each member of the faculty, staff and student body. Institutional records include all matters pertaining to personnel, payroll, registrar, admissions, financial aid, development, medical records, security reports, financial data and other information of privileged and private nature.

Users must not attempt to modify system access, attempt to disrupt the system, or attempt to subvert the restrictions associated with their computer accounts. They should not tamper with any software protection placed on any computer applications (e.g., antivirus software).

Users must not search for, or use software to scan the network for, access or copy directories, programs, files, disks or data belonging to others without specific authorization to do so. Programs and data residing in Quinnipiac University departmental systems are not considered public domain and should not be used, in part or in whole, for any purpose other than that which is officially authorized.

Quinnipiac-provided computing equipment and software must not be used to violate the terms of license agreements, and all users must comply with federal and state laws, and all university regulations, related to copying, distribution and use of computer software and data.

Any violation of this policy will be considered a serious matter and be dealt with accordingly.

Choosing Passwords

Passwords are an essential aspect of computer security, providing important front-line protection for electronic resources by preventing unauthorized access. Passwords help the university limit unauthorized or inappropriate access to various resources including user accounts, web and email accounts.

Users must choose difficult-to-guess passwords. Passwords must not be found in the dictionary and must not be a reflection of the user's personal life. All passwords must be at least eight characters. Users must choose passwords that include both alphabetic and numeric characters, upper and lower case and special characters (\$, %, @, \$, etc.). An example would be @Qu2018! Or N0t2hrd?.

Changing Passwords

User-chosen passwords must not be reused or recycled. Passwords must be changed at least once a year and passwords must be changed the first time they are used. If a user suspects that somebody else may know his or her password, the password must be changed immediately.

User passwords can be reset at quinnipi.ac/myqpassword or by contacting the Information Services Help Desk.

Protecting Passwords

Users must not share a password with anyone, including other users, parents, students, staff and faculty. Users must not store passwords in any computer files, such as logon scripts or computer programs, unless the passwords have been encrypted with authorized encryption software. Passwords must not be written down unless they are physically secured, such as placed in a locked area (e.g., locker or safe).

Individual Security and Privacy

A user must use only his/her own computer account. The structure of accounts and passwords plays an important role in protecting the work and privacy of all users. You must log in only to your own account (except for extraordinary situations where staff receives a user's permission to access the account temporarily for troubleshooting purposes).

Out of respect for personal privacy, Quinnipiac does not examine the contents of files in user accounts except in response to user requests for assistance, or in circumstances when system security, physical security/safety or troubleshooting procedures require it. Whenever the contents of a user's file must be examined, an effort first will be made to notify the user and invite him or her to be present. However, if the system is under immediate threat, appropriate actions may be taken without prior notice to the user.

A user is responsible for all use made of his/her account, and may not authorize anyone else to use his/her account (except as mentioned above).

The user must take all reasonable precautions, including password maintenance and file-protection measures to prevent its unauthorized use. While Quinnipiac University provides anti-virus software, it cannot protect against users downloading and installing malicious software.

All users are responsible for keeping their computers free of malicious software that presents a danger to themselves, other systems and network resources.

Installation of devices on Quinnipiac's network infrastructure that causes disruption to operations, either deliberate or accidental, is prohibited. Students need to check with the Help Desk before adding devices such as (but not limited to) wireless access points, switches, routers, DHCP servers, or radio devices operating in the ISM band (802.11 A,B, G,N and AC).

Consequences

Abuse of computing privileges may be subject to disciplinary action, as established by the operating policies and procedures of Quinnipiac, and may result in the loss of computer privileges. Abuse of the network or of computers at other sites connected to the network will be treated as abuse of computing privileges at Quinnipiac. It should be understood that this policy does not preclude enforcement under the laws and regulations of the state of Connecticut and/or the United States of America.

Quinnipiac University Unmanned Aircraft System (UAS)/Drone Policy

The Office of Brand Strategy and Integrated Communications owns and operates the only official university drone for the purpose of capturing aerial footage of campuses or events for its marketing communications or other defined purposes. The use of drones for hobby or recreational use on Quinnipiac University property is not permitted. Any use of a UAS from or over the campus or inside a campus building is strictly prohibited except under the following circumstances:

Educational or Research Use:

- The use of drones is permitted only for educational or research purposes relating to Quinnipiac University.
- Must obtain prior approval from the Quinnipiac Productions department within the Office of Brand Strategy and Integrated Communications at least 48 hours prior to the use of a UAS by going to quinnipi.ac/request and filling out the Brand Strategy Request form.
- Must provide date/time, purpose, and length of UAS operations, as well as the area of the campus where a UAS will be used.
- Must comply with all federal, state and city laws.

- Must have experience in operating a UAS and operate it in a responsible manner, or have direct supervision by a licensed operator (must have a Part 107 Remote Pilot Certificate).
- Must not operate over areas of public assembly, stadiums or areas of construction.
- Must not photograph, video, or monitor areas where other members of the university community or members of the general public would have a reasonable expectation of privacy.

Civil Operations/Commercial Use:

- All civil (commercial, contract, or university-owned) operated UAS devices must comply with all federal (FAA), state and local laws.
- Must obtain prior approval from the Quinnipiac Productions department within the Office of Brand Strategy and Integrated Communications at least 48 hours in advance of the proposed use of a UAS by going to quinnipi.ac/request and filling out the Brand Strategy Request form.
- A university-owned or commercial UAS must comply with FAA regulations by obtaining and producing a Part 107 Remote Pilot Certificate prior to use on the campus. (See faa.gov).
- A UAS operator must provide a certificate of insurance naming the trustees of Quinnipiac University as an additional insured with a minimum limit of no less than \$1 million per occurrence and \$2 million in the aggregate in liability insurance written on an occurrence basis.
- A commercially owned (university or contract) operator must file a "flight plan" including date, time and duration of flight and operational area, with the Quinnipiac Productions department within the Office of Brand Strategy and Integrated Communications 48 hours prior to commencing the UAS flight.
- A contract operator must be accompanied by a representative from Quinnipiac Productions at all times.
- A copy of all footage captured must be presented to the Quinnipiac Productions department within the Office of Brand Strategy. Quinnipiac University reserves the right to use any footage captured.
- A UAS must be operated in a responsible manner.
- A UAS may not operate over areas of public assembly, stadium or populated areas.
- A UAS is not permitted to photograph, video or monitor areas of the university where other members of that community would have a reasonable expectation of privacy.

Sanctions

Any violations of law (trespassing, illegal surveillance, reckless endangerment) or violations of university policies may subject the individual to both criminal and/or disciplinary action. Students allegedly in violation of this policy will be referred to the Student Conduct Process. Damages/injuries occurring to university property or individuals will be the responsibility of the UAS operator.

Responsibilities

The Office of Public Affairs is responsible for establishing the policy, which has been approved by the President's Office. The Quinnipiac Productions department, Department of Public Safety, Facilities Department and Division of Student Affairs are responsible for enforcing the policy.

Quinnipiac University maintains the authority to "ground" or suspend operations of any UAS that is not compliant with FAA regulations, this policy, or presents a danger to university property or to the university community.

Contact

Peter Gallay, Associate Director, Film/Video
 Quinnipiac Productions
 203-582-8584, peter.gallay@qu.edu

Policy Statement on the Prevention of Alcohol Abuse and Other Drug Use

Quinnipiac University encourages mature reflection by its students when making personal choices. The institution is concerned about alcohol and drug use in our society and community. Students are expected to be aware of university policies and the availability of help for those who need assistance. The welfare of students in our community is paramount; therefore, the university expects students to assist fellow students when they are in need. Quinnipiac University seeks to develop a community in which students take responsibility for complying with laws and university policies, understanding their accountability when their behavior impacts others. Students are expected to act in a manner that neither abuses nor endangers themselves or others and refrain from behavior that is disorderly or destructive in nature. Reckless behavior influenced by alcohol or drug-related intoxication may face severe sanctions through the student conduct process.

Driving While Intoxicated

The university does not tolerate students driving under the influence, on or off campus. Such behavior, regardless of age of the driver, places the student, passengers and community members in jeopardy of their lives, health and well-being. Students involved in an actual accident, a DUI conviction or any reasonably similar occurrence are disciplined appropriately.

Public Areas, University Events and Common Sources of Alcohol

The consumption of alcoholic beverages in common/public areas or at university-sponsored events (including events sponsored by student organizations), except where designated, is not permitted. Common sources and/or excessive quantities of alcohol and alcohol paraphernalia also are prohibited.

Disciplinary Sanctions

The university's response to students found in violation of the alcohol and drug policy is governed by various factors including severity of the infraction, actual or potential personal injury, damage to property, and previous disciplinary history. If a student is found responsible for the manufacturing, distribution, possession with intent to sell, or sale of illegal or harmful drugs, the student may be expelled from Quinnipiac and will be referred to the appropriate federal, state and local law enforcement agencies.

Bystander Reporting

Members of the university community who are aware of an incident involving alcohol abuse, unsafe situations involving alcohol and/or drugs, and students who are in need of medical assistance due to drugs and/or alcohol are encouraged to speak to a residence hall director, resident assistant, Public Safety or other university staff member to request assistance. Students may be reluctant to report incidents because of concerns that their own behavior may be a violation of university policies. *Although policy violations cannot be overlooked, the university will consider the positive impact of reporting an incident when determining the appropriate response for policy violations. In such cases, any possible negative consequences for the reporter of the incident will be evaluated against the possible negative consequences of not reporting the incident.*

Legal Sanctions

Quinnipiac is subject to state, local and federal laws concerning the use and possession of alcohol and drugs. Students must be aware of and abide by these laws or face legal action and prosecution.

Alcohol

Section 30-89(a) of Connecticut statutes states that it is unlawful for a minor (under the age of 21) to purchase, attempt to purchase, or make a false statement in connection with the attempted purchase of alcohol. Section 30-89(b) states that possession of alcohol by a minor anywhere is illegal, except where the minor is accompanied by a parent, guardian or spouse over the age of 21. The fine ranges from \$200–\$500.

Social Hosts

Public Act No. 06-112 (a) No person having possession of, or exercising dominion and control over any dwelling unit or private property shall (1) knowingly permit any minor to possess alcoholic liquor in violation of subsection (b) of section 30-89 of the general statutes, as amended by this act, in such dwelling unit or on such private property, or (2) knowing that any minor possesses alcoholic liquor in violation of subsection (b) of section 30–89 of the general statutes, as amended by this act, in such dwelling unit or on such private property, fail to make reasonable efforts to halt such possession. For the

purposes of this subsection, “minor” means a person under 21 years of age.

Drugs

Connecticut statutes cover a wide range of drug offenses, including the offer, sale, possession with intent to sell, gift and mere possession of various types of 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, sale or possession with intent to sell of one ounce or more of heroine, methadone or cocaine (including “crack”) or one-half gram or more of cocaine in freebase form, or five milligrams or more of LSD;
- Five years for the manufacture, 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, or both, for possession of any quantity of a narcotic, including cocaine and “crack,” morphine or heroin;
- Five years or \$2,000, or both, for the 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, or both, for possession of any quantity of controlled drugs, such as amphetamines or barbiturates.
- \$150 fine and a \$200-\$500 fine for subsequent offenses, for possession of a half-ounce or less of marijuana. Offenders under the age of 21 also will receive a driver's license suspension of 60 days.

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

- A minimum of 10 years and a maximum of life imprisonment or \$4,000,000, 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 (which includes “crack”), or of phencyclidine (PCP), LSD or marijuana (1,000 kilograms or more);

- A minimum of five years and a maximum of 40 years or \$2,000,000, or both, for similar actions involving smaller amounts of any narcotic, including heroin, morphine or cocaine (which includes “crack”), or phencyclidine (PCP), LSD or marijuana (100 kilograms or more);
- A maximum of five years or \$250,000, 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, 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, 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 one thousand 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 prescribed for that offense. A first-time offender may receive only probation and later have the charge dismissed. State and federal law thus makes 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.

Medical Marijuana

In accordance with federal law, the university does not permit the possession, use or distribution of marijuana. As such, student in possession of medical marijuana prescriptions (issued in Connecticut or any other state) are not permitted to use or possess marijuana on university property.

Risks/Health Risks

Substance abuse is an issue of continuing concern to our society and, therefore, to our colleges and universities. It has become a national health concern, and the dangers, health risks and overall abuse need to be further addressed.

Alcohol is the most widely abused drug on American college and university campuses. Among young adults, regular drinking is more common than regular use of other substances. The college and university campus culture reflects the American society, and it comes as no surprise that alcohol and other drugs are a fact of life among college students. Our society is

harmful in many ways by alcohol abuse and drug use. Some of the negative effects include decreased productivity and job performance, serious health problems, breakdown of the family structure, poor academic performance, threats to personal safety, challenges to relationships with others, financial problems, emotional and physical stress, rape, violence and crime.

Alcohol consumption causes a number of marked changes in behavior. Even low dosages of alcohol significantly impair the judgment and coordination required to drive a car. Some of the health risks associated with alcohol use/abuse are:

- slowing down of brain function, judgment, alertness, coordination and reflexes
- attitude and/or behavioral changes, such as hostility, mood swings, increased risk-taking, reckless driving
- memory blackouts
- physical problems such as cirrhosis of the liver, gastritis and anemia
- birth defects and mental retardation in user's children
- weight changes—drastic loss or gain
- alcoholism
- premature death through overdose
- complications with brain, liver, heart and many other body organs
- interference with psychological functions
- severe altering of a person's ability to learn and remember information. Repeated use of alcohol can lead to dependence, and at least 15–20 percent of heavy users eventually will become problem drinkers or alcoholics if they continue drinking.

The abuse of illicit drugs can result in a wide range of health problems. In general, illicit drug use can result in some of the following health risks:

- drug addiction
- death by overdose
- physical problems such as heart, liver, chronic brain dysfunctions
- infections, HIV/AIDS, hepatitis
- malnutrition
- frightening hallucinations
- elevated blood pressure, coughing, dryness of the mouth and throat
- decrease in body temperature, sudden increase/decrease of appetite, swollen eyes or body areas
- intense anger, restlessness, paranoia, fear
- suicide
- drowsiness, clouding of mental processes, slowing of reflexes and physical activity
- nervous system disorders
- impairment of short-term memory, comprehension and ability to perform tasks

Statistics and Information

Because alcohol is the most commonly used drug on most college campuses, the following key facts are excerpted from the U.S. Department of Health and Human Services Office for Substance Abuse Prevention White Paper, Alcohol Practices, Policies, and Potentials of American Colleges and Universities, September 1991 Bulletin—Key Facts. It describes the extent of drinking on college campuses.

- Of the enrolled college student body in America (approximately 12 million), about the same number will eventually die from alcohol-related causes as will get advanced degrees, master's and doctorates combined.
- College students generally have higher drinking prevalence than their non-college drinking counterparts.
- 41 percent of our nation's college students engaged in a bout of heavy drinking (five or more drinks in a row) in the last two weeks.
- 4 percent of all college students will drink every single day next month.
- The typical college student consumes more than 34 gallons of alcoholic beverages per year, totaling for the 12 million students in the United States, a staggering 430 million gallons.
- The annual beer consumption of college students is just short of 4 billion cans.
- The typical student spends more money for alcoholic beverages than for textbooks.
- Students spend \$5.5 billion out-of-pocket money annually on alcohol. This exceeds the total annual operating costs of all college libraries, plus the total annual costs and fellowships.
- Two out of every three undergraduates admitted to driving while intoxicated.
- Among those currently enrolled in college, it is estimated that between 240,000 and 360,000 will die eventually of alcohol-related causes.
- "Binge drinking" often results in behavioral problems that can lead to violence, date/acquaintance rape, vandalism, theft and/or problems with police.

Alcohol/Substance Abuse Referral Agencies

On Campus

Student Health Services, Health and Wellness Center,
203-582-5333

Counseling Services, Health and Wellness Center,
203-582-8680

Campus Ministry, Student Center, 203-582-8257
Office of Student Conduct, Student Affairs Center
203-582-8753

Off Campus

Al-Anon and Alateen, New Haven, 203-787-0115
Alcoholics Anonymous, New Haven, 203-624-6063
Atlantic Health Services, 60 Washington Ave., Hamden,
203-407-6400

Behavioral Health Services, 95 Circular Ave., Hamden,
203-288-6253

Cocaine Crisis Helpline, 800-222-0828

Cocaine Hotline, 203-347-8998

Gaylord Hospital, Gaylord Farm Road, Wallingford,
203-284-2800

Narcotics Anonymous Helpline, New Haven,
800-627-3543

Nationwide Drug and Alcohol Helpline, 800-234-0420
SATU [Substance Abuse Treatment Unit], outpatient
unit, New Haven, 203-789-7387

Bias, Harassment and Discrimination Policy

Quinnipiac University values diversity, multiculturalism and respect for others in an environment free from bias. The university is committed to providing a safe and respectful educational and work environment that prohibits discrimination and harassment on the basis of race, religion, ethnicity, ability, national origin, age, gender identify, gender expression, sex, sexual orientation or veteran status. Such behaviors or attitudes undermine the environment of equity and mutual respect that is essential to fulfill the university's mission as articulated in the university's Strategic Plan for Inclusiveness, Multiculturalism and Globalism in Education (IMaGinE). Discriminatory or bias-related acts by students, faculty or staff will be addressed through the appropriate disciplinary processes. Any act of reprisal, interference, restraint, penalty discrimination, coercion or harassment against the university community for using these policies responsibly interferes with free expression and openness and violates this policy. Accordingly, members of the university community are prohibited from acts of reprisal against those who report incidents to the university, are involved as witnesses or otherwise try to responsibly use this policy. This policy will help to create an atmosphere in which allegations of discrimination or harassment are dealt with in a timely, private, fair and effective manner.

Title IX Policy Against Gender-Based Discrimination and Sexual Misconduct

For the full policy, please visit quinnipi.ac/policies

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. Quinnipiac University is committed to complying with Title IX and providing an educational, working and living environment free from gender or sex discrimination and sexual misconduct.

Quinnipiac seeks to ensure that no student, faculty or staff member is excluded from participation in or denied the benefits of any university program or activity on the basis of sex. This includes all university activities, including, without limitation, academic, athletic, campus life and residential life programs. Specifically with respect to athletics, the university is committed to the equitable treatment of male and female student-athletes. This includes, but is not limited to, equitable allocation of

athletic participation opportunities, scholarships and benefits. The associate vice president of operations serves as the university Title IX coordinator and manages the university's compliance with Title IX. When a student, faculty or staff member, or other participant in the university's programs and activities feels that she or he has been subjected to discrimination on the basis of sex, she or he may contact the Title IX coordinator or utilize the Title IX grievance procedures to bring concerns forward for the purpose of obtaining a prompt and equitable resolution.

Prohibitions against discrimination and harassment do not extend to statements and written materials that are germane to the classroom or academic course of study. The Title IX Policy Against Gender-Based Discrimination and Sexual Harassment is intended to define university standards and to outline the investigation and grievance processes when those standards are violated.

I. General Grievance Procedures

Any Quinnipiac student, faculty or staff member who believes that s/he has been subjected to discrimination prohibited by Title IX, or that the university has failed to meet its Title IX obligations regarding equity in athletics, may bring such concerns to the attention of the university's Title IX coordinator to obtain a prompt and equitable resolution.

The university Title IX coordinator is:
Terri Johnson
Associate Vice President of Operations
Arnold Bernhard Library
Room N116, AB-EVP
terri.johnson@qu.edu
203-582-8731

Students, faculty and staff may bring concerns to the university Title IX coordinator on an informal basis. Where appropriate, the Title IX coordinator will provide counseling and advice and may attempt to facilitate an informal resolution. The university Title IX coordinator also is available to receive and address such allegations through the formal grievance procedures described in the Title IX Policy. Complainants who are considering bringing a formal grievance may at any time meet with the university Title IX coordinator, who will discuss the matter and describe the formal grievance process. Where appropriate and with prior notice where applicable, these grievance procedures may be modified or amended by the university Title IX coordinator.

The university Title IX coordinator has the authority to investigate allegations of discrimination prohibited by Title IX even absent the filing of a formal grievance, or after its subsequent withdrawal. Additionally, the university Title IX coordinator may proceed with investigating a formal or informal grievance even if a complainant specifically requests that the matter not be pursued.

Deputy Title IX coordinators are designated and trained by the university Title IX coordinator to address Title IX concerns and investigations. Deputy Title IX coordinators include:

- Seann Kalagher, Associate Dean of Student Affairs
- Stephanie Mathews, Employee Relations and Labor Relations associate
- Tami Reilly, Associate Athletic Director of Fitness and Wellness

Privacy and Confidentiality

Reported issues will be investigated and may be resolved through the appropriate grievance procedures and conducted with due regard for the privacy of those involved. Only people who have a need to know about the issue will be informed, and materials and information prepared or acquired under Title IX procedures will be shared only as necessary with investigators, witnesses and other relevant parties. Disclosure of such information also may be made if the university Title IX coordinator determines that such disclosure is necessary to protect the health, safety or well-being of the community. While the university Title IX coordinator will take into account any requests made by a grievant for confidentiality or that a Title IX matter not be investigated, the university Title IX coordinator will take appropriate steps to respond to the matter consistent with requirements of Title IX.

Retaliation

Retaliation against any person in the university community for alleging a violation of Title IX or for cooperating in the grievance procedures set forth herein is strictly prohibited. Any concerns regarding retaliation should be addressed immediately with the university Title IX coordinator.

Sexual Misconduct and Harassment

Members of the university community, guests and visitors have a right to be free from sexual harassment, violence and gender-based harassment. When an allegation of misconduct is investigated, and a responding community member is found to have violated this policy, serious sanctions may be used in an effort to ensure that such actions are not repeated.

Any attempts to violate this policy are considered sufficient for having committed the violation itself. The use of alcohol or other drugs will not be accepted as a defense or mitigating factor to a violation of this policy. These policies apply regardless of the complainant's or respondent's sexual orientation, sex, gender identity, age, race, nationality, religion or ability. Harassment or discrimination based upon an individual's sexual orientation may be considered gender-based and is subject to this policy.

Definitions and Scope of Sexual Misconduct

Quinnipiac prohibits any form of sexual misconduct, including but not limited to acts of sexual harassment, non-consensual sexual contact or intercourse and other forms of sexual exploitation.

Sexual harassment is defined as unwelcome gender-based verbal or physical conduct that is:

- sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, limiting or depriving someone of the ability to participate in or benefit from the university's educational programs, activities and/or employment, and is
- based on power (quid pro quo), the creation of a hostile environment, or retaliation

Examples of sexual harassment include, but are not limited to:

- subtle or persistent pressure for sexual activity
- unnecessary touching, pinching or brushing against a person
- requesting or demanding sexual favors concerning employment, academic activities or other university activities
- unwelcome communications (verbal, written, electronic, etc.) of a sexual nature
- failure to accept the termination of a consensual relationship with repeated and persistent requests and behavior

Nonconsensual sexual contact includes any intentional touching, however slight, whether clothed or unclothed, with any object or body part by a person against another person that is without consent and/or by force.

Examples of nonconsensual sexual contact include, but are not limited to:

- intentional contact with the breasts, buttocks, groin or genitals
- intentional touching of another with breasts, buttocks, groin or genitals
- making another person touch someone or themselves in a sexual manner
- any intentional bodily contact in a sexual manner

Nonconsensual sexual intercourse includes any sexual intercourse, however slight, with any object or body part by a person against another person without consent and/or by force. Examples of nonconsensual sexual intercourse include, but are not limited to:

- vaginal penetration by a penis, object, tongue or finger
- anal penetration by a penis, object, tongue or finger
- oral copulation (mouth to genital contact or genital to mouth contact)

Sexual exploitation includes but is not limited to:

- invasion of sexual privacy and voyeurism (in-person or through audio or video recording)
- knowingly transmitting a sexually transmitted infection
- exposing of a person's body or genitals
- prostituting or soliciting another community member

Consent is an active, knowing and voluntary exchange of affirmative words and/or actions, which indicate a willingness to participate in a particular sexual activity. Consent must be freely and actively given. It is the responsibility of the initiator to obtain clear and affirmative responses at each stage of sexual involvement. The lack of a negative response is not consent. A person who is incapacitated by alcohol and/or drugs, whether

voluntarily or involuntarily consumed, may not give consent. Neither consent to one form of sexual activity nor past relationships imply consent to future sexual activity.

Incapacitation is a state where someone cannot make rational, reasonable decisions due to a lack of capacity to give knowing consent (e.g., to understand the "who, what, when, where, why and how" of the sexual interaction).

- Sexual activity with someone who is, or based on circumstances should reasonably have known to be, mentally or physically incapacitated (i.e., by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this policy.
- A person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the consumption (voluntary or otherwise) of incapacitating drugs cannot give consent.
- In order to give consent, a person must be of the legal age of consent. Under most circumstances, the age of consent in the state of Connecticut is sixteen. See Connecticut General Statutes § 46b-120, § 46b-127, § 46b-133d, § 53a-70, § 53a-71, and § 54-76b.
- Alcohol-related incapacity results from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness or intoxication. Evidence of incapacity may be detected by physical cues, such as slurred speech, bloodshot eyes, the odor of alcohol on a person's breath or clothing, inability to maintain balance, vomiting, unusual or irrational behavior and unconsciousness. Context is important in helping to determine incapacitation. Any of these particular cues alone do not necessarily indicate incapacity.

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation and coercion that overcomes resistance or produces consent.

Coercion is unreasonable pressure for sexual activity. Coercion is the use of emotional manipulation to persuade someone to do something they may not want to do, such as being sexual or performing certain sexual acts. Being coerced into having sex or performing sexual acts is not consenting sex and is considered sexual misconduct.

Intimate Partner Violence

Relationship violence is a pattern of behavior in an intimate relationship that is used to establish power and control over another person through fear and intimidation. A pattern of behavior is typically determined based on the repeated use of words and/or actions and inactions in order to demean, intimidate and/or control another person. This behavior can be verbal, emotional and/or physical. Examples include, but are not limited to: striking another person (slapping, punching, etc.), property damage, reckless behavior, name calling and insults, public humiliation, harassment directed toward friends and acquaintances, and verbal and/or physical threats.

Stalking

Stalking involves any behaviors or activities occurring on more than one occasion that collectively instill fear and/or threaten a person's safety, mental health and/or physical health. Such behaviors or activities may include, but are not limited to, non-consensual communications (i.e., face-to-face, telephone, email, social media), threatening or obscene gestures, surveillance or showing up outside the targeted individual's classroom, residence or workplace.

Other Forms of Misconduct

Other forms of misconduct, when gender-based, will fall under this policy. These include, but are not limited to:

- conduct that interferes with the rights of others and/or demonstrates disregard for the university community
- assisting another person in committing a violation of this policy
- personal harassment and/or verbal abuse
- the threat of physical harm, physical abuse, or injury
- actions that inflict physical harm, physical abuse, mental distress or injury
- slanderous, false or malicious statement(s) about a person or defamation of character
- endangerment of the health and safety of others
- hazing
- damage and/or vandalism to another's property

Jurisdiction

This policy shall apply to conduct that occurs on university-owned or leased property, at university-sponsored events, as well as off-campus. Each student shall be responsible for his or her conduct from the time of application for admission through the awarding of a degree, as well as during periods between terms of actual enrollment, study abroad and leaves of absence or suspension. The committee maintains the authority to adjudicate alleged violations of the Student Code of Conduct that are related to the same incident under review, though may not be directly related to gender-based conduct.

Reporting Procedures and Options

ALL reports of sexual harassment and discrimination, including sexual assault, made to any university employee must be reported to the university's Title IX coordinator or a deputy Title IX coordinator. The university Title IX coordinator is:

Terri Johnson

Associate Vice President of Operations

Arnold Bernhard Library

Room N116, AB-EVP

terri.johnson@qu.edu

203-582-8731

Also, any person who believes he or she has been subject to sexual harassment or discrimination may contact the university Title IX coordinator or a deputy Title IX coordinator directly. The Title IX coordinator ensures that complaints are handled by the appropriate deputy Title IX coordinator for investigation, possible interim measures, resolution, and ensures complainants

have access to medical, mental health, law enforcement and other resources that may be required.

Handling of Complaints

Complaints against **faculty and staff** are handled by the deputy Title IX coordinator for faculty and staff. The deputy Title IX coordinator for faculty and staff is:

Stephanie Mathews

Employee Relations and Labor Relations Associate

554 Mount Carmel Ave. MC-7, OF-HMN

stephanie.mathews@qu.edu

203-582-7768

Complaints against **students, visitors and third parties** are handled by the deputy Title IX coordinator for student affairs.

The deputy Title IX coordinator for student affairs is:

Seann Kalagher, Associate Dean of Student Affairs

Student Affairs Center, SA-DNS

seann.kalagher@qu.edu

203-582-5213

Medical students who wish to file a complaint or share concerns can contact:

Dr. Kim Pham, Associate Dean of Student Affairs, Frank H.

Netter MD School of Medicine

Center for Medicine, Nursing & Health Science, Room 311D

kim-phu.pham@qu.edu

203-582-4859

Law students who wish to file a complaint or share concerns can contact:

Kathy Kuhar, Associate Dean of Students, School of Law

School of Law and Education Center, Room 310K

kathy.kuhar@qu.edu

203-582-3220

In situations where a complaint is filed against a community member who embodies more than one status at the university (i.e., community member is a student and an employee), the university Title IX coordinator has the authority to appoint investigators (possibly from different areas of the institution) and determine the grievance process for the reported incident (student, faculty or non-faculty employee). The selected grievance process shall have the authority to make final determinations affecting all individual statuses at the university.

Confidentiality and Privacy in Reporting

When reporting a violation of this policy, there are resources that can provide confidentiality, sharing options and advice without any obligation to inform other university staff members unless requested. Such on campus confidential resources include Counseling Services, Student Health Services and/or Religious Life staff. Additionally, community members can seek out assistance from an off-campus crisis center, which can maintain confidentiality. Faculty members are not confidential resources and must contact the university Title IX coordinator or a deputy coordinator.

Quinnipiac Resources

- Counseling Services—203-582-8680
- Student Health Services—203-582-8742
- Office of Religious Life:
 - Catholic Priest—208-582-8257
 - Jewish Rabbi—203-582-8206
 - Protestant Chaplain—203-582-6477
 - Muslim Chaplain—203-582-6479

Off-Campus Resources

- Connecticut Sexual Assault Crisis Services (CONNSACS) 24-hour confidential hotline—888-999-5545
- Women and Families Center/Meriden—203-235-9297
- Women and Families Center/New Haven—203-389-5010
- Rape Crisis Center of Milford—203-878-1212
- Rape, Abuse and Incest National Network (RAINN) crisis hotline—800-656-HOPE
- Rape, Abuse and Incest National Network (RAINN) online hotline—<https://ohl.rainn.org/online/>

Community members are encouraged to speak to university staff and administration (such as Title IX staff listed above, supervisors, advisers, Public Safety, Residential Life and Student Affairs staff, academic administration, faculty, etc.) to make formal reports of incidents. Notice to a university employee constitutes official notice to the university and must be communicated to the Title IX coordinator or appropriate deputy coordinator.

Reported incidents will be investigated and may be resolved through the appropriate grievance procedures. Only people who have a need to know about the incident will be informed, and information will be shared only as necessary with investigators, witnesses and the accused person(s). Reports that are made anonymously or by third parties may not initiate grievance procedures; however, Title IX requires the university to investigate all incidents about which the university knows or has reason to know to protect the health and safety of the university community. The university will undertake an investigation even in cases where the alleged victim and/or complainant chooses not to cooperate or participate.

The university has a duty to report data about various forms of sexual misconduct in accordance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Act (Clery Act). No personally identifiable information is disclosed, but statistical information is disclosed as part of the university's annual security report. The information to be shared includes the date, location type (residence hall, public property, off-campus, etc.) and specific crime category.

Community members are encouraged to report, whether the incident occurred on or off campus, sexual assault and other incidents of harassment to local police. Quinnipiac Public Safety can assist community members who wish to make a report to police. Electing not to report an incident to the police will

not impact the university's investigation or Title IX grievance process. If a complainant is a minor, according to Connecticut state law, the university will make a report to the appropriate law enforcement agency. To contact a local police department, contact Public Safety for assistance, or call:

- Hamden Police Department—203-230-4000
- North Haven Police Department—203-239-5321, ext. 224
- New Haven Police Department—203-781-8200
- Connecticut State Police, Troop I—800-956-8818 or 203-393-4200

If a community member decides not to file a complaint with the university, the university encourages the community member to seek out the available medical and mental health resources listed above. Community members who wish to make a complaint at a later date may contact any of the staff mentioned above at any time. Please note that a delay in reporting could affect the university's ability to gather information, which could be used to determine whether a person is responsible for sexual misconduct or gender-based discrimination.

Community members who are aware of an incident involving sexual misconduct, sexual harassment, intimate partner violence and/or stalking are encouraged to speak to the university Title IX coordinator, a deputy coordinator, residence hall director, resident assistant, Public Safety, faculty or other university staff member and make a formal report.

Students may be reluctant to report incidents because of concerns that their own behavior may be a violation of university policies. Although policy violations cannot be overlooked, the university will consider the positive impact of reporting an incident when determining the appropriate response for policy violations. In such cases, any possible negative consequences for the reporter of the problem should be evaluated against the possible negative consequences of not reporting the incident.

Quinnipiac University Grievance Policy

(Revised March 2013)

The Quinnipiac University Grievance Policy is an umbrella policy to cover any type of grievance that is not considered under a separately defined policy. Redress for any grievances covered by the following policies must be pursued according to the procedures specified in those policies.

- Appeal of an academic suspension or academic dismissal from the university (University Catalog, Student Handbook)
- Appeal of an academic suspension or academic dismissal from an individual degree program (individual program requirements as stated in the University Catalog)
- Appeal of a final grade (University Catalog)
- Appeal of an academic integrity sanction (Student Handbook)
- FERPA complaints (Student Handbook)

- Appeal of a student conduct sanction (Student Handbook)
- Appeal of the decision to return after a mandatory medical leave of absence (Student Handbook)
- Grievance procedure for issues regarding disabilities (Student Handbook)
- Complaints of inappropriate noise (Student Handbook)
- Title IX Discrimination and Harassment – Grievance Procedures for Students (Student Handbook)
- Financial aid appeal (financial aid website)

When a student has a complaint not covered by one of the above policies and procedures, he or she is encouraged to discuss the matter first with the parties involved. If the matter cannot be resolved informally at this level, then the student may file a written, formal complaint according to the following procedures.

A student grievance originating in any of the school or administrative units is handled by the chair or director responsible for the unit in which the grievance originates. Therefore, the written formal complaint should be submitted to the responsible chair or director within five business days of the failed attempt at an informal resolution. The chair or director should make a decision regarding the grievance within 10 business days of receiving the written complaint. A written appeal may be submitted within five business days either to the school dean exercising jurisdiction over that academic department or to the vice president/dean of students or designee for nonacademic matters. The dean will inform the student within 10 business days of his or her decision. The dean's decision is the final decision.

Good Neighbor Policy

Quinnipiac University students have lived off campus in the Hamden and New Haven area for many years, and the vast majority of students have developed positive and lasting relationships with area residents and the local community. Off-campus students must understand and appreciate that residents of a particular community have made a long-term commitment to their neighborhood; students are often temporary members of the local community who reside there for the duration of their academic studies. The quality of life and the overall character of a neighborhood can be greatly influenced by the lifestyles and sense of community exercised by student residents. A respectful and courteous attitude is usually returned in kind and makes the neighborhood a more pleasant place in which to live. Living off campus can be an important experience that carries additional responsibilities. Students living in the community are, at all times, representatives of Quinnipiac University and the conduct of those students reflects directly on the university. Families living in the neighborhoods that make up Hamden and the surrounding communities have a right to enjoy a reasonable level of peace and quiet. As students, academic and personal schedules often conflict with the schedules of families and other residents. Students are expected to exercise good judgment and be sensitive to the needs of their neighbors.

Students who host parties put themselves in serious jeopardy when their guests act irresponsibly. As a social host, off-campus residents assume all the risks associated with Connecticut state laws and municipal ordinances regulating the legal drinking age, noise and public safety when hosting a gathering. Connecticut state law and court decisions have held the social host liable for personal injury and property damage caused to a third party as a result of the irresponsible service of alcoholic beverages to guests, regardless of age. In addition, social hosts do not need to actually provide alcohol to their guests; they merely need to provide the venue for others to engage in irresponsible behavior. Those risks are compounded when minors are involved. The university views the hosts/residents of an off-campus property where an incident takes place to be responsible for that incident in its entirety, including the behavior of their guests, regardless of the hosts' original intentions for their event.

The university recognizes that some students wish to live off-campus, be responsible members of the local community, and experience independent living. However, when students use this independence to engage in actions or behaviors that attract the attention and concern of neighbors or others within the community, the university will respond accordingly. Dangerous and/or risky behavior, public intoxication, disorderly conduct, loud music and/or other noise late into the night, and high levels of vehicle traffic in the neighborhood are examples of matters of concern. Living off-campus does not alleviate students' responsibilities as a member of the Quinnipiac University community to abide by the Student Code of Conduct. As stated in the Student Handbook, "Quinnipiac reserves the right to address, through the Student Code of Conduct process, incidents which occur off campus that may endanger the health, safety and welfare of others and/or adversely affect the university and/or the pursuit of its objectives." Students must take the responsibility of living off-campus seriously, and remember that the university's community standards apply wherever a student chooses to live.

Policy Statement on University Shuttles

Quinnipiac University provides complementary shuttle service to our students to a number of on- and off-campus locations. Students who engage in disruptive behavior, vandalize or jeopardize the health and safety of community members while on a Quinnipiac shuttle will have their shuttle privileges revoked and will be referred to the Student Conduct process. In order to acclimate to the Quinnipiac University community, first-year students are not permitted to ride the Downtown New Haven Shuttle for the first three weeks of the academic year.

- The university is not responsible for items lost, left behind or damaged on university shuttles.
- Shuttle schedules are publicized annually by the Department of Public Safety, and the university is not responsible for any student's transportation, including for a return trip, should a student miss the final posted shuttle of any particular day.

- The university reserves the right to add or cancel shuttle routes at any time for reasons such as, but not limited to usage patterns, student safety concerns, weather concerns and/or campus events.
- The university reserves the right to check the identification (QCard and/or government-issued identification) of any person boarding a university shuttle to determine eligibility for ridership, for student health and safety, and to collect information on ridership to determine shuttle system improvements.

Students who have questions or concerns about the university Shuttle system should contact the Department of Public Safety.

Policy Statement on Overnight Visitors and Guests

Residential students are welcome to invite guests and visitors into their rooms. To ensure the safety of community members and property, students must comply with the following policy pertaining to visitors and guests.

Definitions:

Visitor

A visitor is defined as any non-Quinnipiac person who chooses to visit a residential student. Overnight visitors must be registered, must carry their university visitor pass, must carry their state-issued photo identification and remain with their student host while on Quinnipiac property at all times.

Guest

A guest is defined as another Quinnipiac student or registered visitor who is present in, but not a resident of a particular living unit. Non-residential students in the residential areas are considered guests.

Visitor Registration, Limits and Requirements

Visitors must be registered through the Quinnipiac University website. Students may register one overnight visitor. First-year students may register visitors beginning the third week of classes. Seniors in Senior-Year Experience housing may register two visitors. Overnight visitors must be 17 years old, unless on visit sponsored by the university.

Non-Quinnipiac students who do not have the appropriate visitor pass are removed from the campus immediately. Students who host unregistered visitors are in violation of this policy. Non-residential students may not register visitors for residential housing and are subject to length of stay requirements.

Visitor Passes and Identification

Visitors must have their visitor pass and a photo identification on their person at all times. Also, visitors must be with their registered host at all times while on Quinnipiac University property.

Visitor Behavior

Students hosting visitors must accompany them and are responsible for their behavior at all times. Students are held accountable for any disturbance and/or damage their visitors may cause. Visitors who cause a disruption or are in any way not compliant with this policy may be permanently banned from university property and subject to arrest for trespassing should they return.

Occupancy Stay Limitations

The maximum number of people permitted to occupy any individual room, suite or apartment at any one time may not exceed twice the number of residents of that living unit at any one time, except where designated in certain Senior-Year Experience housing areas.

Overnight Visitors

Overnight visitors or guests must have the approval of all residents in a given living unit. All students and their guest/visitors must adhere to the Roommates Bill of Rights (see p. 36).

A guest or visitor may not spend more than three consecutive nights. Residential students are permitted seven visitation periods per semester. Visitors cannot be registered with consecutive different hosts as a means of cohabitating in the Residence Halls. Visitors found to be cohabitating in a residence hall will be removed immediately and may be permanently banned from university property.

Visitor Parking

Visitors must park in lots designated by the Department of Public Safety as open to visitors. Any visitor who fails to comply with Public Safety may have their vehicle towed.

Sanctions for Noncompliance

Students who violate this policy will be assessed a \$100 fine and additional Student Conduct sanctions as appropriate.

Houses of Worship

Assemblies of God

The Cornerstone Church
1146 Waterbury Rd.
Cheshire, CT
203-272-5083

Baptist

Central Baptist Church
1360 Shepard Ave.
Hamden, CT
203-248-7112

Christian Tabernacle
Baptist Church
425 Newhall St.
Hamden, CT
203-624-3028

Friendship Missionary
Baptist Church
26 Edwards St.
Hamden, CT
203-776-9147

Olivet Baptist Church
3762 Whitney Ave.
Hamden, CT
203-288-4871

Bible

West Woods Bible Chapel
165 Hillfield Rd.
Hamden, CT
203-248-6113

Congregational

Dunbar United Church of
Christ
767 Benham St.
Hamden, CT
203-288-2342

Mount Carmel Congregational
Church
3284 Whitney Ave.
Hamden, CT
203-248-7408

Whitneyville United Church
of Christ
1253 Whitney Ave.
Hamden, CT
203-248-3711

Coptic Orthodox

The Virgin Mary and
Archangel Michael Coptic
Orthodox Church of CT Inc.
87 Benham St.
Hamden, CT
203-248-5592

Episcopal

Grace and St. Peter's Episcopal
Church
2927 Dixwell Ave.
Hamden, CT
203-248-4338

Full Gospel

Bible Gospel Center
143 Leeder Hill Dr.
Hamden, CT
203-230-9260

Islamic

Masjid Al-Islam
840 Dixwell Ave.
Hamden, CT
203-562-0594

Masjid Al-Islam
624 George St.
New Haven, CT
203-777-8004

Muhammad Islamic Center
870 Dixwell Ave.
Hamden, CT
203-562-0594

Lutheran

Christ Lutheran Church
600 Shepard Ave.
Hamden, CT
203-288-3196

Lutheran Church of the
Good Shepherd
3680 Whitney Ave.
Hamden, CT
203-248-7420

Pentecostal

C.J. Smith Holy Ghost
Deliverance No. 3
61 Alling St.
Hamden, CT
203-497-9253

Faith Temple Revival Center
834 Dixwell Ave.
Hamden, CT
203-787-6867

Presbyterian

Westminister Orthodox
Presbyterian Church
565 Shepard Ave.
Hamden, CT
203-288-8161

Roman Catholic

Blessed Sacrament Church
321 Circular Ave.
Hamden, CT
203-288-1652

Church of the Ascension
1050 Dunbar Hill Rd.
Hamden, CT
203-288-7516

Our Lady of Mount Carmel
2819 Whitney Ave.
Hamden, CT
203-248-0141

St. Ann's Church
930 Dixwell Ave.
Hamden, CT
203-865-0886

St. Joan of Arc
450 W. Todd
Hamden, CT
203-288-4543

St. Rita Church
1620 Whitney Ave.
Hamden, CT
203-248-5513

St. Stephen's Church
400 Ridge Rd.
Hamden, CT
203-288-6439

Seventh-Day Adventist

Mount Zion Seventh-Day
Adventist Church
64 Marlboro St.
Hamden, CT
203-562-5784

Synagogues

Temple Beth Sholom
1809 Whitney Ave.
Hamden, CT
203-288-7748

Congregation Mishkan Israel
785 Ridge Rd.
Hamden, CT
203-288-3877

Unitarian Universalist

Unitarian Society of
New Haven
700 Hartford Tpke.
Hamden, CT
203-288-1807

Worship Services at Quinnipiac

Roman Catholic Services

Father Jordan Lenaghan serves
as Catholic chaplain. He can be
reached at SC-205, ext. 8257.

See the website for
information on the
services that are available
quinnipi.ac/myqworship

Jewish Services

Rabbi's office and all Jewish
events are held at the Peter C.
Hereld House for Jewish Life
on New Road.

Worship observances are held on
selected Fridays throughout the
school year. Contact the Rabbi
for service times and dates.

Muslim Chaplain

Imam Sami Abdul Aziz, Muslim
Religious Life Coordinator is
the Muslim chaplain. She can be
reached at 203-582-6479.

Self-Guiding Nature Trail in Sleeping Giant State Park

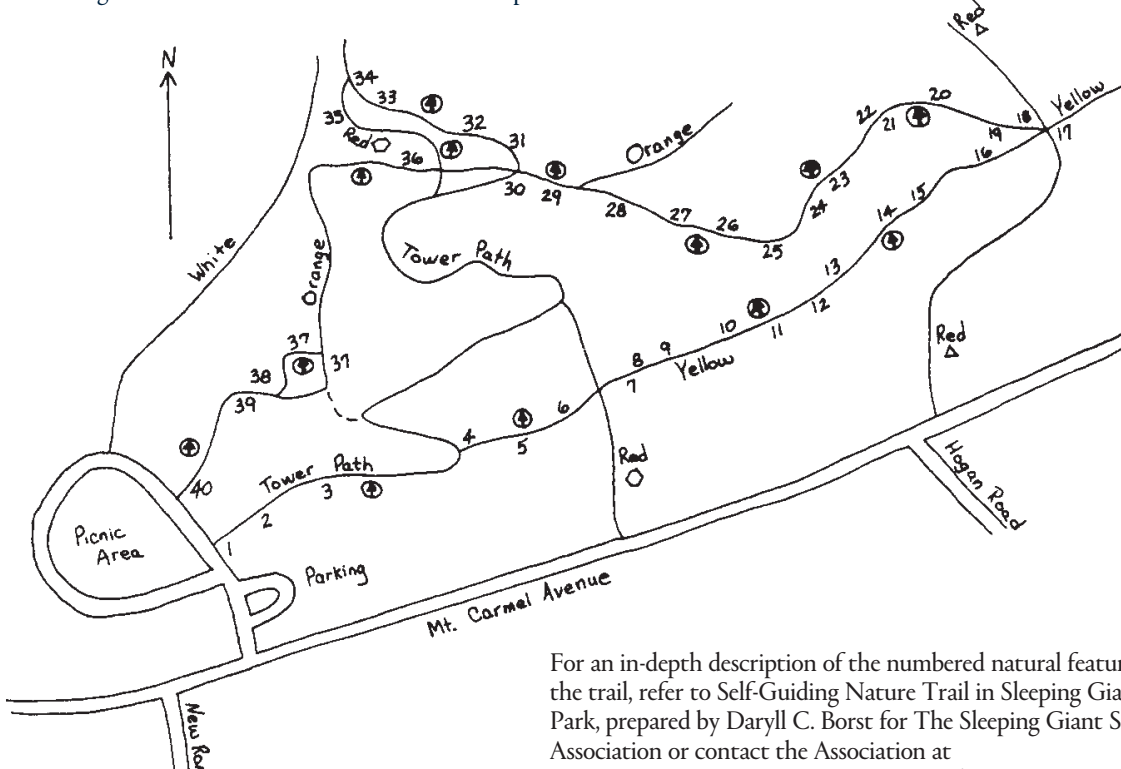
Sleeping Giant State Park is located on the opposite side of Mount Carmel Avenue from the Quinnipiac campus. Students are welcome to enjoy the park's 30-mile trail system and other natural resources. The park offers hiking, fishing, picnicking, a self-guiding nature trail and a public campground. Maps, literature and information are available at the park office.

The park ranger requests your cooperation in obeying park regulations, which have been posted for your safety, as well as that of the park. Students entering the park after sunset closing time, back-country camping, ground fires, and swimming in the Mill River have necessitated law enforcement action in the past and are not permitted.

- 1 Age of a pine tree
- 2 Forest undergrowth
- 3 Tree leaves a record in its stump
- 4 Flowering dogwood
- 5 Stilt root tree
- 6 Carpenter ants
- 7 Hemlocks retain moisture
- 8 Rotting log succession (standing dead tree stage)
- 9 Rotting log succession (fallen tree stage)
- 10 Tree growing on rock
- 11 Trees with forked trunks
- 12 Sandstone slabs
- 13 Hollow living tree

- 14 Shagbark and mockernut hickories
- 15 Chestnut oak
- 16 Drainage gully
- 17 Old forked pine
- 18 Heartwood rots first
- 19 Sandstone boulders
- 20 Beech
- 21 Earth scar from a fallen tree
- 22 Christmas ferns
- 23 Black birch
- 24 Microhabitat
- 25 Trap rock boulder
- 26 Sugar maple
- 27 White oaks and red (black) oaks
- 28 Glacial plain

- 29 American chestnut
- 30 Life zones
- 31 Bare rock succession (lichens and early mosses)
- 32 Bare rock succession (later mosses and early grasses)
- 33 Bare rock succession (later grasses, shrubs and small trees)
- 34 Bare rock succession (large tree)
- 35 Talus slope
- 36 Trail erosion
- 37 Mountain laurel
- 38 Intermittent stream
- 39 Canker on tree
- 40 Intermittent stream



For an in-depth description of the numbered natural features alongside the trail, refer to Self-Guiding Nature Trail in Sleeping Giant State Park, prepared by Daryll C. Borst for The Sleeping Giant State Park Association or contact the Association at P.O. Box 14, Quinnipiac University, Hamden, CT 06518.