



Student Handbook

2023-2024

UNIVERSITY OF
SAINT JOSEPH

USJ

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Disclosure Statement

The Student Handbook is provided to students and applicants for their general information and guidance only. It does not constitute a contract, either express or implied, and is subject to revision at the University's discretion.

Campus Administration

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

President's Cabinet

Rhona Free, Ph.D., President

Michelle Kalis, Ph.D., Provost

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

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

Maggie Pinney '95, Vice President for Institutional Advancement

Brandon Dawson, Ed.S., Dean of Student Life

Message from President Free

Dear Students:

Welcome to the 2023-2024 academic year at the University of Saint Joseph!

Here you will find a community of students who chose this University so that they could enjoy the opportunities and advantages it offers: small classes and personalized attention, experiential learning opportunities to prepare for career success, and the chance to participate in a variety of organizations, service projects, and activities that contribute to a fulfilling experience.

We give you the tools you need to broaden your perspectives while you prepare for the future. The more involved you are, the more you will get from your time at USJ.

I am very pleased that you are here, and look forward to seeing your contributions and celebrating your successes.

Sincerely,

Rhona C. Free, Ph.D.
President



University of Saint Joseph Facts and Information

Mission Statement

The University of Saint Joseph, founded by the Sisters of Mercy in the Catholic tradition, provides a rigorous liberal arts and professional education for a diverse student population in an inclusive environment that encourages strong ethical values, personal integrity, and a sense of responsibility to the needs of society.

The University Shield

The University of Saint Joseph shield combines the insignia of the Sisters of Mercy — the Cross and Crown — with the Coat of Arms of Saint Joseph. According to the medieval heralds, the Coat of Arms consisted of a blue field, upon which lay a silver carpenter's square, that overlays three silver lilies. The carpenter's square symbolizes Saint Joseph's occupation and is also a symbol of accuracy and truth. The lilies symbolize integrity and indicate that Saint Joseph was the earthly spouse of the Blessed Virgin Mary, whose purity is represented by the chaste white lily. Three flowers are used to represent the Blessed Trinity. In the University shield, however, the center flower is replaced by the cross which, combined with the crown, represents the Sisters of Mercy under whose sponsorship the University was founded.

Core Values

Catholic Identity

The University of Saint Joseph is grounded in its heritage as a Catholic institution, expressing the Catholic tradition in an ecumenical and critical manner.

Development of the Whole Person

The University of Saint Joseph encourages, inspires, and challenges all students to fully develop their intellectual, spiritual, social, emotional, physical, and leadership potential.

Compassionate Service

The University of Saint Joseph promotes, supports and facilitates caring service as an integral part of all teaching and learning experiences.

Academic Excellence

The University of Saint Joseph provides a value-centered education that prepares students as global citizens, lifelong learners, and informed decision makers.

Respect/Integrity

The University of Saint Joseph demonstrates respect and reverence for all people and fidelity in personal witness.

Hospitality

The University of Saint Joseph is a welcoming community where its relationships are based on openness, inclusivity and mutual respect.

Multiculturalism/Diversity

The University of Saint Joseph is committed to fostering the growth of an inclusive community that welcomes differences among community members and benefits from them.

History of the Sisters of Mercy

In 1932, the Sisters of Mercy of Connecticut set out to establish the first liberal arts college for women in the Hartford area. They were determined to develop a curriculum that balanced professional studies with the liberal arts; focused on service to others; and infused the Catholic intellectual tradition while welcoming students of all ages, races, religions, and cultures.

Throughout the history of the University of Saint Joseph, this inclusive mission has never been compromised. Guided by this vision, the University has flourished and is now recognized for outstanding programs that prepare graduates to serve their communities in dedicated and meaningful ways throughout their lives.

In addition to its traditional undergraduate program, the University of Saint Joseph has grown to include the following programs of study: graduate master's and certificate programs (introduced in 1959), and professional doctoral degrees (2011).

Two renowned laboratory schools — the School for Young Children (1936), a nationally-accredited preschool; and the Gengras Center (1965), a special education program for elementary, middle, and high school students — also serve to train University of Saint Joseph students.

As the University of Saint Joseph has evolved into a vibrant educational complex, it has never strayed from its original vision: a steadfast commitment to preparing students for insightful leadership and service to others.

Personal Rights and Freedoms

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

Freedom of Inquiry

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

Freedom of Expression

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

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

Freedom from Discrimination

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

Freedom of Association

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

Right to Institutional Participation

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

Right to Privacy

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

Freedom from Improper Disclosure

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

Student Demonstrations and Peaceful Protests

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

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

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

Campus Information

Office Locations and Contact Information

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

Campus Map

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

Academic Calendar

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

Weather Related Closing Information

The safety of all members of the USJ community is always the first priority as we make decisions about campus opening delays and early closings. We also understand that it is vital to you that we keep regular operations running as smoothly and consistently as possible. USJ intends to maintain its regularly-scheduled classes, avoiding school closings due to inclement weather, whenever possible. While we notify media in the local University area if we have class cancellations, delayed openings, or early closings, media outlets may not have the most updated information.

How to learn if the University opening is delayed, closing early, or closed for the day:

- The USJ Alert System directly provides you with any changes to the status of day, evening, and online classes. Register for USJ alerts (text or email) [here](#). Once registered, you will receive emergency messages as requested.
- An all-USJ email will be distributed and you can access the University website, usj.edu, for information about the status of classes. Any change in schedule will be posted on the main page of the USJ website.
- Call the University's main line, 860.232.4571; it will be updated with information about the status of classes.
- The off-campus master's in Education sites (K-12) follow the direction of the school system where the class is located. Students participating in online classes should follow the postings on the University website, [usj.edu](#).

The Office of Marketing and Communications (2nd Floor, McGovern Hall) will distribute via email at least once per year (usually in November) a detailed memo regarding weather related closings. In addition, individual faculty may make arrangements via Blackboard or other technology to post assignments and/or alternative assignments during weather related closings.

Emergency Safety Procedures

Emergency Procedures and Information

All students need to be aware of what to do in emergency situations. Any situation in which life, physical well-being, or property is in jeopardy constitutes an emergency. In such a situation, first render assistance where practical; the second step is to get help.

Emergencies might require the response of medical, law enforcement, or firefighting professionals. If there is a question about the need for help, it is advisable to call.

The immediate source for help is Public Safety. When calling the Public Safety Main line 860.231.5222, an officer will respond directly, securing any necessary assistance such as the Police Department, Fire Department or ambulance service. It is best to allow the Public Safety Officer to coordinate the response to emergencies. In case of an actual fire, contact the Fire Department directly by using the nearest fire alarm or by calling 911. Once you are safely out of the building, notify the Public Safety Officers.

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

Reporting of Emergencies

In an urgent, life-threatening situation, dial 911 and then if possible call the Public Safety Main line at 860.231.5222. For other emergencies, call the Public Safety Main line at 860.231.5222 (5222 from a campus phone). Public Safety will assess and then summon the appropriate emergency services. When you call Public Safety during an emergency, you must state **NAME, LOCATION, and CIRCUMSTANCE**.

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

- McDonough Hall

Location of Emergency 911 Telephones (West Hartford Notification)

- McDonough Hall – 1st, 2nd and 3rd floor (in both north and south hallways)

Emergency Call Boxes (BLUE LIGHTS)

There are 10 emergency call boxes located on the grounds of the West Hartford campus that will put you in direct contact with Public Safety. When activated, these phones will automatically call Public Safety, announce your location and set off the blue strobe light. The emergency call boxes should be used whenever you need to contact Public Safety or to summon additional help such as police, fire, or ambulance. These lights are to only be used to summon help for an active emergency.

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

Fire Safety Procedures

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

The Department of Public Safety collaborates with the West Hartford Fire Department to provide additional support and training to University of Saint Joseph. Scheduled inspections of campus buildings and residence halls are conducted by the Fire Marshall's office in the respective communities. In addition to their standard duties, the West Hartford Fire Department provides fire prevention education for the Residence Life Staff on the West Hartford campus.

All buildings on the University of Saint Joseph campuses are inspected annually. The University Facilities Department works closely with the Fire Marshall's office to help ensure that all buildings are in full compliance with the Connecticut State Fire Safety Code. In addition to that inspection; annual inspections and tests are conducted on all sprinkler systems, fire alarms, emergency lighting and fire extinguishers.

Fire Precautions and Procedures for Residence Halls

Whenever a fire alarm sounds, each resident and the resident's guest(s) are to immediately leave the building and go to the nearest meeting place (see below).

Fire Drills

Fire evacuation routes are reviewed by staff regularly. Fire safety equipment is installed in all buildings and drills are conducted every semester. Should there be a need to develop an individual Personal Emergency Evacuation Plan (PEEP) due to a disability or approved accommodation, please contact the Accessibility Coordinator.

Fire Evacuation Procedures

1. Immediately activate the building fire alarm system, which will automatically notify the Fire Department and get help on the way. It is best to have the Fire Department respond and not be needed than to have them arrive too late for potential rescue. If you are in a building without a fire alarm system, dial 911 from a safe location to report the fire. If you call 911, we will ask that you contact Public Safety immediately afterward as there can be a delay in the EMS response to the campus. Call Public Safety at 860.231.5222 or 5222 from a campus extension. Identify yourself and provide as much specific information as you can in a calm manner.
2. After sounding the fire alarm, your first concern is to get out of the building. As a member of the University community, you are encouraged to assist others in leaving the building without putting yourself in harm's way. On your way out of the building, knock on doors and announce that everyone needs to evacuate the building. Do not wait for an answer. Assist those who need help with either leaving the building or hearing the alarm. Never assume that fire alarm activation is a prank.
3. Prepare and evacuate the building by way of the nearest emergency exit. Walk; do not run. Do not use elevators. Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself.
4. Calmly assist visitors during alarm/emergency situations. Visitors may not be aware of exits/alternative exits and the procedures that should be taken during alarm situations.
5. Close but do not lock all doors as you leave.
6. Before exiting through any closed door, check for heat and the presence of fire behind the door by feeling the door with the back of your hand. If the door feels very warm or hot to the touch, advise everyone to proceed to another exit.

In Residence Halls

The Residence Life staff will assemble students in their assigned meeting points. Please remember that all Residence Halls have multiple emergency exits and the hall staff should direct residents to use them. Once you have arrived at your assigned meeting point, begin to assess which students have arrived from your residence hall. Help to ensure that all students stay at their meeting points.

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

In Academic and Administration Buildings

Faculty and staff will assemble students/building occupants in their assigned meeting points. Please remember that all buildings have multiple emergency exits and faculty/staff should direct everyone to use them. Once you have arrived at your assigned meeting point, begin to assess which individuals have arrived from your building. Take note of those who are not there and report to Public Safety those are missing. Help to ensure that everyone stays at their meeting points.

1. Meeting point for Mercy Hall, Lourdes Hall, and McGovern Hall: All occupants in these locations will proceed to the grass green located directly at the main entrance of the buildings.
2. Meeting point for McDonough Hall: All occupants in this location will proceed to the grass green located directly in front of the building, by the flagpole.
3. Meeting point for McDonough Hall (in the event of a fire in a lab): In the event of a fire alarm that involves a Chemistry laboratory, care must be taken in finding an evacuation route away from potentially toxic fumes. Wind direction should be taken into account in this event. If the wind is blowing towards the flag pole, the McDonough Hall evacuation route will go to the grass area behind the Pope Pius XII Library.
4. Meeting point for Pope Pius XII Library, Lynch Hall and the Bruyette Athenaeum: All occupants in these locations will proceed to the grass green located directly in back of the buildings.
5. Meeting point for Chapel and Facilities Garage: All occupants in these locations will proceed to the grass green located directly behind the North/Genovese Residence Halls.
6. Meeting point for O'Connell Athletic Center: All occupants in these locations will proceed to the turf field located

- directly on the side of the building.
7. Meeting point for CARE Building and Gengras Center: All occupants in these locations will proceed towards the grass green by Mercy Hall.
 8. Meeting point for the School for Young Children: All occupants will be brought to the gazebo located on the south side of the building.

Upon Exiting the Buildings

Upon exiting the building and proceeding to the meeting points, remain at least 50 feet away from the building walls and overhangs. Do not block any driveways, as Fire Department personnel will need access to these areas. Students are requested to report to their assigned meeting point as defined by the Evacuation Procedure maps.

The cessation of an alarm/departure of the fire department is not an "all clear" to re-enter the building as corrective measures may still be in progress. Public Safety and the West Hartford Fire Department will make a sweep of the building and assess the situation from that point. Stay clear of the building until the Fire Department or Public Safety has advised you that it is safe to re-enter the building/area.

In the event you are unable to exit the building:

- a. Remain calm; do not panic.
- b. If there is smoke in the room, keep low to the floor; crawl if necessary.
- c. Place a cloth, wet if possible, over your mouth to serve as a filter.
- d. Before passing through any doors, feel the metal doorknob and the door. If it is hot, do not open the door. Attempt an alternate exit.
- e. Open the windows from the top, if possible (to let out the smoke and the heat) and from the bottom (to let in fresh air).
- f. If you cannot exit out of the window, signal for help from a window. Hang something out of the window to attract the attention of the Fire Department, such as a pillowcase or shirt.
- g. If you can open the door (if it is not hot to the touch), brace yourself against the door and open it slowly in order to make sure there is no heat or heavy smoke on the other side. If there is, then close it again.
- h. If you are able to leave the room through the door, close it as you exit.
- i. Go to the nearest exit or stairs. If the nearest exit is blocked by fire, heat or smoke, go the alternate exit.
- j. If all exits on the floor are blocked, go back to your room/office, close the door, open the windows as described, wave something out the window and shout for help.

Fire Precautions | Do:

- Locate fire alarm pull station nearest your room.
- Know emergency phone numbers.
- Keep exit doors, hall doors, and stairwell doors closed and free from any posting or obstructions.
- Know alternate escape routes from your room.
- Use only fire-retardant materials and equipment and UL-approved appliances.
- Comply with proper usage of potentially hazardous items.
- Realize that emergency lighting is designed for this purpose only and not for long-term use.
- Place telephones and wires on floor close to wall.
- Observe all other emergency considerations.

Fire Precautions | Do Not:

- Tamper with fire alarms or fire extinguishers.
- Block hallways, stairs, stairwells, room doors, or any other areas leading to exits.
- Store items in stairwells, under stairs, or in corridors.
- Fight an electrical fire with a water or soda acid extinguisher.
- Overload electrical circuits.
- Leave microwave ovens unattended in the kitchen areas.
- Smoke in buildings.

Maintenance Emergency

For a maintenance emergency during non-business hours, call Public Safety at 860.231.5222.

Missing Person Policy

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

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

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

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

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

If a missing student is under 18 years of age, and not an emancipated individual, the University will notify a custodial parent or guardian of the missing student no later than 24 hours after the determination by the Public Safety Department that the student is missing.

The Public Safety Department will contact local police and other law enforcement agencies no later than 24 hours after the University receives a report that any student is missing.

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

Procedures

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

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

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

- A. Notify the person(s) identified by the missing student as the confidential contact within 24 hours of making the determination that the student is missing;

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

Student Contact Information:

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

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

Public Safety Investigative Procedures

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

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

Community Assistance Team

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

Campus Threat Assessment Team

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

This team has two important functions:

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

The second is providing a practical, strategic, and coordinated approach to threat assessment. Once receiving information of a potential threat, the team shall identify, investigate, assess, and manage any interpersonal or behavioral threat to the safety and well-being of campus students, faculty, staff, and visitors. Counseling and Psychological Services, the Campus Assistance Team, or the Human Resources Office will notify the Threat Assessment Team of threatening or violent behavioral issues brought to their attention.

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

Recognizing the Warning Signs of Threatening or Violent Behavior

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

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

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

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

How to Report Threatening or Violent Behavior

Immediate and Readily Apparent Threatening or Violent Behavior

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

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

Suspected or Potential Threatening or Violent Behavior

Complete the "[Tell Somebody](#)" online report form link at the Tell Somebody tab on MyUSJ to provide detailed information on any behavioral matter that is concerning you and should be reviewed.

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

- Student Intervention
 - Call the Director of Residential Life and Student Affairs Operations Office at ext. 5629 or contact USJ Public Safety at ext. 5222
- Employee Intervention (or others)
 - Contact your immediate supervisor or call the Director of Human Resources Office at ext. 5390 or contact USJ Public Safety at ext.5222

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

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

Academic Affairs

Discontinuing Academics: All matriculated undergraduate and graduate students

Official University Withdrawal

If a student does not plan to return to the University of Saint Joseph, they must file a completed and signed University Intent to Withdraw [Form](#) with the Registrar's Office prior to the drop deadline of the major semester from which the student wishes to withdraw (fall or spring). In the School of Pharmacy, summer is also considered a major semester. If the University Intent to Withdraw Form is filed by the drop deadline of a current or future semester, all courses for which the student is registered in the semester of the withdrawal will be dropped from the student record and a statement of "Withdrawal" will be entered on the student's academic transcript. Matriculated graduate and undergraduate degree-seeking students who officially withdraw and who have not attended for three or more consecutive semesters, excluding summer, must apply for readmission through the appropriate Office of Admissions (1st Floor, Mercy Hall). They must also follow the degree requirements associated with the term of their readmission to the University. (Former non-degree students may be readmitted as non-degree only.) Failure to complete a University Withdrawal Form by the drop deadline of a current or future semester will result in tuition liabilities for courses in which a student is registered for that semester.

Loan repayment (Official University Withdrawal)

Any discontinuation of continuous enrollment of more than 180 days is subject to activation of student loan repayment. Students who are no longer registered at the University of Saint Joseph should contact the Student Financial Services (2nd Floor, Mercy Hall) at 860.231.5223 to discuss and understand the conditions of their enrollment status and loan repayment obligations.

Medical and Academic Leaves of Absence Procedure

General Conditions for All Student Leaves

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

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

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

Both types of leaves include request and return request forms in their processes. The Intent for a Leave of Absence Request form can be found [here](#).

Prior to requesting a leave of absence, students are expected to consult with their academic advisors and Student Financial Services regarding how a leave of absence would impact the student's program of study and financial aid. Should the request for a leave occur after University deadlines for housing cancellation and/or tuition refund have passed, the student is responsible for housing and/or tuition fees for the current semester in which leave is granted. Graduate students are expected to consult with their graduate program prior to requesting a leave of absence.

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

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

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

Leaves of absence are not able to be granted retroactively.

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

Loan Repayment (Student Leave of Absence)

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

Any discontinuation of continuous enrollment of more than 180 days is subject to activation of student loan repayment. Students seeking consultation regarding loan repayment should contact Student Financial Services (2nd Floor, Mercy Hall) at 860.231.5223 to discuss and understand the conditions of their enrollment status and loan repayment obligations.

Leave for Pregnancy

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

Leave for Military Service

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

Academic Leaves of Absence

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

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

To request the return from an academic leave of absence, the student may complete the Intent for a Leave of Absence Request [Form](#) and submit it to the Registrar's Office. The student will be contacted via their USJ email account regarding the outcome of the request. Students are advised to submit the request to return from an academic leave of absence at

least two weeks prior to the start of classes to ensure that the request is reviewed prior to the start of the semester.

Medical Leaves of Absence

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

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

The Dean of Student Life (or designee) will then review the supporting documentation with appropriate University staff. After the documentation has been reviewed, the Dean of Student Life will advise the student via their USJ email account of the outcome of the request and whether they are approved for a medical leave of absence.

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

The Dean of Student Life (or designee) will review the supporting documentation with appropriate University staff. After the documentation has been reviewed, the Dean of Student Life will advise the student via their USJ email account of the outcome of the request, as well as whether specific conditions will be implemented upon approval of return.

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

Involuntary Leave of Absence

The University may place a student on an involuntary leave of absence when there is a concern for the health and safety of the University community. This process is initiated when a student demonstrates behavior that poses a threat to the health or safety or disrupts the learning or residential living environment of others. The University is committed to supporting a student in distress. An involuntary leave will be initiated after an individualized assessment and when the risk cannot be eliminated or reduced to an acceptable level through reasonable accommodations and on-campus supports. This policy is not intended to be disciplinary in nature but to support the student while preserving the safety and functioning of the University. It does not replace disciplinary actions taken in response to violations of other university policies including the University of Saint Joseph Code of Conduct.

Procedure

The Dean of Student Life (or designee) will make an informed decision based on an individualized assessment to place a student on an involuntary leave of absence. The Dean (or their designee) will seek an immediate assessment of the student's medical and/or psychological condition from Student Health Services or the Counseling and Psychological Services staff or other appropriate professionals. A student must release all relevant medical information from Student Health Services or the Counseling and Psychological Services or treating professional to appropriate University staff.

Based on the information gathered, the Dean (or designee) will determine and inform the student in writing that the student may: a) continue to be enrolled with no conditions; b) continue as a student with reasonable accommodations; or c) be required to take a leave of absence. Students who need a reasonable accommodation for a disability should promptly contact Accessibility Services.

Review of decision

A student placed on an involuntary leave of absence may request, within 10 business days, a review of the decision by the Dean of Student Life (or designee). The student must submit the request in writing along with any additional supporting documents. The Dean of Student Life (or designee) along with appropriate University staff will review the materials and communicate a final decision within 10 business days. The involuntary leave of absence remains in effect while the leave is under review.

Returning from an Involuntary Leave

A student returning from an involuntary leave of absence must provide recent supporting documentation from their medical professional that confirms that the student's condition no longer poses a significant risk and they are fit to return. The medical professional must complete the *Medical Return to Campus Form* and submit this form three weeks prior to the student's expected return date. A student will be required to sign a release for all relevant medical information from their medical professional to appropriate University staff in Student Health Services or the Counseling and Psychological Services. The Dean of Student Life (or designee) will review the supporting documentation with appropriate University staff. Students will make an appointment and meet with the appropriate Director (Student Health Services or Counseling and Psychological Services) to review the documentation and return plan of care. The Dean of Student Life will advise the student of the outcome of this review and whether they are approved to return from their leave of absence, under what conditions, and with or without appropriate reasonable accommodations. Students who need an accommodation for a disability in conjunction with their return should promptly contact Accessibility Services. A student placed on an involuntary leave of absence is subject to the same policies in this section as a student granted a voluntary leave of absence.

Student Records Policy & FERPA

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

Academic Grievance Policy

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

- [Appeal of an academic dismissal from the University](#)
 - Undergraduate Student ○ Graduate Student ○ Pharmacy Student
- Dismissal from an academic program (see Handbook for your program)
- Removal from a clinical/practicum/internship site (see Handbook for your program)
- [Appeal of a final grade](#)
- [Appeal of an Academic Integrity Sanction](#)
- Grievance procedure for issues regarding disabilities <https://www.usj.edu/student-life/accessibility-services/>
- Appeal of financial aid decision - email financialaid@usj.edu

When a student has a complaint related to their academic program, courses, advising, etc. not covered by one of the above policies and procedures, they are encouraged to discuss the matter with the parties involved. If the matter cannot be resolved informally at this level, then the student may file a written, formal complaint. The procedures are: A student grievance originating in any of the School or administrative units is handled by the department chair/director responsible for the unit in which the grievance originates. The written formal complaint should be submitted by the student to the responsible chair or director within five business days of the failed attempt at an informal resolution. The chair or director should make a decision regarding the grievance within 10 business days of receipt of the formal complaint. The chair or director will inform the student in writing of their decision. If the student is not satisfied with the

decision, the student may submit a written appeal within five days of the chair/director's decision to the School Dean (in the case of an academic department) or the Provost (in the case of an academic support unit). The Dean/Provost will inform the student within 10 business days of their decision. The Dean's/Provost's decision is final.

Academic Integrity Policy

It is the policy of the University of Saint Joseph that all members of the community act honestly. By enrolling in or working at the University, all members, faculty, staff, administration, and students, implicitly agree to uphold the University's policy on [academic integrity](#). Please note that it is only accessible if logged into MyUSJ.

Student Resources

Academic Services

To view information on all the Student Academic Services below click [here](#), or select the office link below to access the MyUSJ office page. Please note that it is only accessible if logged into MyUSJ.

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

Office of Accessibility Services

Accommodations for Students with Disabilities

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

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

Academic Accommodations:

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

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

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

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

Housing Accommodations

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

The Office of Accessibility Services works closely with Residential Life to ensure students with documented disabilities are able to enjoy accessible on-campus housing. Students are encouraged to submit requests housing accommodations as early as possible each academic year with up-to-date documentation, as accessible housing is based on availability and is not guaranteed.

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

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

Contact Information for the Office of Accessibility Services:

Email: Accessibility@usj.edu

Mail: 1678 Asylum Avenue, West Hartford, CT 06117

Phone: 860.231.5730

Fax: 860.512.7293

[Athletic Department](#)

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

[Dining Services and Meal Plan](#)

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

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

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

[Counseling and Psychological Services \(CAPS\)](#)

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

To meet significant demand for service, CAPS utilizes a brief therapy model that is short-term with a limit of 16 sessions per academic year and focuses on helping students to effectively manage a specific problem, challenge, or to make a desired change. Sessions (except for emergencies) are by appointment, typically last for 45-50 minutes, and occur once a week at a regularly scheduled time. When a student's needs require long-term support, more intensive treatment, or a specific expertise not offered at CAPS, we partner with the student to transition to resources off-campus within the community.

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

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

[Community Engagement](#)

The Office of Community Engagement promotes and facilitates service as an integral part of the University's teaching

and learning experiences. For more information about community engagement, [click here](#).

Office of Diversity and Inclusion/Title IX

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

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

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

The U.S. Department of Education is in the process of amending regulations related to Title IX sexual harassment complaints. University policy and procedures for students, employees, volunteers, and guests are subject to amendment to maintain accord with federal Title IX regulations and statutes. If you are reading a hard copy of this policy, please verify it is a current version by going online to usj.edu. Please contact the Title IX Office if you have any questions.

Student Health Services

Confidential medical services are available at no charge, by appointment, to all enrolled undergraduate and graduate students. General medical services include evaluation and treatment of acute illness and injury, prescription and over-the-counter medications, in-office testing, urinalysis, and referrals for lab tests, imaging, and specialists. Reproductive and sexual Student Health Services include pregnancy testing, contraceptive counseling, testing and treatment for sexually transmitted infections, emergency contraception (a.k.a. Plan B), free condoms, and more.

To make an appointment, students should log in to [myHealth](#), the student health portal, using their USJ credentials and select the "Appt" tab. To contact the office, secure message Student Health Services staff by using the "Messages" tab.

For additional up-to-date information about services offered, health requirements, and policies, visit the [Student Health Services](#) page on MyUSJ.

Department of Public Safety

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

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

Jay Card

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

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

Key and Card Access

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

University keys. Unauthorized duplication of University keys is strictly prohibited.

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

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

Residential Life

University Owned Housing

The University of Saint Joseph offers traditional style residence halls, and a limited number of suite style apartments for undergraduate students.

For more information about residential life staff, services, and policies, click [here](#).

Office of Student Activities

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

Student Organization Overview

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

Faith and Service

USJ's Office of Faith and Service (OFS) strives to unify the campus by nurturing a Catholic and Interfaith community that is centered on our Core Values. OFS focuses on the Core Value of Catholic Identity by offering liturgical celebrations, annual retreats, engagement with other Catholic campus ministries, and additional programming to enhance Catholic social teachings. We also support other faith backgrounds by providing interfaith and ecumenical prayer services, events, retreats, social gatherings, and collaborations that enhance learning, develop faith, and create unity. Additionally, OFS provides opportunities the USJ community to experience the growth from community service on and off campus. For more information on Campus Ministry [click here](#).

Center for Wellness Development

The Center for Wellness Development (CWD) offers a variety of educational outreach programming to enhance the healthy development of the mind, body, and spirit of the campus community. The Center provides wellness events/activities, coaching and motivational support, and educational materials and resources for personal growth and academic success.

The CWD also operates The Perch, a Wellness Room located in McGovern Hall, Room 209. The Perch is open to students and faculty/staff. It is a quiet room to rest, learn, study, and decompress from the stress of everyday life. Wellness devices are also available for use.

For more information or to schedule an appointment to meet with the Wellness Educator, email wellness@usi.edu.

Other University Statements and Policies

Alcohol and Other Drug Policy

The well-being and safety of students in our community is of utmost importance. Thus, the University of Saint Joseph focuses on empowering our students to make healthy decisions about their behaviors that affect themselves and the University community.

USJ's policies, resources, and prevention programs focus on reducing unhealthy, risky behaviors and engaging in responsible, safe, legal student behaviors. The behavioral expectations of students related to alcohol and drug use are outlined in our Student Code of Conduct. Students who are determined to be responsible for violating the Student Code of Conduct for alcohol and/or controlled substances may receive one or more sanctions. A list of possible sanctions can be found in the [Student Code of Conduct](#).

Legal Consequences

University of Saint Joseph students are subject to state and federal laws regarding the use, possession, and/or distribution of alcohol and other drugs. The laws and possible legal consequences are described below.

Alcohol

Section 30-89(a) of the Connecticut General Statutes declares that it is unlawful for a minor (under the age of 21) to purchase, attempt to purchase, or make a false statement in connection with the attempted purchase of alcohol.

Section 30-89(b) declares that possession of alcohol by a minor in public or private is illegal, except where the minor is accompanied by a parent, guardian, or spouse over the age of 21.

Drugs

Connecticut laws cover the possession and distribution of controlled substances. These laws can be found at:

<https://www.jud.ct.gov/lawlib/law/drugs.htm>. See Connecticut General Statutes Secs. 21a-240 to 21a-315. Federal law states that it is unlawful for any person knowingly or intentionally – (1) to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, a controlled substance; or (2) to create, distribute, or dispense, or possess with intent to distribute or dispense, a counterfeit substance. More comprehensive information on federal drug laws and penalties can be found at: dear.gov/drug-information

Statement on Medical and Recreational Marijuana

Although Connecticut state law permits the use of recreational and medical marijuana, the use, possession, and/or distribution of marijuana remains prohibited under federal law. As a recipient of federal funding, the University is required to prohibit the use and/or possession of marijuana. Thus, the use and possession of marijuana in any form, even if accompanied by a Connecticut-issued medical prescription, is not permitted on University property. The University remains a smoke-free/tobacco-free/marijuana-free campus. See policy below.

Alcohol and Drug Education

Whether or not you choose to drink, you will eventually know someone who does. We want every student joining the USJ community to have an appropriate and accurate understanding of alcohol and drugs and their associated risks, including legal, student conduct, and health impacts.

USJ is committed to preventing drug use/abuse, underage alcohol use, high-risk drinking, and alcohol abuse on our campus, and has joined with many top universities in implementing Get Inclusive training as a part of our alcohol education and abuse prevention initiatives.

All students are expected to complete Get Inclusive online modules prior to arriving on campus in August. Students will receive an invitation via email.

Health Risks of Alcohol Use

The National Institute on Alcohol Abuse and Alcoholism outlines the following health risks from drinking too much over time or on a single occasion:

- Alcohol can change mood and behavior as it interferes with the brain's communication pathways. This makes it harder to think with clarity and move with coordination.
- Drinking too much on a single occasion and/or over time can damage the heart, leading to medical issues such as high blood pressure, stroke, irregular heartbeat, and weakening of the heart muscle (cardiomyopathy).
- Heavy drinking hurts the liver and can lead to life-threatening liver problems such as fatty liver, alcoholic hepatitis, fibrosis, and cirrhosis.
- Alcohol causes the pancreas to produce toxins that can lead to pancreatitis, an inflammation and swelling of the blood vessels in the pancreas that interferes with proper digestion.
- Alcohol abuse increases your risk of developing certain cancers including: cancers of the mouth, esophagus, throat, liver, and breast.
- Abuse of alcohol can weaken your immune system, making you more susceptible to disease. Chronic drinkers are more susceptible to diseases like pneumonia and tuberculosis. Binge drinking on one occasion reduces your body's ability to fight off infections for up to 24 hours after getting intoxicated.

Health Risks of Other Drug Use

The impacts of drug abuse can be far-reaching, affecting almost every organ. The impacts depend on the drugs used, how much is taken, and how they are taken. Health risks of drug abuse include:

- Increased susceptibility to infections due to weakened immune system.
- Cardiovascular conditions ranging from irregular heart rate to heart attacks. Using drugs by injection can lead to collapsed veins and infections of the blood vessels and heart valves.
- Stress on the liver possibly causing significant damage or liver failure.
- Seizures, stroke, and brain damage that can lead to memory, attention, and decision-making problems. In serious cases, there can be sustained mental confusion and permanent brain damage.
- Behavioral problems including paranoia, aggressiveness, hallucinations, impulsiveness, and loss of self-control.

Go to <https://www.drugabuse.gov/related-topics/health-consequences-drug-misuse> to learn how specific drugs cause different health consequences.

Resources and Substance Use Treatment Services

On campus:

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

Off-campus:

- Info Line – 211
- Alcoholics Anonymous: ct-aa.org/meetings
- Narcotics Anonymous: ctna.org/
- SAMHSA's National Helpline - 1.800.662.HELP (4357)
- Intercommunity Recovery Center 24 hour hotline – 860.714.3700
- Wheeler Clinic Addiction Services - 43 Woodland Street Hartford, CT 06105 - 860.793.3500
- Rushford Clinic: 877.577.3233

Drug-Free Schools and Communities Act: Biennial Report

The University of Saint Joseph complies with the requirements of the Drug-Free Schools and Communities Act. Every two years, the University completes a biennial review of the alcohol and drug programming, policy, and prevention efforts. The most recent drug and alcohol biennial review can be found via a link on the [Dean of Student Life page of the website](#).

Good Samaritan Statement

The University of Saint Joseph is a community that encourages living and learning environments that serve to promote and protect the health and safety of all members. USJ expects all students to abide by state and federal laws, as well as University policies regarding alcohol and drug possession and consumption. However, the University acknowledges

that there may be times when students face medical emergencies as a result of excessive drinking and/or drug use.

In an effort to promote health and safety as a first priority for our students, as well as foster responsible student behavior, the Good Samaritan Statement seeks to diminish fear of disciplinary or conduct sanctions for reporting the need for medical assistance for oneself, or another, if needed. If an individual reaches out to a campus authority (911, Public Safety, Resident Assistant, Assistant Resident Coordinator) for medical assistance for themselves or another, they may not be subject to typical conduct sanctions for a violation of the alcohol and drug policy, as long as they comply with all assessments and follow-up required by Director of Student Affairs Operations or Assistant Director of Student Affairs.

A medical transport or non-transport for substance intoxication may still result in participation in the conduct process. However, the conduct sanction will be suspended as long as the student successfully completes a meeting with the Director of Student Affairs Operations, or whomever the Director deems most appropriate to meet with the student (i.e. - Counseling and Psychological Services or Student Health Services) to assess the student's needs.

Failure to complete this meeting may result in further conduct action and the reinstatement of the sanction. Additionally, other subsequent violations of the Code of Student Conduct as found in this Handbook could result in reinstatement of the sanction as well.

Repeat or serious incidents will prompt a higher degree of concern, response, and/or sanctioning, as decided by the Director of Student Affairs Operations or Assistant Director of Student Affairs. A non-intoxicated individual who calls for emergency assistance on behalf of another student or friend experiencing a substance related emergency may not be subject to misconduct action. Please refer to the University Code of Student Conduct for information on the misconduct consequences of alcohol and drug violations.

Medical Transport Policy

A primary concern of the University is the health and well-being of each student; therefore, the University is committed to providing the best possible response when it learns of students who have needed to seek, or be transported for, emergency medical services at a hospital. When a student is transported from campus for emergency purposes, the University may contact the student's emergency contact person (person designated to be notified by student) and notify them of the transport. After discharge from being in a hospital, regardless of length of time, it is recommended that the student meet with either the Director of Student Health Services and/or the Assistant Director of Counseling and Psychological Services and Wellness (depending on the case) or designee to discuss the reason for the transport, assist with needed support services, and provide excused absence notifications. If the University becomes aware of a student hospitalization, the Director of Student Health Services and/or Assistant Director of Counseling and Psychological Services or designee will meet with the student to discuss their case. A release may be needed to obtain necessary information from medical facility.

Office of Information Technology Policy regarding the Use of Computer and Information Resources
Students faculty and staff are expected to conform with the Office of Information Technology policies. To review the policy, click [here](#).

Opioid Overdose Policy

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

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

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

personnel trained for the proper use and administration of opioid antagonists.

Designated Medical and Public Safety Personnel

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

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

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

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

Location of Opioid Antagonists

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

Storage and Disposal of Opioid Antagonists

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

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

Informing Students and Employees about the Opioid Policy

This policy will be included in USJ's Employee and Student Handbooks.

Reporting Requirements

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

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

Parental Notification for Conduct Incidents

The University of Saint Joseph Policy and Procedures Statement in Accordance with The Family Educational Rights and Privacy Act of 1974 (FERPA): It is the policy of the University to respect the rights and privacy of students in accordance with federal regulations published by the Department of Health and Human Services for enforcing FERPA.

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

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

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

Policy Statement on Disabilities

The University of Saint Joseph is committed to providing equal educational opportunity and full participation for individuals with disabilities. The University recognizes its obligations to honor the letter and spirit of disability rights laws, including the Americans with Disabilities Act and amendments, Section 504 of the Rehabilitation Act, and the Fair Housing Act. Should a student encounter a disability-related barrier at the University (physical, attitudinal, educational, programmatic), the student is encouraged to contact the Accessibility Services Coordinator at accessibility@usj.edu

Posting Policy

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

All postings must adhere to the following: all spelling and information is correct; room reservations and event approval must be complete prior to posting; do not post flyers on glass windows or doors; only use masking tape, painter's tape, or scotch tape for posting; and remove postings within 24 hours after the event or meeting has taken place. Postings containing any false information, inappropriate language, or material that is otherwise inconsistent with the mission and core values of the University of Saint Joseph will not be permitted.

Smoking Policy

The University recognizes the need to create and maintain an environmental quality that sustains and enhances the general health and well-being of its faculty, staff, students, and visitors. All University locations are smoke-free/tobacco-free/marijuana-free environments. Smoking, smokeless tobacco/marijuana products, e-cigarettes, and unregulated tobacco/marijuana products are not permitted on or within any property, building, or space occupied by the University of Saint Joseph, including personal vehicles on University property. This policy applies to all individuals on University property, including but not limited to: students, employees, contractors, subcontractors, volunteers, visitors, and members of the public.

The sale of cigarettes or other tobacco/marijuana products in campus buildings/facilities is prohibited. In accordance with Public Act 87-374, employees will not sell, give, or deliver tobacco/marijuana in any form to anyone under eighteen years of age. Employees are prohibited from using tobacco/marijuana or any form of e-cigarette in the presence of students from The Gengras Center or The School for Young Children, whether the employees are on USJ property or not.

Definitions

- **Smoking:** Inhaling, exhaling, burning, carrying, or possessing any lighted tobacco/marijuana product, including cigarettes, cigars, pipe tobacco/marijuana or any other lit tobacco/marijuana products.
- **Tobacco/Marijuana Products:** All forms of tobacco/marijuana, including but not limited to cigarettes, cigarillos, cigars, shisha, pipes, herbal cigarettes, water pipes (hookahs), electronic cigarettes (vaporizers), electronic hookahs, and all forms of smokeless tobacco/marijuana.

Exceptions

- This ban does not extend to the use of nicotine products (e.g., nicotine gum, transdermal patches) used for the purpose of cessation, as long as such products do not impact others or the environment.

- For educational purposes, research involving tobacco/marijuana or tobacco/marijuana products may be approved as an exception to this policy. To ensure the health and safety of any participants, permission must be granted by the Institutional Review Board and Student Health Services prior to conducting any research.
- Theatrical performances that require smoking to keep the integrity of the production may be permitted, as long as non-nicotine containing products are used. Permission for such usage must be granted by the Technical Director and the Director of Public Safety, as well as the Dean of Student Life for USJ student performances.

Transgender Statement

The University of Saint Joseph affirms the right of all students, regardless of gender identity, to fully access all educational and non-educational opportunities. To that end, we will take steps to ensure a welcoming and inclusive environment, including the following:

- Except where legally prohibited, students may select the gender “marker”* and first name of their choice in USJ record-keeping systems, even if those choices are not identical to the student’s current legal gender and first name.
 - Note: Jenzabar, USJ’s current student information system, currently provides the options “Female” and “Male” for gender. Students who do not identify as either female or male may select “Unreported” when completing this section.
- Students are encouraged to access facilities (e.g., bathrooms, locker rooms) that are consistent with their gender identity. The University strives to ensure that all such facilities include privacy options for the comfort of all students. Concerns about the adequacy of any facilities should be brought to the attention of the Title IX Coordinator.
- Students with concerns about academic matters as related to issues of gender identity should bring those concerns to the appropriate office, including the individual faculty or staff member, Program Director, Department Chair, Dean, and/or Provost.
- Students who believe their concerns regarding issues of gender identity have not been handled appropriately, or who otherwise believe they are subject to bias or discrimination based on gender identity, should report those matters to the Title IX Coordinator.