

# Student Handbook 2022-23

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# STUDENT HANDBOOKS

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

These handbooks are provided to students and applicants for their general guidance only. They do not constitute a contract, either express or implied, and are subject to change at the university’s discretion.

Please understand that the operations of the offices and services listed in these handbooks are subject to modification due to necessary health and safety measures to help prevent the spread of COVID-19.

## Telephone Directory

**Switchboard:** 203-582-8200

**Mailing address:**

275 Mount Carmel Avenue  
Hamden, CT 06518-1908

**University website:** qu.edu (<http://www.qu.edu>)

To schedule appointments and address inquiries, use the following list. If you need an individual telephone number, call the switchboard and an operator will be happy to connect you directly.

Office	Phone	Email
Academic Innovation and Effectiveness	203-582-8976	
Admissions, Undergraduate	203-582-8600	admissions@qu.edu
Admissions, Graduate	203-582-8672	graduate.admissions@qu.edu
Admissions, Transfer	203-582-8600	transfer@qu.edu
Admissions, Part-Time Students	203-582-8600	transfer@qu.edu
Admissions, School of Law	203-582-3400	ladm@qu.edu
Admissions, School of Medicine	855-582-7766 (toll free) or 203-582-7766	medicine@qu.edu
Alumni Affairs	203-582-8660	alumni@qu.edu
Arts and Sciences, College of	203-582-7360	CASdeans@qu.edu
Athletics and Recreation	203-582-5388	athletics@qu.edu
Business, School of	203-582-8720	SBdeans@qu.edu
Campus Life, Mount Carmel Campus	203-582-8673	student.center@qu.edu
Campus Life, York Hill Campus	203-582-7225	student.center@qu.edu
CARE	203-582-2273	care@qu.edu

Communications, School of	203-582-8492	schoolofcommunications@qu.edu
Computing and Engineering, School of	203-582-7272	engineering@qu.edu
Counseling Services (Health and Wellness)	203-582-8680	counseling.center@qu.edu
Cultural and Global Engagement	203-582-8425	
Dean of Students	203-582-8735	studentaffairs@qu.edu
Development	203-582-8660	alumni@qu.edu
Education, School of	203-582-3354	schoolofeducationinfo@qu.edu
Facilities	203-582-8665	facilities@qu.edu
Financial Aid, Undergraduate	203-582-8750	finaid@qu.edu
Financial Aid, Graduate	203-582-8588	gradfinaid@qu.edu
Financial Aid, School of Law	203-582-3405	lawfinaid@qu.edu
Health Sciences, School of	203-582-8710	SHSdeans@qu.edu
Information Services/Technology Center	203-582-4357	help@qu.edu
Ireland’s Great Hunger Institute	203-582-4564	ighi@qu.edu
Law, School of	203-582-3200	law@qu.edu
Learning Commons, Mount Carmel Campus	203-582-8628	learningcommons@qu.edu
Learning Commons, North Haven Campus	203-582-7851	learningcommons@qu.edu
Library, Arnold Bernhard (Circulation Desk)	203-582-8634	ABL.circulation@qu.edu
Frank H. Netter MD School of Medicine	203-582-3797	medicine@qu.edu
Nursing, School of	203-582-8385	snurdeans@qu.edu
Office of Student Accessibility	203-582-7600	access@qu.edu
One Stop Office	203-582-8650	onestop@qu.edu
Public Safety	203-582-6200	public.safety@qu.edu
Registrar	203-582-8695	registrar@qu.edu
Residential Life	203-582-8666	residentiallife@qu.edu
Rocky Top Student Center	203-582-7872	
Albert Schweitzer Institute	203-582-7875	schweitzer@qu.edu
Student Affairs	203-582-8735	studentaffairs@qu.edu
Student Affairs, Graduate	203-582-4723	gradaffairs@qu.edu
Student Conduct	203-582-8753	
Student Health Services (Health and Wellness)	203-582-8742	studenthealthservices@qu.edu
Veteran & Military Affairs	203-582-8867	

# Academic Calendar

## Summer 2022 Academic Calendar<sup>1</sup>

### Summer Orientation and Open House 2022

May 23	Monday	Graduate Pathway to Success Program
May 30	Monday	Memorial Day — university holiday; no classes <sup>2</sup>
June 5	Sunday	Open House for prospective undergraduate students
June 9-10	Thurs–Fri	First-year student orientation, session I
June 13-14	Mon–Tues	First-year student orientation, session II
June 16-17	Thurs–Fri	First-year student orientation, session III
June 20-21	Mon–Tues	First-year student orientation, session IV
June 22	Wednesday	Transfer student welcome, session I
June 23-24	Thurs–Fri	First-year student orientation, session V

### Summer I Term 2022

May 23	Monday	Undergraduate and graduate classes begin
May 24	Tuesday	Add/drop registration period ends
May 30	Monday	Memorial Day — university holiday; no classes <sup>2</sup>
June 10	Friday	Last day to withdraw from 5-week courses (May 23–June 24) with a grade of W <sup>3</sup>
June 17	Friday	Last day to withdraw from 7-week courses (May 23–July 8) with a grade of W <sup>3</sup>
June 24	Friday	Undergraduate and graduate classes end (5-week courses)
June 27	Monday	Final grades due (5-week courses)
July 4	Monday	Independence Day — university holiday; no classes <sup>2</sup>
July 8	Friday	Undergraduate and graduate classes end (7-week courses)
July 11	Monday	Last day to withdraw from 12-week courses (May 23–Aug 12) with a grade of W <sup>3</sup>
July 11	Monday	Final grades due (7-week courses)
August 12	Friday	Undergraduate and graduate classes end (12-week courses)
August 15	Monday	Final grades due (12-week courses)

### Summer II Term 2022

July 11	Monday	Undergraduate and graduate classes begin
July 12	Tuesday	Add/drop registration period ends
July 29	Friday	Last day to withdraw from 5-week courses (July 11–Aug 12) with a grade of W <sup>3</sup>
August 5	Friday	Last day to withdraw from 7-week courses (July 11–Aug 26) with a grade of W <sup>3</sup>
August 12	Friday	Undergraduate and graduate classes end (5-week courses)
August 15	Monday	Final grades due (5-week courses)
August 26	Friday	Undergraduate and graduate classes end (7-week courses)
August 29	Monday	Final grades due (7-week courses)

## 2022–23 Academic Calendar<sup>1</sup>

### Fall 2022

August 23	Tuesday	Graduate Pathway to Success Program
August 24-25	Wed–Thurs	First-year student orientation, session VI
August 25	Thursday	Transfer student welcome, session II
August 26-28	Fri–Sun	Welcome Weekend
August 29	Monday	Undergraduate and graduate classes begin; online classes begin
August 30	Tuesday	Add/drop registration period ends for first 7-week online courses (Aug 29–Oct 15)
September 2	Friday	Add/drop registration period ends for undergraduate and graduate 15-week courses (Aug 29–Dec 17)
September 5	Monday	Labor Day — university holiday; no classes
September 16-18	Fri–Sun	Bobcat Weekend
September 23	Friday	Last day to withdraw from first 7-week online courses (Aug 29–Oct 15) with a grade of W <sup>3</sup>
September 24	Saturday	Open House for prospective undergraduate students
October 5	Wednesday	Yom Kippur — university holiday; no classes
October 10-15	Mon–Sat	Midterm examination period for 100-level courses
October 15	Saturday	Online classes end for first 7-week online courses (Aug 29–Oct 15)
October 17	Monday	Grades due for first 7-week courses (Aug 29–Oct 15)
October 23	Sunday	Open House for prospective undergraduate students
October 24	Monday	Online classes begin for second 7-week online courses (Oct 24–Dec 17)
October 25	Tuesday	Add/drop registration period ends for second 7-week online courses (Oct 24–Dec 17)
October 26	Wednesday	Midterm grades due for 100-level courses
November 4	Friday	Last day to withdraw from undergraduate and graduate 15-week courses (Aug 29–Dec 17) with a grade of W <sup>3</sup>
November 12	Saturday	Open House for prospective undergraduate students
November 18	Friday	Last day to withdraw from second 7-week online courses (Oct 24–Dec 17) with a grade of W <sup>3</sup>
November 21-26	Mon–Sat	No classes
November 24-25	Thurs–Fri	Thanksgiving holiday — university closed
December 10	Saturday	Undergraduate and graduate on-campus classes end
December 12	Monday	Study Day with no final exams, no classes; university open (does not apply to online 7-week courses)
December 13-17	Tue–Sat	Final examination period — undergraduate and graduate on-campus classes

December 17	Saturday	Online classes end
December 19	Monday	Final grades due
December 21–January 2	Wed–Mon	University closed for Winter Break

## January Term 2023

January 3	Tuesday	Undergraduate and graduate classes begin
January 4	Wednesday	Add/drop registration period ends
January 13	Friday	Last day to withdraw with a grade of W <sup>3</sup>
January 16	Monday	Martin Luther King Jr. Day — university holiday; no classes <sup>2</sup>
January 20	Friday	Classes end; final examinations
January 23	Monday	Final grades due

## Spring 2023

January 18	Wednesday	Graduate Pathway to Success Program
January 20	Friday	New undergraduate student orientation
January 23	Monday	Undergraduate and graduate classes begin; online classes begin
January 24	Tuesday	Add/drop registration period ends for first 7-week online courses (Jan 23–March 11)
January 27	Friday	Add/drop registration period ends for undergraduate and graduate 15-week courses (Jan 23–May 13)
February 17	Friday	Last day to withdraw from first 7-week online courses (Jan 23–March 11) with a grade of W <sup>3</sup>
March 5	Sunday	Open House for prospective undergraduate students
March 6–11	Mon–Sat	Midterm examination period for 100-level courses
March 11	Saturday	Online classes end for first 7-week online courses (Jan 23 – March 11)
March 13–18	Mon–Sat	Undergraduate and graduate spring recess
March 13	Monday	Grades due for first 7-week courses (Jan 23–March 11)
March 20	Monday	Online classes begin for second 7-week online courses (March 20–May 6)
March 21	Tuesday	Add/drop registration period ends for second 7-week online courses (March 20–May 6)
March 22	Wednesday	Midterm grades due for 100-level courses
March 31	Friday	Last day to withdraw from undergraduate and graduate 15-week courses (Jan 23–May 13) with a grade of W <sup>3</sup>
April 1–2	Sat–Sun	Admitted Students Experience
April 7	Friday	Good Friday — university holiday; no classes <sup>2</sup>
April 14	Friday	Last day to withdraw from second 7-week online courses (March 20–May 6) with a grade of W <sup>3</sup>
May 6	Saturday	Undergraduate and graduate classes end; online classes end
May 8	Monday	Study Day with no final exams, no classes; university open (does not apply to online 7-week courses)

May 9–13	Tue–Sat	Final examination period — undergraduate and graduate on-campus classes
May 12	Friday	Commencement — Frank H. Netter MD School of Medicine and School of Law
May 13	Saturday	Commencement — School of Business, School of Computing and Engineering and School of Health Sciences
May 14	Sunday	Commencement — College of Arts and Sciences, School of Communications, School of Nursing and School of Education
May 15	Monday	Final grades due

## Summer Orientation and Open House 2023

May 22	Monday	Graduate Pathway to Success Program
May 29	Monday	Memorial Day — university holiday; no classes <sup>2</sup>
June 4	Sunday	Open House for prospective undergraduate students
June 8–9	Thurs–Fri	First-year student orientation, session I
June 12–13	Mon–Tues	First-year student orientation, session II
June 15–16	Thurs–Fri	First-year student orientation, session III
June 19–20	Mon–Tues	First-year student orientation, session IV
June 21	Wednesday	Transfer student welcome, session I
June 22–23	Thurs–Fri	First-year student orientation, session V

## Summer I Term 2023

May 22	Monday	Undergraduate and graduate classes begin
May 23	Tuesday	Add/drop registration period ends
May 29	Monday	Memorial Day — university holiday; no classes <sup>2</sup>
June 9	Friday	Last day to withdraw from 5-week courses (May 22–June 23) with a grade of W <sup>3</sup>
June 16	Friday	Last day to withdraw from 7-week courses (May 22–July 7) with a grade of W <sup>3</sup>
June 23	Friday	Undergraduate and graduate classes end (5-week courses)
June 26	Monday	Final grades due (5-week courses)
July 4	Tuesday	Independence Day — university holiday; no classes <sup>2</sup>
July 7	Friday	Undergraduate and graduate classes end (7-week courses)
July 10	Monday	Last day to withdraw from 12-week courses (May 22–Aug 11) with a grade of W <sup>3</sup>
July 10	Monday	Final grades due (7-week courses)
August 11	Friday	Undergraduate and graduate classes end (12-week courses)
August 14	Monday	Final grades due (12-week courses)

## Summer II Term 2023

July 10	Monday	Undergraduate and graduate classes begin
July 11	Tuesday	Add/drop registration period ends
July 28	Friday	Last day to withdraw from 5-week courses (July 10–Aug 11) with a grade of W <sup>3</sup>
August 4	Friday	Last day to withdraw from 7-week courses (July 10–Aug 25) with a grade of W <sup>3</sup>



August 11	Friday	Undergraduate and graduate classes end (5-week courses)
August 14	Monday	Final grades due (5-week courses)
August 25	Friday	Undergraduate and graduate classes end (7-week courses)
August 28	Monday	Final grades due (7-week courses)

## 2023–24 Academic Calendar <sup>1</sup>

### Fall 2023

August 22	Tuesday	Graduate Pathway to Success Program
August 23–24	Wed–Thurs	First-year student orientation, session VI
August 24	Thursday	Transfer student welcome, session II
August 25–27	Fri–Sun	Welcome Weekend
August 28	Monday	Undergraduate and graduate classes begin; online classes begin
August 29	Tuesday	Add/drop registration period ends for first 7-week online courses (Aug 28–Oct 14)
September 1	Friday	Add/drop registration period ends for undergraduate and graduate 15-week courses (Aug 29–Dec 17)
September 4	Monday	Labor Day — university holiday; no classes <sup>2</sup>
September 22	Friday	Last day to withdraw from first 7-week online courses (Aug 29–Oct 15) with a grade of W <sup>3</sup>
September 23	Saturday	Open House for prospective undergraduate students
September 25	Monday	Yom Kippur — university holiday; no classes
October 9–14	Mon–Sat	Midterm examination period for 100-level courses
October 14	Saturday	Online classes end for first 7-week online courses (Aug 28–Oct 14)
October 16	Monday	Grades due for first 7-week courses (Aug 28–Oct 14)
October 22	Sunday	Open House for prospective undergraduate students
October 23	Monday	Online classes begin for second 7-week online courses (Oct 23–Dec 16)
October 24	Tuesday	Add/drop registration period ends for second 7-week online courses (Oct 23–Dec 16)
October 25	Wednesday	Midterm grades due for 100-level courses
November 3	Friday	Last day to withdraw from undergraduate and graduate 15-week courses (Aug 28–Dec 16) with a grade of W <sup>3</sup>
November 11	Saturday	Open House for prospective undergraduate students
November 17	Friday	Last day to withdraw from second 7-week online courses (Oct 23–Dec 16) with a grade of W <sup>3</sup>
November 20–25	Mon–Sat	No classes
November 23–24	Thurs–Fri	Thanksgiving holiday — university closed
December 9	Saturday	Undergraduate and graduate on-campus classes end

December 11	Monday	Study Day with no final exams, no classes; university open (does not apply to online 7-week courses)
December 12–16	Tue–Sat	Final examination period — undergraduate and graduate on-campus classes
December 16	Saturday	Online classes end
December 18	Monday	Final grades due
December 24–January 1	Sat–Mon	University closed for Winter Break

### January Term 2024

January 2	Tuesday	Undergraduate and graduate classes begin
January 3	Wednesday	Add/drop registration period ends
January 12	Friday	Last day to withdraw with a grade of W <sup>3</sup>
January 15	Monday	Martin Luther King Jr. Day — university holiday; no classes <sup>2</sup>
January 19	Friday	Classes end; final examinations
January 22	Monday	Final grades due

### Spring 2024

January 17	Wednesday	Graduate Pathway to Success Program
January 19	Friday	New undergraduate student orientation
January 22	Monday	Undergraduate and graduate classes begin; online classes begin
January 23	Tuesday	Add/drop registration period ends for first 7-week online courses (Jan 22–March 9)
January 26	Friday	Add/drop registration period ends for undergraduate and graduate 15-week courses (Jan 22–May 11)
February 16	Friday	Last day to withdraw from first 7-week online courses (Jan 22–March 9) with a grade of W <sup>3</sup>
March 3	Sunday	Open House for prospective undergraduate students
March 4–9	Mon–Sat	Midterm examination period for 100-level courses
March 9	Saturday	Online classes end for first 7-week online courses (Jan 22–March 9)
March 11–16	Mon–Sat	Undergraduate and graduate spring recess
March 11	Monday	Grades due for first 7-week courses (Jan 22–March 9)
March 18	Monday	Online classes begin for second 7-week online courses (March 18–May 4)
March 19	Tuesday	Add/drop registration period ends for second 7-week online courses (March 18–May 4)
March 20	Wednesday	Midterm grades due for 100-level courses
March 28	Thursday	Last day to withdraw from undergraduate and graduate 15-week courses (Jan 22–May 11) with a grade of W <sup>3</sup>
March 29	Friday	Good Friday — university holiday; no classes <sup>2</sup>
April 6–7	Sat–Sun	Admitted Students Experience
April 12	Friday	Last day to withdraw from second 7-week online courses (March 18–May 4) with a grade of W <sup>3</sup>

May 4	Saturday	Undergraduate and graduate classes end; online classes end
May 6	Monday	Study Day with no final exams, no classes; university open (does not apply to online 7-week courses)
May 7-11	Tue–Sat	Final examination period – undergraduate and graduate on-campus classes
May 13	Monday	Final grades due
May - TBA	TBA	Graduate, Frank H. Netter MD School of Medicine and School of Law Commencement <sup>2</sup>
May - TBA	TBA	Undergraduate Commencement <sup>2</sup>

## Summer Orientation and Open House 2024

May 20	Monday	Graduate Pathway to Success Program
May 27	Monday	Memorial Day – university holiday; no classes <sup>2</sup>
June 2	Sunday	Open House for prospective undergraduate students
June 6-7	Thurs–Fri	First-year student orientation, session I
June 10-12	Mon–Tues	First-year student orientation, session II
June 13-14	Thurs–Fri	First-year student orientation, session III
June 17-19	Mon–Tues	First-year student orientation, session IV
June 19	Wednesday	Transfer student welcome, session I
June 20-21	Thurs–Fri	First-year student orientation, session V

## Summer I Term 2024

May 20	Monday	Undergraduate and graduate classes begin
May 21	Tuesday	Add/drop registration period ends
May 27	Monday	Memorial Day – university holiday; no classes <sup>2</sup>
June 7	Friday	Last day to withdraw from 5-week courses (May 20–June 21) with a grade of W <sup>3</sup>
June 14	Friday	Last day to withdraw from 7-week courses (May 20–July 5) with a grade of W <sup>3</sup>
June 21	Friday	Undergraduate and graduate classes end (5-week courses)
June 24	Monday	Final grades due (5-week courses)
July 4	Thursday	Independence Day – university holiday; no classes <sup>2</sup>
July 5	Friday	Undergraduate and graduate classes end (7-week courses)
July 8	Monday	Last day to withdraw from 12-week courses (May 20–Aug 9) with a grade of W <sup>3</sup>
July 8	Monday	Final grades due (7-week courses)
August 9	Friday	Undergraduate and graduate classes end (12-week courses)
August 12	Monday	Final grades due (12-week courses)

## Summer II Term 2024

July 8	Monday	Undergraduate and graduate classes begin
July 9	Tuesday	Add/drop registration period ends
July 26	Friday	Last day to withdraw from 5-week courses (July 8–Aug 9) with a grade of W <sup>3</sup>
August 2	Friday	Last day to withdraw from 7-week courses (July 8–Aug 23) with a grade of W <sup>3</sup>

August 9	Friday	Undergraduate and graduate classes end (5-week courses)
August 12	Monday	Final grades due (5-week courses)
August 23	Friday	Undergraduate and graduate classes end (7-week courses)
August 26	Monday	Final grades due (7-week courses)

<sup>1</sup> Excludes School of Law (<http://catalog.qu.edu/school-of-law/academic-calendar/>) and School of Medicine (<http://catalog.qu.edu/school-of-medicine/academic-calendar/>)

<sup>2</sup> Tentative

<sup>3</sup> For further details, see Withdrawal from a Course. (<http://catalog.qu.edu/university-policies/withdrawal-course/>)

*The university reserves the right to revise this calendar.*

## Essential Learning Outcomes

**Approved by the Faculty Senate on March 15, 2021**

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

- Disciplinary Knowledge
- Effective Communication
- Recognition of Differences and Equity
- Higher-Order Thinking
- Creative Thinking
- Inquiry and Analysis
- Social and Emotional Intelligence

For more information about the Essential Learning Outcomes, please see Quinnipiac's internal website (<https://myq.quinnipiac.edu/LearningParadigm/Pages/Essential-Learning-Outcomes.aspx>).

## Undergraduate Student Handbook

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



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

Please understand that the operations of the offices and services listed in this handbook are subject to modification due to necessary health and safety measures to help prevent the spread of COVID-19.

## Campus Offices

- Admissions (p. 8)
- Albert Schweitzer Institute (p. 8)
- Athletics (p. 8)
- Auxiliary Services (p. 9)
- Department of Cultural and Global Engagement (p. 9)
- Facilities (p. 10)
- Libraries (p. 11)
- One Stop (p. 11)
- QCard Office (p. 11)
- Public Safety (p. 11)
- Registrar (p. 14)

## Admissions

Students interested in enrolling at Quinnipiac as undergraduate degree candidates must seek admission through this office, which is located in Echlin Center. The office hosts admissions activities throughout the year such as Open House programs for prospective students, Admitted Student Days and more. Student involvement in admissions exists through employment (office work and campus tour guides) and volunteer opportunities (visiting student hosts). To learn more about the opportunities available through the Undergraduate Admissions Office, email [admissions@qu.edu](mailto:admissions@qu.edu).

Students interested in continuing their education at the graduate level may contact Graduate Admissions at 203-582-8672, School of Law Office of Admissions at 203-582-3400 or the Frank H. Netter MD School of Medicine at 203-582-7766.

## Albert Schweitzer Institute

The Albert Schweitzer Institute is inspired by the ideals and example of 1952 Nobel Peace Prize Laureate Dr. Albert Schweitzer, who was known for his philosophy of *reverence for life* and his call to action and service: *to make one's life one's argument*.

The institute conducts programs locally and on a global basis, and focuses on environmental, health and peace efforts. The institute hosts Quinnipiac's Global Engagement Fellowship. The institute engages students with:

- Work on campus, in the Hamden community, and globally around food security and environmental justice;
- Speakers and conferences on peace and development globally at the United Nations, and on campus;
- Global learning and community engagement opportunities in Peru, Guatemala and elsewhere in the U.S. aimed at motivating young people to serve the community and the environment as a way of life.
- Management and oversight of a native plant pollinator garden, which is used as a living laboratory for the study of pollinator species

and for the general relaxation and enjoyment of members of the Quinnipiac community.

The institute is located adjacent to the Mount Carmel Campus at 660 New Road in Hamden, Connecticut. For more information, please contact the office at 203-582-7875 or via email at [schweitzer@qu.edu](mailto:schweitzer@qu.edu) ([schweitzer@quinnipiac.edu](mailto:schweitzer@quinnipiac.edu)).

## Athletics

Quinnipiac recognizes the importance of athletics in student life. The university supports 21 highly competitive, Division I intercollegiate teams. For specific program information, email [athletics@qu.edu](mailto:athletics@qu.edu).

## Athletics

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

Quinnipiac has full memberships in the following NCAA Division I conferences:

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

## Spirit Groups

Several spirit groups lend their support to athletic teams. The Quinnipiac Pep Band, Boomer the Bobcat (mascot), Sideline Cheer and Ice Cats perform at a variety of athletic events. The university dance teams are often regular performers and crowd favorites as well!

## Athletic and Recreation Facilities

### Burt Kahn Court/Gymnasium

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

## Recreation Center

The Recreation Center on Mount Carmel Campus has four multipurpose courts used for tennis, basketball, volleyball and other recreation activities. Dividers between each court allow for a variety of activities to take place simultaneously.

## Fitness Centers

There are three fitness centers at Quinnipiac University. One is located in the Athletic and Recreation Center on the Mount Carmel Campus and includes:

- A full line of free weights
- A full circuit of strength equipment
- Abdominal equipment and stretching areas
- A full line of cardio equipment complete with treadmills, steppers, ellipticals, bikes and adaptive motion trainers (AMTs) on the corners of our suspended track

The next is located in the Rocky Top Student Center on our York Hill Campus and is outfitted with:

- A complete line of cardio equipment with network capabilities (installed January 2020)
- A new strength line including free weights, a full circuit, and abdominal workout equipment (installed summer 2021)

Our final fitness center is a satellite space on the North Haven Campus, with some cardio equipment, free weights and multi-functional strength equipment.

The fitness centers are open to all members of the Quinnipiac community. A valid Quinnipiac ID must be presented for entrance to the facility at all times.

The Mount Carmel and York Hill Fitness Centers are open Monday–Friday from 6 a.m.–10 p.m. and Saturday/Sunday 9 a.m.–10 p.m.

The North Haven Fitness Center is open Monday–Friday 9 a.m.–5 p.m.

## Indoor Track

The suspended indoor track encircles our four Recreation Center courts on the Mount Carmel Campus. Students and staff may walk and jog upstairs while games and practices are being conducted downstairs. Nine laps of the track equal one full mile.

## Cardio Corners

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

## Spinning® Room

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

## Sports Equipment

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

## eSports Lab

The University opened an eSports Lab in December 2021 in Rocky Top 317. The Lab has 24 PC stations and a gaming console area for Nintendo Switch, Xbox & Playstation games. The lab is home to the University's

eSports team and is utilized by Academic Courses in Game Design & Talent Management. Open recreation hours vary by semester and will be posted outside of the lab.

## Auxiliary Services

The Office of Auxiliary Services is responsible for our vendor-operated services: the dining hall and the bookstore, as well as vending and laundry machines. Further inquiries or requests should be made by calling 203-582-8763.

## Department of Cultural and Global Engagement

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

The Department of Cultural and Global Engagement (DCGE) engages the campus and surrounding community. We help define, enable and foster an inclusive campus culture that embraces the diversity of identities, ideas and values.

The Department of Cultural and Global Engagement promotes and sustains multicultural and global education by mentoring and advising students, facilitating transformative cultural experiences, preparing students to be responsible global citizens, and enhancing creative and critical thinking through local and global academic engagement.

We believe in working in the intersection of internationalization and multicultural education, which provides creative opportunities for faculty, staff and administrators to:

- Help students understand multiculturalism and social justice in a global context.
- Develop intercultural skills.
- Broaden attitudes and experiences for students such as study abroad, global solidarity programs and courses with a travel component.
- Examine values, attitudes and responsibilities for local/global citizenship.
- See how power and privilege are shifting the local/global context.
- Prepare students to cooperate and compete in a multicultural and global workplace.

For more information, please contact the office at 203-582-8425.

## Multicultural Education

Multicultural education promotes inclusion and celebrates the diversity of Quinnipiac through a host of services and programs. As part of the Department of Cultural and Global Engagement, our goal is to create an environment that reflects, supports and encourages students to celebrate their cultural heritage together. This area:

- Offers programming and training that enhances the Quinnipiac community's appreciation of various social identities, including race, gender and sexuality, socioeconomic class, and other cultural identities, and the practice of inclusive excellence among faculty, staff and students.
- Offers transitional support for incoming students of color, first-generation and international students through programs such as the QUEST Mentoring Program (<http://catalog.qu.edu/general-information/student-resources-services/transitional-services-underrepresented-students/>), QU FYI (First-Year Immersion) (<http://catalog.qu.edu/general-information/student-resources-services/transitional-services-underrepresented-students/>) and Sawhney Leadership Program (<https://www.qu.edu/student-life/diversity-and-inclusion/multicultural-education/sawhney-leadership-program/>).
- Works collaboratively with academic and administrative units to foster intercultural dialogue and programming.
- Delivers academic and social mentorship for underrepresented students to live, work, lead and succeed in a multicultural and global world.
- Assists and advises cultural student organizations in leadership development and program planning to enhance their active engagement and participation in the university and the local community.
- Provides space for high-impact learning around issues of diversity, equity and social justice through intergroup dialogues and educational programming.
- Provides opportunities for students and faculty to learn about, embrace and celebrate diverse ethnic, racial and cultural identities through training, workshops and programming.

## Global Education

At Quinnipiac University, we feel a sense of obligation to work toward a more interconnected and globally engaged environment. We do this by increasing intentional global engagement opportunities for students, faculty and staff to learn both in and outside the classroom. Quinnipiac students participate in semester and short-term programs, internships, community engagement, clinical, research and faculty-led programs abroad in various countries such as Barbados, Costa Rica, Dominican Republic, Germany, Guatemala, Ireland, Italy, Japan, Morocco, Poland and Spain. Administered by the Department of Cultural and Global Engagement, study abroad programs provide the opportunity to develop responsible and engaged citizens by cultivating their cultural awareness and humility as well as skills and knowledge necessary to participate respectfully in the global community. All students are advised to plan early for study abroad and to discuss with their academic adviser to determine whether they can fulfill their graduation requirements through a study abroad program. Students also must attend an information session to understand the policies and procedures for our education abroad opportunities.

The following opportunities are available:

### Semester Abroad (<http://catalog.qu.edu/academics/study-abroad/>)

Students have an opportunity to study for a full semester (ranging from 4 to 6 months) at an international institution. Depending on the student's major, they can participate as early as spring semester of the first year through senior year.

### Interession (<http://catalog.qu.edu/academics/study-abroad/#facultyledprogramstext>)

Short-term programs are offered during the winter or summer breaks. There are opportunities for faculty-led programs abroad, or programs offered through partner institutions.

## Clinicals

Students from certain majors can fulfill some of their clinical affiliation or fieldwork with international partners.

**Internships and experiential learning** – These opportunities integrate the knowledge and theory learned in the classroom with practical application and skills development in a professional setting.

**Community engagement** – Students can participate in community-driven learning experiences by living with host families and engaging with long-term global partners.

**Research** – Students partner with Quinnipiac or international faculty to conduct and participate in independent or capstone research projects.

**Exchange** – This program involves a direct exchange of faculty and/or students between international partners for a semester or short-term period.

The Department of Cultural and Global Engagement supports students throughout their global education experiences by offering the following services:

- Pre-departure workshops
- Re-entry workshops
- Advising and mentorship
- Opportunities for students to take on leadership roles

## International Students

The Department of Cultural and Global Engagement supports the international student population at Quinnipiac University. The department provides guidance on a wide range of topics for international students in the U.S., including immigration issues (visa regulations, work authorizations, travel), academic and cultural differences, and resources at Quinnipiac and in the local community. Each semester, the department hosts a comprehensive orientation program to prepare newly arrived international students and scholars for life and study at Quinnipiac University. The DCGE organizes on- and off-campus programs and events that are open to international and domestic students. The department also coordinates the Global Partners Program, a peer-support program that partners new international students with current students who serve as mentors.

For more information, contact the Department of Cultural and Global Engagement at 203-582-5215 or via email at [international.student@qu.edu](mailto:international.student@qu.edu).

## Facilities

The facilities building on the Mount Carmel Campus is located south of the Pine Grove and houses the Facilities Department. The Facilities Department is responsible for the care and maintenance of the campus buildings and grounds. In addition, the Facilities Department is responsible for the management and oversight of the university's

events and scheduling software, which is used for all academic and non-academic functions that occur on university property.

## Libraries

- Arnold Bernhard Library (p. 11)
- Edward and Barbara Netter Library (p. 11)

### Arnold Bernhard Library

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

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

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

### Library Hours

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

**Service Hours** (please check MyQ (<https://myq.quinnipiac.edu>) for updates)

- Monday–Thursday, 8 a.m. to midnight
- Friday, 8 a.m. to 5 p.m.
- Saturday, 9 a.m. to 5 p.m.
- Sunday, noon to midnight

#### Key Phone Numbers

203-582-8634 Circulation/Hours of Operation  
203-582-8633 Reference  
203-582-3468 Director's Office

### Edward and Barbara Netter Library

The Edward and Barbara Netter Library serves the Frank H. Netter MD School of Medicine, the School of Nursing and the School of Health Sciences. The library is located on the North Haven Campus in the Center for Medicine, Nursing and Health Sciences on the third floor. The collection is mostly electronic and available 24/7 from anywhere with an internet connection. The librarians are a great resource for helping with

research and finding clinical information. They offer flexible options for meeting with students — over video, phone or in person.

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

### One Stop Office

One Stop provides seamless, integrated and efficient services throughout the entire student life cycle. One Stop includes cross-functional student solutions for enrollment services, financial aid, student billing (formerly the bursar), student transcripts, parking, housing and dining. Our staff members offer tailored concierge services to students through all methods of communication including email, phone and in-person. The goal of this student-centered service is to support the evolving needs of Quinnipiac's diverse learners and to prepare our students for the challenges and opportunities they'll encounter throughout their lives.

### QCard Office

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

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

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

Visit [qu.edu/qcard](https://qu.edu/qcard) (<https://www.qu.edu/qcard/>) for all your QCard needs including a complete listing of terms and conditions and locations where you can use your QCard.

### Department of Public Safety

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

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



Light Phones and how to contact the Department of Public Safety in the event of an emergency.

The Department of Public Safety is located in Irmagarde Tator Hall, Suite 118, on the Mount Carmel Campus at 275 Mount Carmel Ave., Hamden, Connecticut. To contact the department, call 203-582-6200 (on campus dial 6200), or dial 911 for an emergency.

## Public Safety Services

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

- Patrols of all university properties 24 hours a day, 365 days a year
- Responds to all requests for assistance
- Responds to and investigates all complaints
- Responds to all emergencies and assists at medical emergencies
- Conducts regular checks of all residential and academic buildings for the safety and protection of the Quinnipiac community
- Offers escort service (walking escort) 24 hours a day, seven days a week
- Conducts regular foot patrol of all campus buildings and residential buildings
- Provides perimeter security (traffic control post) at all entrances of the campus
- Provides and maintains security for all student and Quinnipiac campus events
- Maintains a working relationship with all law enforcement agencies and other emergency service agencies

## Investigations

Public safety investigators review all written reports taken by the department. Upon review, investigators may determine that there is a need to conduct further investigative follow-up. Therefore, students may receive a request by email from the investigator to meet for an interview. Failure to comply with an interview request from a public safety investigator may subject the student to disciplinary action for noncompliance.

## Additional Services

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

- Conducts seminars and group discussions regarding personal safety and campus security
- Conducts fire drills with residential life staff
- Holds discussions regarding security and safety and students' responsibilities
- Invites representatives from various police agencies to discuss law enforcement and how it affects Quinnipiac students
- Provides information and guidance about security and safety on Quinnipiac property to any member of the campus community
- Designs specific safety programs
- Maintains a lost and found
- Maintains and publishes daily crime and fire logs which can be found on the Quinnipiac University website (qu.edu) (<https://www.qu.edu/about-quinnipiac/student-consumer-information/>)

- In coordination with Student Affairs, ensures crimes reported directly to Student Affairs are included in the daily crime log and, when appropriate, the Annual Security and Fire Safety Report
- Provides training to Campus Security Authorities (CSAs), and collects and tallies reports of crimes made to CSAs

## Annual Security and Fire Safety Report

In accordance with *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)*, the Quinnipiac University Annual Security Report is published October 1 of each year and can be found on the Quinnipiac University website (qu.edu) (<https://www.qu.edu/student-resources/university-policies.html>).

## Security and Safety Regulations for All Students and Guests

- Building doors should never be propped open or blocked, to avoid problems and prevent unauthorized visitors from entering the building.
- All students and guests must stop at all traffic control posts on the perimeter of the campus. Students must carry their QCard at all times.
- Acts of vandalism should be reported to the Department of Public Safety immediately by dialing 6200.
- All fire safety regulations must be observed. In the case of a fire alarm, all occupants must evacuate the building and may not re-enter it until authorized to do so by the fire department or the Department of Public Safety.

## Missing Persons

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

All Quinnipiac students who are living in an on-campus student housing facility have the option to register one or more confidential "missing person" points of contact with Student Affairs annually. This "missing person" point of contact will be notified when the student is determined to be missing. Students are made aware that their "missing person" point of contact information will be registered confidentially. Only authorized university officials and law enforcement officers acting in furtherance of a missing person investigation may have access to this information.

All students are advised that any missing student younger than 18 years of age and not emancipated will have their parent or guardian notified in addition to any confidential "missing person" point of contact listed by the student and local law enforcement officials.

## Specific Procedures

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

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

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

### Public Safety will:

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

## Rave Guardian

A free personal safety app is available for Smartphones and computers. Go to the App Store and search for Rave Guardian. Once you download the app, register using your Quinnipiac University email. The app lets you notify Public Safety in the event of an emergency both on and off campus, and alerts Public Safety emergency responders to your whereabouts. It's like having a Blue Light emergency call phone in the palm of your hand.

## Parking and Transportation Services

### Parking at Quinnipiac University

Parking at Quinnipiac University is considered a privilege and provided free of charge for residential students, faculty and staff. Commuter students are charged an annual parking permit fee of \$180. Please note, first-year residential students are not allowed to have cars on campus, and therefore not eligible to receive a parking pass.

Faculty, staff, students and visitors all share the limited spaces available on our three campuses. QU community members (faculty, students and staff) are assigned parking areas to park their vehicles. Parking is permitted only at posted parking areas. Parking is prohibited elsewhere, even in the absence of No Parking signs. Additionally, no one should park at yellow painted curbs on the campus. Anyone who parks in areas they are not assigned to park will be subjected to a fine and repeated violations will result in the loss of parking privileges on the campus.

Because parking spaces are limited, university faculty, staff, students and visitors are encouraged to explore alternate options such as public transit, carpooling, walking and/or bicycling to campus.

All faculty, students and staff must apply for a parking pass through One Stop. All vehicles operated on any Quinnipiac University property must be registered. All unregistered vehicles will be issued a citation and are subject to tow at the owner's expense.

Any student who receives a parking citation has 30 days to make a payment.

Parking & Transportation Office Contact Information, Location and Hours:

One Stop  
Arnold Bernhard Library, South Wing Room S106  
Mount Carmel Campus  
275 Mount Carmel Avenue  
Hamden, CT 06518

Phone: 203-582-3399  
Fax: 203-582-8749  
Email: [parking@qu.edu](mailto:parking@qu.edu)

### Office Hours – Walk-in services:

Monday - Thursday: 8 a.m. to 6 p.m.

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

Please note that hours may be reduced when fall and spring classes are not in session or increased during peak times.

My Parking Website ([https://qu.datacenter.adirondacksolutions.com/qu\\_myparking\\_prod/](https://qu.datacenter.adirondacksolutions.com/qu_myparking_prod/))

This link is available on the MyQ website, under the Quick Links tab. Log in with your regular username and password.

Use your personal My Parking account to manage all of your parking needs:

- Vehicle Registration
- Account Payments – credit card, debit card & e-checks
- Parking Violation Appeals – must be submitted through My Parking within 30 days of issue date.

Parking Citation Payment(s):

- Online via the My Parking Platform – credit card, debit card & e-checks.

## Parking Rules and Regulations

The complete parking rules and regulations can be found on the One Stop page on MyQ.

## Shuttle Services

The Quinnipiac Shuttle Service is a free transportation service, available to the Quinnipiac University community through the Department of Public Safety. The shuttle system operates on both a fixed route schedule and on demand. The fixed schedule provides safe, convenient and reliable transportation throughout the campus and surrounding community. Five separate shuttle busses loop the Mount Carmel Campus arriving approximately every 10 minutes. Those same busses also service the Westwoods, Whitney Village and Whitney parking lots and Quinnipiac Theatre Arts building. On the weekends, shuttle busses arrive at 15-minute intervals. For any shuttle questions or concerns, please email [shuttle@quinnipiac.edu](mailto:shuttle@quinnipiac.edu).



Four shuttle routes are available, including:

- Mount Carmel Campus loop
- North Haven Campus loop
- New Haven Town and Train route
- North Haven Shopping and Entertainment route

Quinnipiac has contracted with Propark Inc., which provides air-conditioned ADA-compliant vehicles with leather seats and free WiFi. Professionally licensed shuttle drivers have passed extensive background checks along with additional driver training.

On-Demand Shuttle Service can be accessed by calling 203-691-1512.

## Shuttle App – Ride Systems

A free shuttle app is available for download on Smartphones and computers. Go to the App Store and search for Ride Systems. Once you download the app, enter “Quinnipiac” in the Agency or Provider field. The app lets you view a map and a real-time schedule of busses and routes. GPS tracking shows each bus and its approximate arrival/departure time at the various shuttle stops.

Full shuttle schedules can be found on the My Q website under the Student Life tab (<https://myq.quinnipiac.edu/Student%20Life/Student%20Shuttle%20Schedules/Pages/default.aspx>).

## Registrar

The Office of the Registrar is dedicated to providing service of the highest caliber to all of our constituents — current and former students, faculty, federal and state agencies, administrative staff and the general public.

The mission of the Office of the Registrar is to support the instructional activities of the university by providing essential enrollment, curricular and student record services to the entire campus community with the highest degree of accuracy. We accomplish this by serving as custodian of all student records in accordance with university policies and government statutes as well as managing the student information system for all areas related to enrollment/registration, course information and scheduling, grading/transcript production and ultimately degree clearance and certification. The Office of the Registrar strives to utilize technology-based solutions when possible to increase efficiencies and data integrity in these critical areas as well as support the overall needs of the academic community and the university's strategic initiatives.

The Registrar's Office is located in the Arnold Bernard Library.

## Campus Resources

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- Banking (p. 14)
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## Alumni Association

The Quinnipiac University Alumni Association is composed of graduates of Quinnipiac University, the Frank H. Netter MD School of Medicine and Quinnipiac University School of Law in addition to the university and law school's predecessors: the Connecticut College of Commerce, the Junior College of Commerce, Larson College, Wethersfield School of Law and the University of Bridgeport School of Law.

The alumni association is committed to the lifelong connection and success of our alumni community. Our goal is to inspire meaningful engagements between alumni and the university that support the growth of our students, alumni community and Quinnipiac University as a whole. Alumni participation in the QU community, via their time, talent, treasure or digital, enriches the student experience, offers opportunities for alumni to progress both personally and professionally and ultimately supports Quinnipiac in becoming the University of the Future.

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

- Access to Bobcat Connect, Quinnipiac's exclusive platform for networking, career support and mentorship
- Access to lifelong learning opportunities such as webinars, 1:1 career advisement and career networking events
- Invitations to alumni events including Alumni Weekend, on-campus events, regional events and athletic contests
- Access to Quinnipiac's alumni travel program
- A subscription to Quinnipiac Magazine, a publication for alumni, parents and friends of the university
- Special discounts for the Quinnipiac bookstore and for Quinnipiac athletics tickets

The Alumni Association Endowed Scholarship offers financial assistance to “legacy” students (e.g., those whose grandparents, parents, siblings or other close relations have graduated from Quinnipiac).

## Banking

As the official banking partner of Quinnipiac University, M&T Bank is available online (<https://www.peoples.com/personal/landing-page/welcome-quinnipiac/>), on campus via multiple ATMs, and via nearby in-person branches including the branch near the Mount Carmel and York Hill Campuses at 3496 Whitney Avenue (203-248-1115) in Hamden.

## Bookstore

The Quinnipiac Bookstore, open to the Quinnipiac community and the public, is located at the Carl Hansen Student Center on the Mount Carmel Campus and on the North Haven Campus on the first floor. The bookstore carries textbooks, general books, licensed Quinnipiac apparel and gifts, school supplies and snacks, health and personal care items, class rings and diploma frames. Course materials include rental texts, used and new books, and digital textbook options. The Mount Carmel Campus store hours during the academic year are Monday through Thursday, 9 a.m. to 7 p.m.; Friday, 9 a.m. to 5 p.m.; and Saturday, 11 a.m. to 4 p.m. The

bookstore is closed on Sundays. The North Haven Campus store hours during the academic year are Monday through Thursday, 9 a.m. to 5 p.m., and Friday from 9 a.m. to 2 p.m. Extended hours are posted for many events. The stores can be reached via phone (203-582-8640) or online at [bkstr.com/quinnipiacstore](https://www.bkstr.com/quinnipiacstore) (<https://www.bkstr.com/quinnipiacstore/>), which contains course text listings and a merchandise catalog. Hours of operation are subject to change.

## Campus Recycling

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

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

## CARE

Quinnipiac is dedicated to supporting our students through high-touch practices from CARE (Community, Assessment, Response and Evaluation). The CARE team employs a caring, preventive, early intervention approach with students who exhibit concerning or disruptive behaviors.

Guided by university values of a student-oriented environment and a strong sense of community, the chair of CARE manages this multidisciplinary team. The CARE team meets weekly to review and discuss new referrals, ongoing cases and the best course of action to support students of concern. CARE utilizes best practices from national organizations such as Higher Education Case Managers Association (HECMA) and the Association for Student Conduct Administration (ASCA).

By partnering with members of the Quinnipiac community, the CARE team works to promote student well-being and success in the context of community safety. CARE referrals are submitted by faculty, staff, students and community members. Referrals range from topics including: helping a student during difficult times such as the passing of a loved one; when a student needs support for their physical, emotional, mental, spiritual and/or financial health; and/or when a student is experiencing social challenges with roommates, friends and/or peers.

More information about the CARE team, behaviors of concern, how to make a referral and answers to frequently asked questions can be found on the CARE page (<https://myq.quinnipiac.edu/Student%20Life/CARE/Pages/default.html>) on MyQ. Concerned about a student? Let us know: CARE and Conduct Incident Reporting Form.

## Career Development

Career development services at Quinnipiac are provided within each individual school and college to give students targeted, specialized information. The Schools of Business, Communications, Computing and Engineering, Health Sciences, Nursing and the College of Arts and Sciences each have a career development office to support and to help

students navigate the career exploration process. Whether exploring majors, evaluating interests, writing a resume or preparing for interviews, staff members assist students every step of the way with developing a career plan and achieving their goals. Programs and services include individual career counseling and advising sessions; connections with alumni and employers; career fairs and on-campus recruiting; panels and workshops; job and internship listings; and graduate school information. The focus is on offering personal attention and a wide range of useful resources. Career support for alumni is provided through the Department of Development and Alumni Affairs.

## Commuter Lockers

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

## Financial Aid

The Office of Financial Aid is responsible for administering all forms of financial aid (grants, scholarships, loans and work-study) for the university. Additionally, the office coordinates Quinnipiac's scholarship programs including Athletic, SGA Leadership and university merit-based programs.

Students must apply for financial aid annually by completing the Free Application for Federal Student Aid (FAFSA), which can be found on the financial aid home page (<https://www.qu.edu/paying-for-college/undergraduate/apply-for-financial-aid/>). Students must also meet Quinnipiac's requirements for satisfactory academic progress (p. 49), which can be found in the university catalog.

Financial aid is awarded in subsequent years provided that the student meets all of the eligibility criteria as well as any specific terms required for scholarship renewal. The Office of Financial Aid is located in the Echlin Center. Our staff is available to assist and advise parents and students on financing a Quinnipiac education.

## Food Service

Refer to the Campus Dining website (<https://www.qu.edu/life/student/dining.html>) for meal plan information, locations, hours of operation, etc.

## Learning Commons

The Learning Commons is a group of academic programs that provide support to members of the Quinnipiac community. On the Mount Carmel Campus, the Learning Commons is located in the north wing of the Arnold Bernhard Library. Please call reception with questions: 203-582-8628.

On the North Haven Campus, the Learning Commons is located on the second floor of the School of Law Center. Please call reception with questions: 203-582-7851. The Learning Commons offers the following support services:

## Peer Academic Support

At Quinnipiac, the work a student does with their professor is complemented by a strong peer support system.

The **Peer Catalyst (PC) Program**, certified by the College Reading and Learning Association, supports mostly first-year students. Peer Catalysts serve both as facilitators of student learning and as observers of student behaviors and attitudes. These functions are complementary and allow PCs to be valuable resources to both students and faculty. Peer Catalysts, like their chemical namesakes, help students transition from one state to another, from being a high school student to being a QU student. PCs work alongside students and faculty members to support students' development of lifelong learning skills, achievement in FYS and other courses, and utilization of opportunities on campus. Their work consists of taking part in class meetings and meeting with students out of class.

The **Peer Fellow Program**, developed from the Supplemental Instruction model by a certified coordinator, provides weekly study groups for various challenging gateway classes for majors. Trained in group dynamics and active learning, Peer Fellows attend each class meeting, develop a weekly agenda with the professor, and meet with interested students to work on topics and challenges so that students can increase their chance of academic success. Peer Fellow study session schedules are posted on the Learning Commons web page and also are available at our reception desk.

The **Peer Tutoring Program**, certified by the College Reading and Learning Association, provides individual tutoring for the great majority of 100-level courses and many 200- and 300-level courses, and supports many of the graduate degree programs. Students meet with peer tutors on an appointment basis to address material in a specific course. Tutors also can help students improve study skills, time and task management and academic goal-setting.

The **Study Table Program** serves students enrolled in various foundational courses, including mathematics, chemistry and physics. A study table is a venue of support where students can drop in with questions they may have on homework or an upcoming test. Study table mentors can support both individuals and groups. Students visiting a study table should bring prepared questions on specific topics so that there is a focus for the visit. Study tables are also useful for guided group support when students have similar questions in the same class. Study table schedules are posted on the Learning Commons web page and also are available at our reception desk.

## Support for Students with Disabilities

The Office of Student Accessibility (OSA), located in the Learning Commons on both campuses, provides students with disabilities equal access to all university activities, programs and services. The office is led by a director and supported by an assistant director as well as accessibility coordinators. Working collaboratively with all university departments to engage and support the intellectual and social development of students with disabilities, the Office of Student Accessibility employs policies that promote equal access for academic excellence and the development of self-advocacy skills. Reasonable accommodations are provided based on submission of appropriate documentation, which is reviewed by the OSA staff in compliance with university policy, section 504 of the Rehabilitation Act, and the Americans with Disabilities Act as amended in 2008 (ADAAA). Questions and requests can be directed to [access@qu.edu](mailto:access@qu.edu) or 203-582-7600. Further information, including our Accommodation Request Form, can be found on our website.

## Academic Development and Outreach

Students can work with one of our professional staff members to address their academic goals and to discover their strengths. Working closely

with students' professors and other support staff, Quinnipiac's academic specialists and academic coaches provide students with opportunities to discover and leverage their strengths. Students can develop an action plan, work on problem solving, discuss new learning strategies, and many other topics necessary to students embracing academic challenge. Our professional staff also work with students who have been referred to our services by their faculty through Quinnipiac's early alert system. This program helps direct individual students to appropriate academic support during the semester and facilitates dialogue among those working to support the student. Academic specialists and academic coaches also work with faculty to bring learning skills into the classroom.

## Academic Coaches

Our academic coaches work specifically with first-year students, starting at orientation and carrying through their entire first year. A consistent point of contact for first-year students, academic coaches connect individually with first-year students over the summer to welcome them and to address any questions that may have arisen after their orientation. They provide developmental advising, addressing topics such as self-regulatory behaviors, appropriate autonomy, future focus, and the nature of self-efficacy, one's perceptions of one's abilities and values. Academic coaches are very aware of the transitional challenges faced by new members of our intellectual community and work to engage students in meeting those challenges successfully.

Academic coaches:

- connect individually with first-year students early, during orientation and throughout the entire first year
- help new students address Quinnipiac's academic expectations.
- engage in developmental advising
- discuss, model and encourage evidence-based learning strategies
- address transitional challenges faced by new members of our intellectual community

## Academic Specialists

The academic specialists offer a similar set of resources as academic coaches, but their audiences are students beyond their first year, faculty members and programs. Academic specialists, by virtue of the breadth of their work, help students continue to develop the skills and mindsets introduced to them by our academic coaches. The specialists also work with faculty and programs, collaborating on student support initiatives. Academic specialists are full-time, professional staff members that generally work during business hours.

Academic specialists:

- help students continue to develop the skills and affects introduced to them by our academic coaches
- re-contextualize the evidence-based learning strategies and developmental work begun in the first year
- help students adjust to and address the increasing demands of cognition and affect, often through metacognition
- share data collected through Learning Commons support activities is shared with faculty and programs, identifying opportunities for support and development

## Parents

From the day your student enrolls at Quinnipiac University, you are a valued member of our community. As a parent of a Quinnipiac student,

you will receive Quinnipiac Magazine, an invitation to Parents & Family Weekend and our Parents & Family electronic newsletter that will provide you with up-to-date news and information from the university.

## Parents Leadership

### Parents Council

Quinnipiac University has long valued parents as partners in students' education and success. With this in mind, the Quinnipiac Parents Council was created to provide a direct avenue for meaningful communication between the university administration and involved parents. Membership is open to parents making an annual philanthropic gift of \$2,500 and more to the program they choose to support.

Parents Council members are invited to informative meetings with university leadership and fellow council members, receive exclusive parent email updates and have the opportunity to attend many invitation-only events, including at the University Club. They are encouraged to partner in areas where they are most interested such as connecting with our Career Development Office, welcoming first-year families and acting as university ambassadors.

### Parents and Family Fellows

In addition to receiving membership in the Parents Council with all its privileges, Parents and Family Fellows make a difference to the causes they care deeply about while strengthening and celebrating our Quinnipiac community in perpetuity. With annual gifts of \$10,000 and more each year, members are invited to join their philanthropic peers in exclusive gatherings with Quinnipiac's president and top leadership. Fellows and their students enjoy a unique, highly individualized Quinnipiac experience while helping today's students succeed, building a family legacy and making a difference to the world via their Quinnipiac education and influence.

Corporate matching gifts help you qualify for the Parents Council and Parents & Family Fellows (e.g., \$1,250 gift plus \$1,250 corporate matching gift = \$2,500 Parents Council gift; \$5,000 gift plus \$5,000 corporate matching gift = \$10,000 Parents and Family Fellows gift). Contributions to Quinnipiac University are tax deductible for federal income tax purposes to the extent provided by law.

## Post Office

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

Example:

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

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

## Student Government Association

The Student Government Association (SGA) maintains offices on the second floor of the Carl Hansen Student Center and exists as a student organization in place to advocate for all undergraduate students at the institution. The SGA office is open to aid students and student organizations during regular business hours. Email [sga@qu.edu](mailto:sga@qu.edu) to contact the Student Government Association.

## Technology Resources

- University Laptop Program (p. 17)
- Technology Assistance (p. 17)
- Technology Centers (p. 18)
- TSA Program (p. 18)
- Technology Knowledge Base (p. 18)
- Computer Facilities (p. 18)
- Computer Skills Classroom (p. 18)

## University Laptop Program

Faculty design their courses with the expectation that students will have computer technology in the classroom when requested. For that reason, all incoming students must have a laptop that meets our academic requirements and technical standards. To facilitate this need, Quinnipiac offers a laptop program (<https://www.qu.edu/info-for/information-technology-services/>) that is cost effective and exceptionally well supported both on and off campus. The recommended laptops are configured so that they meet the core needs of academic programs and are a key part of the campus computing infrastructure, designed to support new teaching and learning.

## Technology Assistance

All incoming students are required to have a laptop computer readily available to them with no exceptions. Information Services annually recommends a specific hardware and software laptop configuration that meets or exceeds these technical standards (specific information on the most current program can be found on the Quinnipiac laptop technology (<https://www.qu.edu/info-for/information-technology-services/>) webpage). By selecting the recommended laptop, students will receive exceptional service and support on and off campus. Students who elect to bring their own laptops to campus (other than the recommended ones) also will be afforded technology assistance often of a less comprehensive nature due to the many possible variations of alternatives. Quinnipiac has two Technology Centers, where faculty and students can receive computer repair services as well as assistance with various equipment and computer software programs licensed to Quinnipiac University. Ultimately, it is the responsibility of the student to perform in the classroom.

Although laptops meet the vast majority of student needs, for those disciplines that require more specialized hardware or software, the university has more than 800 computers in 36 computer laboratories throughout the campus. In addition there are numerous virtual labs which host program-specific software available through virtual desktops that can be accessed from anywhere. The university maintains a secure and advanced data network that connects all university computers on all three Quinnipiac campuses. Students, faculty and staff are able to access this secure network through wired and wireless access. Wireless



access is found across all three campuses, including the residence halls, classrooms, athletic fields and public areas.

The Arnold Bernhard Library is open from 8 a.m. –midnight Monday–Thursday, 8 a.m. –5 p.m. on Friday, 9 a.m. –5 p.m. on Saturday, and noon–midnight on Sunday during the academic year, and contains more than 50 publicly available computers. The library also provides an extensive collection of online bibliographic databases and full text journals for use in the library or remotely through the campus network.

## Technology Centers

### Technology Centers

Quinnipiac has two technology centers: one located in the Arnold Bernhard Library on the Mount Carmel Campus and the other on the North Haven Campus located on the third floor of the Center for Medicine, Nursing and Health Sciences, MNH-338.

The technology centers at Quinnipiac combine the services of computer and audio/visual support. They provide a wide range of services to students, faculty and staff, including computer configuration, diagnosis, limited computer repair, loaner laptops and peripherals, network printing/scanning/copying support, audio/visual event and classroom support as well as loaner audio/visual equipment.

Loaner laptops are available for all faculty, staff and currently enrolled students. The loaner laptop program is strictly for academic use and is designed for short-term loans while a university-required laptop (either personal or obtained through the laptop program) is out of service for repair.

Student employees known as TSAs (technology support assistants) augment the full-time staff and are available for the entirety of the times the centers are open. They are trained to offer computer and audiovisual support. Hours of operation at each of these locations vary. Refer to MyQ for current hours and more details on the services and support that are available.

### Telephone Extensions

Main Support: 203-582-4357

Associate Director of Client Services: 203-582-8240

## TSA Program

Student employees known as TSAs (technology support assistants) augment the full-time staff and provide technical support to Quinnipiac faculty, staff and students. TSAs are specially trained and possess superior communication, problem-solving and critical thinking skills. TSAs are stationed at all support locations (Arnold Bernhard Library and North Haven Campus).

## Technology Knowledge Base

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

## Computer/Printer Facilities

In the Arnold Bernhard Library, the Cyber Cafe (second floor), reference and circulation areas are publicly accessible 24 hours a day and available to all students. This facility consists of networked Windows-based computers and high-volume printers, which can be used for completing computer assignments, writing papers and accessing the Quinnipiac electronic system. There are additional computer labs throughout the Mount Carmel and North Haven Campuses as well as Zoom-based (video conferencing) meeting rooms.

There are 22 publicly accessible MFDs (multi-function devices) throughout all three Quinnipiac campuses. MFDs provide printing, copying and scanning features to all faculty, staff and students who have an active university ID (QCard). All devices are accessible from student computers and support printing through email and scanning to network storage (OneDrive). Five of these devices support color printing as well.

All faculty, staff and currently enrolled students have 1 TB of network storage available to them via Microsoft’s OneDrive.

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

## Computer Skills Classrooms and Labs

There are over 500 computers in 40 various classrooms, labs and public locations throughout the Quinnipiac campuses that serve as teaching facilities. These rooms are equipped with computers for hands-on use in a lecture environment. A variety of classes and workshops are held in these rooms.

## Campus Facilities

- Mount Carmel Campus (p. 18)
- North Haven Campus (p. 20)
- Off-Campus Facilities (p. 20)
- York Hill Campus (p. 20)

## Mount Carmel Campus

- Bobcat Den (p. 19)
- Clarice L. Buckman Center (p. 19)
- Campus Reservations (Events and Scheduling) (p. 19)
- Carl Hansen Student Center (p. 19)
- Center for Communications and Engineering (p. 19)
- Center for Psychological Science (p. 19)
- Dean Robert W. Evans College of Arts and Sciences Center (p. 19)
- Echlin Center (p. 19)
- Faculty Office Building (FOB) (p. 19)
- Lender School of Business Center (p. 19)
- Ed McMahon Communications Center (p. 19)
- Tator Hall (p. 19)
- Pasquale “Pat” Abbate ’58 Alumni House and Gardens (p. 19)
- Ireland’s Great Hunger Institute (p. 20)

## Bobcat Den

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

## Clarice L. Buckman Center

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

## Campus Reservations (Events and Scheduling)

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

## Carl Hansen Student Center

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

The Carl Hansen Student Center houses the following offices:

- Department of Campus Life
- Quinnipiac Dining
- University bookstore

In addition to these offices, the Carl Hansen Student Center houses the Mount Carmel Dining Hall, post office, mailboxes, student employment, commuter lockers, the campus information center (with lost and found), student media suite, Muslim prayer space, student government suite, student programming board suite, multicultural student suite, WQAQ radio station, Starbucks coffee, Greek suite, student organization suite, student organization lockers, various meeting spaces and a multipurpose space—the piazza.

## Center for Communications and Engineering

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

## Center for Psychological Science

The Department of Psychology's Center for Psychological Science serves as the hub for psychology faculty and student research and learning. Located in the lower level of the Center for Communications and Engineering, the Center for Psychological Science allows for teaching, learning, classwork, research and advising all in one spot. The center is easily accessible for off-campus study participants. It offers dedicated parking spots and a private entrance.

## Dean Robert W. Evans College of Arts and Sciences Center

The Dean Robert W. Evans College of Arts and Sciences Center comprises three buildings. The buildings house various classrooms and offices.

## Echlin Center

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

## Faculty Office Building (FOB)

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

## Lender School of Business Center

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

## Ed McMahon Communications Center

Housed within the Lender building, the Ed McMahon Communications Center features a spacious, professional-level, all-digital 4K television studio; media innovation classroom; 4K collaborative editing suites; and a 7.1 surround sound screening theater. The center is equipped with state-of-the-art technology, including numerous iMac stations running the latest applications for post-production and animation. It includes an automated podcast studio and is staffed with highly skilled media professionals to instruct and assist our students.

## Tator Hall

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

## Pasquale "Pat" Abbate '58 Alumni House and Gardens

The original portion of this colonial residence was built in 1790. Expanded in 1986, the building now houses the Office of Development and Alumni Affairs, which provides services in the areas of alumni affairs,



development and parent relations. The house and adjoining gardens, often the site of university receptions, are dedicated to the memory of the much-beloved former board chairman and Quinnipiac alumnus.

## Ireland's Great Hunger Institute

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

## North Haven Campus

- Center for Medicine, Nursing and Health Sciences (p. 20)
- School of Education (p. 20)
- School of Health Sciences (p. 20)
- School of Law Center (p. 20)
- Frank H. Netter MD School of Medicine (p. 20)
- School of Nursing (p. 20)

## Center for Medicine, Nursing and Health Sciences

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

## School of Education

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

## School of Health Sciences

The School of Health Sciences is a 180,000-square-foot teaching facility that includes 12 classrooms, 16 seminar rooms and team-study rooms, 24 teaching labs, a model apartment to teach students how to provide care in residential settings, a SimMan® suite of life-size patient simulators, and a pediatric and neonatal lab. The building also houses a cafe, bookstore and health sciences library.

## School of Law Center

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

## Frank H. Netter MD School of Medicine

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

## School of Nursing

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

## Off-Campus Facilities

- Quinnipiac University Theatre Arts Center (p. 20)
- Quinnipiac University Poll (p. 20)

## Quinnipiac University Theatre Arts Center

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

## Quinnipiac University Poll

The home of the nationally recognized Quinnipiac University Poll is 60 West Woods Road, just across Whitney Avenue from the entrance to the Mount Carmel Campus.

The Quinnipiac University Poll regularly surveys residents in Colorado, Connecticut, Florida, Iowa, New Jersey, New York, Ohio, Pennsylvania, Virginia and nationally about political campaigns and issues of common concern. The Poll covers a wide range of topics, including national elections, and is a frequently cited resource for the media.

## York Hill Campus

- M&T Bank Arena (p. 20)
- Rocky Top Student Center (p. 21)

## M&T Bank Arena

The M&T Bank Arena is a state-of-the-art, 185,000-square-foot facility featuring separate arenas for varsity men's and women's basketball and

ice hockey. The two arenas are joined by a common lobby and ticket office, the premier University Club, administrative and team offices, locker rooms with student-athlete lounges, conference and meeting rooms, athletic training rooms and a strength and conditioning center. The building was opened in 2007.

## Rocky Top Student Center

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

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

- Residential Life
- Campus Life
- Student Government Association
- Residence Hall Council
- Recreation
- Public Safety
- Health Services

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

- dining facilities
- fitness center
- On the Rocks Pub & Grill
- meeting space and team study rooms that can be reserved through the MyQ reservation system
- a satellite Tech Help Desk
- a post office and mailboxes for all York Hill residents
- a state-of-the-art eSports gaming lab

## Student Affairs

- Dean of Students Office (p. 21)
- Department of Campus Life (p. 21)
- Counseling Services (p. 22)
- Office of Religious Life (p. 22)
- Office of Residential Life (p. 22)
- Office of Student Conduct and Community Standards (p. 23)
- Student Health Services (p. 23)
- Office of Community Engagement (p. 24)

## Dean of Students Office

The Dean of Students Office is a central resource for students and families who need assistance during and after their time at the university. The offices of the vice president and dean of students, associate dean of student affairs, assistant dean of student affairs, executive director of health and wellness, and director and associate director of student conduct and community standards are located here.

The Dean of Students Office is located in the Student Affairs Building on Bobcat Way and is open Monday through Friday. For more information please call 203-582-8735, or email [studentaffairs@qu.edu](mailto:studentaffairs@qu.edu).

## Student Affairs Vision Statement

To engage, educate and empower students.

## Student Affairs Mission Statement

The Division of Student Affairs cultivates vibrant co-curricular experiences and partnerships that prepare students to discover and pursue their personal and professional goals. To foster a sense of belonging and affirm the value of all students, we develop inclusive and supportive learning environments. We provide exceptional services and opportunities that encourage students to thrive as responsible citizens.

## Department of Campus Life

The Department of Campus Life is located on the Mount Carmel Campus, in the Carl Hansen Student Center. Campus Life is the center for co-curricular engagement where students find their place, pursue interests and develop passions, cultivate their leadership capacity, and nurture affinity for Quinnipiac. The department is committed to providing a variety of services, programs and leadership opportunities while working with campus partners to ensure the Carl Hansen and Rocky Top Student Centers continuously provide space for all members of the Quinnipiac community to come together in a relaxed atmosphere. The Department of Campus Life encompasses the following offices: Student Engagement, Community Engagement, Recreation and Fraternity & Sorority Life. The department also provides guidance and advisement to the following areas: student organization programs and services, new student and family orientation, fraternities and sororities, student media organizations, the Student Government Association, community service groups, the Student Programming Board, club sports, intramurals, and university-wide student leadership programs. In addition, the office employs hundreds of student staff, providing career development opportunities in various positions which support the daily operations of the two student centers, three fitness and recreation centers, orientation, community work study and other area functions.

The Office of Community Engagement is the central resource for students, faculty and staff interested in engaging with the local community. The office provides support to students and faculty interested in community engagement and service learning, and is responsible for both expanding and coordinating programs encouraging service, civic engagement and volunteerism at the local, national and international level. The Office of Community Engagement is the area which keeps, certifies and reports all completed student service hours at Quinnipiac. All service hours should be reported to the office through the appropriate Do You QU form so they may be reviewed, verified and confirmed on behalf of the institution.

The Office of Student Engagement empowers, educates and engages the Quinnipiac community in a culture of co-curricular development. The programs, services and spaces managed by the office play a vital role in transitioning students into, throughout and beyond the undergraduate community. The office cultivates socially conscious, critically minded and globally aware environments and individuals.

The Office of Fraternity & Sorority Life is committed to advancing fraternities and sororities through intellectual and interpersonal development within the Quinnipiac University community and beyond. The office is guided by a set of shared values, known as the Four Pillars,

which shape all community programming and initiatives from a student's new member experience through Commencement. The Four Pillars are Leadership through strength of character, Growth through intellectual excellence, Service through civic engagement, and Community through diversity and inclusion.

The Office of Recreation is committed to helping students achieve wellness success through innovative programming and state-of-the-art facilities. Recreation oversees three areas: Club Sports, Fitness Center Operations and Intramurals. Be a part of a team or challenge yourself to live a healthier lifestyle.

The Department of Campus Life is open Monday through Friday, 9 a.m. to 5 p.m., and can be reached by phone at 203-582-8673, or email at [campuslife@qu.edu](mailto:campuslife@qu.edu) (student.center@qu.edu).

## Counseling Services

### Counseling Services

Quinnipiac has contracted with Hartford HealthCare's Campus Care program to provide high-quality, coordinated health and wellness services to manage students' complete care needs, from physical and mental well-being to athletic training for the university's Division I athletes. Please check the university website for the most up-to-date information.

In cases of emergency, call 911 or contact the Department of Public Safety at 203-582-6200.

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

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

- individual counseling
- diagnostic evaluation
- medication management
- group therapy
- urgent visits
- mental health referrals
- consultation to faculty, staff and medical staff
- telehealth services

Counseling Services is located in the Health and Wellness Center on the Mount Carmel Campus. The office is open Monday through Friday from 9 a.m. to 5 p.m. Counseling services are available at all three campuses (Mount Carmel, York Hill Health Center and North Haven Campus).

Students wishing to schedule an appointment can call Counseling Services at 203-582-8680, choose option #1, and schedule an appointment by talking to the counseling center secretary.

Students can speak with a licensed mental health provider in the event of a mental health crisis 24/7, by calling 203-582-8680 and choosing option #3.

In cases of emergency, call 911 or contact the Department of Public Safety at 203-582-6200.

## Office of Religious Life

The Office of Religious Life organizes religious programs and events at the university. The three staff religious leaders (Catholic priest/chaplain, Protestant chaplain and Muslim religious life coordinator) oversee their respective communities at Quinnipiac; they coordinate worship and prayer services, and provide spiritual/pastoral counseling. For those students belonging to a community not represented on campus, the office can provide assistance in making connections with local religious resources. The Office of Religious Life serves as a resource to the university on issues of religion, ethics and spirituality. The staff members work to raise the visibility of religion on campus through tradition-specific as well as interfaith programming, and when required, provide a religious presence at university events.

## The Center for Religion

The Center for Religion is an integral part of the Office of Religious Life. Its mission is to bring religious voices, viewpoints, beliefs and practices into an engagement with the larger university community to help our students become more fully flourishing, humane individuals, empowered to change the world for the good. Everyone is welcome to participate in the center programs regardless of religion, perspective or belief. The center is committed to fostering a truly diverse, respectful and inclusive space at Quinnipiac.

For more information, contact the executive director of university religious life at 203-582-8257.

All Jewish events are held at the Peter C. Hereld House for Jewish Life, 560 New Road. For information about Jewish life at Quinnipiac, contact the rabbi at 203-582-8206.

## Office of Residential Life

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

## Residential Life Mission Statement

The Office of Residential Life at Quinnipiac University is committed to excellence in the development of a living-learning environment that contributes to student success. The educational priority of the Office of Residential Life is to provide purposeful experiences that will develop students as engaged, responsible and inclusive members of a community.

There are four learning goals associated with the residential experience:

- **Interpersonal Competence** is the ability to effectively communicate with others and build meaningful relationships.
- **Societal Competence** is the ability to understand and appreciate multiple cultures, develop a global perspective, and engage in social and civic responsibilities.

- **Personal Competence** is the ability to be introspective and to define one's goals, values and identity.
- **Practical Competence** is the ability to develop and apply necessary life skills.

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

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

## Office of Student Conduct and Community Standards

The Office of Student Conduct and Community Standards promotes a safe and inclusive university environment by helping students and student organizations to engage positively with the university community, define their values, and demonstrate responsible behavior on and off campus.

The Office of Student Conduct and Community Standards:

- Advises and assists parties involved in conduct proceedings
- Trains and advises student conduct officers and student leaders
- Facilitates conduct meetings
- Reviews decisions of the code of conduct process
- Maintains all student disciplinary records
- Collects and disseminates data and trends concerning student conduct
- Provides educational outreach programs for students

The Office of Student Conduct and Community Standards is located in the Student Affairs Building on Bobcat Way and is open Monday through Friday, 9 a.m. to 5 p.m. For more information please call **203-582-8753**.

## Making a Referral to the Office of Student Conduct and Community Standards CARE and Conduct Incident Reporting Form

The CARE and Conduct Incident Reporting Form ([https://cm.maxient.com/reportingform.php?QuinnipiacUniv&layout\\_id=0](https://cm.maxient.com/reportingform.php?QuinnipiacUniv&layout_id=0)) should be used to report any behaviors of concern to the appropriate individuals at Quinnipiac University, including but not limited to: concerns related to the well-being of a student, potential violations of the Student Code of Conduct (p. 39), and general student behavioral concerns regardless of whether they occur on or off campus.

**NOTE:** The form should **NOT** be used to report emergencies. If you or another person is in immediate danger, if a student is about to harm

themselves or others, and/or if a student is found gravely disabled and cannot care for their health and safety please **call 911 immediately**. If you need immediate assistance in non-emergency situations or are concerned about the well-being of a student outside of business hours, please call Public Safety at 203-582-6200.

## Student Learning Outcomes

As a result of participating in the Student Conduct process, students will achieve the following competencies:

- Critical Thinking and Reasoning:** Analyze their behavior and its effect on the community.
- Responsibility:** Identify the impact of personal decisions.
- Social Intelligence:** Define their personal values.

## Student Health Services

### Student Health Services

Quinnipiac has contracted with Hartford HealthCare's Campus Care program to provide high-quality, coordinated health and wellness services to manage students' complete care needs, from physical and mental well-being to athletic training for the university's Division I athletes. Please check the university website for the most up-to-date information.

In cases of emergency, call 911 or contact the Department of Public Safety at 203-582-6200.

## Mount Carmel Campus

Located in the Health and Wellness Center on the Mount Carmel Campus, Student Health Services is open Monday-Friday, 8 a.m. to 8 p.m. and Saturday & Sunday, 10 a.m. to 4 p.m. The health center is staffed by a licensed provider during all open times. Licensed providers include a physician, nurse practitioner or physician's assistant. The highest priority of the staff is meeting the emergent health needs of the student population and providing ongoing health education opportunities as an integral part of the college experience. All questions should be directed to Student Health Services at 203-582-8742.

Services are available only to students who have completed the Student Health Services requirements, which include an online personal health form, consent and signature page, tuberculosis screening/testing form and a copy of required immunizations. Students who do not comply are not permitted to register for classes or receive their university housing assignments. The information provided becomes the basis for the student's confidential medical record within Student Health Services.

All charges for referrals, diagnostic procedures and lab work will be billed directly to the student's insurance. Quest Diagnostic Laboratory is the default laboratory, where all specimens are sent unless the student advises the healthcare provider otherwise. To process bills for insurance reimbursement follow the instructions on the bill.

The following immunizations are required by law:

- Meningitis conjugate (A, C, Y, W) immunization is required of anyone living in university-owned housing and must be administered within five years of enrollment. Meningitis B vaccine is strongly recommended.
- Two MMR (measles, mumps and rubella) or positive titer, as indicated by lab report
- TB screening, per guidelines listed on the form



- Two Varicella (or proof of having the disease) or positive titer, as indicated by lab report
- Vaccination against Hepatitis B is strongly recommended and may be required by certain clinical programs.

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

This is a hard waiver program, which means that all students **MUST** maintain major medical insurance. A student may waive health insurance coverage if they present evidence of other health insurance under a plan that provides benefits equal to or greater than the Quinnipiac University Student Health Insurance Plan. Students must document evidence of coverage and make an online waiver decision by the waiver deadline of August 31. Visit the Gallagher site at [gallagherstudent.com](http://gallagherstudent.com) for additional information regarding the plan. If you plan to waive, your current insurance must be fully compliant with the Affordable Care Act and provide access to doctors near your school. **You must also verify with your insurance company that Hartford HealthCare is an in-network provider.**

Prescriptions ordered by a health center provider may be sent to local pharmacies to be filled at the usual and customary fee or students have the option to purchase some prescribed medications through Student Health Services.

Class excuses are not issued to students. Students who are ill are expected to contact their respective professors to inform them of their illness. Particulars of student visits are not shared unless a student completes a release of information form. Parents or legal guardians are notified of serious illness and emergencies at the discretion of the professional staff. For additional information, visit the Student Health Services website on the Student Life tab at the top of the page.

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

## York Hill Campus

Student Health Services also has a location on the York Hill Campus, on the ground floor of the Rocky Top Student Center, opposite the "H" entrance of the Crescent Residence Hall. A healthcare provider, under the direction of the Student Health Services medical director, is available Monday through Friday, noon to 8 p.m. Again, services are available only to those students who have submitted the required information as outlined above.

## Office of Community Engagement

The Office of Community Engagement is located on the second floor of the Carl Hansen Student Center in the Campus Life suite. The office serves as a central resource for students, faculty and staff interested in volunteering in the local, national and international communities; provides support to students and faculty interested in community engagement and service learning; and is responsible for both expanding and coordinating programs that encourage service, civic

engagement and volunteerism at the local, national and international level. The office also:

- Serves as a resource and contact for students, faculty and staff in the development of community service and philanthropic opportunities.
- Assists faculty in the development of service learning and experiential learning opportunities.
- Assists students, student organizations, campus offices and departments in the development, coordination and funding of community service activities.
- Develops and organizes the Alternative Break Trips that engage students in direct service to meet community needs.
- Acts as an advocate for, and adviser to, student organizations committed to service.
- Develops and maintains a database of local community agencies and nonprofits searching for volunteer assistance or open to hosting one-time small group service activities.
- Develops and manages the Community Work Study program, which offers students with work study awards the opportunity to work in local schools, nonprofits and municipal agencies; and
- Supports student groups, university departments and faculty in the design and coordination of events that advocate for and educate the community about the unmet needs and issues of social justice within our local communities and world.

## Student Organizations Office of Student Engagement

The Office of Student Engagement empowers, educates and engages the Quinnipiac community in a culture of co-curricular development. Our programs, services and spaces play a vital role in transitioning students into, throughout and beyond the undergraduate community. We cultivate socially conscious, critically minded and globally aware environments and individuals.

The office oversees the following:

- Operations within both the Carl Hansen and Rocky Top Student Centers
- Policies, procedures and training for all undergraduate student organizations
- New Student Orientation program
- Advisement of student media organizations, the student programming board and the student government association
- Senior Experience
- Commuter and transfer student assistance
- Leadership development, programming and training for students

## Student Organizations

- Student Organization Overview (p. 24)
- General Policy Statement for Student Organizations (p. 29)
- Procedure for Establishing a New Student Organization (p. 30)
- Student Organizations (p. 31)

## Student Organization Overview

An undergraduate student organization is a group of students committed to enriching the learning environment through extracurricular

engagement. Student organizations are open to all enrolled Quinnipiac students. All undergraduate student organizations and respective members are required to adhere to the university policies outlined in this handbook and must be approved by the Department of Campus Life.

There are three types of undergraduate student organizations at Quinnipiac:

- **Probationary**— an organization that has completed the process for establishing a new undergraduate student organization within the last calendar year. At the end of the probationary one-year period, the membership, progress and activities of the organization will be reviewed and if deemed appropriate, recognition status will be granted.
- **Recognized**— an organization that has successfully completed the probationary period and is officially recognized by the university.
- **Chartered**— a recognized undergraduate student organization that has completed the Student Government Association Chartering process.

## Eligibility Requirements for Involvement

### General Membership

It is the policy of Quinnipiac University that there shall be no discrimination in the selection of membership in undergraduate student organizations and in the conduct of their business. This policy further provides that there shall be a nondiscriminatory clause in the constitution of all student organizations. Social fraternities and sororities, however, are permitted to select their membership due to the nature of these organizations. In all cases, except as allowed by law, membership is without regard to race, gender identity, religion, nationality, sexual orientation, age, marital status, ability or academic major. The Department of Campus Life advises and supports undergraduate student organizations; any and all ancillary advisers may be subject to approval.

Students who are in good standing with Quinnipiac are eligible for membership in undergraduate student organizations. Good standing with Quinnipiac, as it pertains to the Office of Campus Life, is understood to mean that students must:

- Possess a minimum 2.00 cumulative GPA;
- Adhere to all campus, local, state and federal regulations;
- Be an active and matriculated student.

Individual undergraduate student organizations may have additional requirements and/or standards as outlined in their governing documents.

### Student Leadership Scholarships

Students selected or elected as Student Programming Board presidents, Student Government Association executive officers or managers/editors for student media organizations may hold only one of these positions at any one time.

Students in these positions are expected to maintain the academic, conduct and community standards of the institution. They must maintain a 2.75 cumulative GPA and remain in good conduct standing with the university. Student leaders who receive a scholarship must not have received their undergraduate degree and must be a full-time student with 12 or more credits each semester in office.

The associate dean of student affairs for campus life shall make the final determination in the case of any question or discrepancy, upon consultation with the vice president and dean of students, in certain situations.

### Policy on Grade and Conduct Release

Some organizations, including the Student Government Association, as well as fraternities and sororities, may have academic grade requirements/minimums and student conduct expectations for potential new members, officers, elected members and initiated members. To best assist organizations in upholding these standards, these members accept the following:

**Potential new members:** Once a student registers for fraternity/sorority recruitment, the Office of Fraternity & Sorority Life may examine and disclose Quinnipiac University academic records and/or student conduct standing to the respective governing council and/or its member organizations to determine eligibility for joining a fraternity or sorority.

**New and initiated members:** Once a student accepts an invitation to membership, grades and/or student conduct standing may be provided to the respective fraternity or sorority, chapter adviser and/or inter/national headquarters each semester, upon request, and/or as the Department of Campus Life deems appropriate. Additionally, their academic progress and student conduct standing is monitored by the Department of Campus Life and/or the respective council to determine academic/student conduct eligibility for leadership positions or various activities sponsored by the governing council(s). For all situations regarding student conduct, only a student's disciplinary status (probation, etc.) is included in this disclosure, not the information regarding the underlying incident(s).

### Student Government Association candidates and elected members:

Once a student chooses to run for Student Government Association, the Department of Campus Life may examine Quinnipiac University academic records and student conduct standing to determine eligibility for the role they are seeking. If elected, all members are subject to continued monitoring of both academic records and student conduct standing as it relates to the membership requirements of the organization.

## Student Organization Requirements

- The organization must be demonstrably unique from all other probationary or recognized student organizations.
- The purpose or actions of the organization cannot contradict university, state and/or federal policies and laws.
- A minimum of 5 undergraduate student members are required at all times to maintain active student organization status through the Department of Campus Life, with the exception of fraternities and sororities that have received written permission.
- Membership of a student organization cannot be limited based on race, gender identity, religion, nationality, sexual orientation, age, marital status, ability or academic major.
- Members will remain in good standing per the Eligibility Requirements for Involvement.
- The organization must have at least one faculty/staff member serving as the organization's adviser.
- The organization must complete the registration process with the Department of Campus Life prior to October 1 each academic year. This includes having an updated constitution and roster uploaded to the organization's Do You QU page.



- Organizational officers must attend all student organization trainings as required by the Department of Campus Life.
- The organization must check their mailbox, located in the student organization suite, at least weekly.
- The organization must provide meaningful opportunities to enhance and develop skills in their members and positively influence the Quinnipiac community.

## Student Organization Privileges

- The organization may use the name of Quinnipiac University in connection with its own name.
- The organization may solicit membership on campus under the organization's name.
- The organization may reserve Quinnipiac facilities for its programs and meetings in accordance with university policies.
- The organization will be included in the official listing of all student groups.
- The organization may collaborate with other student organizations or university departments when sponsoring trainings and events.
- The organization may request assistance from the Department of Campus Life.
- The organization receives invitations to participate in the annual Involvement Fair, group leadership development programs, and all student organization receptions.
- The organization may utilize the student organization suite, which includes access to a copier, art supplies and workspace.
- The organization may apply to be chartered through the Student Government Association.

## Student Organization Policies

### Membership

Undergraduate student organizations are open to all enrolled Quinnipiac undergraduate students.

- Members of a student organization must meet the Eligibility Requirements for involvement.
- Membership of a student organization cannot be limited based on race, gender identity, religion, nationality, sexual orientation, age, marital status, ability or academic major.
- Graduate students may not hold an officer position in undergraduate student organizations (except for fraternities and sororities when allowed by their inter/national organization).

### Policy Statement on Risk Management

The purpose of the policy is to encourage safety and provide risk management standards for all student organizations. The Policy on Risk Management shall apply to all student organization entities and all levels of student organization membership. The policy includes the statements on the following: Fire, Health and Safety, Hazing, Alcohol and Drugs, Group Meetings, Event Management, Off-Campus Events and Travel, Competitions, Finance and Fundraising.

In case of an emergency at a student organization-sponsored event, please contact 911 and then Department of Public Safety at 203-582-6200.

### Fire, Health and Safety

Organizations using Quinnipiac University and non-university owned/operated spaces must adhere to any safety standards outlined by the university and/or off campus venues as defined by the Student Handbook.

### Hazing

- Student organizations must abide by the Quinnipiac University Policy Statement on Hazing.
- The expressed or implied consent of the person being hazed is not a defense.
- Knowledge of, apathy toward or acquiescence in the presence of hazing are not neutral acts and will be construed as violations of this policy.
- Organizational or group leaders are all responsible for educating student organization members and potential new members about the hazing policy.
- See the Policy Statement on Hazing (p. 85) for more information.

### Alcohol and Drugs

Student organizations are not permitted to host or co-sponsor events with alcohol without written approval from the Department of Campus Life.

- The possession, sale, use or consumption of alcohol and/or drugs during both formal, endorsed and/or informal organizational events must follow all applicable university policies, laws and associated rules from inter/national affiliated governing or oversight bodies. If an observer associates or may associate an event with a student group, the organization is responsible for following these policies and may be held accountable as such.
- No alcohol or drugs may be purchased with student organization funds; nor may the purchase of alcoholic beverages or drugs for members or guests be undertaken or coordinated by any member in the name of or on behalf of the student organization, either formally or informally.
- The purchase or use of a bulk quantity or common source(s) of alcoholic beverages, for example, kegs or cases, and/or common excessive quantities of alcohol, is prohibited except when distributed by a licensed, third-party vendor.
- Open parties or gatherings with alcohol and/or drugs and unrestricted and/or uninvited access by non-members are prohibited.
- No student organization may co-sponsor an event with an alcohol and/or drug distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol and/or drugs are given away, sold or otherwise provided to those present. This includes any event defined as a fundraiser. However, a student organization may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third-party vendor and guest list.
  - An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
- No student organization may co-sponsor, co-finance, attend or participate in a function at which alcohol and/or drugs are purchased by any of the host organizations, groups or teams.
- Alcohol and drugs are prohibited at all recruitment activities associated with a student organization. No recruitment activities associated with any student organization may be held at or in

conjunction with a tavern or alcohol or drug distributor as defined in this policy.

- No alcohol or drugs shall be present at any new/associate member program, formal or informal activity or ritual of a student organization.
- For all events involving alcohol, including but not limited to socials, mixers, semi-formals and/or formals, the following procedures must be adhered to:
  - The event must comply with all student organization policies and procedures including those listed in this policy.
  - The event must be properly registered and approved via Do You QU.
  - University-trained social event managers are required at a ratio of one social event manager per 20 guests for the duration of the event.
  - Food and non-alcoholic beverages must be provided in appropriate quantities.
  - Student organizations must hire security personnel to assist with venue safety and/or event issues.
  - The third-party vendor must agree in writing, via the Third-Party Vendor Agreement, to adhere to the responsibilities and requirements stated in the agreement.
  - The student organization member(s) responsible for planning the event and for risk management must meet with Campus Life staff at least 14 days prior to the event.
    - Due at the meeting: a completed Social Event Manager Agreement, Adviser Agreement, Third Party Vendor Agreement, Event Risk Assessment Form, and copy of venue and bus contracts associated with the event.
    - Failure to meet any deadlines will result in cancellation of the event.
- Drugs are not permitted at any student organization events, meetings, programs or any other functions that can be associated with the student organization as described in this policy.

## Events/Meetings with Food

Student organizations purchasing, selling or serving food must abide by the following:

- Eating contests of any kind are strictly prohibited.
- Student organizations must abide by the university agreement with QU Dining as our primary catering provider.
- Any on-site food preparation requirements must be followed as outlined in student organization training.

## Student Organization Meetings

- Group meetings shall be defined as the following:
  - Any gathering of a group's membership to discuss organization business.
  - A gathering occurring in an on-campus space which does not require additional resources or setup (beyond basic layout and AV needs).
- All groups wishing to hold a meeting on campus must first reserve a space through the Event Management System (EMS).
- A meeting may not be approved if there is potential for elevated liability and/or risk.
- Group meetings taking place in classrooms may be subject to change based on the academic calendar and at the discretion of the Registrar.

- Organizations are expected to be courteous of the spaces they are utilizing.
- Required clean-up after a meeting includes, but is not limited to throwing out all trash, wiping down white/chalk boards, counters and tables, arranging furniture in the way it was set up at the start of event, shutting off all AV equipment, etc.
- Organizations may not run over the time allotted for the space. Another event or meeting may be in the space afterwards.
- If a meeting has been rescheduled/canceled, the organization must cancel the EMS space reservation as soon as the decision is made.

Student organizations questioning whether a gathering classifies as a meeting or event should contact the Department of Campus Life for clarification.

## Event Management

- Events shall be defined as the following:
  - Any gathering of members, Quinnipiac students, and/or members of the public which includes indoor/outdoor programs, fundraisers, raffles and/or off-campus programs.
  - A gathering occurring in an on-campus space which requires additional resources or setup (beyond basic layout and AV needs).
- All events being held on campus must be reserved by organizations through the Event Management System (EMS).
- All events must be registered via Do You QU and receive approval from the Department of Campus Life before they can occur.
- Space reservations for events are not confirmed until the event is approved in Do You QU.
- Logistical set-ups provided in on-campus spaces (i.e., tables, chairs, staging, electric) may not be altered in any way without permission from the Facilities department.
- All space reservations must be made at least 14 days in advance of the proposed event date to ensure appropriate staffing and support. Exceptions to this timeline may be considered on a case-by-case basis related to Quinnipiac's ability to accommodate the event.
- Event registrations must be completed in Do You QU no later than Sunday of the week in which the EMS reservation was submitted. (*Example: If an event is submitted in EMS on Tuesday, September 3, the Do You QU submission must be submitted before 11:59 p.m. Sunday, September 8.*)
- At least one organizational officer must be present at all events.
- An event may not be approved if there is potential for elevated liability and/or risk.
- A student organization is required to meet the safety needs outlined by the Department of Campus Life, and the departments of Facilities and/or Public Safety, to host an event.
- The Department of Public Safety retains the right to dispatch officers to any event or meeting.
- The Department of Campus Life may require additional staff or public safety to be present at an event to assist with access, security or other safety needs following the review and evaluation of an event submission. If additional staffing or public safety presence is needed, Campus Life will notify the group and assist in developing an appropriate plan of action.
- Organizations are expected to be courteous of the spaces they are utilizing.
- Required clean-up after an event includes, but is not limited to throwing out all trash, wiping down white/chalk boards, counters

and tables, arranging furniture in the way it was set up at the start of event, shutting off all AV equipment, etc.

- Organizations may not run over the time allotted for the space. Another event may be in the space afterwards.
- If an event has been rescheduled/canceled, the organization must cancel the EMS space reservation and update the Do You QU event registration.

Outdoor events need to abide by the following additional policies:

- Events will end no later than 10 p.m. or at the discretion of the Department of Campus Life. Events being held within the residential living area will end no later than 9 p.m. or at the discretion of the Office of Residential Life.
- Professional staff, including but not limited to the Department of Public Safety, Division of Student Affairs and Department of Facilities, reserve the right to request that sound levels be lowered should noise complaints be received. In addition, professional staff has the right to cancel or prematurely end any outside program deemed to be a danger or threat to the university community.
- No event will be approved to take place during university quiet hours or final exam quiet hours.

## Off-Campus Events and Travel

- Students may utilize their personal vehicles when traveling off campus if the event or activity meets the following criteria:
  - Alcohol is not being served/consumed
  - The destination is within a 170-mile radius from Quinnipiac
- If a student organization is hosting an event off campus where the above criteria is not met (alcohol is being served or is present and/or the event is outside of the radius), the group must utilize university-provided or hired professional transportation.
- The Department of Campus Life reserves the right to mandate advisers to travel with students including but not limited to the following criteria:
  - Alcohol is being consumed or served
  - It is taking place outside of a 170-mile radius from Quinnipiac and there is any overnight component
  - It is taking place within a 170-mile radius from Quinnipiac and there is an overnight component with a two or more-night stay
- All event participants, including guests, must complete the electronic Trip Waiver Form at least 48 hours prior to the event.
- Student organizations are responsible for securing funding to ensure coverage of transportation, lodging and meal costs for the adviser attending their event.
- If an organization holds or attends an overnight event off campus without an adviser they must designate at least one organizational officer who will be present and responsible, as well as provide their emergency contact information.

\*The Department of Campus Life strongly recommends student organizations utilize advisers for all travel off campus when possible as it both lowers risk for members and allows a deeper level of development and engagement for the organization.

## Competition

- Student organizations are permitted to compete except for recreational student organizations who should consider applying for Club Sport membership.

- A competition must be registered as an event on Do You QU and therefore must be approved.
- Student organizations are not permitted to host or participate in events that involve gambling. Gambling is the wagering of money or something of value on an event with an uncertain outcome, with the chance of winning or losing money or material goods.

## Finance

- Student organizations are permitted to acquire money through fundraising, the collection of dues, sponsorship through a campus department/office or national/international organization, the Student Government Association (SGA) special appeal process and/or the SGA budget request process (chartered organizations only).
- For a chartered student organization to receive a budget, it must complete the SGA budgeting process.
- Chartered organizations receiving a budget from SGA must adhere to the SGA financial policy and guidelines. For more information about this policy, please contact the Department of Campus Life.
  - The SGA vice president for operations will assist chartered organizations in setting up and managing their respective financial budgets.
- Student organizations (apart from fraternities and sororities) are not permitted to establish financial accounts with outside banking organizations.
- Organizations that are approved to use a staff member's university credit card must retain all itemized receipts and submit them to the cardholder immediately after use. Failure to do so may result in the organization or member being held personally liable for any charges incurred while the card is (or was) used by them.
- Student organizations and/or their members may not sign contracts or enter into any legal agreements on behalf of the organization without prior approval from the Department of Campus Life. If a student or organization enters into a legal agreement or signs a contract without prior approval, that student or organization may be held personally liable for all repercussions of this choice.

## Fundraising/Raffles

- Organizations wishing to solicit off-campus companies for material donations (e.g., prizes or materials for events) must gain approval for these activities by the Department of Campus Life by completing the Event Submission form on Do You QU.
- Organizations wishing to charge admission to an event must gain approval for these activities by the Department of Campus Life by completing the Event Submission form on Do You QU.
- Organizations may not solicit companies for monetary donations or corporate sponsorship, and the exclusive right of a single sponsor to be the sole supporter of any student organization or organizational program is prohibited unless permission has been granted by the vice president and dean of students (or designee) and the vice president for development and Alumni Affairs and the vice president for public affairs (or designee).
- Organizations wishing to host raffles must gain approval for these activities by the Department of Campus Life by completing the Event Submission form on Do You QU.
  - Raffles must meet the requirements as stipulated in Connecticut state law. Connecticut state law prohibits giving alcoholic beverages as prizes for contests, drawings or raffles.
  - Items prohibited on or off campus as established in this handbook or by law may not be used as prizes.

- Items (ex. T-shirts, food products, etc.) and/or approved raffle tickets may be sold at approved organizational events only. Items or raffle tickets may not be sold door-to-door in the residence halls or in faculty/staff offices.
- Quinnipiac cautions against the use of payment apps (such as Venmo, PayPal, Zelle, Cash App, etc.) as they are not affiliated with the university and prohibit the appropriate university tracking and auditing from taking place. Students and organizations that use an outside payment app for the collection of fundraised monies must understand that they and/or their members are fully liable for all transactions, chargebacks and issues which may result from this choice. Quinnipiac University is not responsible for fees, loss of funds, chargebacks, theft or other issues which may arise from not collecting money through university-approved systems and processes.

## General Policy Statement for Student Organizations

### Marketing/Advertising/Privacy Rights

- Student organizations wishing to promote their group or an event must gain approval from the Department of Campus Life.
  - Quarter sheets, fliers, posters and banners can be submitted for approval in the Student Organization Suite (SC-216) or at the Rocky Top Information Desk. A student employee will post the materials on/in the designated bulletin boards/locations. The Office of Residential Life must approve fliers, posters and/or banners to be posted in the residential living area.
  - Quarter sheets will be displayed on tables in the dining hall of the student center they were approved in.
  - Banners may be hung in the Carl Hansen Student Center, second floor railings of the East Dining wing, overlooking the cafe; or in the Rocky Top Student Center, third floor, overlooking the information booth and main entrance. Banners will not be posted in any other area of the student centers.
  - Quarter sheets, fliers, posters and banners must state the name of the sponsoring organization.
  - Approved quarter sheets, fliers, posters and banners will be displayed for two weeks leading up to the event.
  - No more than four fliers or posters may be posted at one time in the Carl Hansen Student Center, and two in the Rocky Top Student Center. Only one banner can be hung in each of the student centers. No more than 75 quarter sheets will be displayed in the Mount Carmel dining hall and 25 in the Rocky Top dining hall.
  - The maximum size for a quarter sheet is 4 inches by 6 inches. The maximum size for a flier or poster is 18 inches by 24 inches. The maximum size for a banner is 6 feet by 4 feet.
  - Organizations must gain approval from the Department of Campus Life to distribute any other type of marketing materials.
- The Department of Campus Life reserves the right to deny marketing materials/advertising including, but not limited to, those that promote:
  - The use of alcohol, drugs and/or tobacco products.
  - Off-campus housing.
  - Medical studies or medicines of any kind unless approved by Quinnipiac University.

- Non-Quinnipiac degree and/or certificate programs of study.
- Violations of any local, state or federal laws, or university policies.
- The Department of Campus Life may choose to refuse advertising which may be considered libelous, defamatory, obscene, in poor taste, is demonstrably false, or otherwise conflicts with the values of Quinnipiac University.
- Student organizations wishing to purchase promotional items must adhere to the following process:
  - Before the creation of any type of promotional product or apparel that uses the Quinnipiac name or a university logo, an organization **MUST** submit a concept of design to the Department of Campus Life for review and approval. Upon approval, the organization may contact a vendor to draft a proof and provide a quote for the items they wish to purchase. *(It is the organization's responsibility to review the proof closely for spelling errors or design flaws.)* (If the organization is a fraternity or sorority, they can move forward at this point without the assistance of SGA.)
  - After the proof is reviewed and approved by the Department of Campus Life, the quote must be sent to the SGA vice president for finance for review. The vice president for finance will confirm that the organization has sufficient funds for the purchase. When the SGA vice president for finance has reviewed and approved the quote, the organization can contact the vendor to process the order.
  - Once the completed items are received, the organization is responsible for reviewing the order to make sure they have all the items, and that the product matches the proof that was provided.
  - All invoices should be submitted to the SGA vice president for finance for payment.
  - Promotional items purchased by organizations that do not follow this process may be subject to removal from use without reimbursement for associated costs.
- Requests to market in the Bobcat Bulletin email or on MyQ must be submitted via the Marketing Request form under "Forms" on the Department of Campus Life Do You QU page.
- Consistent with the university's obligation to protect students' privacy rights, student organizations shall not publish or broadcast any stories involving student disciplinary matters, either academic or non-academic, until the matter is fully adjudicated by the university or information is released by the university or information is made publicly available by town/state police.

## Do You QU

- Student organizations are required to update and maintain their Do You QU page on a regular basis.
  - Membership rosters must be reviewed monthly for changes. This includes keeping officer positions up to date, confirming new member requests, and moving old members to alumni or inactive status.
  - A current copy of the organization's constitution must be uploaded to the "Documents" page at all times.
  - All events must be registered through Do You QU for approval.

## Communication

- Student organization members are required to respond to requests and/or correspondence from university officials within 48 hours.



- Student organizations are encouraged to visit the Carl Hansen Student Center, suite 202, call 203-582-8673 or email studentorgs@qu.edu with any questions.

The Department of Campus Life may review all policies for exceptions, changes or updates at any time and where applicable.

## Procedure for Establishing a New Student Organization

For a student group to become a recognized organization, the Department of Campus Life must formally approve it.

The following parameters must be met to gain approval:

- The proposed organization must be demonstrably unique from current probationary or recognized student groups.
- A minimum of 5 undergraduate students are required to start the organization.
- Members must secure a faculty and/or staff member to serve as the organization's adviser.
- The purpose or actions of the club may not contradict university, state and/or federal policies and laws.
- Organizations may not be recognized if there is a predetermined amount of liability and risk associated with club activities.
- Membership of the proposed club cannot be limited based on race, gender identity, religion, nationality, sexual orientation, age, physical limitation, academic major or any other identity.
- Founding members should be in good standing per the Eligibility Requirements for Involvement (p. 25).
- Quinnipiac University will not recognize any clubs which involve gambling.
- The proposed organization must provide meaningful opportunities to enhance and develop leadership skills in members.

If the parameters are met, the organization seeking recognition must:

- Attend one new student organization information session held by appointment.
- Submit an application and final constitution on Do You QU.

Students or organizations seeking to open or re-open a chapter of a social fraternity or sorority do not need to complete the above steps to begin their process. Rather, they should refer to the Policy on Expansion/Extension for the process required to begin a fraternity or sorority at Quinnipiac and follow the steps listed therein. For more information, please contact the Office of Fraternity and Sorority Life.

A new organization will be recognized on a probationary period for one year, while it is in its formative state. This status carries with it the obligation on the part of the organization to abide by the rules and regulations of Quinnipiac University. Recognition, therefore, is contingent upon complying with and following the rules and regulations of Quinnipiac University and evidence of satisfactory financial status.

Once approved, the group will be added to the university's list of student organizations, will be given a campus mailbox, and may reserve space for meetings and/or events. Additionally, the organization will receive training and support from the Department of Campus Life. The Campus Life staff does not supplant the faculty and/or staff adviser(s); rather acts as an additional means for support.

After the organization receives probationary approval, the group should set a date and reserve space for an informational meeting. Topics to be covered in this meeting should include officer selection, group goals and additional membership recruitment efforts.

At the end of the provisional year, the membership, progress and activities of the organization will be reviewed. If the club has been active throughout the provisional year and maintained membership, the group will officially be recognized. At this time, the organization may approach the Student Government Association about being chartered.

The Department of Campus Life, as the principal authority on undergraduate student organization recognition, may choose to deny or revoke probationary or full recognition at any time, for any reason deemed necessary by its staff. The Student Government Association, however, may choose to withdraw chartered status through their policies and procedures, but the organization may still continue to be recognized. Organizations desiring to discontinue their association and suspend operation with Quinnipiac University may do so by submitting a written statement to studentorgs@qu.edu.

## Chartered Student Organization

An organization must be approved through the Department of Campus Life for at least one year before the Student Government Association (SGA) can charter it. Once formally recognized, an organization may choose to bring a completed constitution and official recognition letter to SGA's vice president for inclusion to begin the chartering process. The documents will be reviewed by the inclusion, diversity & engagement committee, which will then make a recommendation whether a charter should be granted by SGA. For more information about this process, please contact the Department of Campus Life. [Fraternities and sororities are not eligible to be chartered by SGA.](#)

## Inactive Student Organization

Failure to meet the student organization requirements could result in a student organization being placed on inactive status. In such instances, the student organization will forfeit probationary or recognition status.

Students who wish to re-establish an inactive student organization (except fraternities and sororities) must follow the procedures for establishing a new student organization and submit a reviewed/ revised constitution, a list of five members, and a written statement from a faculty/staff member indicating a willingness to serve as the adviser to studentorgs@qu.edu. Upon the review of materials to ensure compliance with the student organization requirements, the group will be reinstated. Inactive fraternities and sororities must work with the Office of Fraternity & Sorority Life to complete their reactivation process.

## Adviser Expectations

Each student organization is required to have a faculty/staff adviser who is employed by Quinnipiac who serves as a resource between the university and the organization beyond the Department of Campus Life. The role of the faculty/staff adviser is to:

- Develop future leaders and prepare students for a global community.
- Serve as a university resource for the organization and its officers, providing insight, guidance and/or connection to different campus and university resources.
- Assist the organization with adherence to university policy.
- Commit time to develop a rapport with leadership and general members of the student organization.

- Keep the Department of Campus Life apprised of any issues, concerns, liability or risk that may arise with their organization.
- Work with organization leadership to develop goals for the semester and academic year.
- Actively participate in adviser training, development and learning opportunities provided by the Department of Campus Life.
- Attend organizational and executive board meetings, as well as any events sponsored by the organization as appropriate.
- Be knowledgeable about all University policies and procedures relating to organizations including the Student Handbook, Student Organization Handbook, Risk Management Policy and other key institutional processes.
- Advise and support students traveling on organizational off-campus events through participating as their trip adviser or helping identify an alternative on-site adviser in their absence.
- Respond to all questions and requests for help in a timely manner.
- Serve as a positive guiding role model in communication and interactions with students while building a strong rapport and foundation of trust.

Specific organizational expectations should be outlined in the organization's constitution. Advisers may not consume or be under the influence of illegal substances at any organization event.

## Student Organizations

Visit Do You QU (<https://qu.campuslabs.com/engage/>) for a full list of student organizations.

## Fraternity & Sorority Life

The Office of Fraternity & Sorority Life is committed to providing fraternity and sorority members with the resources, experiences and hands-on support which allow students to develop as responsible members of society, now and for years to come. For more information email [fslife@qu.edu](mailto:fslife@qu.edu).

The Quinnipiac University fraternity and sorority community is guided by Four Pillars that communicate a shared commitment to the following:

- Leadership through strength of character
- Growth through intellectual excellence
- Service through civic engagement
- Community through diversity and inclusion

The Four Pillars integrate the overarching principles on which fraternities and sororities were founded; guide the actions of councils, chapters and individual members; and provide a framework for events, activities and programs for the Quinnipiac University fraternity and sorority community.

## Sorority Life

### National Panhellenic Conference Sororities

- Alpha Chi Omega
- Alpha Delta Pi
- Chi Omega
- Delta Delta Delta
- Gamma Phi Beta

- Kappa Alpha Theta
- Kappa Delta
- Phi Sigma Sigma
- Pi Beta Phi

## Culturally Based Sororities

- Alpha Kappa Alpha Sorority, Inc.
- Chi Upsilon Sigma National Latin Sorority, Inc.
- Sigma Gamma Rho Sorority, Inc.
- Zeta Phi Beta Sorority, Inc.

## Governance of Sororities

The Quinnipiac Panhellenic Council (QPC) governs the sorority community. The QPC executive board is composed of eight executive board members who are elected by the member sororities. The executive board positions include:

- President
- Executive Vice President
- Vice President of Recruitment
- Vice President of Finance & Fundraising
- Vice President of Community Relations
- Vice President of Communications
- Vice President of Sorority Education
- Vice President of Panhellenic Programming

The QPC executive board, Panhellenic delegates, chapter presidents and interested general members meet twice a month to discuss important topics and initiatives, community updates and upcoming programs.

## Joining a Sorority

All National Panhellenic Conference (NPC) sororities participate in Panhellenic Formal Recruitment at Quinnipiac University. Organized and facilitated by the Quinnipiac Panhellenic Council, Panhellenic Formal Recruitment takes place over Labor Day weekend. The formal recruitment process is the primary way to join an NPC sorority, however some chapters may choose to hold informal recruitment at other times throughout the academic year if they have vacancies in membership. For questions related to Panhellenic recruitment, please contact the vice president of recruitment at [Panhellenic.Council@qu.edu](mailto:Panhellenic.Council@qu.edu) or follow the Panhellenic Council on social media.

While culturally based sororities participate in Panhellenic Council meetings, programs and events and the recruitment processes are unique for these chapters. Those who are interested in joining these chapters should go to the organization Do You QU (<https://qu.campuslabs.com/engage/>) pages to contact chapter leadership.

## Fraternity Life

### Fraternities

- Alpha Sigma Phi
- Beta Theta Pi
- Delta Chi
- Lambda Theta Phi Latin Fraternity, Inc.



- Pi Kappa Phi
- Zeta Beta Tau

## Governance of Fraternities

The Interfraternity Council (IFC) governs the fraternity community. The purpose of the IFC is to support and advocate for the fraternity community, while providing meaningful programs and learning experiences for fraternity members. The IFC is composed of nine executive board members who are elected by the fraternities at Quinnipiac. The executive board positions include:

- President
- Executive Vice President
- Vice President for Fraternal Standards
- Vice President for Fraternal Education
- Vice President for Diversity, Equity and Inclusion
- Vice President for Programming
- Vice President for Recruitment and Philanthropy
- Vice President for Public Relations
- Vice President for Finance

The IFC executive board, chapter representatives, presidents and general fraternity membership meet twice a month to discuss important topics and initiatives, community updates, and upcoming programs.

## Joining a Fraternity

Men interested in joining a fraternity seek membership during any semester in the academic year. Both the Interfraternity Council (IFC) and men's chapters hold various events and meetings throughout the year to meet potential new members, as well as to provide information about the fraternity experience at Quinnipiac University. Contact IFC on social media or at [ifc@qu.edu](mailto:ifc@qu.edu) with questions related to fraternity life or recruitment.

While culturally based fraternities participate in IFC meetings, programs and events, the recruitment process is different than the other fraternities'. Those who are interested in joining these chapters should go to the organization's Do You QU (<https://qu.campuslabs.com/engage/>) page to contact chapter leadership.

## Signature Programs and Additional Involvement

### FOUNDATIONS: New Member Experience

FOUNDATIONS, a mandatory program designed specifically for new members based on the Four Pillars, exists to equip all new members with the essential information, knowledge and skills for personal success during the new member semester and beyond. Trained fraternity and sorority peer mentors facilitate the FOUNDATIONS curriculum each year.

### Greek Leadership Series

Throughout the year, members of fraternities and sororities are offered opportunities to attend additional training to strengthen their leadership and organizational management skills. Programs offered as a part of the Greek Leadership Series can range from career-oriented events about personal branding to in-depth discussions about the role of race, diversity and identity on campus. These programs develop the leaders, thinkers and responsible professionals of the future and specific programs

offered each year are tailored to address the evolving needs of Quinnipiac students.

## Council Officers Training

To help student leaders serving on the Interfraternity and Panhellenic Councils prepare for their roles and to positively impact their community, the Office of Fraternity & Sorority Life provides them with various interactive training. The Council Officers Training program allow students to identify their personal strengths and leadership styles, build relationships with other council members and gain a better understanding of the role they would play during their term. Each officer creates an action plan for the semester, identifying goals for their term.

## Officer Training Academy

The Office of Fraternity & Sorority Life is committed to providing both leadership and practical skills-based training to all elected leaders of the chapters and governing councils. At the beginning of the calendar year, chapter and council officers are required to attend a comprehensive leadership conference that explores topics such as policies and procedures, maximizing membership involvement, organizational branding, accountability techniques, advanced leadership skills and more. OFSL staff, university faculty and administrators, fraternity/sorority alumni and industry experts develop and facilitate workshops and presentations.

## Social Event Manager Training

The Office of Fraternity & Sorority Life offers Social Event Manager Training several times each semester. This comprehensive workshop provides training to event coordinators and social event managers for events involving alcohol and equips participants with the knowledge and skills to create a safe and responsible environment for members and their guests. All students serving as a social event manager at an event involving alcohol are required to attend training prior to serving. Participants increase their skills in risk assessment, event management, alcohol education and bystander response.

## Order of Omega

The Order of Omega is a national honor society that recognizes junior and senior members of the fraternity and sorority community. The fraternity men and sorority women in the Order of Omega have achieved a GPA at or above the all-fraternity/sorority average and have exemplified high standards of leadership, scholarship, service and community engagement. Membership is open each semester by application process and new members are chosen by their peers. Students invited to join must accept their invitation and pay membership fees in full to be initiated.

## Rho Lambda

Rho Lambda is a national honor society, the purpose of which is to honor those members within the sorority community who have exhibited the highest qualities of leadership and service to their Greek community and their sorority. Membership is open via nomination process to active junior and senior sorority members who have earned a 2.5 cumulative GPA or higher, have been initiated into their organization for at least two semesters, and have furthered the ideals and principles of the Greek community throughout their years of sorority affiliation. Students invited to join must accept their invitation and pay membership fees in full to be initiated.

## Gamma Sigma Alpha

Gamma Sigma Alpha is a national honor society that recognizes fraternity/sorority members for academic excellence. Membership is open to junior and senior fraternity/sorority members who have earned a 3.5 cumulative GPA or higher. Students meeting the criteria are emailed each semester and must accept their invitation to join and pay membership fees in full to be initiated.

## Greek Week

Greek Week is an interactive week of programming held each spring that highlights the Four Pillars of the fraternity and sorority community. Greek Week is led by co-chairs from each governing council who plan, design and execute all Greek Week programs under the advisement of the Office of Fraternity & Sorority Life.

## Awards and Recognition

The Fraternity & Sorority Life Awards recognize individuals and organizations that align with the Quinnipiac FSL community's Four Pillars and QU Essential Learning Outcomes. The goal is to recognize organizations and individuals for being positive change agents within the FSL and Quinnipiac University communities. The Fraternity & Sorority Life Awards are chosen based on information provided in the monthly chapter reports, an analysis of all registered meetings, events and programs sponsored or co-sponsored by the chapter, accreditation program trackers as well as through nominations.

## Fraternity and Sorority Life Policies

Social fraternities and sororities exist at Quinnipiac University as recognized student organizations and are expected to uphold all policies and procedures for recognized student organizations except where explicitly stated. Quinnipiac University reserves the right to address, through the Student Code of Conduct or Student Organization Conduct processes, behavior or incidents by individuals or organizations which occur on or off campus that violate policies, procedures, expectations or requirements, or that may endanger the health, safety and welfare of others and/or adversely affect the university and/or the pursuit of its objectives.

## Policy on Risk Management

The Quinnipiac University Student Organization Risk Management Policy exists to encourage safety and provide risk management standards for all student organizations including fraternities, sororities and governing councils. This policy addresses alcohol and drugs; hazing; discrimination, harassment and abuse; and fire, health and safety.

## Policy on Extension of Membership, Education Process and Initiation

Fraternities and sororities, whether existing or new, may only extend invitations for membership (sometimes called "bids") during the academic year when fall or spring semester classes are in session. All new member activities, events or programs cannot exceed eight weeks and must take place during the academic year when fall or spring semester classes are in session. Additionally, chapters must initiate new members within the same semester that the invitation/bid was extended and accepted. Exceptions are made for initiation in the next semester only where explicitly stated in inter/national governing documents or with a letter from the inter/national organization. Even in these cases, the

entire new member education process must be completed the semester membership is offered and accepted.

## Policy on Recognition Requirements

To maintain good standing as a fraternity or sorority at Quinnipiac University, in addition to any requirements for recognized student organizations, all new chapters and existing chapters must:

- maintain at least 5 active undergraduate members at all times, except when granted written approval from the Department of Campus Life
- maintain a current roster on file with the Office of Fraternity & Sorority Life that includes first, middle and last name; date/semester joined; and officer/leadership positions for all members of the organization at all times
- notify the Office of Fraternity & Sorority Life when any member of the organization is added, removed, drops from the new member process, becomes an initiated member, becomes inactive, transfers out of QU, resigns membership or takes early alumni/ae status within the amount of time specified at their accreditation level, not to exceed 5 business days, using the Change of Membership Form located on Do You QU
- notify the Office of Fraternity & Sorority Life via email of any changes in officer positions within 2 days of a change
- submit New Member/Intake programs to the Office of Fraternity & Sorority Life by the first day of classes each semester (including written approval by an inter/national headquarters approved chapter adviser)
- affiliate and maintain membership as a full or associate member of an existing governing council within one semester of university recognition and meet any requirements and expectations set forth by the respective governing council
- attend activities, events and meetings as required by the Office of Fraternity & Sorority Life

## Policy on Expansion/Extension

Fraternities and sororities, like any student organization at Quinnipiac University, may not be present or assemble without written approval from Campus Life. Students or organizations interested in starting a new chapter or reopening a previously recognized chapter at Quinnipiac University must meet the following requirements and criteria to be considered for recognition:

- Organization must be an inter/national social fraternity or sorority (not academic or honorary) and have a valid insurance policy that is accessible upon request.
  - Local fraternities or sororities are not permitted at Quinnipiac University.
- Organization must be a member of/affiliated with a national umbrella organization such as NIC, NPC, NMGC, NALFO, NAPA, NPHC, etc.
  - Fraternities and sororities not holding membership in or affiliated with one of these organizations may be considered at the discretion of the Department of Campus Life.
- Quinnipiac strongly encourages organizations to charter Quinnipiac-only chapters when possible.
  - Quinnipiac University may recognize citywide or metropolitan chapters by written permission from the Office of Campus Life.

If all aforementioned qualifications are met, students or organizations should contact the Office of Fraternity & Sorority Life to discuss the

process and state of the community, and provide, in full, all information requested below to [fslife@qu.edu](mailto:fslife@qu.edu) for review.

- general information about the organization
- clear information on how the organization would benefit the greater Quinnipiac University and fraternity/sorority communities through directly supporting and aligning with the Quinnipiac University Strategic Plan and, specifically, advancing the Essential Learning Outcomes
- all inter/national standards, policies and member expectations
- overview of initial recruitment/intake process including support provided for establishing chapters
- chartering requirements
- new member education/membership education program
- written agreement with all terms, policies and procedures of Quinnipiac University and the Quinnipiac University Student Handbook

All student interest groups and/or inter/national organizations must adhere to and participate in any expansion/extension process as required by the respective fraternity or sorority governing council, where applicable, or the Office of Fraternity & Sorority Life. These requirements may be adjusted at any point to ensure that requested information aligns with university mission and vision, as well as fraternity and sorority community needs.

## Recreation

### Recreation

Quinnipiac University Recreation encompasses a variety of activities and locations, including: club sports, intramural sports, an eSports lab, three fitness centers, aerobic classes, open recreation and special events on all three campuses. Recreation also serves as one of the larger employers of undergraduate students on campus. Positions are available as intramural staff members and fitness center attendants.

### Club Sports

The university recognizes 21 club sport teams. They compete against other universities without the time commitment of an NCAA Division I team.

Teams are student-led and allow for leadership opportunities through elected positions including president, vice president and treasurer.

Each team typically announces its tryout process before or at the Quinnipiac Involvement Fair each fall.

For more information on sports offered and contact info, please visit the Club Sports Page (<https://www.qu.edu/student-life/athletics-and-recreation/club-sports/>) on qu.edu.

### Intramural Sports Program

The Quinnipiac intramural sports program offers a variety of sports activities in both competitive and recreational settings. Participants create their own teams, select their level of competition and vie for coveted championship T-shirts. Nearly 75 percent of the student body participates in one or more intramural activities.

Create an account on IM Leagues (<http://www.imleagues.com/quinnipiac/>) to:

- View the sport leagues and tournaments offered
- Review league rules, deadlines and details
- Create a team or join a team

Intramural offerings include:

- Basketball (5-on-5 and 3-on-3)
- Dodgeball
- Football
- Ice Hockey
- Soccer
- Tennis (singles & doubles)
- Ultimate Frisbee
- Volleyball
- Open skate
- Badminton
- Pickleball
- Lawn Games
- Virtual Challenges
- Dodgeball

For more information about intramural sports, visit the Campus Recreation MyQ page (<https://myq.quinnipiac.edu/Student%20Life/CampusRecreation/Pages/default.aspx>).

### Fitness Classes and Programs

Campus Recreation offers a full schedule of free lunchtime and evening activities taught by certified student instructors. Activities include a variety of the latest trends including: Spinning®, Barre, Ugifit®, Boot Camp, Zumba®, Yoga and Pilates.

Classes usually begin during the second week of the fall and spring semesters. Classes are not scheduled during summer. The schedule is available to the Quinnipiac community via MyQ, on IMLeagues.com (<http://www.imleagues.com/>) as well as at the Fitness Centers.

For more information about fitness and aerobics classes, visit the Quinnipiac Recreation Website (<https://www.qu.edu/student-life/athletics-and-recreation/fitness-and-recreation/>).

### Open Recreation

“Open Rec” hours are scheduled in both the Recreation Center and the dance studios on Mount Carmel Campus. Quinnipiac community members are encouraged to play basketball, volleyball and other games at the Recreation Center or use the mirrored dance studios to rehearse. Hours for these spaces are the same as for the fitness centers with daily schedules of previously reserved times posted at the doors.

## Fitness Center Policies and Procedures

### Policies applicable to the Mount Carmel and York Hill facilities

- No one will be admitted without a validated Quinnipiac ID. (A card is validated upon completion of the online waiver.)

- Cards must be tapped on the QCard reader at each facility to gain entry. Failure to bring your QCard will result in being denied entry to the facility.
- Appropriate workout clothing is required; closed toe athletic shoes, athletic style bottoms with no buttons or zippers, tops that cover the full torso and midriff; the fitness center staff reserves the right to render final judgement on if something complies with the dress code posted at all facilities.
- Fitness Center staff members are available to assist with fitness equipment needs and maintain a safe and sanitary environment for all patrons—however, they are not personal trainers.
- Users are responsible for wiping down equipment thoroughly after use; paper towels and cleanser as well as gym wipes are available in each corner in the Fitness Center and in each Cardio Corner of the track.
- All dumbbells and plates should be returned to their original location after use.
- The use of chalk is prohibited.
- Weight clamps/clips are required for all barbell lifts and can be loaned out in exchange for a QCard at the front desk.
- Food and/or beverages are not permitted in any part of the Recreation Center; water fountains are located within or near every recreation area.
- Cardio equipment is used on a first-come, first-served basis and is limited to 30 minutes per piece during peak times.
- Use of the facility is at your own risk. Users should request help if they are unfamiliar with the equipment.
- Any injury or facility/equipment irregularity should be reported immediately to the staff member on duty. Injured parties must report to the Health Center.

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

### Mount Carmel & York Hill Campus Hours

Monday-Friday: 7 a.m. – 10 p.m.

Saturday: 9 a.m. – 7 p.m.

Sunday: 9 a.m. – 10 p.m.

### North Haven Fitness Center policies

- Tap your QCard as you enter and leave the space. If you do not have your QCard you cannot use the facility until you retrieve it.
- This facility is UNSTAFFED. Consult a healthcare professional before beginning any workout regimen.
- Report any issues or broken equipment to the Recreation department via DM'ing our Instagram (@qu\_fitness) or emailing john.somers@qu.edu
- Clean all equipment before and after each use to maintain a clean and sanitary environment for all who wish to use the facility.
- Only QU students, faculty & staff are allowed to use the facility. NO guests are allowed to use the North Haven fitness center.
- Violation of any policies may result in your access to the facility being revoked at the discretion of Quinnipiac Recreation.

### North Haven Campus Hours

Monday-Friday: 9 a.m. – 5 p.m.

Saturday-Sunday: CLOSED

Hours may change on university holidays and snow days. Check MyQ and Instagram (@qu\_fitness) for updates.

### Guest Policy

All guests must have a photo ID and complete a waiver/consent form and an information card during their first visit. These forms are available at the Fitness Center reception desk. Each host is permitted one guest at a time who must be 18 years or older. The host must sign a waiver form, always remain with their guest and assume responsibility for the actions of that guest. Faculty and staff are not permitted to have guests in the Fitness Center. Family members (spouses, children) are not permitted to use the center.

### Locks/Lockers

Locks may be signed out at the reception desk for daily use upon presentation of the QCard. Men's locker rooms are located across from the Fitness Center; women's locker rooms are upstairs opposite the dance studios.

For long-term locks, please email john.somers@qu.edu (john.somers@quinnipiac.edu)

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

The Office of Recreation may review all policies for exceptions, changes or updates at any time and where applicable.

## Residential Life

### Office of Residential Life

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

The Office of Residential Life has two convenient locations for students. The Mount Carmel Campus office is located in the Student Affairs Center on Bobcat Way. The telephone number is 203-582-8666. The York Hill Campus office is located on the fourth floor of the Rocky Top Student Center. The telephone number is 203-582-3615.

### University-Owned Housing

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

Quinnipiac housing is guaranteed for three years for incoming first-year students. Approximately 4,000 students live in university housing, which includes traditional residence halls, suites, apartments and off-campus houses.

First-year students are offered a variety of living options: Irma and Dana are traditional residence halls with two to three people to a room and a community bathroom; Ledges and Commons quad-style rooms will be occupied by no more than 2-3 people to a room with a community



bathroom; Mountainview, Larson, Perlroth and Troup are suite-style residence halls consisting of four double-occupancy rooms and a suite bathroom.

Sophomores choose between suite-style housing offered in the Village or apartments in the Hill, the Complex (Founders, Sahlin and Bakke) and the Crescent. The units in Founders, Sahlin and Bakke feature one double-occupancy bedroom and two single-occupancy bedrooms. Sophomores and juniors may also live on the York Hill Campus in apartment-style housing offered in the Crescent.

Juniors and seniors may select from available apartment-style housing in the Crescent, Townhouses, Westview or off campus at Whitney Village. Apartments provide one to four bedrooms, a furnished living room, an oversized bathroom and a kitchen.

Seniors and some juniors may also select from available apartment-style housing at Eastview and university-owned houses. Many of the bedrooms in senior housing are singles. Students living in university-owned houses are minutes away from the Mount Carmel and York Hill Campuses.

Graduate housing is available on a first-come, first-served basis. Students have single bedrooms in the Crescent, Whitney Village or our university-owned houses and apartments.

## General Information

### Making Yourself at Home

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

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

### Eligibility to Reside on Campus

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

### Three-Year Housing Requirement and Exception Process

Quinnipiac University wants students to engage in the full experience of living on campus to maximize their personal and professional development. As part of that experience, all full-time undergraduate students enrolling in the fall or spring are required to live in QU housing for their first three years (until the end of their sixth academic semester, not including summer or winter terms).

Registration as a full-time student at the university during any fall or spring academic term constitutes acceptance of the housing requirement and will result in a housing assignment and charge, unless

the student has requested and been approved for release from the housing requirement by the Office of Residential Life.

We want to make a Quinnipiac experience accessible to all students and will be considerate of individual circumstances as it relates to this housing requirement. Requests for release from the housing requirement will be considered in limited circumstances such as the following:

- Students who are married (including civil union or domestic partnership)
- Students who have dependents
- Students who are 24 years of age or older, as of September 1 of the academic year
- Veterans
- Students who are participating in a university-approved academic experience, such as study abroad
- Documented hardship/family health condition
- Students who live within a 25-mile drive of campus at their permanent legal residence (home address) with a parent, legal guardian or sibling or will be living with an immediate family member (parent, grandparent, sibling) who is over the age of 25 at their permanent legal address

Please know, the university reserves unfettered right to make changes to this approach at any time based on world issues.

### Statement of Responsibility

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

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

### Work Request Systems

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

### QCard and Key Procedures

Students use their QCard to gain access to their hall and room. Students' QCards are activated at the start of the academic year and remain active when the residence halls are officially open. Students should be aware that their cards will not be active to access their hall or room during vacation/break periods. If you lose your QCard, you must go to the QCard Office, located at the Technology Support Help Desk in the library, during



business hours to obtain a new QCard. Students will be charged the current fee for replacing lost, stolen or damaged cards or keys. Students must carry their QCard with them at all times.

## Lockouts

In the event you find yourself locked out of your building or room, contact the Office of Residential Life. After hours, you should contact the RA in central duty on your appropriate campus:

Mount Carmel Campus: 203-582-8622

York Hill Campus: 203-582-8291

Each resident student will be permitted two lockouts per academic year. The Office of Residential Life reserves the right to charge \$25 for each additional lockout.

## Roommates

One of the most important experiences you have in college involves your relationship with your roommate(s). Incoming students can select one roommate when signing up for housing or they will be matched with a roommate according to the information provided in a lifestyle survey. Returning sophomores, juniors, and seniors have the opportunity to choose their own roommate(s). All first-year residents will be required to complete a room and/or suite contract within the first three weeks of the fall semester. Successful group living is built upon mutual respect and respect for the rights of the individual. Disruptions among roommates are handled by the residential life staff and may result in student conduct action or a new room assignment. These decisions are made at the discretion of the director of residential life or designee.

## Room Selection

Room selection is done through a lottery process in the spring semester (fall semester for rising juniors and seniors). Information and materials regarding this process will be distributed to all resident students in advance. Students participating in the process must have paid their housing reservation fee and complete the housing contract on time to return to the residence halls. Students studying abroad for a semester are eligible to live in housing upon their return. Residential Life cannot hold a room during the fall semester or reserve a space for an entire year.

## Room Change Procedure

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

## Vacant Spaces

Students must ensure that vacant spaces in their assigned room are clean and ready for new residents. Once a student is assigned to a vacancy, they may begin moving within a few hours. It is imperative that available spaces are in move-in condition. Move-in condition means that the furniture is in its original configuration. Available beds, wardrobes, desks and chairs must be free of any belongings, and in suites or apartments, located in their assigned bedrooms.

If a student visits your room or contacts you about moving into a vacancy in your room, it is expected that you will be welcoming and kind. Unless you are assigned to a designated single room, any vacancies can be filled by the Office of Residential Life at any time.

## Medical Accommodations

Students who request housing accommodations must complete a housing accommodations form that is available online on MyHousing. Individual student requests will be reviewed by staff members in the Office of Student Accessibility. Questions may be directed to the office at 203-582-7600. New students requesting accommodations must complete paperwork by July 1; returning students need to submit paperwork by March 1.

## Residence Area Closing

The residential areas shut down over vacation and recess periods. With the exception of those who are approved to remain on campus, students must vacate the residential areas. All unauthorized students who do not vacate the residential areas by the designated time are subject to immediate removal, possible fine and disciplinary action. The Office of Residential Life reserves the right to charge students who arrive early or stay late during break periods.

## Financial Matters

### Housing Policy/Room Reservation Fee

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

### Withdrawal and Refund Policy

Housing contracts are for the full academic year, both fall and spring semesters, and exclude all vacation periods including Thanksgiving, Winter and Spring breaks. Room and board charges are billed by the semester. Enrolled students may cancel their housing contract for any reason and without paying an additional fee within 30 days of the date the student signs the contract, and no later than August 1 for students who sign their contract after July 1.

Enrolled students who select housing and are registered will be financially responsible if notice of cancellation is not received within 30 days of signing the contract. Students who are removed from the residence halls for disciplinary reasons will remain financially obligated.

This contract and associated financial obligations will terminate automatically in the case of non-enrollment, authorized withdrawal, academic suspension, participation in study abroad or other approved academic experience, and/or graduation.

For further information, refer to the Withdrawal and Refund Policies (<https://www.qu.edu/paying-for-college/managing-student-finances/policy-information/withdrawal-and-refund-policies/>) on the university's web page.

# Residence Hall Staff and Organizations

## Resident Assistants

Resident assistants serve as paraprofessional staff members in the Office of Residential Life. These 90+ student leaders develop a sense of community among residents and assist students with their personal, interpersonal and academic development.

## Residence Hall Directors

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

## Residence Hall Association

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

## Area Councils

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

## National Residence Hall Honorary

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

## Rho Alpha Sigma

Rho Alpha Sigma, part of a national organization, exists to recognize the outstanding efforts of resident assistants and community assistants, and to provide service back to the Quinnipiac community. Membership in this organization at Quinnipiac is limited to the top 10 percent of the paraprofessional staff.

## Residential Life Policies

### Residential Life Policies

- **Roommates' Rights**—For the purposes of this handbook, a roommate is defined as an individual who resides within the same room, suite, apartment or house. Disruption or interference with a roommate's right to study, sleep, live in a clean, secure environment and/or have full access to one's own room is prohibited. Each member living in a particular housing unit is responsible for ensuring that Quinnipiac University policies are followed by all of the residents and their guests and/or visitors.
- **Personal Belongings**—The university is not responsible for students' personal belongings. Personal items must be removed when a student moves out of university housing for any reason, including leaves of absence, withdrawal from university housing, withdrawal

from the university or at the conclusion of the housing contract term. Items left behind will be discarded.

- **Playing Sports**—The use of any sporting equipment in the hallways, common areas, individual rooms or courtyards is prohibited.
- **Pets, Service and Support Animals**—Pets, other than fish contained in a tank no larger than 10 gallons, are prohibited in the residential areas. Students requiring service or emotional support animals must complete the medical accommodation form when applying for housing and submit necessary information to the Office of Student Accessibility. Please refer to the Animals on Campus Policy (p. 66) for additional information.
- **Health and Safety**—Resident students assume responsibility for the use and general care of their living space and its furnishings. Members of the Residential Life staff and Facilities staff inspect all rooms on a regular basis, including during each vacation period, for health, safety, damage, fire code and security reasons. Violations may result in a monetary fine and/or disciplinary action. **Any prohibited items that are found will be confiscated and not returned.**
- **Maximum Occupancy**—The maximum number of people permitted to occupy any individual room, suite or apartment at any one time may not exceed twice the number of residents of that living unit +1, except where designated in certain QU-owned houses.
- **Administrative Moves**—An administrative move may occur when there is not an immediate resolution in a roommate dispute, there is behavior that is disrupting the room, or a concern is being addressed or is under investigation. The director of residential life or their designee will determine when an administrative move is necessary, how long it will last and how many members of the living unit will be moved.

## Routine Inspection

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

- pictures, posters and other decorations improperly hung on the walls (only removable adhesive tape should be used)
- damage caused by nails, tacks, pins, screws, masking tape and/or scotch tape
- overloaded wastebaskets
- fire hazards (decorative door items may be placed only on the bulletin board)
- evidence of unauthorized animals
- condition and structure of university furniture
- missing university property
- damage or misuse of fire safety equipment
- evidence of vandalism
- violations of the student code of conduct

## Prohibited Items

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

- alcohol or drug paraphernalia
- bars and bar-like structures
- collections and/or displays of alcohol containers (including empty boxes, bottles, cans)
- fire pits
- air fryers, hot plates, waffle irons, panini presses, toasters, toaster ovens, coffee makers (except certain single-cup coffee makers)

without a hot plate), coil type burners and indoor grills. Students living at the Hill, Complex, Quinnipiac off-campus properties and the York Hill Campus are permitted to have toasters and coffee makers in the kitchen area only.

- non-university-approved air-conditioning units
- tapestries covering ceiling or light fixtures, ceiling fans or other items hanging from the ceilings
- overloaded electrical outlets
- candles, incense and other open-flame devices
- grill units and propane gas tanks
- space heaters
- fireworks, guns, weapons and explosives
- butane torches
- darts, dartboards and slingshots
- halogen lamps
- lava lamps
- decorative lights, string lights, strip lights or copper wire lights, unless they are UL-listed with an attached tag, have LED bulbs, and feature a built-in on/off switch as part of the strand or a remote. Rope lights with bulbs encased in plastic are permitted.
- personal refrigerators larger than 3.6 cubic feet
- pools and tent-like structures
- live Christmas trees
- smoke and fog machines
- flammable objects and/or substances
- tobacco and all tobacco-derived or containing products, including but not limited to cigarettes, electronic cigarettes and smoking devices, cigars and cigarillos, hookah smoked products, pipes and oral tobacco, or any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine other than for the purpose of cessation
- hookah pipes or equipment
- non-university-owned lofts
- hoverboard devices
- electronic/motorized skateboards
- **Painting**—Painting residence hall rooms and/or university-owned residences is prohibited.
- **Window Screens**—Removing screens from any window is prohibited.

## Quiet Hours

- All resident students and their guests and visitors must abide by the quiet hours that are in effect from Sunday–Thursday, 9 p.m. to 8 a.m., and Friday–Saturday, 12 a.m. (midnight) to 8 a.m.
- Courtesy hours are in effect at all times. Students are to respect the rights of others to read, study and sleep without interference, undue disturbance or unreasonable noise. Students living in university-owned or leased properties must be respectful of the greater community in which they live.
  - During the period of final exams, quiet hours are in effect 24 hours per day beginning at noon on the Friday before final exams. Exam hours are defined as 24-hour quiet hours during final exams.

## Housing Contract

Students are responsible for maintaining and abiding by their housing agreement. The housing agreement can be viewed on MyHousing.

## Student Conduct and Community Standards

- Student Code of Conduct (p. 39)
- Student Conduct Process (p. 42)
- Student Organization Conduct Process (p. 46)

## Student Code of Conduct

All Quinnipiac students are expected to know and abide by the policies, standards and expectations of Quinnipiac University. Any student reported to have violated this code will have their behavior addressed through the student conduct system. Any attempt, whether successful or not, to violate any policy, rule, regulation, or standard of Quinnipiac University will be considered the same as having violated the policy itself and will be addressed appropriately.

The university may respond to violations of its own policies whether or not legal proceedings are underway or forthcoming, and may use information from third-party sources, including but not limited to law enforcement agencies, the courts, and outside media to address student conduct concerns. Quinnipiac makes no attempt to shield members of the university community from the law, nor does it intervene in legal proceedings against a member of the community. These standards are announced in writing to give students general notice of the expectations of Quinnipiac University. These standards should be read broadly and are not designed to define all prohibited behaviors in exhaustive terms.

**The following behaviors are prohibited at Quinnipiac University:**

### 1. Alcohol

Students should review and are expected to abide by all applicable laws and Quinnipiac's Policy Statement on the Prevention of Alcohol Abuse and Other Drug Use or Abuse, as published in the Student Handbook, or otherwise distributed or published by Quinnipiac.

- a. Possession or consumption of alcohol if under the age of 21
- b. Distribution, transportation, giving/sharing, serving, and/or purchasing alcohol to or for any person under the age of 21
- c. Public intoxication or any other disruptive behavior resulting from the consumption of alcohol or drugs
- d. Common sources (e.g., kegs, beer balls, punch bowls, jungle juice, coolers, bars, etc. and/or other large quantities of alcohol)
- e. Large gatherings or events where alcohol is present
- f. Possession or use of alcohol paraphernalia, consumption devices, and/or games that promote consumption of alcohol (e.g., beer/water pong tables, flip cup, funnels, ice luges, shot skis, empty/decorative alcohol containers, etc.) Such items may be confiscated and not returned
- g. Possession or consumption of alcohol in public areas, except where designated, or at university events where alcohol is not served, regardless of age
- h. Selling alcohol without a license, or selling alcohol without university approval

### 2. Controlled Substances

Students should review and are expected to abide by all applicable laws and Quinnipiac's Policy Statement on the Prevention of Alcohol Abuse

and Other Drug Use or Abuse, as published in the Student Handbook, or otherwise distributed or published by Quinnipiac.

- a. Possession or use of illegal, harmful, and/or prohibited drugs or other controlled substances
- b. Manufacture, distribution, sharing, cultivation, storage, and/or sale of illegal, harmful, and/or prohibited drugs or other controlled substances
- c. Possession and/or use of drug paraphernalia
- d. Improper possession, misuse, distribution, sharing, storage, and/or sale of any medication

### 3. Civility and Respect

- a. Conduct that is disruptive to the university community, disturbs the peace, obstructs university objectives and/or operations, interferes with the rights and/or activities of others, and/or interferes with the performance and duties of university staff
- b. Failure to comply with the Good Neighbor Policy (<https://catalog.qu.edu/handbooks/undergraduate/university-policies/good-neighbor/>)
- c. Violation of Residential Life Quiet Hours Policy (<https://catalog.qu.edu/handbooks/undergraduate/residential-life/residence-hall-staff-organizations/residential-life-policies/>)
- d. Misconduct on the university shuttle and/or shuttle stop (including, but not limited to: damage, vandalism, verbal and/or physical abuse, and intoxication)

### 4. Complicity

Assisting another student, student organization or any other person in any violation(s) of the Student Code of Conduct either through act or omission. Students who are present in-person or virtually, or who are otherwise aware of a violation of the Student Code of Conduct may be held responsible, even if they are not directly involved in the violation itself.

### 5. Harassment, Abuse, Health and Safety

- a. Personal harassment, intimidation and/or verbal abuse, including hostile or profane words, actions or gestures directed at an individual or group
- b. Threatening or intimidating words or actions, including the threat to inflict physical or emotional harm, abuse, or injury to any person
- c. Acts of physical aggression, or actions that inflict physical harm, physical abuse, or injury to any person
- d. Non-physical or physical coercion
- e. Slandorous, false or malicious statement(s) about a person or defamation of character
- f. Endangerment of the health and safety of self and/or others
- g. Operating a motor vehicle while under the influence of any substance
- h. Failure to comply with university directives designed to limit the spread of, or exposure to contagions, including viruses, bacteria, fungi, parasites, etc.
- i. Photographing, recording, broadcasting, or livestreaming a person without their consent in a location where a person would reasonably expect privacy
- j. Failure to wear footwear in a university academic or administrative building, a food service or dining area, or in any other area as directed by university personnel. Footwear must cover the entire bottom of each foot and must have impermeable soles.

### 6. Discrimination, Discriminatory Harassment and Bias-Motivated Acts and Behavior

Any violation of the Quinnipiac University Discrimination, Discriminatory Harassment and Bias-Motivated Acts and Behavior Policy (<https://catalog.qu.edu/university-policies/harassment-discrimination-policy/>)

### 7. Gender-Based Discrimination and Harassment

Quinnipiac University is committed to providing an environment free from gender-based or sexual discrimination and misconduct. As reflected in the statement on jurisdiction, Quinnipiac reserves the right to address, through the Student Conduct Process, incidents that occur off campus that may endanger the health, safety and welfare of self or others and/or adversely affect the University and/or the pursuit of its objectives.

The university prohibits:

- a. Sexual harassment, as defined by the Title IX Policy (<http://catalog.qu.edu/university-policies/titleix-policy/>)
- b. Gender-based discriminatory harassment, as defined in the Discrimination, Discriminatory Harassment and Bias Motivated Acts and Behavior Policy (<https://catalog.qu.edu/university-policies/harassment-discrimination-policy/>)
- c. Sexual assault, as defined by the Title IX Policy
- d. Dating violence, as defined by the Title IX Policy
- e. Domestic violence, as defined by the Title IX Policy
- f. Stalking, as defined by the Title IX Policy
- g. Sexual exploitation, as defined within this policy

Under these policies, sexual exploitation is defined as a nonconsensual act or acts committed through exploitation of another person's sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or for the purpose of causing harm to another's reputation. Sexual exploitation includes but is not limited to:

- invasion of sexual privacy and voyeurism (in-person or through audio or video recording);
- knowingly transmitting a sexually transmitted infection;
- exposing of a person's body or genitals;
- involvement in the trafficking of another person for sexual purposes

Allegations containing any element of sex discrimination or sexual misconduct, including sexual exploitation or gender based discriminatory harassment, shall be investigated and adjudicated pursuant to the procedures outlined in the Title IX Policy.

Students who believe they have experienced or witnessed an incident of discrimination or harassment should immediately contact the Title IX coordinator:

Dennis Kwarteng

Title IX Coordinator

Department of Cultural and Global Engagement

275 Mount Carmel Avenue, CCE-180

Hamden, CT 06518

[dennis.kwarteng@qu.edu](mailto:dennis.kwarteng@qu.edu)

203-582-7327



## 8. Hazing

Any violation of the Quinnipiac University Policy Statement on Hazing (<https://catalog.qu.edu/handbooks/graduate/university-policies/policy-statement-hazing/>)

## 9. Property

- a. Unauthorized use, misuse, or possession of another's property or Quinnipiac property
- b. The theft of another's property or Quinnipiac property, or unauthorized possession of another's property or Quinnipiac property
- c. Damage, defacement, and/or vandalism to another's property or Quinnipiac property
- d. Tampering with locks and/or duplication or unauthorized use of Quinnipiac keys or access cards
- e. Propping or tampering with doors to prevent them from closing or locking
- f. Creating messes and littering on campus or any university-owned property
- g. Throwing, launching, or propelling objects
- h. Failure to report damage

## 10. Orders and Directions

- a. Failure to comply with reasonable directions of Quinnipiac officials (or someone acting in the name of Quinnipiac)
- b. Harassment, intimidation and/or verbal abuse of Quinnipiac officials (or someone acting in the name of Quinnipiac) acting within the scope of their duties
- c. Unauthorized entry into or use of Quinnipiac property, grounds, or buildings or attempting to gain entry into unauthorized areas, including the roofs of buildings, passing over or under fences or barriers, entering or exiting through windows, using campus ponds or streams for swimming, ice skating, etc., or using any university facilities or grounds in a manner inconsistent with their intended purpose
- d. Leaving the scene of an incident
- e. False 911 and/or campus emergency system calls both on and off campus
- f. Failure to provide a university QCard to university personnel (e.g., residence hall director, public safety officer, resident assistant, etc.) upon request

## 11. Misuse of Documents/Property

- a. Using or providing false information or identification to a Quinnipiac official (or to someone acting in the name of Quinnipiac)
- b. Forgery, alteration, distribution or unauthorized possession of Quinnipiac documents, records or instruments of identification
- c. Forgery, alteration, possession, manufacture or distribution of false identifications, documents or records
- d. Unauthorized use of Quinnipiac's name or logo or failure to use Quinnipiac's name or logo in a manner consistent with its designated objectives
- e. Any violation of the Quinnipiac University Computer and Information Resources Policy (<https://catalog.qu.edu/handbooks/undergraduate/university-policies/computer-information-resources/>)

## 12. Fire and Fire Protection Systems

- a. Tampering, damaging, removing or improper use of fire safety equipment (e.g. smoke detectors, fire extinguishers, exit signs, emergency exits, etc.)
- b. Causing a false fire alarm
- c. Failure to evacuate during fire alarm or emergency
- d. The setting of fires, arson or adding any material to any unauthorized fire

## 13. Firearms, Weapons and Explosives

- a. Possession, storage or use of firecrackers, fireworks, fire bombs, smoke bombs, fire starters, flammable fuels/fire accelerants or any explosive device
- b. Possession, transportation, storage or use of firearms, air guns, paint ball guns, BB guns, tasers, stun guns, fixed-blade knives/daggers of any length and/or any pocket/folding knife with a blade longer than 4", or any other weapon or weapon facsimile
- c. Bomb scares or threats, or any other false report likely to cause fear or terror
- d. Use of any object as a weapon or in a threatening, aggressive, or violent way

## 14. Misuse of University Funds

- a. Embezzlement or misuse of the funds of the university and/or its student organizations
- b. Forgery, falsification or alteration of student employee timesheets or misuse of any university payroll, budget, or financial system

## 15. Gambling

Gambling or being part of a gambling ring, bookmaking or any other illegal transactions

## 16. Smoking and Tobacco

Any violation of the Quinnipiac University Policy on Smoking and Tobacco (<https://catalog.qu.edu/handbooks/undergraduate/university-policies/smoking-tobacco/>)

## 17. Solicitation and Promotion

- a. The solicitation, promotion and/or sale of merchandise or services, and the solicitation/collection of donations (with or without products or services rendered) without university approval
- b. Posting or distributing solicitation materials in unauthorized areas

## 18. Residential Life

Any violation of the Quinnipiac University Residential Life Policies (p. 38)

## 19. Visitor and Guest Policy

Any violation of the Quinnipiac University Policy Statement on Visitors and Guests (<https://catalog.qu.edu/handbooks/undergraduate/university-policies/overnight-visitors-guests/>)

## 20. Federal, State and Local Laws

Any violation of federal, state and/or local laws resulting in criminal or civil sanctions, warrants, charges, or convictions, or any illegal conduct which adversely affects the community and/or the university and the pursuit of its objectives



## 21. Risk Management Policy

Any violation of the Quinnipiac University Policy Statement on Risk Management (<https://catalog.qu.edu/handbooks/undergraduate/student-organizations/student-organization-overview/student-organization-policies/>)

## 22. Student Organizations

Any violation of the Quinnipiac University General Policy Statement for Student Organizations (<https://catalog.qu.edu/handbooks/undergraduate/student-organizations/student-organization-overview/student-organization-policies/>)

## 23. Expressive Activities and Speech

Any violation of the Quinnipiac University Expressive Activities and Speech Policy (<https://catalog.qu.edu/handbooks/undergraduate/university-policies/expressive-activities/>)

## 24. Animals

Any violation of the Quinnipiac University Policy Statement on Animals (<https://catalog.qu.edu/handbooks/undergraduate/university-policies/animals/>)

## 25. Noise

Any violation of the Quinnipiac University Policy Statement on Noise (<https://catalog.qu.edu/handbooks/undergraduate/university-policies/noise/>)

## 26. Unmanned Aircraft Systems (UAS)/Drones

Any violation of the Quinnipiac University Unmanned Aircraft System (UAS)/Drone Policy (<https://catalog.qu.edu/handbooks/undergraduate/university-policies/unmanned-aircraft-system-drone-policy/>)

## 27. Abuse of the Student Conduct Process

- Providing false statements during conduct proceedings
- Harassment and/or intimidation of a conduct officer, witness, victim, or other involved party prior to, during and/or after a conduct proceeding, including any acts of retaliation
- Failure to participate in a university investigation
- Failure to fulfill the terms and conditions of university sanctions

# Student Conduct Process

## Student Conduct Process

The purpose of the Student Conduct Process at Quinnipiac University ("Quinnipiac" or "university") is to review potential violations of Quinnipiac policies and community standards. The legal responsibilities and liabilities of Quinnipiac reside with the Board of Trustees. The Board of Trustees vests in the president or their designee the authority to hear and resolve final appeals in any matter.

The Student Conduct Process should be an educational experience that fosters responsibility for individual actions and how those actions impact the community.

The Division of Student Affairs is responsible for managing the Student Conduct Process. The associate dean of student affairs is responsible for advising the chief experience officer and the vice president and dean of students on administration of the Student Conduct Process.

The vice president and dean of students or designee has the authority to immediately address serious violations of the university's Student Code of Conduct.

The Director of Student Conduct and Community Standards, whose office falls under the Division of Student Affairs, or a designated conduct officer reviews all other conduct cases. Students that are alleged to have violated the Student Code of Conduct will be apprised of the allegations and afforded the opportunity to participate in a conduct meeting. After a determination/decision has been made regarding the alleged violation(s), students may request an appeal so long as they (i) attended their original conduct meeting, (ii) have grounds for an appeal as stated in the Student Conduct Process, and (iii) submit the required documentation. At the end of the appeal, a final decision will be issued. The process is concluded after the final decision is rendered.

An officer of Quinnipiac or a duly authorized individual acting on behalf of Quinnipiac may take immediate interim action toward a person(s), if that person(s) is perceived to be a threat to their life, health or safety and/or that of others.

## Basic Policies and Principles

The Office of Student Conduct and Community Standards helps students and student organizations to make positive decisions, define their values, and demonstrate responsible behavior on and off campus.

The Quinnipiac community values inclusive excellence, and expects our members to exercise personal responsibility and community accountability. These policies and the accompanying conduct procedures are designed to ensure that the rights of community members are protected and to support the educational mission of the university.

## Advisers

A student accused of violating the Student Code of Conduct may have an adviser attend the conduct meeting and/or appeal meeting. A Quinnipiac faculty member or staff member (excluding any relative employed by the university) may attend the conduct meeting and/or appeal meeting in the role of an adviser. Advisers serve as a moral and emotional support for students during conduct and/or appeal meetings, and can assist them with their meeting preparation. Advisers are not permitted to advocate for a student or speak on their behalf during a conduct and/or appeal meeting. Any person who is a witness to or otherwise involved in the same student conduct matter cannot serve as adviser. Please note legal counsel/attorneys, and parents and/or family members are not permitted to participate in any conduct meeting or appeal meeting.

## Amendments

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

## Bias-Related Incidents

Quinnipiac University fosters respect for each individual by honoring the differences inherent among people. As a community of learners and scholars, we recognize and appreciate our common humanity. As such, bias-related violations of the Student Code of Conduct directed toward a person or group because of factors such as race, color, religion, gender, age, marital status, national origin, ancestry, alienage, physical or mental disability, sexual orientation, gender identity or expression, genetic information, veteran status or any other characteristic protected by law may be assessed enhanced sanctions. Additional information regarding

bias-related incidents can be found in the university's Discrimination, Discriminatory Harassment, and Bias-Motivated Acts and Behavior Policy.

## Fines and Restitution for Damages

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

While intentionally damaging the property of another person or entity is a violation of the Student Code of Conduct, the university will not assign, oversee, manage or assure restitution when the university is not a party.

The Division of Student Affairs reserves the right to assign monetary fines for violations of the Student Code of Conduct as appropriate.

## Identification

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

## Jurisdiction

The Student Code of Conduct shall apply to conduct that occurs on university-owned or leased property and at university-sponsored events. In addition, Quinnipiac reserves the right to address, through the Student Conduct Process, incidents that occur off campus that may endanger the health, safety and welfare of self or others and/or adversely affect the university and/or the pursuit of its objectives. Quinnipiac also reserves the right to address, through the Student Conduct Process, speech and conduct that occurs or is posted online, via social media or via other electronic communications. Each student, and admitted but not yet matriculated student, shall be subject to the Student Code of Conduct from the time of application for admission through the awarding of a degree at Commencement, as well as during periods between terms of actual enrollment, study abroad and leaves of absence or suspension. Reports involving former students, or students who have previously withdrawn or graduated, may be addressed at the discretion of the university.

## Facilities Access and Other Contraband Searches

The university reserves the right at any time with or without notice to search all university-owned or leased property and all vehicles, packages, containers, briefcases, backpacks, purses, lockers, desks, enclosures and persons entering or leaving its property for the purpose of determining whether any weapons or other contraband has been brought onto its property. This access is allowed to preserve the health and safety of the university community, including inspection or repair, or for suspected violations of university policy. Any person who refuses to promptly permit a search under this policy may be denied immediate and future access to university property and/or subjected to the Student Conduct Process. Public safety staff members will use their discretion to contact local law enforcement if weapons or other contraband are located during a search.

## Standard of Information/Evidence

The Student Conduct Process uses a preponderance of the evidence standard in adjudicating conduct cases. A conduct officer will review the evidence and determine if it is more likely than not that the student

is responsible for violating the Student Code of Conduct. For admitted but not yet matriculated students, the university will notify individuals of any incidents under review and afford such individuals an opportunity to respond, but they will not be entitled to all of the procedures identified in the Student Conduct Process. The university will make a determination as to whether an individual is responsible for a Student Code of Conduct violation and, if so, whether to rescind an offer of admission, based on the information it has gathered from all sources.

## Student Conduct Holds

Students who fail to complete student conduct sanctions by the assigned deadline may have a hold placed on their student account. Conduct holds may impact a student's ability to see the student's grades online, obtain a copy of the student's university transcript or register for housing or for classes.

## Refunds

Students who are suspended, dismissed or expelled from the university for disciplinary reasons will only be entitled to a tuition refund based upon the applicable Quinnipiac Refund Policy, which outline the applicable refund percentage, for the first five weeks, in effect at the time of the student's separation from the university. After the first five weeks of the semester, students are not entitled to refunds. A student who is suspended, dismissed or expelled will be charged all administrative fees as prescribed.

Students who are suspended from university housing for disciplinary reasons are not entitled to a refund unless the suspension occurs within the first two weeks of the academic year, per the appropriate Refund Policy (<https://www.qu.edu/one-stop-student-administrative-services/managing-student-finances/policy-information/withdrawal-and-refund-policies/>). Students suspended from university housing forfeit all housing deposits paid to the university. Students placed on an interim suspension from the university or university housing who are later reinstated to the university or university housing are not entitled to a refund for the period of their separation.

## Title IX Grievance Procedures

Any incident that involves behaviors included under the Student Code of Conduct #7 and/or involves gender-related harassment or discrimination will fall under the investigation and grievance procedures established by the Title IX Policy Against Gender-Based Discrimination and Sexual Misconduct (<http://catalog.qu.edu/university-policies/titleix-policy/#harassmentanddiscriminationtext>).

## Victim Information

Community members who are victims of a reported crime against their person or property may be entitled to certain information, upon written request, about university disciplinary proceedings related to that crime pursuant to Section 493 of the Higher Education Opportunity Act of 2008. Under certain circumstances, the final results of a disciplinary proceeding can be non-consensually disclosed under an exception to the Federal Educational Rights and Privacy Act. Such information can be disclosed to alleged victims of a sexual offense or one of the following crimes of violence, as defined by the U.S. Department of Education:

- arson
- assault offenses
- burglary
- criminal homicide
- destruction, damage and vandalism of property

- kidnapping/abduction
- robbery

Students who have requests or questions should contact the Director of Student Conduct and Community Standards. Any information regarding the final results of the disciplinary proceeding provided by the Director of Student Conduct and Community Standards will be provided upon written request and in accordance with federal law and will be given directly to the alleged victim or the alleged victim's next of kin, if the victim is deceased as a result of such crime or offense. Information will not be provided to another person, even at the victim's direction or request.

## Electronic Communications

Quinnipiac University encourages its students to become involved and connected to the community in as many ways as possible. The internet has provided additional ways for communication to occur. Students must be aware of the added responsibility associated with these opportunities for networking and communicating. Community members must exercise care and diligence when communicating via such platforms.

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

Messages between individuals—instant messages, direct messaging, text messages, email, Facebook/Instagram/Snapchat messages, or other electronic forms of communication—may also be used in the conduct process.

Students should be aware that the internet is considered a public forum and information posted there can be viewed by anyone. Students are encouraged to use caution with information made available to others online and through social media.

## Interim Measures

### Interim Conduct Suspensions

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

### No Contact Orders

The No Contact Order is a written directive on behalf of the university halting communication between current students during the course of an investigation or following the outcome of an investigation. The No Contact Order includes any contact or communication including, but not limited to, in-person communication, physical contact (with person or property), telephone calls, voicemail, text and email messages, all electronic communications including social media, letters, parcels and

notes. The No Contact Order applies to any communication facilitated via third party. Failure to comply with the directive may result in a violation of the Student Code of Conduct. Students will be notified if there is a change of status in the No Contact Order.

## Other Interim Measures

Other interim measures may be implemented depending on the circumstances of each unique incident or report.

## Examination and Vacation Periods

During examination, vacation and other periods, conduct meetings may occur as necessary. A conduct meeting may be called during these times if deemed necessary by the university.

## Proximity to Graduation

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

## Conduct Procedures

An initial incident report describes the alleged behavior and relevant facts and details relating to the incident at issue and identifies witnesses where appropriate. Initial information about an incident is submitted or released to residential life staff, the public safety department or the dean of students office for appropriate action.

Upon receipt of the information and, if necessary, a completed investigation by a university investigator, the assigned conduct officer schedules a conduct meeting. A notice of the time, date and place of the meeting is sent to the student via electronic mail.

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

Upon review of an incident, speech or conduct involving an admitted but not yet matriculated student, the university will offer the student an opportunity to respond and will decide, in its sole discretion, whether to rescind the student's offer of admission. Students who have been admitted but not yet matriculated will not be afforded the opportunity to attend a conduct meeting or appeal meeting.

## Student Procedural Rights in the Student Conduct Process

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

**Notice** – The right to be informed, in writing, of the specific alleged violation(s) of the Student Code of Conduct and/or university policy, rule or regulation in which the student is suspected of involvement.

- **Procedures** – The right to be informed verbally and/or in writing of the conduct procedures.
- **Information** – The right to know the nature of the information at the time of the meeting and object to information being heard that is unrelated to the incident cited in the report.
- **Witness Statements** – The right to present written witness statements in a conduct meeting.
- **Adviser** – The right to have a Quinnipiac faculty or staff member (excluding any relative employed by the university) attend the meeting in the role of adviser. This individual may not address the conduct officer, but may consult freely with the student. Legal counsel/attorneys, parents/guardians, family members and/or anyone involved in the underlying incident are not permitted to attend any conduct meeting as an adviser.
- **Meeting** – The right to request a postponement, subject to the availability of the conduct officer, of up to five business days from the original conduct meeting.
- **Privacy** – The right to have all records, files and proceedings kept appropriately private.
- **Written Decision** – The right to have a written decision letter documenting the results of the conduct meeting.
- **Appeal** – The right to request an appeal of a conduct meeting, if found responsible. Students who fail to attend their conduct meeting forfeit their right to request an appeal.

## Request for Accommodations

Any accommodations made for documented disabilities must be approved by the Office of Student Accessibility (OSA). Students who have a disability documented with OSA, and require accommodations in preparing for and/or during the conduct meeting, should contact OSA at [access@qu.edu](mailto:access@qu.edu) ([access@quinnipiac.edu](mailto:access@quinnipiac.edu)). Students seeking an accommodation who have not yet provided documentation to the university should complete the Accommodation Request Form for Students with Disabilities (<https://www.qu.edu/499224/globalassets/global/media/qu/documents/academics/learning-commons-support/accommodation-request-form-for-students-with-disabilities.pdf>).

## Witness Statements

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

## Conduct Meeting

The conduct officer, the student and their adviser, and a member of the dean of students office or appropriate university staff member are the only individuals permitted to participate at a conduct meeting, except that the university reserves the right to have university counsel present at any conduct meeting.

The conduct officer reviews the procedural rights of the student. The incident report may be read and the alleged violations based on the report are explained. The student is asked to declare if they are responsible for any of the alleged violations.

The student presents their information, which may include witness statements acquired by the student. After the presentation, the conduct officer engages in a conversation with the student. The conduct officer decides if the student is responsible or not responsible for the charged violations. The sanction may be announced and explained either at the meeting or at a later date as determined by the conduct officer. The student has the right to request an appeal, if found responsible for any violation.

## Recordings and Disciplinary Records

Students are not permitted to record conduct meetings. Disciplinary records, excluding dismissals and expulsions, are retained electronically for seven years after the incident date. All dismissal (if the student does not return to Quinnipiac) and expulsion records remain permanently on file. All conduct meetings are closed. The university does not permit the release of any recordings or disciplinary records to parties outside the university.

## Findings

The student will receive a written outcome letter following the meeting, which will include the findings for each alleged violation as well as any sanctions as may be appropriate.

## Sanctions

If a student is found responsible for any violation(s) of the Student Code of Conduct, sanctions may be assigned. Sanctions are actions, expectations and/or statuses set by the university to educate students and/or to promote a healthy and safe environment on and off campus. The sanctions listed below are meant to serve as examples, and not an exhaustive list of all possible outcomes. In some cases, a student may receive a combination of sanction outcomes, e.g., an educational sanction and a conduct status. The length of time for any conduct status will be determined based on the circumstances of the case. Additionally, the specific sanction(s) assigned in any case may deviate from the descriptions below. A student on a conduct status may be ineligible for certain university privileges, activities and/or events. Sanctions include, but are not limited to:

- a. **Expulsion**—The permanent separation of the student from Quinnipiac University. This would result in the denial of all student privileges, including, but not limited to: classes, Quinnipiac-sponsored internships, externships or clinical assignments, university-related/sponsored events and activities, residence halls and university-owned, operated or leased property. Expulsions will appear on the student's transcript.
- b. **Dismissal**—The indefinite separation of the student from Quinnipiac University. This would result in the denial of all student privileges, including, but not limited to: classes, Quinnipiac-sponsored internships, externships or clinical assignments, university-related/sponsored events and activities, residence halls and university-owned, operated or leased property.
- c. **Dismissal with Petition to Return**—The indefinite separation of the student from Quinnipiac University. This would result in the denial of all student privileges, including, but not limited to: classes, Quinnipiac-sponsored internships, externships or clinical assignments, university-related/sponsored events and activities, residence halls and university-owned, operated or leased property.



Readmission to Quinnipiac may be possible by petition and demonstration of satisfactory completion of conditions set forth by the student's decision letter to the appropriate conduct officer, after the date noted in the decision letter.

- d. **Suspension**—The temporary separation of the student from Quinnipiac University. This would result in the denial of all student privileges, including, but not limited to: classes, Quinnipiac-sponsored internships, externships or clinical assignments, university-related/ sponsored events and activities, residence halls and university-owned, operated or leased property. Suspension occurs for a specific period of time at the end of which a student may resume classes with reinstatement of all student privileges unless otherwise specified.
- e. **Deferred Suspension**—A final opportunity to demonstrate behavior that is consistent with the expectations of the Quinnipiac University community as outlined in the Student Code of Conduct. Any subsequent violation of university policy during this period causes the suspension to take effect immediately.
- f. **Conduct Probation**—A period of time during which any subsequent violation of university policy may result in more significant conduct action.
- g. **Residence Hall Removal**—A removal from the residence halls. Students can be removed temporarily or permanently. Students who are removed from the residence halls may not reside in or visit any university-owned residential facility.
- h. **Deferred Residence Hall Removal**—A final opportunity to demonstrate behavior that is consistent with the expectations of the Quinnipiac University residential living area. Any subsequent violation of university policy during this period causes the residence hall removal to take effect immediately.
- i. **Access Restriction**—The restriction of a student from being present in a specified building or area of university-owned, operated or leased property and/or taking part in a specified university-sponsored event or activity.
- j. **Loss of Privileges**—The restriction of a student from participating in specified events or activities, including, but not limited to: athletic events, campus concerts, participation in student organization activities or other university events/activities.
- k. **Conduct Warning**—A formal written notice to the student informing them that further violations of the Student Code of Conduct may result in additional conduct sanctions.
- l. **Restitution**—A payment to Quinnipiac University is required for damages incurred as a result of violations of the Student Code of Conduct.
- m. **Fine**—A payment to Quinnipiac University is required for violations of the Student Code of Conduct and/or other published or distributed materials.
- n. **Removal of Property**—The mandatory removal of student property that disturbs others, creates a health and/or safety risk, or constitutes a violation of the Student Code of Conduct.
- o. **Educational Sanction**—An educational assignment developed to enhance student learning around the specific violation(s) of the Student Code of Conduct and/or support the specific needs of the student.

## Appeals

Conduct decisions may be appealed. Requests for an appeal will be reviewed by an appeal officer who is appointed by the Director of Student Conduct and Community Standards. To request an appeal, the student must specify the grounds upon which the appeal is based, and how those

grounds materially affected the outcome (responsibility or sanctions) of the original meeting. Appeals are accepted for the following grounds:

- Additional relevant information has been discovered that was not available at the time of the conduct meeting.
- An error in the conduct process, as outlined in the Student Procedural Rights or the Student Conduct Process, that materially affected the outcome of the conduct meeting.

Students must submit a completed Request for Appeal Form within two business days after receipt of the conduct meeting decision for the appeal to be considered. The appeal request must be completed entirely by the student. Sanction(s) imposed by the conduct officer may be held in abeyance by the Director of Student Conduct and Community Standards until the appeal is acted upon by the appeal officer. When the student is suspended from the residence halls or the university pending a conduct meeting, the suspension status remains as stated pending the appeal meeting. If it is determined the sanction is to be held in abeyance, it is not official until the formal letter of appeal is filed and the university has issued such a determination to the student in writing. The appeal request must specify the grounds upon which the appeal is based, and how those grounds materially affected the outcome of the original conduct meeting. Students who fail to attend their original conduct meeting forfeit the right to request an appeal.

The appeal officer determines whether or not there are grounds for an appeal meeting. If the appeal officer determines that an appeal meeting should be granted, they may conduct a formal appeal meeting. Similar to the conduct meeting, students may bring an adviser to the appeal meeting, but legal counsel/attorneys, parents and/or family members are not permitted to attend. Parties from the initial conduct meeting, involved in the investigation and/or identified in the documentation may be called to attend the appeal meeting or spoken to separately by the appeal officer.

The appeal officer may decide:

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

The appeal decision is final.

## Student Organization Conduct Process

In the event of an alleged violation of university policy (including, but not limited to, the Student Code of Conduct, Student Organization Requirements, Student Organization Privileges, Student Organization Policies, Club Sports Manual, Student-Athlete Handbook) by a student organization, the incident may be investigated and addressed by the university. For purposes of the Student Organization Conduct Process, all university-sponsored or recognized clubs, club sports, societies, groups, fraternities/sororities, and athletic teams are considered student organizations.

Violations of university policy are considered organizational violations if one or more of the items below are present:

- An organization adviser, coach, staff, organization officer, captain, or members of the organization are aware of an incident that is a potential violation before it takes place with advance knowledge



to prevent its occurrence, but do not prohibit the incident from happening.

- An organization adviser, coach, staff, organization officer, captain, or members of the organization are aware of the identity of organization members involved in the incident but refuse to divulge the identity to the university.
- The incident involves the expenditure of organization funds either formally or informally.
- The incident is endorsed by members of the organization in any way.
- The incident takes place during a scheduled organizational event or meeting.
- The incident involves failure to adhere to published organizational policies or policies discussed during organizational training sessions.
- That the alleged misconduct can be reasonably associated with the organization.

## Interim Measures

Quinnipiac recognizes that its philosophy is linked with the protection of its students, faculty, staff and property. The vice president and dean of students or designee has the authority to issue interim measures when there is a threat to safety or due to the severity of the underlying incident.

## Interim Conduct Suspensions

A student organization may not hold or participate in any events during the interim conduct suspension. The suspension is inclusive of all members at all events including social, philanthropic, sisterhood/brotherhood, educational, as well as general chapter or organization business/adviser meetings, practices, and/or competitions, or any other event a reasonable observer would deem a student organization event.

Requests for any organizational activities must be made in writing to the Office of Student Conduct and Community Standards and approved in writing by the staff. The student organization will be notified following the investigation and/or the Student Organization Conduct Process of its status moving forward.

## No Contact Orders

The No Contact Order is a written directive on behalf of the university halting communication between individual students or between all members of a student organization during the course of an investigation or following the outcome of an investigation.

This applies on campus as well as off campus and includes any communication including but not limited to: in-person communication, physical contact (with person or property), telephone calls, voicemail, text and email messages, all electronic communications including social media, letters, parcels and notes. Failure to comply with the directive may result in a violation of the Code of Conduct. Students will be notified at the conclusion of the student organization investigation and/or student organization conduct meeting should there be a change of status in the No Contact Order.

## Other Interim Measures

Other interim measures may be implemented depending on the circumstances of each unique incident or report.

## Student Organization Conduct Procedures

When the university is notified of an incident allegedly involving a student organization, there may be an investigation. The investigation may include preliminary meetings with student organization leaders, individual interviews with general members or other witnesses, and the collection of any other relevant information. Upon completion of an investigation, information will be reviewed by the Director of Student Conduct and Community Standards or designee and the following process will begin:

- The Director of Student Conduct and Community Standards or their designee will serve as the conduct officer and will schedule a conduct meeting with a student representative from the organization. A notice of the time, date, and location of the meeting will be sent to the student representative via university email prior to the meeting. This notification will also include a brief incident description and the specific policies to be addressed in the conduct meeting.
- A request for postponement of up to five additional days for a conduct meeting may be made. Quinnipiac students are responsible for checking their Quinnipiac email account at all times including during examination and vacation periods. Excuses of not checking an email account are not acceptable reasons for postponement. If an organization does not attend the conduct meeting, a decision will be made in their absence, and they will forfeit the right to appeal.
- At the conduct meeting, the organization representative may be joined by the organization's official adviser and/or a representative from the inter/national headquarters or designee. Advisers serve as a support person during conduct meetings, and can assist with meeting preparation; however, advisers cannot advocate or speak for an organization.
- The procedural rights for student organizations will be reviewed, followed by a review of the alleged violations of university policy. The organization representative is then asked to declare if the student organization and/or the individual member(s) are responsible for any of the alleged violations.
- The organization representative may present relevant information, which may include witness statements acquired by the student(s).
- The conduct officer will question the organization representative.
- The conduct officer will decide if the student organization is responsible or not responsible for the violation(s) based on a preponderance of the evidence.
- The conduct officer will find an organization responsible if the violation is proven by a preponderance of the information presented; that is, based on the information the conduct officer finds credible and convincing, it is more likely than not that the organization is responsible for the violation.
- The sanction(s) may be delivered at the conclusion of the meeting or following the meeting. At the time the decision is rendered, the organization representative will receive the conduct outcome letter, which includes the finding and any sanction(s).
- A copy of the conduct meeting outcome and any formal sanction letters are kept on file. The Office of Student Conduct and Community Standards does not permit the release of any organization conduct records.
- At the discretion of the Office of Student Conduct and Community Standards, individual students involved in organizational violations

of university policy may be investigated and addressed through the Student Conduct Process.

## Procedural Rights

- **Notice** - The right to be informed in writing of the specific alleged violation(s) in which the organization is suspected of involvement.
- **Procedures** - The right to be informed verbally and/or in writing of the organization conduct procedures.
- **Information** - The right to know the nature of the alleged violations prior to the meeting and object to information being heard that is unrelated to the incident.
- **Witness Statements** - The right to present written witness statements in a conduct meeting.
- **Adviser** - The right to have the organization's official adviser and/or at the discretion of the conduct officer a representative from the inter/national headquarters attend the meeting. The individual(s) may not address the conduct officer but may consult freely with the student organization representative.
- **Meeting** - The right to request a postponement, subject to the availability of the conduct officer, of up to five business days from the original conduct meeting date.
- **Written Decision** - The right to have a written response reporting the results of the meeting.
- **Appeal** - The right to request an appeal of a conduct meeting, if found responsible. Student organizations who fail to attend their conduct meeting forfeit their right to request an appeal.

## Sanctions

Student organizations found in violation of university policy will have one or more of the following sanctions imposed on them:

- a. **Closure** - A permanent separation of the student organization from the university without the possibility of return.
- b. **Suspension** - A fixed period of time (at least one semester) during which the student organization may not participate in any university activities and is not recognized by the university. At that time, the organization's events/trips/fundraisers are canceled, budget (if they have one) is frozen, and they are restricted from functioning as a student organization. At the end of the suspension period, the student organization may regain recognition upon the recommendation of and the completion of any sanctions assigned by the conduct officer.
- c. **Deferred Suspension** - A notice to a student organization that their actions are of such a serious nature that removal of university recognition is being considered. The university will defer the suspension as long as the student organization meets all requirements. Deferred suspension will last a minimum of one semester. Any future violations during this time may result in immediate removal of university recognition for a period of time and the possibility of additional sanctions. While on deferred suspension, the organization may lose privileges including but not limited to:
  - i. events/trips/fundraisers
  - ii. budget access (if they have one)
  - iii. ability to reserve space
  - iv. use of Quinnipiac University name
  - v. other restrictions at the discretion of the conduct officer
 All organization business must be approved by the university while on deferred suspension. At the end of the deferred

suspension period, all lost privileges and eligibility shall be restored.

- d. **Conduct Probation** - A serious encumbrance on the student organization's good standing in the university community. Conduct probation will last a minimum of one semester and any subsequent violations during the probationary period may be viewed as both a violation of university policy and a violation of the probation. While on disciplinary probation, the organization may lose privileges including but not limited to:
  - i. events/trips/fundraisers
  - ii. budget access (if they have one)
  - iii. ability to reserve space
  - iv. use of Quinnipiac University name
  - v. other restrictions at the discretion of the conduct officer

At the end of the disciplinary probation period, all lost privileges shall be restored.

A student organization placed on disciplinary probation three times within a five-year period shall be suspended as an organization, as described above, for at least one semester.

- e. **Student Organization Warning** - A notice to the student organization, which creates an organizational conduct file. Additional violations may result in more serious disciplinary action. The reprimand becomes part of the student organization's permanent file.
- f. **Substance Restriction** - The student organization is to have only alcohol-free events through the date specified. The organization is encouraged to have as many substance-free events as they would like; this is in no way meant to limit their members' experience. Only organizations that are authorized to host events with alcohol can be placed on substance restriction.
- g. **Loss of Privileges** - Organizations may be restricted from participation in university awards, recognition and events.
- h. **Restitution** - The student organization and/or member(s) are required to make payment to Quinnipiac and/or other persons, groups or organizations for damages incurred as a result of violations of university policy.
- i. **Educational Sanctions** - Additional sanctions such as facilitating a program, writing a paper, attending a program/class, or completing an online program that are given for violations of university policy in conjunction with student organization warning, conduct probation, deferred suspension or suspension.

Note: Quinnipiac staff may partner with inter/national organizations and/or governing bodies when establishing conduct outcomes.

Sanctions for Athletic and Club Sports teams will be determined in partnership with Quinnipiac University Athletics and Quinnipiac University Recreation.

## Appeals

Student organization conduct decisions may be appealed. Appeals are accepted for the following reasons:

- Additional and/or new relevant information not available at the time of the conduct meeting

- An error in the conduct process, as outlined in the Student Organization Conduct Procedures, which materially affected the outcome of the meeting

A formal appeal specifying the grounds upon which the appeal is based and supporting information must be submitted within two business days after receipt of conduct meeting decision. Sanction(s) imposed by the conduct officer may be held in abeyance until the appeal is acted upon by the appeal officer at the discretion of the Director of Student Conduct and Community Standards. The appeal specifies the grounds upon which the appeal is based, and how those grounds materially affected the outcome of the original meeting.

Once the appeal is submitted, the Director of Student Conduct and Community Standards will assign an appeal officer. Student organizations who fail to attend their original conduct meeting forfeit the right to request an appeal.

The appeal officer determines whether there are grounds for an appeal meeting. If the appeal officer determines that it should be granted, they may conduct a formal appeal meeting. Similar to their conduct meeting, the student organization may bring the organization adviser and/or a representative from the inter/national headquarters to their appeal meeting. Representative(s) from the initial conduct meeting may be called to attend the appeal meeting.

The appeal officer may decide:

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

Student organization members will be notified of the appeal decision in writing. The appeal decision is final.

## Quinnipiac University Policies

- Academic Good Standing Policy for Undergraduate Students (p. 49)
- Academic Integrity Policy (p. 51)
- COVID-19 Assumption of Risk Policy (p. 61)
- Discrimination, Discriminatory Harassment and Bias-Motivated Acts and Behavior Policy (p. 61)
- Expressive Activities and Speech Policy (p. 63)
- Good Neighbor Policy (p. 64)
- Grievance Policy (p. 64)
- Leaves of Absence (p. 65)
- Policy Statement on Animals (p. 66)
- Policy Statement on Disabilities (p. 71)
- Policy Statement on Hazing (p. 85)
- Policy Statement on Noise (p. 86)
- Policy Statement on Parental Notification (p. 86)
- Policy Statement on Photography and Recording (p. 87)
- Policy Statement on Posting (p. 87)
- Policy Statement on Smoking and Tobacco (p. 87)
- Policy Statement on Student Exposure to Bloodborne Pathogens (p. 87)
- Policy Statement on the Prevention of Alcohol Abuse and Other Drug Use or Abuse (p. 87)

- Policy Statement on the Use of Computer and Information Resources (p. 90)
- Policy Statement on University Shuttles (p. 91)
- Policy Statement on Visitors and Guests (p. 92)
- Policy Statements Regarding Student Organization Use of Media (p. 92)
- Quinnipiac University Unmanned Aircraft System (UAS)/Drone Policy (p. 93)
- Student Records Policy (p. 93)
- Tailgating Guidelines (<https://gobobcats.com/sports/2015/8/4/tailgating%20guidelines.aspx/>)
- Title IX Policy Against Gender-Based Discrimination and Sexual Misconduct (p. 94)

## Academic Good Standing Policy for Undergraduate Students

*(Revised for May 2015)*

### Credit and GPA Requirements

To be in Academic Good Standing at Quinnipiac, undergraduate students must meet both minimum grade point average (GPA) and completed credit requirements.

A student fails to meet Academic Good Standing requirements if their:

- a. cumulative GPA is below 2.0
- b. semester GPA is below 2.0 in any two consecutive semesters

Any first-time, full-time student or first-time, full-time transfer student earning a GPA less than 2.0, but 1.2 or more, will be placed on Academic Warning in their first semester. Any first-time, full-time student or first-time, full-time transfer student earning a GPA less than 1.2 will be placed on Academic Probation. Students on Academic Warning are required to follow the same requirements as those on Academic Probation.

In addition to the GPA requirements, all students must complete coursework over a period no longer than 150 percent of their program length to maintain the satisfactory academic progress standards of the university. For example, a full-time student enrolled in a four-year degree program must successfully complete an average of 10 credits per semester registered.

A part-time student must complete an average of 6 credits per semester registered. Some individual degree programs have higher GPA and credit requirements for students to maintain program eligibility. Consequently, students should consult the program description in the Catalog for the requirements of their individual program.

The Academic Good Standing requirements for transfer students are based on the number of credits accepted for transfer. For example, students who enter Quinnipiac with 20 transfer credits are considered to have completed two semesters and are subject to the requirements of a third-semester student during their first semester at Quinnipiac. However, minimum GPA is based only on courses completed at Quinnipiac.

Students should also know that failure to meet the Academic Good Standing requirements may result in the loss of financial aid and or scholarship, and may affect their eligibility for campus housing. Also, individual programs may have other academic requirements to remain in good standing in their specific program. Students should refer to

the program section of the Catalog for information regarding individual program requirements.

## Sanctions

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

### Academic Probation

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

Students on probation or credit deficient at the close of the semester may use summer or January classes to regain good standing to the degree this action follows existing academic policies. To remediate a deficiency in GPA, students must take a course offered by Quinnipiac University and comply with existing policies regarding summer and J-term courses. To remediate credit deficiency with courses taken at another university, students must comply with the Policy Regarding Transfer Credit (<http://catalog.qu.edu/university-policies/policy-regarding-study-another-institution/>) from other institutions. If they are able to remediate their deficiency, they must appeal the change of academic status through the office of the Associate Vice President for Retention and Academic Success no later than the Friday of the first week of the subsequent semester. Appeals should be made in person and should include acknowledgement of current status, actions taken to remediate current status and discussion of changes intended for the next semester. A change in academic status will not be made without a successful appeal. A successful appeal will result in a notation to the student's transcript that indicates a new standing of Academic Warning, which is discussed below. Appeals to reinstate financial aid may also be addressed during this appeal process.

## Suspension

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

## Dismissal

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

## Procedures

Academic records will be formally reviewed at the end of the fall and spring semesters.

*With the exception of the first-time, full-time students and first-time, full-time transfer students as noted above, students are usually placed on probation after their first deficient semester. Individual students may be continued on probation for subsequent semesters if they make progress in addressing their deficiency. However, students who are deficient after a total of three semesters on probation, two semesters after the first-year, or two semesters after transferring to Quinnipiac are suspended or dismissed. Any student who has a GPA below 1.2 after two semesters is dismissed. Suspended and dismissed students may appeal their sanction to the Academic Appeals Committee, consisting of a representative from the Office of Academic Innovation & Effectiveness, undergraduate school and college deans or their designee (an associate dean), and two students appointed by the student government president.*

The Appeals Committee may change a suspension or a dismissal to a lesser sanction. All notifications of decisions and of meeting times of the Appeals Committee are sent to the permanent address of affected students by Federal Express or First-Class Mail (probation notices only). It is the responsibility of students to be sure they can be contacted and, if necessary, respond promptly to committee notices. No parents, family members, attorneys or any other third parties are permitted to attend or participate in any academic hearing.

## Academic Warning

In an effort to support academic success, the university places under review students whose previous academic performance indicates a risk to academic success. Students whose semester grade point average is less than 2.0 and students who have successfully appealed a change in probationary status, as noted above, will be placed on review. While this review is not an official notification of deficiency and these students are not on probation, both conditions may indicate a challenge to



academic success. Like those students on probation, however, students under review are contacted by the Office of Academic Innovation & Effectiveness just after the close of the semester. Prior to the start of the next semester, these students and their academic advisers are reminded of the low semester GPA and directed toward resources. Following a discussion of their academic record with their academic adviser or an academic specialist, students will be asked to develop an Improvement Plan and to meet regularly with an academic specialist. This review semester is intended to help students regain their momentum toward academic success.

## Math and English Requirements

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

## Academic Integrity Policy

Quinnipiac University emphasizes integrity as one of its guiding principles.

This policy, overseen and administered by the Office of Academic Innovation and Effectiveness, is part of the larger educational effort at Quinnipiac University in which community members learn and practice ethical behavior. All members of the Quinnipiac University community are expected to commit themselves to personal and academic integrity. Read the full Academic Integrity Policy (<http://catalog.qu.edu/university-policies/academic-integrity-policy/>).

## Introduction

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

### A. Integrity: The Foundation of Quinnipiac University <sup>1</sup>

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

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

### Honesty

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

### Trust

Trust is essential for an academic community. Academic work almost always builds upon or extends from the work of others and all members of the community must respect the work of others. Each individual must trust that community members undertake their work in such a way that we build our knowledge, while freely and openly admitting our dependence upon the work of others. Community members also must endeavor to be worthy of the trust others have placed in us. This foundation of trust is vital to our community of inquiry and learning.

### Responsibility

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

### Fairness

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

### Respect

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

### Courage

Possessing courage is a show of character that demonstrates an undeniable commitment to values over negative repercussion. Students exhibiting courage establish and maintain high standards of academic integrity for themselves and others in their community. Faculty members demonstrate courage as they establish and enforce high standards for students, colleagues and themselves. Upholding academic integrity in any academic community requires courage of those who chose not to violate the shared standards and those who remain steadfast that accountability is ensured for those who in fact violate those standards.

### B. Expectations for Integrity at Quinnipiac University

This policy is part of the larger educational effort at Quinnipiac University in which community members learn and practice ethical behavior. All members of the Quinnipiac University community are expected to



commit themselves to personal and academic integrity and to the six fundamental values by:

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

In keeping with these values, Quinnipiac University expects its community members to comply with the usual expectations for honest academic work. In general, community members:

- May not cheat on any work
- Must properly cite sources in all academic work
- May not provide or procure unauthorized assistance on any assignment or test
- May not falsify or alter university documents, tests or assignments
- May not impede the coursework of any other student
- May not do any other thing that violates or allows another person to violate the accepted standards of academic integrity.

Students, faculty and staff also should promote integrity by:

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

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

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

## C. Resources

In its effort to uphold these standards of academic integrity, the university provides numerous educational and support resources to reduce academic integrity violations. These resources may be found on the Academic Integrity MyQ site (<https://myq.quinnipiac.edu/Academics/Academic%20Integrity/Pages/default.aspx>).

# Preserving Academic Integrity

## A. Community Responsibilities

### 1. Academic Integrity Policy

Every member of the community is expected to comply with Quinnipiac's Academic Integrity Policy. Each student must read the university's Academic Integrity Policy.

### 2. Promotion and Support of Integrity

Members of the community should support the general culture of integrity at Quinnipiac by maintaining an atmosphere of honesty and integrity on campus, and by talking about the value of integrity to one's educational experience and individual development.

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

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

Staff also can promote academic integrity by:

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

## 3. Proper Acknowledgment

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

## 4. Support of Policy

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

## 5. Upholding Integrity

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

## 6. Mutual Respect

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

## 7. Confidentiality

Community members should ensure that all alleged incidents of academic dishonesty are kept confidential in accordance with FERPA.

## 8. Special Assignments

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

## B. Syllabus Statement

Faculty members are responsible for including a statement consistent with this policy and the academic integrity expectations of the Quinnipiac community in the syllabus of every course they facilitate. An example of such a statement is provided here as default for all university courses:

*QU is committed to integrity and honesty in the educational process. As a member of the campus community and a student enrolled in this course, you*

*agree to know and observe the university's Academic Integrity (AI) Policy. Academic misconduct includes, but is not limited to, cheating, facilitation, fabrication, unauthorized collaboration and plagiarism. You must produce original work and know what constitutes plagiarism. You must also know what constitutes cheating. If you are not certain what sources you can rely on when completing an assignment or exam, including any online assessment, you should contact me for clarification. All assignments you submit in this class must be original work completed by you for this specific course. A failure to abide by the AI Policy could lead to a grade penalty on the assessment, failure in the course, an "FAI" notation on your transcript, AI probation, suspension or any other sanction outlined in the university's AI Policy. If you have questions about what constitutes academic misconduct, please contact the course instructor or the Office of Academic Integrity.*

## C. Academic Integrity Board

### 1. Responsibilities

The Academic Integrity Board is responsible for investigating and adjudicating alleged violations of the Academic Integrity Policy and educating the university community about academic integrity issues. The Academic Integrity Board works closely with the director of academic integrity and the coordinators of academic integrity initiatives.

### 2. Composition

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

### 3. Selection and Tenure

Positions on the Academic Integrity Board are open to all students, full-time faculty and administrative staff.

- Faculty board members are appointed by the individual schools and colleges in accordance with school/college-based processes and approved by the director of academic integrity. At least one board member from each school is required; schools with 25 or more faculty members should have one additional board member for every 25 full-time faculty members.
- Staff board members are selected by the director of academic integrity. Individuals selected to serve can originate from any university department and should maintain both a personal and professional interest in the academic integrity of the institution and its students.
- Student board members are selected by the director of academic integrity. Student members must have and maintain a minimum 2.5 GPA and cannot be under any type of academic or disciplinary sanctions.

Faculty members elected to the board will serve the duration of their elected term but may remain on the board with the permission of the individual college or school and the director of academic integrity. Staff appointed to the board will serve indefinitely at the discretion of the director of academic integrity. Students appointed to the board will serve while enrolled at the university at the discretion of the director of academic integrity.

If a member of the Academic Integrity Board is unable to or fails to perform their duties for a prolonged period of time, the director of academic integrity will remove the member and appoint a permanent replacement.

## D. Office of Academic Integrity

The Office of Academic Integrity serves as the central office for all academic integrity administration in all Quinnipiac University colleges and schools except for the School of Law and School of Medicine.

### 1. Purpose

The purpose of the Office of Academic Integrity is to provide consistent advocacy, education and preservation of the academic community present at Quinnipiac.

### 2. Composition

The Office of Academic Integrity is comprised of the director of academic integrity and the Academic Integrity Board. The director of academic integrity is the chief administrator charged with organizing academic integrity efforts in the Quinnipiac community including the intake, processing and management of all reports and the subsequent cases. The Academic Integrity Board is the chief adjudicator of all academic integrity violations.

### 3. Record Keeping

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

## Academic Judicial Procedures for Student Violations

Students, faculty and staff must report any violation, including minor unintentional violations, directly to the director of academic integrity on the report form (see the Academic Integrity MyQ site (<https://myq.quinnipiac.edu/Academics/Academic%20Integrity/Pages/default.aspx>)). Once a report of an alleged academic integrity violation has been filed, the case will be considered according to the procedures set forth in this Academic Integrity Policy. All members of the university community are expected to follow this policy and to use its procedures.

Should it be necessary to invoke the academic judicial procedures during the January term, a Summer session or when circumstances require operation via a distance learning platform, every effort will be made to assemble the necessary committees from the academic integrity board from the preceding academic year. Should that prove impossible due to absences from campus, however, a designee of or the vice president of academic innovation & effectiveness and a designee of or the director of academic integrity have joint authority to assemble the necessary committees. They should make every attempt to maintain the same ratio of faculty, staff and student representation described in this policy.

## A. Parties

### 1. Reporter

The reporter is the community member who learns of, witnesses or otherwise becomes aware of a potential violation of the Academic Integrity Policy and files a formal report with the Office of Academic Integrity. This person may be any member of the Quinnipiac University community or a person outside of the community with specific

knowledge relevant to the behavior of an individual or individuals within the community. Unless this person is the faculty member for the course in which the Academic Integrity Policy was potentially violated, this person may not receive updates about the report that was filed.

## 2. Student

The student is the person within the Quinnipiac University community who has potentially violated the Academic Integrity Policy by conduct and therefore has been specifically named in a formal report filed with the Office of Academic Integrity. This person will be updated progressively through the process outlined in this policy.

## 3. Faculty Member

The faculty member is the instructor on record for the course in which the potential academic integrity violation was identified in the formal report with the Office of Academic Integrity. This person is expected to participate fully in all parts of the process outlined in this policy—except Joint Resolution (see below)—including compliance with the final sanctions. This person will be updated continually throughout the process outlined in this policy.

## 4. Witness

The witness is any person specifically identified in the formal report or any other person identified during the course of Academic Integrity Board investigation who may have knowledge of the conduct that violated the Academic Integrity Policy. In order to be considered a witness to a matter, this person must be willing to participate in a live interview with members of the Academic Integrity Board acting to resolve the matter involving the student. The witness's willingness to participate in an interview will be ascertained by the director of academic integrity prior to Academic Integrity Board contact. Witnesses, especially if Quinnipiac University students, cannot be compelled to appear in front of the student.

## 5. Adviser

The adviser is a member of the Quinnipiac University community—other than students or faculty from the Quinnipiac University School of Law—available to assist the student in preparing for the Academic Integrity Policy process. The student is not permitted to have legal representation, parents or family members to serve as an adviser or to be present in process interviews or meetings. An adviser may assist the student in preparing for the interview or meetings and may attend the interviews or meetings but may not speak during the interview process. The adviser is not permitted to provide guidance to the student on how to proceed. It is the responsibility of the student to notify the adviser of the date and time of the interview. A student may make a written request to have an adviser assigned by the director of academic integrity. If a student requests an assigned adviser and then refuses this adviser, no further advisers will be assigned.

## B. Violations

Students, faculty and staff must report any violation, including minor unintentional violations, directly to the director of academic integrity on the report form (see form on the MyQ website (<https://myq.quinnipiac.edu/Academics/Academic%20Integrity/Pages/default.aspx>)).

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

### 1. Plagiarism, Misrepresentation and Fabrication

#### Plagiarism

- Definition: Plagiarism refers to representing another person's words or ideas as one's own in any academic exercise, whether intentional or not. It is the responsibility of all students to understand the methods of proper attribution and to apply those principles in all written, oral and electronic submissions.
- Examples include, but are not limited to:
  - Copying information word for word from a source, without using quotation marks and giving proper acknowledgment/citation.
  - Paraphrasing (i.e., putting into one's own words) a source's text, without providing proper acknowledgment/citation. This violation occurs when the ideas or arguments of another are presented in such a way as to lead the reader to believe that these ideas originated with the writer.
  - Presenting as one's own any work (or portion thereof) that has been prepared in whole or in part by someone other than oneself. This includes using unauthorized assistance in preparing one's work and acquiring written work from an outside source. Outside sources include other persons, commercial organizations, electronic sources and other sources.
  - Reproducing (without proper citation) any other form of work of another person, such as a graphic element, a musical phrase, a proof, experimental data, experimental results, data or laboratory reports, in full or in part. This includes turning in work of another student as one's own work.

#### Misrepresentation

- Definition: Misrepresentation refers to any action in which the student acts to defraud or otherwise mislead the academic authority about some important aspect of the academic process to the extent that it provides an advantage for the student.
- Examples include, but are not limited to:
  - Arranging for another student to substitute for oneself in class, during an examination session or in the completion of any coursework.
  - Taking credit for work not done, such as taking credit for a team assignment without participating or contributing to the extent expected.
  - "Double Dipping" (multiple uses of the same work) or presenting the same or substantially the same written work (or portion thereof) as part of the course requirement for more than one project or course, without the express prior written permission of the instructor(s) involved.
  - If a student does wish to use another assignment as a base for additional credit, faculty should give the student the opportunity to submit in writing an explanation of the unique educational benefits of the new project.
  - Falsifying one's GPA, dean's list status or academic achievement to secure a letter of recommendation, referral, committee letter, internship or approval to participate in an academic exercise/program or experiential opportunity.

#### Fabrication

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

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

## 2. Cheating and Stealing

### Cheating

- Definition: Cheating refers to acting dishonestly or unfairly in order to create an advantage, especially in an exercise or examination.
- Examples include, but are not limited to:
  - Violating test and assignment procedures and restrictions established by the instructor to gain an unfair advantage on the test or assignment. If a student is uncertain or unaware of the instructor's expectations/procedures, the student must consult with the instructor beforehand.
  - Communicating or attempting to communicate answers, hints or suggestions during an examination.
  - Collaborating (without instructor permission) in the preparation and presentation of reports, laboratory reports or take-home examinations or other course assignments such as copying or giving aid or otherwise failing to abide by the university's or instructor's rules governing the exercise or examination to gain an unfair advantage on the exercise or examination.
  - Signing an attendance sheet for another student or having another student sign an attendance sheet on your behalf when attendance is part of the course grade.
  - The unauthorized sale, purchase, posting, dissemination or use of course materials including, but not limited to, lectures, computer software, exams, assignments, notes, problem sets, homework, papers/essays, research for papers/essays, and/or any other instructional materials.

### Stealing

- Definition: Stealing refers to using (or attempting to use) unauthorized assistance in any academic exercise. It includes the stealing or unauthorized acquisition of a test or test answers or impeding the fair process of an examination in any way.
- Examples include, but are not limited to:
  - Copying from someone else's exam, paper or assignment.
  - Looking at someone else's exam before or during an examination.
  - Using another person's answers for an assignment.
  - Soliciting, obtaining, possessing or providing to another person an examination or portions of an exam, prior or subsequent to the administration of the exam, without the authorization of the instructor. Unless the instructor has given permission, students may not provide test questions to other students in any form—oral, written or electronic.
  - Stealing or attempting to steal an examination or answer key.

- Sharing answers for or collaborating on a take-home assignment or examination without explicit permission from the instructor.

## 3. Possession or Use of Unauthorized Device or Materials

- Definition: Possession or use of unauthorized device or materials refers to a student's improper access to items that would provide an academic advantage to the student if utilized. This violation does not require that the student utilizes the items nor that the student receives the advantage; it requires only that access was available at a time that it would provide the unfair advantage.
- Examples include, but are not limited to:
  - Unauthorized use or possession of notes, supplemental notes, access passwords or any unauthorized materials during an examination, quiz or other assignment or evaluation.
  - Possessing an electronic device that contains unauthorized information for a test or assignment (e.g., programming one's computer or calculator inappropriately).
  - Using unauthorized materials (e.g., notes, textbooks, calculators, computers or other online sources) or the assistance of an unauthorized person in the preparation of a test or assignment.
  - Recording any portion of a classroom lecture or other instructional activity, or any conversation related to academics or the academic integrity process, without the express consent of the instructor, adviser or administrator.

## 4. Impeding Fair and Equal Access to the Educational and Research Process

- Definition: Impeding fair and equal access to the educational and research process refers to student conduct that disrupts any academic exercise in such a way that the student and/or other students are deprived of the learning, knowledge or educational value of the exercise as intended by the instructor.
- Examples of this violation include, but are not limited to:
  - Altering or changing an examination or comparable document so as to mislead other users or the reader.
  - Infringing upon the right of other students to fair and equal access to any library materials and comparable or related academic resources, including tampering with or damaging any library materials or comparable academic resources.
  - Attempting to prevent access by other users to the university's computer system and its resources, to degrade its system performance, or to copy or destroy files or programs without consent.
  - Intentionally disrupting the educational process in any manner.

## 5. Misrepresenting or Misusing One's Relationship with the University

- Definition: Misrepresenting or misusing one's relationship with the university refers to any action in which the student attempts to gain an advantage or consideration as a result of an improperly portrayed affiliation with or information from the university.
- Examples of this violation include, but are not limited to:
  - Falsifying, misusing, omitting or tampering with information (in any form, including written, oral or electronic) such as test scores, transcripts, letters of recommendation or statements of purpose, to gain initial or continued access to the university's programs or facilities.
  - Altering, changing, forging or misusing academic records or any official university form regarding oneself or others.
  - Misrepresenting one's status or affiliation with the university.



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

## 6. Facilitation and Collusion

- Definition: Facilitation refers to knowingly or intentionally assisting any person in the commission of an academic integrity violation. Students who engage in facilitation are also subject to discipline for integrity violations. Collusion refers to assisting another student in an act of academic misconduct. Collusion differs from collaboration in that collaboration may be permitted in various courses. It is the responsibility of the student to know whether and to what extent collaborative activity is permitted.
- Examples of this violation include, but are not limited to:
  - Giving another student one's assignment or paper (or a portion thereof), for any reason, unless such sharing is specifically authorized by the instructor for whom the assignment was created.
  - Giving another student answers to a test or assignment.
  - Letting another student copy one's answers during an examination.
  - Creating unfair opportunities for students in all sections of a class to do well on tests or other assignments. Thus one may not give any test (or assignment) information, questions or answers to students in another class or other sections of the same class because it gives students in later sections an unfair advantage. Instructors also may explicitly ask students not to share information with students in other classes regardless of semesters. In those cases, the sharing of information is also a violation.
  - Posting any academic work or information on academic sharing websites or other electronic sites with the intent of providing unauthorized help to current or future students.

## 7. Retaliation

- Definition: Retaliation refers to providing adverse assessment, scoring or reflection upon or otherwise acting or inducing adverse action toward anyone who reports an academic integrity violation, serves as a witness in an academic integrity case or participates in the investigation and resolution of an academic integrity case.
- Examples of this violation include, but are not limited to:
  - Submitting an inaccurately or unfairly poor peer review of someone's performance or work.
  - Intentionally losing, miscounting or otherwise failing to give full and due credit for the contributions made by another person.
  - Coercing or convincing others to adopt a poor outlook on the participation, presence or person of another.

## C. Process

When a potential violation of the Academic Integrity Policy occurs, any Quinnipiac University community member who is aware of it should

engage in this process as a means of addressing it. The process includes seven stages:

- a. Pre-Report
- b. Report
- c. Notice
- d. Response
- e. Adjudication
- f. Resolution
- g. Appeal

### 1. Pre-Report

All members of the university community are encouraged to discuss alleged violations with the director of academic integrity prior to filing a report to clarify and confirm procedures.

When a member of the university community suspects that a student has committed an academic integrity violation, that member must submit an academic integrity report. Before reporting the allegation to the Office of Academic Integrity, the following steps should be taken.

#### Investigate the Claim

- When a course instructor suspects an academic integrity violation has occurred, the instructor:
  - Should meet with the student suspected of violating the policy to discuss the suspicions.
  - Should gather information in support of the claim (i.e., papers and assignments).
  - Should speak with witnesses who may have information about the incident.
  - If after investigation, there is reasonable suspicion that an academic integrity violation has occurred, the instructor must file a report.
- When a member of the university community (other than the course instructor) suspects a violation of the Academic Integrity Policy, they must:
  - First discuss the matter with the course instructor. This is especially true when the allegation is based solely upon a student's account of what happened.
  - This discussion will not only notify the faculty member of the suspicions but also prompt a preliminary investigation. The preliminary investigation should include gathering information to support the claim and speaking with potential witnesses.
  - If after investigation, there is reason to believe a violation has occurred, the report may be filed by any member of the university community. Please note, the reporter's identity will be disclosed once notice is sent to the accused student.

### 2. Report

- a. Students, faculty and staff must report all substantial and all intentional violations. This written, formal report, presented on the report form, may be submitted by any member of the university community (student, faculty or staff) to the director of academic integrity. The integrity report form is available on the university's MyQ website (<https://myq.quinnipiac.edu/Academics/Academic%20Integrity/Pages/default.aspx>).
- b. The report must provide the name of the student, the date(s) and a description of the alleged violation(s), detailed facts surrounding the alleged violation(s), the names of any witnesses and detailed factual information or documentation useful in determining the truth of the charge(s) made. If a report contains private or confidential



information that is not related to the claim, extraneous prejudicial information, or information that cannot be verified by the academic integrity process, the director of academic integrity will reject the report. Upon revision, the report may be resubmitted.

- c. If witnesses are referred to but not identified within the report submitted to the director of academic integrity, their testimony cannot be verified by the academic integrity process and so the director of academic integrity will reject the report. Each instance of academic dishonesty involving a student must be reported separately unless the claims arise out of the same set of circumstances.
- d. All reports must be substantiated by information that directly relates to proving the claim. Extraneous prejudicial information will be inadmissible. Information that cannot be verified through the academic integrity process also will be inadmissible. Examples of inadmissible information:
  - i. The report includes prejudicial information about the accused student's academic integrity history.
  - ii. The report includes hearsay information (i.e., when one witness says another witness told them that the accused student cheated on an exam).
  - iii. The report includes the testimony of an anonymous witness.
  - iv. The report includes private or confidential information that is not related to the claim and for which there is no "need to know."
  - v. This step will be necessary if inadmissible information is included in the initial report/documentation. When a report/supporting document contains inadmissible information, the director of academic integrity will reject the report/documentation. The reporter will be required to revise the report/documentation before the Office of Academic Integrity will accept and process the case.
- e. All academic integrity reports must be filed in a timely manner. All suspected violations must be reported to the director of academic integrity on the report form provided on the MyQ site (<https://myq.quinnipiac.edu/Academics/Academic%20Integrity/Pages/default.aspx>). Reports must be submitted within 20 days of the date of the alleged incident or within 20 days of discovery of the alleged violation, whichever is later.
- f. Incidents involving multiple students must be reported on separate report forms to preserve each student's confidentiality. The director of academic integrity may, however, determine that two cases either involve collaboration between two students or are otherwise so connected that they should be considered as one case.

### 3. Notice

- a. Once it has been determined that the report and supporting documents conform to the standards set out in this policy, the student accused of the academic integrity violation will be notified of the claim. The reporter will receive a copy of the notice to confirm that the academic integrity process has been initiated.
- b. The director of academic integrity will provide written email notice to the student(s), staff and faculty member(s) involved to confirm that a complaint has been filed, to specify the alleged violation and to outline the academic judicial procedures. This notice will explain that within 48 hours/two business days of such notice the student is obligated to respond on the response form (see form on the MyQ website (<https://myq.quinnipiac.edu/Academics/Academic%20Integrity/Pages/default.aspx>)). The parties involved are responsible for checking their Quinnipiac email account even during examination and vacation periods. Excuses for not checking the mailbox or email account or delays in mail delivery are not acceptable

reasons for postponement of any deadline in the Academic Integrity Process.

### 4. Response

The student must fill out the response form within two business days (see form on the MyQ website (<https://myq.quinnipiac.edu/Academics/Academic%20Integrity/Pages/default.aspx>)). Here the student will indicate whether they accept responsibility for the violation and how they wish to proceed. If a student accepts responsibility, they are admitting to having committed the academic integrity violation(s) reported.

### 5. Adjudication

#### 5a. Joint Resolution

- a. If this is a first-time minor and unintentional violation and the faculty member and student can agree on an outcome, whether or not the instructor imposes a sanction, the instructor must submit a report form to the director of academic integrity so the university can monitor types of violations and take appropriate steps to remediate the cause. The student is also required to submit a response form. A joint resolution reflecting the terms of their agreement must be submitted to the director of academic integrity (see form on the MyQ website (<https://myq.quinnipiac.edu/Academics/Academic%20Integrity/Pages/default.aspx>)). A minor unintentional violation will be considered a first-time violation for the student and a subsequent offense will be treated as a second offense.
- b. If the student accepts responsibility and has not been found responsible for a previous violation of the Academic Integrity Policy, the student may request:
  - i. The opportunity to communicate with the faculty member to discuss the violation and attempt to develop a joint student/faculty resolution.
    1. If both parties agree to the statement of the violation(s) and the sanction(s), they will prepare the joint resolution form (see form in MyQ). On this form they will specify the violation(s) and the jointly agreed sanction(s). This joint resolution will be forwarded to the director of academic integrity for final approval. If a conflict of interest occurs, the director can request Academic Integrity Board approval of joint resolutions. The director can reject a joint resolution when further investigation of the incident is warranted.
    2. Faculty members are not required to participate in a joint resolution session and may instead request that the case proceed to case review. It is anticipated and encouraged that a joint resolution will be worked out in a private meeting between the faculty member and the student(s) involved in a case. However, either the student or the faculty member can request that the director of academic integrity assign a member of the Academic Integrity Board to attend a joint resolution meeting as a neutral third party.
  - ii. Not to communicate with the faculty member. The student can elect instead to proceed directly to case review (see Case Review).
- c. If the student denies responsibility for the minor and unintentional violation or if the faculty member and the student cannot agree on an outcome, the case will proceed on to case review.
- d. A student who did not initially accept responsibility and has not been found responsible for a prior academic integrity violation may, at any time before a final board decision, change their response to accept responsibility in order to participate in the joint resolution process.

## 5b. Case Review

If a student with no prior academic integrity violation declares they are not responsible for the alleged violation, the case will proceed to a case review team for investigation.

If the student has been found responsible for an academic integrity violation and accepts responsibility for the subsequent violation, the case will proceed to case review unless the student requests a hearing. The case review team will investigate and decide on the appropriate sanction(s).

- a. When a matter proceeds to case review, the director of academic integrity will act expeditiously to select, from the Academic Integrity Board, a case review team consisting of one student and one faculty or staff board member, and will provide written notification to the student(s), staff and faculty member(s) involved indicating that a case review team has been assigned. Any member of the Academic Integrity Board who has a conflict of interest in the case must make that conflict known to the director of academic integrity.
- b. Acting with all reasonable dispatch, the case review team will interview separately the student(s), the faculty member(s) and any witnesses involved in the case. These interviews may occur in person or virtually via Zoom depending on applicable health and safety protocols to be determined by the university. If not prohibited by health and safety protocols, a party may be granted the opportunity to submit and/or review physical evidence when a virtual case review interview is conducted. As part of the investigation, the case review team will collect and review all evidence relevant to the case.
- c. If a student fails to respond to or comply with a letter/notification from the Academic Integrity Office or case review team, the rights and options presented herein are forfeited by the student. The case review may proceed without the student or faculty member present and a decision will be rendered. If a case review takes place without the student present, the student will be notified in writing via certified and electronic mail of the outcome of the investigation.
- d. Upon completing the review, the case review team will meet as soon as reasonably possible to determine whether sufficient evidence of a violation exists.
  - i. If insufficient evidence of the alleged violation(s) is determined, the report and charges will be dismissed. Under these circumstances, no record of the report or the outcome will be retained. The director of academic integrity will inform the student(s) and other involved parties of this decision.
  - ii. If the case review team finds by clear and convincing evidence that the student committed an academic integrity violation, the case review team shall then be informed of the student's prior record so that the student's entire history of academic integrity violation can be considered in issuing sanctions. In order to meet the clear and convincing evidence standard, the board must find it highly probable that the student committed the violation(s).
  - iii. The case review team's determination shall be the final resolution in the case subject only to appeal by the student as specified in this policy.
  - iv. The case review team will submit a written report of findings to the director of academic integrity. The director of academic integrity will notify the parties, in writing, of the case review team's final determination, the sanctions imposed and the appeal process.

## 5c. Hearing

If the student has been found responsible for a previous violation of the policy and denies responsibility for the subsequent violation, the case will automatically proceed to a hearing. When a case requires, the director of academic integrity will act with dispatch to convene a hearing board from the Academic Integrity Board.

- a. Each hearing board will consist of five members selected from the Academic Integrity Board: three students and two faculty/staff members. The director of academic integrity or a designated member of the Academic Integrity Board will chair each hearing. Any member of the Academic Integrity Board who has a conflict of interest in the case must make that conflict known to the chair of the Academic Integrity Hearing Board and the director of academic integrity.
- b. The director of academic integrity will notify the student(s) and faculty that are involved, in writing, of the academic judicial hearing procedures. The student may choose to meet with the director of academic integrity to be sure the student fully understands the procedures that will be followed during the hearing. The hearing board will meet as soon as reasonably possible.
- c. A hearing will be scheduled at a time that neither the student nor faculty member involved in the case has a class conflict. The hearing may occur in person or virtually via Zoom depending on applicable health and safety protocols to be determined by the university. If not prohibited by health and safety protocols, a party may be granted the opportunity to submit and/or review physical evidence when a virtual hearing is conducted. Notice of the time, date and place of the meeting will be sent to the parties involved via email at least 48 hours/two business days prior to the meeting. This letter will also provide notice that the student has the right to an adviser, who can be any member of the Quinnipiac University community other than a student or faculty member from the Quinnipiac University School of Law. A single request for postponement of up to five additional business days for an academic integrity hearing can be made to the director of academic integrity. The request must be for good cause and is subject to the availability of the hearing board and other parties involved in the case. Excuses for not checking the mailbox or email account or delays in mail delivery are not acceptable reasons for postponement. Academic integrity cases are heard as scheduled with or without the student present. All communications will be sent to the student's Quinnipiac email. If the student's Quinnipiac email has been disabled for any reason it is the responsibility of the student to notify the Office of Academic Integrity.
- d. The student appearing before the hearing board will not be permitted to have legal representation, parents, family members or students or faculty from the Quinnipiac University School of Law at the hearing. A student may request, in writing, to have an adviser assigned by the director of academic integrity. If a student requests an assigned adviser and then refuses this adviser, no further advisers will be assigned. An adviser may assist the student in preparing for the hearing and may attend the hearing but may not speak during the hearing process. The adviser is not permitted to provide guidance to the student on how to proceed. It is the responsibility of the student to notify the adviser of the date and time of the hearing.
- e. The procedure for the hearing will be as follows:
  - i. Each party will present a statement. The hearing board will ask questions of each party, examine evidence and interview witnesses if necessary.
  - ii. Upon conclusion of this discussion, each party will be asked if there is any additional information, discrepancies or questions that need to be presented or addressed.

- iii. All parties will be asked to leave the room while the hearing board deliberates. After its discussion, the board will decide if there is clear and convincing evidence that indicates that the student is responsible for violation(s) of the Academic Integrity Policy by way of a simple majority vote. In order to meet the clear and convincing evidence standard, the board must find it highly probable that the student committed the violation(s).
- iv. If the student is found to be responsible, the hearing board shall then be informed of the student's prior record so that the student's entire history of academic violation can be considered in issuing sanctions.
- v. If the student is found responsible for the violation(s), the hearing board has full and unique authority to determine the sanction(s).
- f. Once the hearing board has reached a decision, the chair of the hearing board will ask the parties involved to return to the room, and the results of the deliberation will be presented. In addition, the chair of the hearing board will notify the parties involved and the director of academic integrity of the decision in writing via electronic mail following the hearing. The notice will explain the sanctions imposed by the hearing board and the appeal process.
- g. If insufficient evidence of the alleged violation(s) is determined, the report and charges will be dismissed. Under these circumstances, no record of the report or the outcome will be retained. The chair of the hearing board will inform the parties and the director of academic integrity of this decision in writing via electronic mail.
- h. If a student fails to respond to or comply with a letter/notification from the Academic Integrity Office or hearing board; attend a scheduled meeting with any academic integrity officer, hearing board or case review team member or faculty member; attend an academic judicial hearing; or abide by any of the procedures here noted in this policy, the rights and options presented herein are forfeited by the student. The case may proceed without the student or faculty present and a decision will be rendered. If a hearing takes place without the student present, the student will be notified in writing via certified and electronic mail of the outcome of the hearing.

## 6. Resolution

The director of academic integrity will notify the parties, in writing, of the case review team's final determination, the sanctions imposed and the appeal process.

### Guidelines for Determining Sanctions

All violations of the Quinnipiac University Academic Integrity Policy are understood to be infractions against the community. For that reason, all violations are to be reported, adjudicated through the process and maintained as part of a student's record. However, within the consideration of the Academic Integrity Board, faculty member and student for the purposes of sanctioning can be the relative severity of the violation reported.

- a. **Minor:** A minor violation is one in which the faculty member or Academic Integrity Board finds a lesser offense with the actions of the student. This may be relative to how or where the violation occurred, the relatively small weight of the assignment on which the violation occurred, or other factors important to the faculty member and/or Academic Integrity Board.
- b. **Major:** A major violation is one in which the faculty member or Academic Integrity Board finds a more severe impact by the actions of the student. This may be determined relative to the manner in which the violation was carried out, the significant weight of the assignment on which the violation occurred, or other factors

important to the faculty member and/or the Academic Integrity Board.

- c. **Intentional:** An intentional violation is one in which the student knowingly acted or likely should have known that specific actions were in violation of Academic Integrity Policy. Intentional violations come with a presumption that the student was attempting to gain an academic advantage through the action.
- d. **Unintentional:** An unintentional violation is one where the student did not know or likely would not have known that specific conduct was in violation of the Academic Integrity Policy. Unintentional violations do not have a presumption that the student acted in order to gain an academic advantage.

Below are guidelines for the Academic Integrity Board to consider when deciding which sanctions are appropriate in a case review determination or hearing board decision. However, the Academic Integrity Board may deem alternate sanctions appropriate in individual cases.

- a. First offenses may result in a grade penalty on the exam/assignment, a zero on the exam/assignment and/or failure of the course, but could lead to immediate academic integrity probation suspension, dismissal or expulsion. Probation is a pre-suspension sanction.
- b. Repeat and subsequent offenses will result in increasingly severe sanctions, including suspension, dismissal and expulsion. When a student on probation is found responsible for a subsequent academic integrity violation during the probationary period, the subsequent violation will automatically result in a one-semester suspension.
- c. If the student is sanctioned with failure of the course, a grade of FAI may be imposed to indicate that the failure was a result of an academic integrity sanction.
- d. In addition to above, the hearing board has the right to require the student to complete academic integrity projects, write letters of apology or any alternate educational sanction deemed appropriate for any violation, in addition to the automatic educational requirement implemented by the Office of Academic Integrity for every student found to be responsible for a violation of the Academic Integrity Policy.
- e. The hearing board has the authority to convert the W grade to an FAI upon finding the student responsible for an academic integrity violation.
- f. Any sanction resulting in a grade of WAI or FAI or in a suspension, dismissal or expulsion automatically will appear on a student's transcript. Students may submit to the vice president of academic innovation & effectiveness a petition to have this academic integrity notation removed from their record if two semesters/terms have passed from the time of the sanction with no further academic integrity violations, or the student completes the requirements for graduation (whichever one occurs first). Students will be required to have completed the Academic Integrity Remediation Process with the Office of Academic Integrity in order to have the notation removed.

## 7. Appeal

- a. An individual who has been found responsible for a violation of the Academic Integrity Policy may appeal the decision of the case review team or hearing board. Appeals must be made directly to a designee of or the vice president of academic innovation & effectiveness. During this appeal process, the original sanction is held in abeyance until an appeal decision has been made.
- b. A detailed formal letter of appeal must be submitted within 48 hours/ two business days of the student's receipt of written notification of

the decision and must explain one or more of the following specific grounds for the appeal:

- i. Improper academic judicial procedures that impacted the effective presentation of the student's case.
  - ii. Additional or new relevant information has been discovered.
  - iii. The sanction was not consistent or appropriate with the nature of the violation.
- c. A designee of or the vice president of academic innovation & effectiveness may meet with the individual involved and with any witnesses. A designee of or the vice president of academic innovation & effectiveness then will decide to:
- i. Uphold the original decision on responsibility and the sanction imposed.
  - ii. Uphold the original decision on responsibility and modify the sanction imposed.
  - iii. Determine that improper procedures impacted the effective presentation of the student's case and order a new hearing to be held using proper procedures.
  - iv. Overturn the decision on responsibility.
- d. A designee of or the vice president of academic innovation & effectiveness will notify all appropriate individuals involved in the case, the director of academic integrity and any appropriate Quinnipiac University personnel (dean, registrar, One Stop, etc.) of the outcome of the appeal.

## D. Guidelines

### 1. Consolidation

If multiple reports arising out of similar or the same set of circumstances are filed against a student, the separate reports may be investigated as one case.

### 2. Course Completion

If grades are awarded while the case is in progress, the faculty member must assign a temporary grade of "incomplete" to the student pending the outcome of the academic integrity hearing board review process. A faculty member should not automatically assign a grade (other than an "I") when a student is suspected of a violation of this policy. When an incomplete grade is assigned in a prerequisite course, a student may be permitted to enroll in the subsequent course pending the outcome of the academic integrity case. If upon resolution of the academic integrity case, the student's grade does not meet the prerequisite requirements, the student will be withdrawn from the subsequent course.

### 3. Course Withdrawal

If a student withdraws from a class prior to the resolution of an academic integrity violation report, the withdrawal shall not impact the process of the academic integrity case. If the student is found responsible for an academic integrity violation, a grade of WAI will be imposed to indicate that the withdrawal was undertaken after a violation of the university's Academic Integrity Policy. The Academic Integrity Board has full and unique authority to determine sanctions as part of a case review investigation or academic integrity hearing and may convert the WAI to an FAI grade.

- a. The grade of WAI or FAI will automatically appear on a student's transcript.
- b. Students may submit to the vice president of academic innovation & effectiveness a petition to have the WAI or FAI academic integrity notation removed from their record if two semesters/terms have passed from the time of the sanction with no further academic integrity violations or the student completes the requirements for

graduation (whichever one occurs first). Students will be required to have completed the Academic Integrity Remediation Process with the Office of Academic Integrity to have the notation removed.

### 4. Concurrent Reports

If a second report is filed against the student before there has been a resolution in the first case, whether the second report arises from the same or another course, resolution of the second case will be postponed until there has been a resolution in the first case.

### 5. Failure to Respond

If a student fails to respond to or comply with a letter/notification from the Academic Integrity Office or hearing board; attend a scheduled meeting with any academic integrity officer, hearing board or case review team member or faculty member; attend an academic judicial hearing; or abide by any of the procedures here noted in this policy, the rights and options presented herein are forfeited by the student. The case may proceed without the student or faculty member(s) present and a decision will be rendered. If a hearing takes place without the student present, the student will be notified in writing via certified and electronic mail of the outcome of the hearing.

### 6. Non-Compliance

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

### 7. Curative

The Office of Academic Integrity can perform simple amendments and revisions to academic integrity reports for the purpose of correcting pertinent information (i.e., class, faculty or student information) and/or concealing information that could be used to identify persons who have an individual right to confidentiality (i.e., redacting other student names).

### 8. Post-Course Adjudication

If a student earns a final course grade and later is found responsible for academic integrity violation(s) in that same class, the academic integrity sanctions will take precedence over the initial grade and stand as a matter of course.



## 9. Separation

The Office of Academic Integrity maintains the ability to separate and initiate cases for multiple potential violations of academic integrity from a single report. The cases can be focused on different students (i.e., one report can initiate academic integrity cases on more than one student) and/or focused on different assignments for one student (i.e., one report can initiate an academic integrity case for the midterm examination and an academic integrity case for the final examination). Multiple cases extracted from a single academic integrity report must be confirmed with the faculty member for the class in which the potential violations took place prior to initiation.

## 10. Violations Outside of a Course

If a student with no prior academic integrity violation accepts responsibility for an action which violates the Academic Integrity Policy but is not related to a particular class, the joint resolution may be completed with the director of academic integrity. An example of this would be giving a fellow student a paper from a class taken in a previous semester. Joint resolutions completed with the director of academic integrity will be approved by the Academic Integrity Board.

## E. Student Procedural Rights

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

- a. **Confidentiality:** In accordance with FERPA and the Student Records Policy (<http://catalog.qu.edu/university-policies/student-records-policy/>), the right to have all records, files and proceedings kept confidential and shared with a Quinnipiac University official only when the official has a legitimate need to know.
- b. **Notice:** The right to be informed in writing of the specific violation(s) and inappropriate behavior in which the student is suspected of being involved.
- c. **Procedures:** The right to be informed orally and/or in writing of the academic integrity procedures.
- d. **Hearing:** The right to be notified in writing of the date, time and place of their hearing.
- e. **Evidence and Witnesses:** The right to know the nature of the evidence against them and the opportunity to present relevant evidence and witnesses on their behalf.
- f. **Adviser:** The right to have a member of the university community, other than a Quinnipiac University School of Law student or faculty member, act as an adviser and attend the case review interview and/or hearing. If the student so requests, the Office of Academic Integrity will appoint an adviser for the student. The adviser may attend the case review interview and the AI hearing, but may not attend the joint resolution discussion.
- g. **Written Decision:** The right to have written notice of the results of any case review or hearing.
- h. **Appeal:** The right to appeal a decision of a case review team or hearing board within 48 hours/two business days of receiving written notification of the final decision.
- i. **Defense:** The right to present a case against all alleged violation(s) and inappropriate behavior. This right maintains the option of remaining silent at any point without that silence being used against the student.

<sup>1</sup> This policy, and its emphasis on six principles of integrity, relies heavily upon the “The Fundamental Values of Academic Integrity,” Third Edition, published by the International Center for Academic Integrity in 2021.

## COVID-19 Assumption of Risk Policy Students:

The university has taken steps to implement substantial precautions to prevent the spread of COVID-19. By entering onto the Quinnipiac University campus, the student agrees to abide by all the university's policies and procedures related to COVID-19. The student voluntarily and knowingly assumes the risk of exposure to or infection of COVID-19 by using the services or premises, and that such exposure or infection may result in personal injury or illness. The student also acknowledges that it is impossible to fully mitigate the risk of becoming exposed to or infected by COVID-19 and that such exposure or infection may result from the actions, omissions or negligence of the student, university faculty and staff and other students or visitors to campus. The university will follow all state guidelines and provide guidance on proper protection to alleviate and/or decrease the spread of viruses.

## Vendors:

The university has taken steps to implement substantial precautions to prevent the spread of COVID-19. By entering onto the Quinnipiac University campus, the vendor agrees to abide by all the university's policies and procedures related to COVID-19. The vendor voluntarily and knowingly assumes the risk of exposure to or infection of COVID-19 by using the services or premises, and that such exposure or infection may result in personal injury or illness. The vendor also acknowledges that it is impossible to fully mitigate the risk of becoming exposed to or infected by COVID-19 and that such exposure or infection may result from the actions, omissions or negligence of the vendor, university faculty and staff, students or visitors to campus. The university will follow all state guidelines and provide guidance on proper protection to alleviate and/or decrease the spread of viruses.

## Faculty and Staff:

The university has taken steps to implement substantial precautions to prevent the spread of COVID-19. By entering onto the Quinnipiac University campus, the employee agrees to abide by all the university's policies and procedures related to COVID-19. The employee also acknowledges that it is impossible to fully mitigate the risk of becoming exposed to or infected by COVID-19 and that such exposure or infection may result from the actions, omissions or negligence of the employee, university faculty and staff, students or visitors to campus. The university will follow all state guidelines and provide guidance on proper protection to alleviate and/or decrease the spread of viruses.

## Discrimination, Discriminatory Harassment, and Bias-Motivated Acts and Behavior Policy

### Purpose of this Policy

The purpose of this policy is to promote an environment of mutual learning and respect at Quinnipiac University (“Quinnipiac” or



“university”), and to clearly define prohibited behaviors that are contradictory to the university’s commitment to inclusive excellence.

## Discrimination, Discriminatory Harassment, and Bias-Motivated Acts and Behavior

Quinnipiac University values diversity, multiculturalism and respect for others. The university is committed to providing a safe and respectful educational experience and work environment free from discrimination and harassment on the basis of an individual’s race, color, religion, gender, age, marital status, national origin, ancestry, alienage, physical or mental disability, sexual orientation, gender identity or expression, genetic information or any other characteristic protected by law. Students, faculty and staff are expected to adhere to a standard of conduct that is respectful of the rights of all parties.

Accordingly, the following behaviors are prohibited and will not be tolerated at Quinnipiac:

**Discrimination:** Conduct or speech that denies an individual participation in or access to the benefits of a university program or activity, or adversely affects an individual in the terms, conditions or privileges of the individual’s employment, because of the person’s race, color, religion, gender, age, marital status, national origin, ancestry, alienage, physical or mental disability, sexual orientation, gender identity or expression, genetic information or any other characteristic protected by law.

**Discriminatory Harassment:** Conduct or speech that is:

- a. based on race, color, religion, gender, age, marital status, national origin, ancestry, alienage, physical or mental disability, sexual orientation, gender identity or expression, genetic information or any other characteristic protected by law; and
- b. sufficiently serious that it unreasonably interferes with an individual’s work performance, terms or conditions of employment, or participation or ability to benefit from a university program, or creates an intimidating, hostile or offensive environment for study, work or social living.

To qualify as harassment under this policy, the speech or conduct must be considered to be harassment by the listener/observer(s) and be objectively severe or pervasive enough that a reasonable person would agree that the speech or conduct constitutes harassment. In determining whether reported speech or conduct qualifies as harassment under this policy, the university will consider all circumstances surrounding the reported incident(s), including, without limitation, the frequency, location, severity, context and nature of the speech or conduct, including whether the speech or conduct is physically threatening or humiliating, rather than a merely offensive remark. The university may also consider the intent of the alleged party/parties.

**Bias-Motivated Acts and Behaviors:** An expression of hostility against the person or property of another, which reflects bias against a legally protected identity and contributes to or creates an unsafe or unwelcoming environment.

For the purpose of this policy, bias is defined as the personal, unreasoned judgment or attitude that inclines an individual to treat someone negatively because of the individual’s actual or perceived race, color, religion, gender, age, marital status, national origin, ancestry, alienage, physical or mental disability, sexual orientation, gender identity or

expression, genetic information or any other characteristic protected by law.

Bias-motivated acts and behaviors may be verbal, graphic and/or physical in nature. Incidents may qualify as bias-motivated acts or behavior even when delivered with humorous intent or presented as a joke or a prank.

**Examples of bias-motivated acts and behaviors may include:**

- Use of an identity-related slur in the presence of, or in communication with, one or more parties
- Mimicking or mocking an individual or group based on their legally protected identity (e.g., appearing in blackface)
- Creating derogatory graffiti or images/drawings related to a legally protected identity
- Imitating someone with a disability or imitating a cultural norm or practice
- Making jokes or using stereotypes when talking to someone

**Hate Crimes:** Hate crimes are a type of bias-motivated act or behavior in which the conduct constitutes a criminal offense against persons or property. Hate crimes are defined by Connecticut law and must be reported to the Quinnipiac University Department of Public Safety.

### Scope of this policy

This policy applies to all members of the Quinnipiac University community, including students, faculty and staff, as well as applicants to any university program. This policy extends to all aspects of the university’s educational programs, including academic, nonacademic and extracurricular activities. This policy applies to speech and conduct that occur on campus, off campus or online, where such conduct may endanger the health, safety and welfare of the Quinnipiac University community and/or adversely affect the university and its goals and objectives.

## Protection Against Retaliation

Quinnipiac University will not tolerate retaliation against persons who report or charge discrimination, harassment or bias-motivated acts or behavior, or against those who testify, assist or participate in any investigation, proceeding or hearing involving a report of discrimination, harassment or bias-motivated acts or behavior.

Retaliation is speech or conduct that targets an individual or group because of their participation in a procedure related to this policy, where such conduct adversely impacts participation in a university program or activity and/or terms or conditions of employment.

## Reporting Discrimination, Harassment and Bias-Motivated Acts or Behavior

Quinnipiac University encourages the reporting of all perceived incidents of discrimination, harassment or bias-motivated acts or behavior. Upon receiving a complaint of discrimination, harassment or bias-motivated acts or behavior, the university will conduct a prompt, thorough and impartial investigation into the allegations.

Complaints of discrimination, harassment or bias-motivated acts or behavior **against students** or registered student organizations will be addressed pursuant to the Student Code of Conduct.

**Individuals reporting incidents pertaining to this policy should contact:**

Dennis Kwarteng  
 Title IX Coordinator  
 275 Mount Carmel Avenue, CCE-180  
 Hamden, CT 06518  
 dennis.kwarteng@qu.edu  
 203-582-7327

Complaints of discrimination, harassment or bias-motivated acts or behavior **against employees** will be addressed by the Office of Human Resources or designee, pursuant to established policies and procedures.

**Individuals reporting incidents pertaining to this policy should contact:**

Anna Spragg  
 Office of Human Resources  
 554 Mount Carmel Avenue  
 Hamden, CT 06518  
 anna.spragg@qu.edu  
 203-582-7722

Upon completing the investigation, the university will take appropriate action, consistent with the results of the investigation. Disciplinary action may be taken against students, faculty or staff who violate this policy, up to and including dismissal from the university or termination of employment.

Quinnipiac University reserves the right to investigate circumstances that may involve discrimination, harassment or bias-motivated acts or behavior in situations where evidence suggests that discrimination, harassment or bias-motivated acts or behavior may have occurred, regardless of whether or not a formal complaint has been made.

## Complaints of Discrimination and Harassment

This policy addresses speech and conduct that may be the subject of a disciplinary investigation.

The university complies with all federal and state laws regarding non-discrimination. The university does not discriminate on the basis of race, color, religion, gender, age, marital status, national origin, ancestry, alienage, physical or mental disability, sexual orientation, gender identity or expression, genetic information or any other characteristic protected by law.

If a student, faculty or staff member or other participant in a university program feels they have been discriminated against or harassed on the basis of sex or gender, they are encouraged to contact the Title IX coordinator. Complaints of sex or gender-based discrimination will be addressed pursuant to Quinnipiac's Title IX Policy Against Gender-Based Discrimination and Sexual Misconduct.

If a student, faculty or staff member or other participant in a university program feels they have been discriminated against or harassed on the basis of another protected characteristic, they are encouraged to contact:

Dennis Kwarteng  
 Title IX Coordinator  
 275 Mount Carmel Avenue, CCE-180  
 Hamden, CT 06518  
 dennis.kwarteng@qu.edu  
 203-582-7327

## Expressive Activities and Speech Policy

### Purpose of this policy

The purpose of this policy is to support and encourage the thoughtful and meaningful expression and exchange of ideas at Quinnipiac University ("Quinnipiac" or "university"). As a private institution, Quinnipiac University is not bound by the First Amendment. However, the university supports students and others who seek to organize and participate in expressive activities, such as peaceful assembly, vigils, protests and other speech on campus, as long as such speech is consistent with the Student Code of Conduct and other university policies, including the Discrimination, Harassment, and Bias-Related Acts and Behaviors policy (p. 61).

This policy also exists to support the Quinnipiac University Speaker Policy, which is intended to protect opportunities for the expression and exchange of ideas while ensuring the safety of the campus community.

### Expressive Activities and Speech Policy

Quinnipiac University students are generally free to express their views, and such expression may take many forms, including the right to peaceful assembly, vigils, protests, demonstrations and the use of signs, banners, and posters. However, such expressive activities and speech will not be tolerated if it violates the Student Code of Conduct or any other university policy, interferes with the rights of others or disrupts the operations of the university. Additionally, Quinnipiac University reserves the right to restrict access to and/or remove any person from its campus at any time.

Any student or student organization seeking to organize, schedule or plan an event involving expressive activities and speech on campus is highly encouraged to consult with the dean of students, or designee, to ensure the safety and success of the event.

Students engaging in expressive activities and speech on campus may not:

- Obstruct the free movement of persons and vehicles in any way.
- Disrupt or prevent the peaceful and orderly conduct of classes, lectures and meetings, or interfere with any other person's ability to express their views, including invited speakers.
- Enter and/or remain in any building or facility for any purpose other than its authorized uses, remain in any building or facility after it is normally closed, or refuse to leave any building or facility after being asked to do so by a Quinnipiac official or other authorized official.
- Display items on residence halls or other campus buildings, windows and balconies such that they are visible to passers-by.
- Violate any other policies established in the Student Code of Conduct, any other Quinnipiac University policy, or federal, state or local law.

- Engage in any behavior that may pose a risk to the mental or physical health and safety of any individual or group.
- Use amplified sound devices such as bullhorns, PA systems or air horns without prior approval.
- Engage in such activities between the hours of 10 p.m. and 8 a.m.
- Engage in such activities within 100 feet of any residence hall.

### Scope of this policy

This policy applies to all members of the Quinnipiac University community.

## Good Neighbor Policy

Quinnipiac University students have lived off campus in the Hamden and New Haven area for many years, and the vast majority of students have developed positive and lasting relationships with area residents and the local community. Off-campus students must understand and appreciate that residents of a particular community have made a long-term commitment to their neighborhood; students are often temporary members of the local community who reside there for the duration of their academic studies. The quality of life and the overall character of a neighborhood can be greatly influenced by the lifestyles and sense of community exercised by student residents. A respectful and courteous attitude is usually returned in kind and makes the neighborhood a more pleasant place in which to live.

Living off campus can be an important experience that carries additional responsibilities. Students living in the community are, at all times, representatives of Quinnipiac University and the conduct of those students reflects directly on the university. Families living in the neighborhoods that make up Hamden and the surrounding communities have a right to enjoy a reasonable level of peace and quiet. As students, academic and personal schedules often conflict with the schedules of families and other residents. Students are expected to exercise good judgment and be sensitive to the needs of their neighbors.

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

The university recognizes that some students wish to live off campus, be responsible members of the local community and experience independent living. However, when students use this independence to engage in actions or behaviors that attract the attention and concern of neighbors or others within the community, the university will respond accordingly. Dangerous and/or risky behavior, public intoxication, disorderly conduct, loud music and/or other noise late into the night, and high levels of vehicle traffic in the neighborhood are examples of matters of concern. Living off campus does not alleviate students' responsibilities as a member of the Quinnipiac University community to abide by the Student Code of Conduct. As stated in the Student

Handbook, "Quinnipiac reserves the right to address, through the Student Code of Conduct process, incidents which occur off campus that may endanger the health, safety and welfare of others and/or adversely affect the university and/or the pursuit of its objectives." Students must take the responsibility of living off campus seriously, and remember that the university's community standards apply wherever a student chooses to live.

## Grievance Policy

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

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

- Appeal of an academic suspension or academic dismissal (<http://catalog.qu.edu/university-policies/academic-good-standing-policy-undergraduate-students/>) from the university
- Appeal of an academic suspension or academic dismissal from an individual degree program (individual program requirements as stated in the University Catalog)
- Appeal of a final grade (<http://catalog.qu.edu/university-policies/procedure-appeal-final-grade/>)
- Appeal of an academic integrity (<http://catalog.qu.edu/university-policies/academic-integrity-policy/>) sanction
- FERPA complaints (<http://catalog.qu.edu/university-policies/student-records-policy/>)
- Appeal of a student conduct sanction (Undergraduate Student Handbook (p. 7) and Graduate Student Handbook (<http://catalog.qu.edu/handbooks/graduate/>))
- Appeal of the decision to return after an involuntary medical leave of absence (<http://catalog.qu.edu/university-policies/leaves-absence/>)
- Grievance procedure for issues regarding disabilities (<http://catalog.qu.edu/university-policies/disability-policy/>)
- Complaints of inappropriate noise (Undergraduate Student Handbook (p. 86) and Graduate Student Handbook (<http://catalog.qu.edu/handbooks/graduate/university-policies/policy-statement-noise/>))
- Title IX Discrimination and Harassment (Title IX Policy (<http://catalog.qu.edu/university-policies/titleix-policy/>))
- Financial aid appeal (financial aid website (<https://www.qu.edu/paying-for-college/>))

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

A student grievance originating in any of the school or administrative units is handled by the chair or director responsible for the unit in which the grievance originates. Therefore, the written formal complaint should be submitted to the responsible chair or director within five business days of the failed attempt at an informal resolution. The chair or director should make a decision regarding the grievance within 10 business days of receiving the written complaint. A written appeal may be submitted within five business days either to the school dean exercising jurisdiction

over that academic department or to the vice president/dean of students or designee for non-academic matters. The dean will inform the student within 10 business days of their decision. The dean's decision is the final decision. Quinnipiac does not permit retaliation of any kind against students for good faith reports of grievances.

## Grievance Procedures for Students Enrolled in Distance Education under the State Authorization Reciprocity Agreement (SARA)

Pursuant to federal regulations, students enrolled in distance education (i.e., Quinnipiac's online classes or online programs) who are residents of states (other than Connecticut) that participate in SARA, may file a complaint to the Connecticut Office of Higher Education (OHE) after exhausting their options under Quinnipiac's grievance procedures. Note that issues regarding student life, such as discipline, grading, etc., fall solely within the purview of Quinnipiac and are not generally investigated. Additionally, the Office of Higher Education does not investigate anonymous complaints or provide legal advice.

Information about how to file a complaint with the Office of Higher Education is available on this website: [ctohe.org/SARA/Default.shtml](http://ctohe.org/SARA/Default.shtml) (<https://www.ctohe.org/SARA/Default.shtml/>)

All correspondence, including institutional applications and student complaints, should be sent via email to [ctsara@ctohe.org](mailto:ctsara@ctohe.org) or via post to the following address:

SARA Coordinator  
Office of Higher Education  
450 Columbus Boulevard, Suite 510  
Hartford, CT 06103-1841

## Leaves of Absence

### General Policies and Conditions for All Leaves

Leaves of absence are defined as a temporary separation from the university. Leaves of absence cannot be granted retroactively.

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

Leaves of absence are not granted for the purpose of allowing a student to study at another university. In general, courses taken at another institution while a student is on a leave of absence will not be transferred in for credit at Quinnipiac.

If a student takes a leave of absence and later is suspended, dismissed, placed on warning for unsatisfactory academic performance (including academic integrity sanctions), or suspended or expelled as the result of a conduct decision, the sanctions take precedence over the leave

of absence and stand as a matter of record. Any academic warning becomes operative at the time of return to the university. An involuntary medical leave of absence takes precedence over a voluntary leave of absence and the student must comply with the terms of the medical leave.

## Academic Leaves of Absence

Academic (non-medical) leaves of absence may be arranged for one or two semesters subject to departmental and school approval. Students may request a leave using the university's electronic Leave of Absence form (<http://forms.quinnipiac.edu/LeaveOfAbsence/form.html>).

Students who do not return after the specified leave of absence period will be administratively withdrawn and will be required to reapply for admission to return to the university. In such instances there is no guarantee of readmission to the university and to the academic program in which the student was enrolled prior to the leave of absence.

## Medical Leaves of Absence

Students who wish to withdraw from the university during an academic term for medical reasons (i.e., physical or mental health conditions that necessitate their absence), may request a medical leave of absence.

The student should provide supporting documentation of the medical condition from their treating provider to the associate dean of students for health and wellness or designee, who will review the documentation. A medical leave of absence may be granted for one or two semesters. Students may request a leave using the university's electronic Leave of Absence form (<http://forms.quinnipiac.edu/LeaveOfAbsence/form.html>).

Students who do not return after the specified leave of absence period will be administratively withdrawn and will be required to reapply for admission to return to the university. In such instances there is no guarantee of readmission.

Upon conclusion of the medical leave, the student must provide supporting documentation from their treating physician to the associate dean of students for health and wellness or designee. This documentation will be shared with the appropriate university staff, including the university's consulting medical professional, if warranted. The student will be advised of the outcome of this review and whether they are approved to return, with reasonable accommodations if applicable.

## Military Leaves

Procedures for students taking military leave will be administered under the guidelines noted in volume 2 of chapter 3 of the Federal Student Aid Handbook (<https://fsapartners.ed.gov/sites/default/files/2021-03/2021FSAHbkVol2Ch3.pdf>). Students who have been called to active duty can choose one of the following options:

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



Students needing to take a military leave should contact the director of veteran and military affairs at 203-582-8867.

Students are eligible to return within five years following military service. However, the degree requirements may have changed, and they may be required to comply with degree program requirements in effect at the time of their return to the university.

# Policy Statement on Animals

Updated Spring 2019

## Section 1: General Policy

### 1.01 Policy Statement

Quinnipiac University ("university") allows individuals to bring animals on university property in accordance with federal laws and in other situations subject to the rules outlined in this policy.

The university supports the use of service and emotional support animals on campus as defined and regulated by federal and state laws. The university also supports the use of research and therapy animals used in approved research and teaching activities.

At the same time, it recognizes the health and safety risks potentially created by animals on campus. Animals, including pets of any kind (except fish, as noted in the Student Handbook (p. 66)), are not permitted on university campuses or in university housing facilities, with the exception of service animals, approved emotional support animals, approved research animals and approved therapy animals.

### 1.02 Scope

This policy applies to employees, students, university affiliates, visitors, contractors and applicants for admission to or employment with the university. In addition to the general policy statement in Section 1.01, Section 2 applies specifically to employees. Section 3 applies specifically to students. Section 4 regards research and teaching animals. Sections 5 and 6 pertain to therapy animals.

This policy should not be read to grant an individual access to university property beyond that to which they would normally be granted.

### 1.03 Definitions

**Campus** – any university controlled and/or managed building, office or grounds.

**Emotional Support Animals (ESA)** – As defined by the Fair Housing Act, an emotional support animal may provide physical assistance, emotional support, calming, stability and other kinds of support. The presence of the animal must be necessary to provide the resident with a disability the use and enjoyment of the dwelling. The assistance performed by the animal must be directly related to the individual's disability. These emotional support animals are not service animals, which are defined in and protected by the Americans with Disabilities Act amendments. Further, non-domesticated, wild, potentially dangerous, venomous, endangered and/or illegal animals, including rodents, arachnids, reptiles and other exotic animals, are not permitted.

**Handler** – Person accompanying an animal or responsible for bringing it to campus.

**Office of Student Accessibility (OSA)** – The unit at Quinnipiac University that ensures equal access to academic and programmatic opportunity to students.

**Pet** – Any domestic animal including but not limited to amphibians, mammals, reptiles and birds kept for pleasure or companionship.

**Research and Teaching Animals** – Animals approved for use in direct support of the university's teaching and research missions and used in accordance with guideline established by the Institutional Animal Care and Use Committee (IACUC). The QU IACUC provides policies for meeting the ethical and legal requirements for the humane and ethical use of vertebrate animals.

**Residential Living Area** – The area defined by Residential Life as areas specific to residential activity. This designation will vary among the campuses. This designation also indicates the area in which an emotional support animal is allowed.

- *Mount Carmel Residential Living Area* – The region south of the stream, north of the Hilltop Lot, west of Hogan Lot, anything on Bobcat Way (including the Bobcat Den)
- *York Hill Residential Living Area* – The area comprised by the Townhouses, Eastview, Westview and Crescent Residence Halls (including the basketball and volleyball courts and outdoor patios)
- *Off-Campus Residential Living Areas* – All university-owned or leased off-campus residential properties

**Service Animal** – As defined by the Americans with Disabilities Act (ADA), a service animal is any dog that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work the dog has been trained to do must be directly related to the person's disability. Examples include, but are not limited to, guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting/protecting an individual who is having a seizure and reminding an individual to take medication. The provision of emotional support, well-being, comfort or companionship does not constitute work or tasks under this definition. While dogs are the most common service animals, under certain circumstances, a miniature horse may qualify as a service animal. Other animals do not qualify as service animals.

**Service Animal in Training** – A service animal in training is a dog that is being trained as a service animal and includes a puppy that is being raised to become a service animal in training.

**Therapy Animal** – An animal working with a health care or mental health care professional in a therapeutic activity. The animal must have received training appropriate for animal assisted therapy/activities (AAT/AAA) as evidenced by receipt of the Canine Good Citizen certificate from the American Kennel Club, or registration by a national therapy animal organization, such as Pet Partners. A therapy animal is not an emotional assistance animal or a service animal.

## Section 2: Employees Wishing to Bring Animals on Campus

This policy is section 2.14 of the Quinnipiac University Policy Manual 2016–17.

### 2.01 Policy Statement

The university prohibits bringing a pet (a domestic animal kept for pleasure or companionship) to work with the exception of animals

providing ADA accommodations for a person with disabilities (service animals).

## 2.02 Service Animals

*Service Animals:* According to the Americans with Disabilities Act (ADA), a service animal is defined as “any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items.”

A person with a disability uses a service animal, such as a seeing-eye dog, as an auxiliary aid. Service animals are welcome in all buildings on the university property and may attend any class, meeting or other event. There may be an exception to certain areas, such as laboratories and facilities areas, etc.

Employees requesting accommodation for a disability that includes a service animal must provide appropriate documentation to human resources.

Requirements of service animals and their owners include:

- All animals must be immunized against rabies and/or other diseases common to that type of animal. All vaccinations must be current.
- State law requires that all dogs be licensed.
- Service animals must always wear an owner identification tag (which includes the name and phone number of the employee), license tag and rabies vaccination tag.
- Animals must be in good health.
- Animals must be on a leash, harness or other type of restraint at all times, unless the employee is unable to restrain the animal on a leash because of a disability.
- The owner must be in full control of the animal at all times. The care and supervision of the animal is solely the responsibility of the employee.

Reasonable behavior is expected from service animals while on the university property. The owners of disruptive and aggressive service animals may be asked to remove them from the university. If the improper behavior happens repeatedly, the owner may be told not to bring the service animal into any facility until the owner takes significant steps to mitigate the behavior. Cleanliness of the service animal is mandatory. Consideration of others must be taken into account when providing maintenance and hygiene of service animals. The employee is expected to clean and dispose of all animal waste. Owners of service animals are responsible for all actions of the animal while on university property.

## Section 3: Students Wishing to Bring Animals on Campus

This policy is Section 1.18 of the Guidelines and Procedures for Students with Disabilities (<http://catalog.qu.edu/university-policies/disability-policy/>).

### 3.01 Scope

This policy applies to all students of the university.

### 3.02 Policy Statement

According to university policy (Human Resources Policy Manual (<https://myq.quinnipiac.edu/Welcome/HR/Documents/Policy%20Manuals>

[%20and%20Procedures/Quinnipiac%20University%20Policy%20Manual%202021-22.pdf](#)), 2.14; Student Handbook: Residential Life (p. 38)), animals, including pets of any kind (except fish, as noted in the Student Handbook), are not permitted on university campuses or in university housing facilities, with the exception of service animals. The university is, however, committed to providing access to its programs and services. Consequently, the university permits students with disabilities who require one to have an emotional support animal as a reasonable accommodation. Students may not bring a service animal or emotional support animal until it is approved by OSA and the Office of Residential Life, when applicable. Please note the definitions below to understand the difference between a service animal and an emotional support animal.

## 3.03 Definitions

(same as section 1.03)

**Campus** – any university controlled and/or managed building, office or grounds.

**Emotional Support Animals (ESA)** – As defined by the Fair Housing Act, an emotional support animal may provide physical assistance, emotional support, calming, stability and other kinds of support. The presence of the animal must be necessary in order to provide the resident with a disability the use and enjoyment of the dwelling. The assistance performed by the animal must be directly related to the individual's disability. These emotional support animals are not service animals, which are defined in and protected by the Americans with Disabilities Act Amendments. Further, non-domesticated, wild, potentially dangerous, venomous, endangered and/or illegal animals, including rodents, arachnids, reptiles and other exotic animals, are not permitted.

**Handler** – Person accompanying an animal or responsible for bringing it to campus.

**Office of Student Accessibility (OSA)** – The unit at Quinnipiac University that ensures equal access to academic and programmatic opportunity to students.

**Pet** – Any domestic animal including but not limited to amphibians, mammals, reptiles and birds kept for pleasure or companionship.

**Research and Teaching Animals** – Animals approved for use in direct support of the university's teaching and research missions and used in accordance with guideline established by the Institutional Animal Care and Use Committee (IACUC). The QU IACUC provides policies for meeting the ethical and legal requirements for the humane and ethical use of vertebrate animals.

**Residential Living Area** - The area defined by Residential Life as areas specific to residential activity. This designation will vary among the campuses. This designation also indicates the area in which an Emotional Support Animal is allowed.

- *Mount Carmel Residential Living Area* – The region south of the stream, north of the Hilltop Lot, west of Hogan Lot, anything on Bobcat Way (including the Bobcat Den);
- *York Hill Residential Living Area* – The area comprised by the Townhouses, Eastview, Westview and Crescent Residence Halls (including the basketball and volleyball courts and outdoor patios);
- *Off-Campus Residential Living Areas* – All university-owned or leased off-campus residential properties.

**Service Animal** – As defined by the Americans with Disabilities Act (ADA), a service animal is any dog that is individually trained to do work

or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work the dog has been trained to do must be directly related to the person's disability. Examples include, but are not limited to, guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting/protecting an individual who is having a seizure and reminding an individual to take medication. The provision of emotional support, well-being, comfort or companionship does not constitute work or tasks under this definition. While dogs are the most common service animals, under certain circumstances, a miniature horse may qualify as a service animal. Other animals do not qualify as service animals.

**Service Animal in Training** – A service animal in training is a dog that is being trained as a service animal and includes a puppy that is being raised to become a service animal in training.

**Therapy Animal** – An animal working with a health care or mental health care professional in a therapeutic activity. The animal must have received training appropriate for animal assisted therapy/activities (AAT/AAA) as evidenced by receipt of the Canine Good Citizen certificate from the American Kennel Club, or registration by a national therapy animal organization, such as Pet Partners. A Therapy animal is not an emotional assistance animal or a service animal.

### 3.04 Service Animals

Students who have a documented disability that requires the assistance of a service animal are permitted to bring such animals to campus. Service animals are permitted in all areas of campus where students are generally permitted to go. (Note Section 3.08 (p. ) below for restrictions.)

A service animal shall be kept on a harness, leash or other tether at all times, unless the handler is unable to use such a tether due to a disability or the use of a tether would interfere with the animal's ability to safely and effectively perform its duties. If a tether is not utilized, the service animal must be otherwise under the handler's control (e.g., voice control, signals or other effective means). A service animal should wear a leash, harness, cape or other marker that identifies it as a service animal at all times when on campus.

When it is not obvious what service the animal provides, the handler may be asked whether the animal is required because of a disability and what task the animal is trained to perform. The handler need not present proof or documentation of the nature of his or her disability or the training or certification of the service animal.

### 3.05 Emotional Support Animals

Students are permitted to keep emotional support animals in on-campus housing on a case-by-case basis as a reasonable accommodation for a documented disability.

Emotional support animals may not travel throughout campus property with their handlers. To permit a handler with equal opportunity to use and enjoy university housing, emotional support animals are permitted within the handler's residential living area at all times. A formal agreement between residential life and the handler will be utilized to identify the area where the handler can take the emotional support animal depending upon the housing unit in which the handler resides. The Office of Residential Life defines the handler's residential living area. When being transported to and from campus, the emotional support animal must be placed in an animal carrier or controlled by leash or harness. While outside the handler's residential living area, the handler shall carry proof that the

animal is an OSA-approved emotional support animal. Emotional support animals are not permitted in other university buildings.

In order to bring an emotional support animal to campus, the handler must contact OSA as early as possible to permit time to gather and review all necessary documentation. The OSA requires a reasonable amount of time to review documentation. The handler will be asked to provide documentation of his or her disability and medical documentation of the need for the emotional support animal. Such documentation must be from a licensed physician, psychiatrist, clinical social worker or other licensed mental health professional and provide that the animal provides emotional support that alleviates one or more of the identified symptoms or effects of an existing disability. Emotional distress from having to give up an animal because of a "no pets" policy does not qualify a student for an accommodation.

The handler also may be asked to provide the following information regarding the emotional support animal: 1) the type of animal; 2) the name of the animal; 3) a description of the animal; 4) whether the animal is housebroken; 5) the date of the animal's last medical examination; and 6) the date that the animal was acquired. Once the OSA has determined that an ESA is a reasonable accommodation, the handler must meet with staff in residential life to discuss the specifics of the accommodation and sign a formal agreement. Emotional support animals will not be allowed on campus without OSA and residential life approval.

### 3.06 Service Animals in Training

Connecticut law entitles any individual training a service animal to enter public spaces. A service animal in training is not allowed in controlled spaces including classrooms, residence halls and employee work areas. The service animal in training must be wearing a harness or an orange-colored leash and collar. The individual training a service animal must be employed by or authorized to engage in designated training activities by a service animal organization and who carries photographic identification indicating such employment and authorization, or an individual who volunteers for a service animal organization that authorizes such volunteers to raise dogs to become service animals, and causes the identification of such dog with either tags, ear tattoos, identifying bandanas (on puppies), identifying coats (on adult dogs), or leashes and collars.

### 3.07 Pets

Students are not permitted to have pets on university campuses or in university housing facilities (except fish, as noted in the Student Handbook: Residential Life (p. 38)).

### 3.08 Restricted Areas

#### 3.08.1 Service Animals

The university may prohibit the use of service animals in certain locations due to health and safety restrictions, such as areas in which the animal may be in danger, or where the animal's presence may compromise the integrity of research. Restricted areas may include, but are not limited to, food preparation areas, custodial closets, boiler rooms, research laboratories, clinical setting, classrooms or labs that contain research animals, areas requiring protective clothing, wood and metal shops, motor pools, areas with heavy machinery, and other areas as required by state or local law.

Limited exceptions to these restrictions may be made on a case-by-case basis in consultation with OSA and the person/department responsible for the restricted area.

A student who requires the use of a service animal to participate in a clinical training program should contact OSA and the head of his or her department. In no case may a service animal accompany a student into a patient's hospital room or examination room if prior approval is not granted.

### 3.08.2 Service Animals in Training

A service animal in training is not allowed in controlled spaces including classrooms, residence halls and employee work areas.

### 3.08.3 Emotional Support Animals

Emotional support animals are restricted from all areas except for the handler's designated living area, which is defined by the Office of Residential Life.

Students are expected to decline all invitations from other students to take the service animals or emotional support animal to restricted areas and non-authorized rooms or residence halls.

## 3.09 Conflicting Health Conditions

Residential life personnel will notify any roommates of the handler, and will make a reasonable effort to notify the residents of neighboring units to where the service animal or emotional support animal will be located.

Students with a medical condition that may be adversely affected by animals (e.g., asthma, severe allergies) should contact OSA with any health or safety concerns about exposure to a service or emotional support animal. OSA may request medical documentation of the student's condition to assist in determining whether the condition is disabling and whether there is a need for an accommodation. OSA will make every effort to resolve any conflict in a timely manner, taking into consideration the conflicting needs and/or accommodations of each person involved.

*The university will accommodate individuals with medical conditions that require reasonable accommodation in order to live, work or attend class in proximity to service or emotional support animals, and alternative housing or work space arrangements will be made where appropriate.*

## 3.10 Handler's Responsibilities

The handler of a service or emotional support animal living in university housing and/or frequenting campus is responsible for the following:

- The handler must meet first with the OSA and then with a representative of the Office of Residential Life in order to review and sign the Animal Agreement form prior to bringing the animal to campus.
- The handler must be in full control of the animal at all times.
- Only the handler may care for the animal. Handlers may not leave the animal in the care of another person on campus. The care of the animal is the responsibility of the handler at all times. The handler is responsible for identifying one alternative caretaker for the animal in case the handler becomes incapacitated for any reason.
- The handler must provide adequate care and supervision of the animal at his or her own expense. This includes training, cleanup and appropriate disposal of waste and proper hygiene. This also includes providing for the health of the animal, such as vaccination, annual check-ups and compliance with any state and local licensing requirements, including pursuant to General Statutes §22-338 and General Statutes §22-345. The handler is required to provide documentation on an annual basis regarding vaccinations and licensing to the Office of Residential Life. Furthermore, before bringing the animal to campus, the handler is required to provide documentation that the animal has a Certificate of Health from a licensed veterinarian and provide updated documentation on an annual basis. The Certificate of Health must state that the animal is free from clinical signs of infectious, contagious or communicable disease and is not from an area under rabies quarantine. The animal must have proof of current rabies vaccination given by veterinarian prior to date of importation and must have no exposure to rabies within the past 100 days.
- The animal must remain in a crate or other appropriate container in the handler's assigned bedroom when the handler is not in the room.
- If directed to by OSA, the handler is required to bring the animal to receive veterinarian attention.
- The handler must assure that the animal does not cause undue interference or disruption to other community members. An example of undue interference or disruption may include excessive barking.
- The handler will be liable for any harm caused by the animal, including bodily injury or property damage. This responsibility includes, but is not limited to, any expenses incurred for pest control, maintenance or cleaning above and beyond standard costs. Any such costs will be due at the time of repair and/or move-out, and the university shall have the right to bill the student account for any unmet obligations.
- The handler must notify OSA in writing if the animal is no longer needed or is no longer residing on university property. If the animal will be replaced, the handler must file a new request with OSA.
- The handler must permit scheduled inspection of his or her room for fleas, ticks or other pests as needed, and will be billed for any necessary pest treatment above and beyond standard pest management.
- The animal may not be left overnight to be cared for by another resident. Animals may be left alone for up to 24 hours. Animals must be taken with the handler if the handler leaves campus for a prolonged period (more than 24 hours).
- The handler must abide by all other applicable residential policies.
- Handlers are strongly encouraged to maintain renter's insurance, including liability coverage for the animal. The handler assumes full personal liability for any damage to property or persons caused by the animal. The handler shall be responsible for all liability and claims related to the animal. Quinnipiac University provides no indemnification to the animal or handler. Likewise, Quinnipiac University provides no personal property insurance coverage. Quinnipiac University is not the owner or keeper of any animal. Quinnipiac University shall not be responsible for any harm to the animal while on campus, including but not limited to, injury to the animal caused by pest management or lawn care products.
- It is strongly encouraged that animals be precluded from a raw protein diet in an effort to protect the public from significant health risks.
- If the handler resides in Quinnipiac University housing, the handler will notify the residence hall director if the animal escapes and is not recovered within one hour.
- Necessary precautions should be made for appropriate university personnel to enter student housing when the handler is not present. Precautions may include sharing pertinent information to appropriate university staff. The animal must be caged or crated, or removed from the room, during the time that university personnel are in the room. The university is not liable if the animal escapes during one of these visits.



- The handler is required to provide assistance and support to the animal during emergencies. University personnel are not responsible to provide any assistance or support to the animal, including but not limited to, during an emergency evacuation such as a fire alarm. In the event of a power outage or other disruption to university housing, the handler is responsible for making alternative boarding arrangements for the animal off campus. Accommodations are not available on campus during an emergency.

### 3.11 Responsibility of the Quinnipiac Community

All members of the Quinnipiac community, including faculty, staff and students, are expected to abide by the following:

- Service animals must be allowed to accompany their handlers at all times and in all places on campus, except where specifically prohibited (note Section 3.08 (p. ) above).
- Community members should not touch, pet, feed or otherwise distract a service animal without the handler's permission, and they should avoid any action that might startle the service animal.
- Community members shall not attempt to separate a handler from his/her service animal.
- The nature of a person's disability is private, and no community member should inquire as to the details of a handler's disability or their reason for using a service or emotional support animal.
- Community members should contact OSA if they have any questions or concerns relating to any service or assistance animal.
- Community members should provide handlers with service animals with the right of way with respect to pedestrians, cyclists or skateboarders.

### 3.12 Removal of Animals from Campus

A faculty member or other university official may exclude a service animal from a classroom or other university facility if the handler is unable to control it or the animal is not housebroken (e.g., trained so that it controls its waste elimination, absent illness or accident).

The university reserves the right to remove or exclude a service animal or emotional support animal from campus if:

- The animal poses a direct threat to the health and safety of others. In determining whether the animal poses a direct threat, Quinnipiac University will make an individualized assessment to ascertain the nature, duration and severity of the risk; the probability that the potential injury will actually occur; and whether reasonable modifications will mitigate the risk;
- The animal's presence causes an undue financial and administrative burden on the university. In determining whether the animal poses an undue financial and administrative burden, Quinnipiac University will make an individualized assessment to ascertain the cost of the requested accommodation; the financial resources of the university; the benefits that the accommodation would provide to the student; and the availability of alternative accommodations that would meet the student's disability-related needs.
- The animal's presence results in a fundamental alteration of the university's programs;
- The animal is ill or in poor health (e.g., animals with health conditions that pose a threat to others);
- The animal exhibits poor hygiene (e.g., visibly dirty, has a strong odor, not groomed, evidence of having fleas or ticks);

- The handler fails to comply with his/her responsibilities under this policy; or
- The animal creates an unmanageable disturbance or interference with the Quinnipiac community.

### 3.13 Violation of the Policy

Animals other than service animals or approved emotional support are not permitted on university campuses or in university housing facilities. Keeping any animal for a family member or friend or having a family member or friend visit with any animal other than a service animal for any length of time is prohibited.

A handler determined to be responsible for keeping animals other than service animals or approved emotional support animals in violation of this policy will be subject to fines or other sanctions. A handler will also be responsible for all damage or cleaning costs resulting from violation of this policy. The university reserves the right to remove animals other than service animals or approved emotional support animals from campus for violations of this policy. When so directed, the handler must remove the animal from campus and campus housing within 24 hours.

Violations of this policy may result in referral to the Student Code of Conduct process.

## Section 4: Research and Teaching Animals

### 4.01 Policy Statement

Research and teaching animals are animals approved for use in direct support of the university's teaching and research missions and used in accordance with guidelines established by the Institutional Animal Care and Use Committee (IACUC). The QU IACUC provides policies for meeting the ethical and legal requirements for the humane and ethical use of vertebrate animals.

## Section 5: Service Animals in Training

### 5.01 Policy Statement

Connecticut law entitles any individual training a service animal to enter public spaces. A service animal in training is not allowed in controlled spaces on university property including classrooms, residence halls and employee work areas.

### 5.02 Conditions

- The service animal in training must be wearing a harness or an orange-colored leash and collar.
- The individual training a service animal must be employed by or authorized to engage in designated training activities by a service animal organization and who carries photographic identification indicating such employment and authorization, or an individual who volunteers for a service animal organization that authorizes such volunteers to raise dogs to become service animals, and causes the identification of such dog with either tags, ear tattoos, identifying bandanas (on puppies), identifying coats (on adult dogs), or leashes and collars.

## Section 6: Therapy Animals

### 6.01 Policy Statement

A therapy animal trained for Animal Assisted Therapy/Activities (AAT/AAA) may be brought into appropriate university property to work with its trained handlers to provide service in conjunction with a university-

approved program in one or more therapeutic activities under the following conditions.

## 6.02 Conditions

- Handlers must be health care or mental health care professionals. Students and other individuals are not allowed to bring therapy animals on campus.
- Each handler provides to the university documentation of the training for the therapy animal, as demonstrated by the attainment of the Canine Good Citizen title through the American Kennel Club or registration with a therapy animal organization, such as Pet Partners.
- Each handler provides to the university documentation showing that the handler has obtained and maintains liability insurance coverage protecting the university from claims arising out of the presence and utilization of the therapy dog and had obtained approval for the presence of the therapy animal from the appropriate university officials.
- Each handler executes an Animal Assisted Therapy-Handler Agreement, waiving claims against the university with respect to any injuries (including death) sustained by the therapy animal during the time the therapy animal is on campus working with its handler to provide service in conjunction with a university-approved program in one or more therapeutic activities.
- Each handler works with the department of facilities to schedule space and time for the Animal Assisted Therapy/Activities so that the university can convey to the university community the place and duration of the event. Notification to the university community must be made no less than one week prior to the event.

# Policy Statement on Disabilities

Students with disabilities who wish to request reasonable accommodations should contact the Office of Student Accessibility in Arnold Bernhard Library north wing (Mount Carmel Campus) or School of Law and Education 340 (North Haven Campus) at 203-582-7600 or email [access@qu.edu](mailto:access@qu.edu). Quinnipiac University complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Read the full Guidelines and Procedures for Students with Disabilities (<http://catalog.qu.edu/university-policies/disability-policy/>).

## Section 1: Policies and Procedures for Students with Disabilities

### 1.01 Statement on Disabilities

Quinnipiac University is committed to providing equal educational opportunities and full participation for students with disabilities. No qualified student will be excluded from participation in any university program or be subject to any form of discrimination based on disability.

Quinnipiac University recognizes its obligations to comply with the Americans with Disabilities Act of 1990, hereafter referred to as ADA, and Section 504 of the Rehabilitation Act of 1973, hereafter referred to as Section 504.

The ADA states: “No individual shall be discriminated against on the basis of disability in the full and equal enjoyment of the goods, services, facilities, privileges, advantages, or accommodations of any place of public accommodation by any private entity who owns, leases (or leases to), or operates a place of public accommodation.” (28 C.F.R. § 36.201a) Section 504 states: “No otherwise qualified individual with a disability [...] shall, solely by reason of her or his disability, be excluded from the

participation in, be denied benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance” (29 U.S.C. § 794). Consistent with its responsibilities, Quinnipiac University provides reasonable accommodations to promote equal educational opportunity.

The university provides staff members to ensure compliance with the ADA and Section 504. These staff members work directly with students, faculty and staff regarding reasonable accommodations and other assistance as needed. The university also maintains a grievance procedure for those students with disabilities who seek resolution of particular issues and desire a more formalized process. The grievance procedure is discussed in Section 3: ADA/504 Grievance Procedure (<http://catalog.qu.edu/university-policies/disability-policy/#ada504grievanceproceduretext>).

### The Office of Student Accessibility

Located at the Learning Commons  
Arnold Bernhard Library (Mount Carmel Campus) – AB-TLC  
School of Law & Education (North Haven Campus) – SLE-340  
Phone: 203-582-7600  
Fax: 203-582-7610  
Email: [access@qu.edu](mailto:access@qu.edu)

## 1.02 Institutional Rights and Responsibilities

Quinnipiac University through its dedicated offices has the **responsibility** to:

- Ensure that university courses, programs, services, activities and facilities, when viewed in their entirety, are offered in the most integrated and appropriate setting.
- Provide information regarding policies and procedures to students with disabilities and ensure its availability in accessible formats upon request.
- Evaluate students on their abilities, not their disabilities.
- Provide reasonable and appropriate accommodations, academic adjustments and/or auxiliary aids for students with disabilities upon a timely request by students.
- Maintain appropriate confidentiality of records and communication concerning students with disabilities except where disclosure is required by law or authorized by the student.

More specifically, personnel in these dedicated offices have the **responsibility** to:

- Assist students with disabilities who self-identify and meet university criteria for eligibility to receive reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids determined on a case-by-case basis.
- Assure appropriate confidentiality of all information pertaining to a student's disability.
- Assure that the students receive appropriate reasonable accommodations based on documentation of the disability.
- Interact with the faculty, when appropriate.
- Inform students with disabilities of university policies and procedures for filing a formal grievance.

Serving students, the director of the Office of Student Accessibility and/or their designee have the **right** to:

- a. Require that students with disabilities conform with the university's academic standards.
- b. As needed, request from a student current documentation completed by appropriate professional(s) to verify the need for reasonable accommodations, academic adjustments, and/or auxiliary aids. See Section 2: Criteria for Comprehensive Documentation of Disabilities (<http://catalog.qu.edu/university-policies/disability-policy/#documentationtext>).
- c. Review the student's need for reasonable accommodations, academic adjustments, and/or auxiliary aids with the professional(s) providing the documentation. This review is only conducted with the student's signed consent authorizing such a discussion.
- d. Select among equally effective and appropriate accommodations, adjustments and/or auxiliary aids in consultation with the student.
- e. Deny a request for specific accommodations, academic adjustments, and/or auxiliary aids if the documentation does not identify a specific disability, fails to verify the need for the requested services, is not provided in a timely manner or does not identify the specific accommodation.
- f. Refuse to provide an accommodation, adjustment and/or auxiliary aid that is inappropriate or unreasonable including any that:
  - i. constitute a substantial change or fundamental alteration to an essential element of a course or program.
  - ii. pose an undue burden on the university.

### 1.03 Responsibilities of the Office of Student Accessibility

- a. Promote disability as diversity and inclusive excellence.
- b. Support an institution-wide mindset of equal access for students to all educational opportunities, programs, and services.
- c. Empower students, thereby enhancing equity and providing a platform for innovation and inclusion.
- d. Advocate for and empower students in an effort to foster lifelong learners prepared for the demands of 21st-century careers and citizenship.
- e. Provide individual reasonable accommodations when environmental barriers cannot be eliminated following a thorough review of a student's disability documentation and self-report of associated challenges.

#### What is a reasonable accommodation?

**Reasonable accommodations** are modifications or adjustments to the tasks, environment or to the way things are usually done that enable individuals with disabilities to have an equal opportunity to participate in an academic program or a job (U.S. Department of **Education**, 2007).

There are three kinds of accommodations that are not considered reasonable:

- a. It is not a reasonable accommodation if making the accommodation or allowing participation poses a direct threat to the health or safety of others.
- b. It is not a reasonable accommodation if making the accommodation means making a substantial change in an essential element of the curriculum or a substantial alteration in the manner in which you provide your services.
- c. It is not a reasonable accommodation if it poses an undue financial or administrative burden.

### 1.04 Responsibilities of the Student

- a. Disclose a disability through the Office of Student Accessibility (OSA) by providing the appropriate documentation as detailed in the documentation guidelines.
- b. Engage in a conversation regarding disability-related challenges, history of use of accommodations and what academic adjustments/accommodations have worked or not worked in the past.
- c. Discuss the intended course of study/classes and what types of didactic, laboratory, practical, clinical/fieldwork adjustments/accommodations might be appropriate.
- d. Agree to reasonable accommodations and ensure that processes for utilizing accommodations are understood.
- e. Complete necessary paperwork as administered by the OSA.
- f. Provide accommodation letters to professors on a semester-by-semester basis; engage in a conversation with each professor to ensure awareness of reasonable accommodations.
- g. Communicate with the OSA regarding the effectiveness of accommodations.
- h. Provide updated documentation as needed, and/or to support the need for changes to reasonable accommodations.
- i. Re-request accommodations through the OSA on a semester-by-semester basis.

### 1.05 Responsibilities of the Faculty Member

- a. Provide only the accommodations that are recommended by the Office of Student Accessibility (OSA) via the student accommodation letter. Accommodation letters are produced on a semester-by-semester basis.
- b. Discuss with the OSA any concerns related to the accommodations that have been requested by the student during the initial contact with the faculty member.
- c. With respect to examinations:
  - i. Discuss the conditions under which the exam is to be administered.
  - ii. If the student's exam is to be administered via the Learning Commons, ensure the timely delivery of the exam, along with all necessary instructions and materials for proper administration.
- d. Ensure the appropriate confidentiality of information regarding students with disabilities. Do not inquire regarding a student's disability. If a student discloses to the faculty member any disability-related information, encourage the student reach out to the OSA or facilitate an email introduction.
- e. Including an accessibility statement on your syllabus can help to:
  - i. Signal to all students in a course (not just those with disabilities) that you welcome discussion about individual differences in learning, encountered barriers, and ways to maximize access.
  - ii. Send a message that you value diversity and an inclusive learning environment.
  - iii. Open the door to communication and help students feel more comfortable approaching you.
  - iv. Normalize the accommodations process as just another part of the course.
  - v. Inform students about college procedures and available resources.

Faculty are encouraged to consider making a statement in class to further normalize the accommodations process and to encourage students to feel more comfortable approaching you.

A few sample syllabus statements are as follows:

*Quinnipiac University is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any barriers to learning in this course, please feel welcome to discuss your concerns with me.*

*If you have a disability, or think you may have a disability, you may also want to meet with the Office of Student Accessibility, to begin this conversation or to request reasonable accommodations. Quinnipiac University complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.*

*Please contact the Office of Student Accessibility by emailing [access@qu.edu](mailto:access@qu.edu) or by calling 203-582-7600. If you have already been approved for accommodations through the Office of Student Accessibility, please meet with me so we can develop an implementation plan together.*

## 1.06 The Interactive Process

### Assisting faculty in understanding how accommodations are determined

The interactive process occurs when a student requests an accommodation, and further communication needs to occur between the student, the Office of Student Accessibility (OSA), and the designated liaison (program instructors or course directors). In this process, a look at programmatic technical standards and student learning outcomes will occur, ensuring that the reasonable accommodation will not fundamentally alter the nature of a course or program, or provide an undue hardship.

- a. **Step One (OSA/student):** Gaining basic information about the students' background and education history. A discussion about where a student has been and what they have been doing is a positive start.
- b. **Step Two (OSA/student):** Discuss disability documentation and work with student in discovering their self-knowledge of their disability, functional limitations/educational limitations. Some students are well aware and knowledgeable about their disabling condition and educational limitations; for others, they may not have received supports in high school or have come to their disability later in life.
- c. **Step Three (OSA/student):** Gathering information on what academic adjustments/accommodations or supports they have used in the past.
- d. **Step Four (OSA/student):** Exploring what worked or what didn't. What were the benefits or pros and cons?
- e. **Step Five (OSA/student/liaison):** Discussing the intended course of study/classes and what types of didactic, laboratory, practical, clinical/fieldwork adjustments/accommodations might be appropriate. It is great if the student is knowledgeable, if not, the OSA can provide suggestions in addition to collaboration with program faculty or the course instructor. This process will likely involve a review of student learning outcomes and programmatic technical standards.
- f. **Step Six (OSA/student/liaison):** Examining prior knowledge of such accommodations and support and what training might be required.
- g. **Step Seven (OSA/student/liaison):** Coming to an agreement of what is needed and what is reasonable. Wherever possible taking the students' preference into consideration.
- h. **Step Eight (OSA/liaison):** Documenting the discussion, the course/class to be taken, the didactic, laboratory, practical, clinical/fieldwork adjustments/accommodations, services or training required.

- i. **Step Nine (OSA/liaison):** Ensuring the student understands the process for getting these services such as sending off accommodation letters, conversing with their professor, picking up a tape recorder, etc. The OSA will send a follow-up email to the student and program liaison documenting the conclusion of the discussion.
- j. **Step Ten (OSA/student/liaison):** Implementing the didactic, laboratory, practical, clinical/fieldwork adjustments/accommodations and/or services. This is completed on a semester-by-semester basis as a part of the interactive process, and is an ongoing process. It is a student's responsibility to report the effectiveness of the accommodation, and ongoing communication with the OSA is encouraged. The student needs to know and feel comfortable that if their needs change or the nature of the course or class they are undertaking changes they can come back for further discussion on what might be needed.

## 1.07 Resources for New Students

Welcome to Quinnipiac University! We hope that the following information will be helpful as you prepare for the transition to college and explore available resources to aide in your success as a college student.

### When to Reach Out

Contact the Office of Student Accessibility (OSA) within the first couple of weeks that you are on campus so there is ample time to review your documentation, review requests, engage in the interactive process, implement accommodations, and update documentation, if necessary.

Please note that accommodations are never instated retroactively, so it is important to reach out early. If concerns or changes are needed to the reasonable accommodations throughout the course of the semester, reach out again to the OSA to engage in further discussion.

### What to Expect

Quinnipiac University is committed to ensuring equal access and reasonable accommodations to eligible students with disabilities. One of the major differences between high school and college is that, in college, the student is responsible for disclosing a disability, requesting services, and working with faculty to implement approved accommodations.

### Tips for Self-Advocacy when Requesting Services

- a. You are the best expert on yourself! Be prepared to describe your disability and how it impacts you. A student's self-report is a critical component of an accommodation request in addition to the formal documentation from a medical or other provider.
- b. Be familiar with the documentation of disability you are submitting. Be prepared to discuss your strengths, areas of challenge, and any recommendations made by the evaluator/provider.
- c. Come to your initial appointment prepared with any questions or concerns you may have.

Another helpful reading can be accessed at the U.S. Department of Education and Office for Civil Rights, "Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities." (<https://www2.ed.gov/about/offices/list/ocr/transition.html>)

## 1.08 High School Versus College

There are significant differences between accommodation services and academic expectations in high school and college for students with disabilities.



**Applicable Laws**

- **High School:** I.D.E.A. (Individuals with Disabilities Education Act). Section 504, Rehabilitation Act of 1973. I.D.E.A. is about success.
- **University:** A.D.A. (Americans with Disabilities Act of 1990). Section 504, Rehabilitation Act of 1973. A.D.A. is about access.

**Required Documentation**

- **High School:** I.E.P. (Individual Education Plan and/or 504 plan). School provides evaluation at no cost to student. Documentation focuses on determining whether student is eligible for services based on specific disability categories in I.D.E.A.
- **University:** High School I.E.P. and 504 may not be sufficient. Documentation guidelines specify information needed for each category of disability. Student must get evaluation at their own expense. Documentation must provide information on specific functional limitations that demonstrate the need for specific accommodations.

**Self-Advocacy**

- **High School:** Student is identified by the school and is supported by parents and teachers. Primary responsibility for arranging accommodations belongs to the school. Teachers approach you if they believe you need assistance. Teachers will reach out to parents for updates, guidance and concerns.
- **University:** Student must self-identify to the Office of Accessibility. Primary responsibility for self-advocacy and arranging accommodations belongs to the student. Student must initiate contact with the Office of Accessibility if you need assistance. Students must self-advocate and ask for guidance.

**Parental Role**

- **High School:** Parent has access to student records and can participate in the accommodation process. Parent advocates for student.
- **University:** Parent does not have access to student records without student's written consent. Student advocates for self.

**Instruction**

- **High School:** Teachers may modify curriculum and/or alter pace of assignments. Testing is frequent and covers small amounts of material. Makeup tests are often available. Teachers often take time to remind you of assignments and due dates.
- **University:** Grading and testing format changes (e.g., multiple choice vs. essay) are generally not available. Accommodations to how tests are given (extended time, test proctors) are available when supported by disability documentation. Testing is usually infrequent and may be cumulative, covering large amounts of material. Makeup tests are seldom an option; if they are, students need to request them. Professors expect students to read, save, and consult the course syllabus (outline); the syllabus spells out exactly what is expected of students, when assignments are due, and how students will be graded.

**Student Responsibilities**

- **High School:** Tutoring and study support may be a service provided as part of an I.E.P. or 504 plan. Students' time and assignments generally are structured by others. Student may study outside of class as little as 0 to 2 hours a week for each subject.
- **University:** Tutoring does not fall under Disability Services. Students with disabilities must seek out tutoring resources as they are available to all students. Student manage their own time and

complete assignments independently. Student needs to study at least 2 to 3 hours outside of class for each hour in class.

**1.09 Quinnipiac University Campus Resources****Counseling Services**

The Quinnipiac University Health and Wellness Center offers a variety of counseling-related services. Students who are seeking help for emotional distress have access to care. The goal is to assist students through brief therapy while addressing concerns that may be affecting academic performance or the student's quality of life within the university community.

Our counselors are a resource for students struggling with stress, anxiety, depression, relationship problems, eating disorders and alcohol or drug abuse. Other common problems include difficulty making decisions, low self-esteem, procrastination, or the stress of leaving home while adjusting to college life. Counseling staff members are available to assist any student who has been affected through physical or sexual violence or who may be grieving the loss of a loved one. Counseling services are available to all undergraduate and graduate students at no cost.

Here is a link to schedule an appointment with counseling services. (<https://forms.quinnipiac.edu/CounselingIntake/Form.html>)

**Dining Services**

Chartwells Dining Services is committed to providing quality food and excellent service. The guarantee to you is that we will do everything possible to ensure your satisfaction. If you have any comments, concerns, suggestions, or praise about your dining experience, or need any special assistance, please reach out to Chartwells by visiting the Quinnipiac Dining Website (<https://www.dineoncampus.com/quinnipiac/>) or simply speaking with a dining services manager.

**Department of Public Safety**

The Department of Public Safety provides coverage of all campuses 24 hours a day, seven days a week. Part of the duties of public safety include: responding to all emergencies and requests for assistance, offering walking escort services on campus 24 hours a day, investigating complaints and submitting follow-up written reports, maintaining relationships with area law enforcement and emergency service agencies.

To contact the Department of Public Safety, call or email: 203-582-6200 or [public.safety@qu.edu](mailto:public.safety@qu.edu) ([public.safety@quinnipiac.edu](mailto:public.safety@quinnipiac.edu)) In case of an emergency, call **911** from any phone on campus.

**Department of Residential Life**

The Department of Residential Life is committed to excellence in the development of a living learning environment that contributes to student success.

To contact the Office of Residential Life, email: [residentiallife@qu.edu](mailto:residentiallife@qu.edu)

**Individual Academic Counseling**

Through Individual Academic Counseling, academic specialists help students prioritize tasks, develop effective college-level study habits, negotiate classroom difficulties, and cultivate habits of the mind consistent with lifelong learning and professional success. Academic specialists are full-time, professional staff members that generally work during business hours.

To make an appointment with an academic specialist, please contact: Mount Carmel Campus: 203-582-8628

North Haven Campus: 203-582-7851

### Information Technology

If you require computer-related assistance, the information services mission is in supporting student life, teaching, research and administration. If you require computer-related assistance, you can visit the Information Services webpage ([https://myq.quinnipiac.edu/IT%20%20Libraries/Information%20Technology/Academic%20Technology/Pages/AT\\_Site\\_Redesign/MainIS.html](https://myq.quinnipiac.edu/IT%20%20Libraries/Information%20Technology/Academic%20Technology/Pages/AT_Site_Redesign/MainIS.html)) or stop in to one of the Tech Center locations:

Mount Carmel Campus/Arnold Bernhard Library: Room 138  
North Haven Campus/Center for Medicine, Nursing and Health Sciences: MNH-338

### Peer Tutoring

Over 60 peer tutors offer tutoring services for more than 400 courses. Students utilize this resource for a variety of reasons, including help in the writing process, assistance with homework problem sets and preparation for exams. Tutors received an A or A- in each course they tutor and were recommended by their professors. Tutorials are available in half-hour blocks every day of the week. To schedule a tutoring appointment, email [learningcommons@qu.edu](mailto:learningcommons@qu.edu) ([LearningCommons@quinnipiac.edu](mailto:LearningCommons@quinnipiac.edu)) or call:

Mount Carmel Campus: 203-582-8628  
North Haven Campus: 203-582-7851

## 1.10 Student Registration with the Office of Student Accessibility

Incoming and current Quinnipiac University students with disabilities who have not previously registered with the Office of Student Accessibility (OSA) and wish to request an accommodation should follow these steps:

**1. Submit documentation of disability:** Specific guidelines regarding documentation requirements are provided. Students may submit documentation to:

This link on qu.edu Accommodation Request Form for Students with Disabilities (PDF) (<https://www.qu.edu/499224/globalassets/global/media/qu/documents/academics/learning-commons-support/accomodation-request-form-for-students-with-disabilities.pdf>)

The Office of Student Accessibility  
Located at the Learning Commons  
Arnold Bernhard Library (Mount Carmel Campus) – AB-TLC  
School of Law & School of Education (North Haven Campus) – SLE-340  
Fax: 203-582-7610  
Email: [access@qu.edu](mailto:access@qu.edu)

**2. Schedule an appointment:** the student will need to schedule an initial appointment with the OSA. Incoming students should contact the office by email, phone or walk-in to schedule an appointment:

Phone: 203-582-7600  
Email: [access@qu.edu](mailto:access@qu.edu)  
Walk-In:

Mount Carmel Campus: Arnold Bernhard Library North Wing  
North Haven: School of Law and School of Education – SLE-340  
Phone options are available during the summer and for students currently off campus. If you need further assistance, feel free to contact us via email or phone.

**3. Determination of Accommodations:** During your meeting with a staff member from the Office of Student Accessibility, a thorough discussion will occur regarding your disability, your strengths, challenges, and program of study. Often, as a part of an interactive process, the student, the OSA and the faculty member will need to collaborate to determine reasonable accommodations in certain settings that are not just academic in nature (see laboratory, practical, clinical, fieldwork, internship). Upon completion of student's appointment and a decision on what accommodations may be considered reasonable, a student will receive an accommodation letter detailing the use of recommended reasonable accommodations.

Implementing the didactic, laboratory, practical, clinical/fieldwork adjustments/accommodations and/or services. This is completed on a semester-by-semester basis as a part of the interactive process and is an ongoing process. It is a student's responsibility to report the effectiveness of the accommodation, and ongoing communication with the OSA is encouraged. The student needs to know and feel comfortable that if their needs change or the nature of the course or class they are undertaking changes they can come back for further discussion on what might be needed.

## 1.11 Accommodations in Academic/Didactic Settings

Accommodations are required by law under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA).

Students who choose to disclose a disability and request academic/didactic accommodations should submit the Accommodation Request Form and relevant, supporting documentation that would substantiate the need for the accommodation (please see documentation guidelines).

A student will then meet with a representative from the Office of Student Accessibility (OSA) within an interactive process to determine which accommodations would be appropriate. Most often, this interactive process involves assessing the student learning outcomes of a course/program, in addition to the technical standards of a course/program. So long as the accommodation would not present an undue hardship or fundamental alteration, the accommodation may be deemed reasonable according to the ADA and Section 504.

Following this meeting, an official accommodation letter describing the nature of the accommodations will be provided to the student. It is the student's responsibility to forward their accommodation letter to their course instructors, for the courses which they would like to utilize their accommodations. Accommodations are effective beginning on the date the professor is presented the accommodation letter. Accommodations are not retroactive.

The student must contact their professors and to work collaboratively to help facilitate the arrangement of the accommodation. The accommodation process is premised upon an open and productive dialogue between the professor and the student. Students are encouraged by the OSA to discuss their accommodations with the professor; however, the student is not required to disclose or discuss specific disability-related information.

Please remember that all information regarding a disability is confidential and this information is subject to Quinnipiac University privacy guidelines for academic records.

## 1.12 Accommodations in Laboratory Settings

Accommodations are required by law under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA).

Students who choose to disclose a disability and request accommodations in a laboratory setting should submit the Accommodation Request Form and relevant, supporting documentation that would substantiate the need for the accommodation.

A student will then meet with a representative from the Office of Student Accessibility within an interactive process to determine which accommodations would be appropriate. Most often, this interactive process involves assessing the student learning outcomes of a course/program, in addition to the technical standards of a course/program. So long as the accommodation would not present an undue hardship or fundamental alteration, the accommodation may be deemed reasonable according to the ADA and Section 504.

Following this meeting, an official accommodation letter describing the nature of the lab accommodations will be provided to the student, for the courses which they would like to utilize their accommodations. Accommodations are effective beginning on the date the professor is presented the accommodation letter. Accommodations are not retroactive.

The student is advised to contact their professor(s) and to work collaboratively to help facilitate the arrangement of the accommodation. The accommodation process is premised upon an open and productive dialogue between the professor and the student. Students are encouraged by the Office of Student Accessibility to discuss their accommodations with the professor; however, the student is not required to disclose or discuss specific disability-related information.

Please remember that all information regarding a disability is confidential and this information is subject to Quinnipiac University privacy guidelines for academic records.

## 1.13 Accommodations Applicable to Off-Campus Educational Experiences: Clinical, Fieldwork, Externship, Internships

Students who are performing work in external settings are entitled to reasonable accommodations, as necessary, to perform the essential duties of the clinical site as defined by Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA).

In the event that a student requires accommodations at an external site, the student should notify the Office of Student Accessibility as soon as possible and their course instructor, who should assist the student in engaging in the interactive process with the clinical coordinator/site.

In accordance with Section 504 and the ADA, accommodations at an external site must not:

- pose an undue financial or administrative burden
- fundamentally alter the nature or purpose of the course or assignment
- be inconsistent with essential academic requirements
- reduce or alter academic requirements
- substantially alter the method in which the course is taught or service is provided

- pose a direct threat to the health and safety of the student, patient or others

Typical academic accommodations (ex: extended test taking time, etc.) may not be transferable to an external site without first engaging in an interactive discussion process.

If following discussions through the interactive process between the Office of Student Accessibility, the student and the instructor, it is learned that accommodations at an external site are reasonable, an accommodation letter specific to clinical experiences will be provided to the student, instructor and clinical/fieldwork/externship/internship coordinator.

Accommodations will be re-visited each semester and will be dependent on the external site location and requirements.

## 1.14 Accommodations While Studying Abroad

Students who are interested in exploring study abroad opportunities should consider what impact their disability may have if/when they plan to travel overseas. Students are advised to reach out to the Office of Student Accessibility (OSA) as well as the Office of Global and Cultural Engagement to begin a discussion of what to expect when traveling abroad. This discussion should occur as students are exploring their options to ensure that the decision to study abroad will be a good fit.

In accordance with the deadlines for the Department of Cultural and Global Engagement for Study Abroad it is recommended that you start working with the Office of Student Accessibility up to a year in advance, or as soon as you start considering the option to study abroad.

Students who are registered with the Office of Student Accessibility who are eligible for reasonable accommodations under the Americans with Disabilities Act (ADA) and Section 504 (504) of the Rehabilitation Act may also be eligible for overseas accommodation when it can be arranged.

It is important to keep in mind that many foreign countries and study abroad programs overseas do not have the same accessibility laws (ADA/504) as in the United States. Therefore, it is imperative that you begin this discussion early in the exploration process as to learn about the types of accommodations that are typically provided in your host country. During this process the student is encouraged to be flexible and open-minded to differing ways of accommodating disability-related challenges.

If/when considering study abroad, please reach out to:

Office of Student Accessibility  
 Located at the Learning Commons  
 Arnold Bernhard Library (Mount Carmel) – AB-TLC  
 School of Law & School of Education (North Haven) – SLE-340  
 203-582-7600  
[access@qu.edu](mailto:access@qu.edu) ([access@quinnipiac.edu](mailto:access@quinnipiac.edu))

If considering study abroad for the first time, it is suggested that a student do some preliminary research prior to such as:

- What are the physical environments like in the host country?
- How are the assignments different? Is learning mainly from lecture, readings, independent research, etc.?
- What housing options exist?
- Is transportation available and accessible?

Just as cultures differ, so do disability accommodations and perceptions. The key for any study abroad participant is flexibility.

### Quick Tips for Students with Disabilities Going Abroad

- a. **Remember that other cultures may provide disability access in a different way**—learn about what types of accommodation are typically provided in your host country and be flexible and open to different ways of accommodating your disability.
- b. **Before you go, find out as much as you can about your host culture** and how they view disability by reading, talking to other students, and attending pre-departure orientation sessions. The more you know, the better prepared you will be for the interaction between your disability and the new environment.
- c. **Think about how you will answer questions** about your disability in the language of your host country—look up key vocabulary words ahead of time.
- d. **For further information, please visit:**

Diversity Abroad (<https://www.diversityabroad.com/articles/students-disabilities-abroad/>)

Department of Homeland Security: Transportation Security Administration (<https://www.tsa.gov/travel/special-procedures/>)  
 Quinnipiac University: Department of Cultural and Global Engagement (<https://qu.campuslabs.com/engage/organization/cultural-global-engagement/>)

## 1.15 Residential Life/Housing Accommodations

As part of our mission to foster diverse and inclusive learning and living environments, Quinnipiac University is committed to supporting students with documented disabilities.

All students admitted to Quinnipiac University enjoy full access to its programs and services, including residential life. In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, Quinnipiac University has established procedures to ensure students with documented disabilities receive housing assignments that reasonably meet their needs as required by law.

For specific housing and other residential life information please go to <https://www.qu.edu/life/student/living-at-quinnipiac.html>

### How Are Residential Life/Housing Accommodation Requests Reviewed?

Housing accommodation requests are reviewed on an individual basis. **It is important to note that students are not making a request for a specific housing assignment, but rather a request for an accommodation for equal access.** Single rooms are granted as reasonable accommodations in only rare circumstances. Such requests will be reviewed by the Office of Student Accessibility (OSA) on a case-by-case basis.

Requests for particular housing assignments based on a student's preference, or a particular type of living environment, such as a certain type of room or location or desire for a quiet place to study will not be honored.

Students must submit the Accommodation Request Form or additional pertinent documentation from their medical provider substantiating the need for a housing accommodation.

The OSA reviews each request and determines an appropriate and reasonable housing accommodation. Once determined, accommodation recommendations are provided to the Associate Director of Residential Life.

Please note that Quinnipiac University does not grant accommodations solely based on the recommendations of care providers. The determination is made based on all information relevant to the documented functional limitations caused by the disability in relation to the place of residency.

### Deadlines for requesting residential life/housing accommodations: Current Students

The deadlines for requesting housing accommodations are the following:

Current Juniors – November 1

Current First Year/Sophomores – March 1

Student requesting housing accommodations will meet with a representative from the Office of Student Accessibility (OSA) to discuss requested accommodations and to complete the interactive accommodation process. These deadlines allow the OSA adequate time to review requests prior to the complex lottery process. Please contact the Office of Residential Life regarding questions related to the Lottery Process. <https://www.qu.edu/life/student/living-at-quinnipiac.html>

Residential Life accommodations are based on the student's request. If approved, only the student and direct roommate will be affected. A student with an approved accommodation cannot request a full suite of individuals based on their approved accommodation.

### Incoming Students

The deadline for requesting housing accommodations for incoming students is:

Incoming Students – June 24

An incoming student requesting housing accommodations will speak with a representative from the OSA to discuss requested accommodations and to complete the interactive accommodation process. Students with an approved accommodation can request up to one roommate.

### Post-Deadline Requests

If a need for a housing accommodation request arises outside of the above timelines, students should still follow the same application process. The OSA will review post-deadline requests and the college will make every attempt to implement approved accommodations based on current availability. Please note that availability for certain types of accommodations may be limited at later points in the year. The OSA and Office of Residential Life offers a wait list for those students who have been approved accommodations after the deadline.

## 1.16 Accommodations in the School of Law

Students taking classes in the Quinnipiac University School of Law should reach out to the Associate Dean of Students who will make a referral to the Office of Student Accessibility (OSA).

Please contact:

Associate Dean of Students  
 Quinnipiac University School of Law  
 203-582-3220

The OSA will review the disability documentation, and then engage in an interactive process with the Associate Dean of Students in determining accommodations that may be considered reasonable within the Quinnipiac University School of Law. Once accommodations are agreed



upon, the student as well as the Associate Dean of Students will receive an accommodation letter detailing the accommodation and its provision.

### 1.17 Accommodations in the Frank H. Netter MD School of Medicine

Students taking classes in the Quinnipiac University Frank H. Netter MD School of Medicine should reach out to the Associate Dean for Student Affairs who will make a referral to the Office of Student Accessibility (OSA).

Please contact:  
Associate Dean for Student Affairs  
Frank H. Netter MD School of Medicine  
203-582-4859

The OSA will review the disability documentation, and then engage in an interactive process with the Associate Dean for Student Affairs in determining accommodations that may be considered reasonable within the Frank H. Netter School of Medicine. Once accommodations are agreed upon, the student as well as the Associate Dean for Student Affairs will receive an accommodation letter detailing the accommodation and its provision.

### 1.18 Emotional Support Animals, Service Animals and Therapy Animals

Quinnipiac University allows individuals to bring animals on university property in accordance with federal laws and in other situations subject to the rules outlined in this policy.

The university supports the use of service and emotional support animals on campus as defined and regulated by federal and state laws. The university also supports the use of research and therapy animals used in approved research and teaching activities.

At the same time, it recognizes the health and safety risks potentially created by animals on campus. Animals, including pets of any kind (except fish, as noted in the Student Handbook (p. 66)), are not permitted on university campuses or in university housing facilities, with the exception of service animals, approved emotional support animals, approved research animals and approved therapy animals.

For the complete policy and guidance regarding animals on campus at Quinnipiac University, please visit this link in the campus catalog. (<http://catalog.qu.edu/university-policies/animals/>)

#### Service Animals

According to the Americans with Disabilities Act (ADA), a service animal is defined as “any dog individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items.”

A person with a disability uses a service animal, such as a seeing-eye dog, as an auxiliary aid. Service animals are welcome in all buildings on the university property and may attend any class, meeting, or other event. There may be an exception to certain areas, such as laboratories and facilities areas, etc.

Reasonable behavior is expected from service animals while on the university property. The owners of disruptive and aggressive service animals may be asked to remove them from the university. If the improper

behavior happens repeatedly, the owner may be told not to bring the service animal into any facility until the owner takes significant steps to mitigate the behavior. Cleanliness of the service animal is mandatory. Consideration of others must be taken into account when providing maintenance and hygiene of service animals. The employee is expected to clean and dispose of all animal waste. Owners of service animals are responsible for all actions of the animal while on university property.

#### Service Animal in Training

Connecticut law entitles any individual training a service animal to enter public spaces. A service animal in training is not allowed in controlled spaces on university property including classrooms, residence halls and employee work areas.

The service animal in training must be wearing a harness or an orange-colored leash and collar. The individual training a service animal must be employed by or authorized to engage in designated training activities by a service animal organization and who carries photographic identification indicating such employment and authorization, or an individual who volunteers for a service animal organization that authorizes such volunteers to raise dogs to become service animals, and causes the identification of such dog with either tags, ear tattoos, identifying bandanas (on puppies), identifying coats (on adult dogs), or leashes and collars.

#### Emotional Support Animals

Students are permitted to keep emotional support animals in on-campus housing on a case-by-case basis as a reasonable accommodation for a documented disability.

Emotional support animals may not travel throughout campus property with their handlers. To permit a handler with equal opportunity to use and enjoy university housing, emotional support animals are permitted within the handler's residential living area at all times. A formal agreement between residential life and the handler will be utilized to identify the area where the handler can take the emotional support animal depending upon the housing unit in which the handler resides. The Office of Residential Life defines the handler's residential living area. When being transported to and from campus, the emotional support animal must be placed in an animal carrier or controlled by leash or harness. While outside the handler's residential living area, the handler shall carry proof that the animal is an OSA-approved emotional support animal. Emotional support animals are not permitted in other university buildings.

In order to bring an emotional support animal to campus, the handler must contact OSA as early as possible to permit time to gather and review all necessary documentation. The OSA requires a reasonable amount of time to review documentation. The handler will be asked to provide documentation of their disability and medical documentation of the need for the emotional support animal. Such documentation must be from a licensed physician, psychiatrist, clinical social worker or other licensed mental health professional and provide that the animal provides emotional support that alleviates one or more of the identified symptoms or effects of an existing disability. Emotional distress from having to give up an animal because of a “no pets” policy does not qualify a student for an accommodation.

The handler also may be asked to provide the following information regarding the emotional support animal:

- a. The type of animal;
- b. The name of the animal;
- c. A description of the animal;

- d. Whether the animal is housebroken;
- e. The date of the animal's last medical examination; and
- f. The date that the animal was acquired.

Once the OSA has determined that an ESA is a reasonable accommodation, the handler must meet with staff in residential life to discuss the specifics of the accommodation and sign a formal agreement. Emotional support animals will not be allowed on campus without OSA and residential life approval.

### Therapy Animal

A therapy animal is an animal working with a health care or mental health care professional in a therapeutic activity. The animal must have received training appropriate for animal assisted therapy/activities (AAT/AAA) as evidenced by receipt of the Canine Good Citizen certificate from the American Kennel Club, or registration by a national therapy animal organization, such as Pet Partners. A therapy animal is not an emotional assistance animal or a service animal.

### Handler's Responsibilities

The handler of a service or emotional support animal living in university housing and/or frequenting campus is responsible for the following:

- a. The handler must meet first with the OSA and then with a representative of the Office of Residential Life in order to review and sign the Animal Agreement form prior to bringing the animal to campus.
- b. The handler must be in full control of the animal at all times.
- c. Only the handler may care for the animal. Handlers may not leave the animal in the care of another person on campus. The care of the animal is the responsibility of the handler at all times. The handler is responsible for identifying one alternative caretaker for the animal in case the handler becomes incapacitated for any reason.
- d. The handler must provide adequate care and supervision of the animal at their own expense. This includes training, cleanup and appropriate disposal of waste and proper hygiene. This also includes providing for the health of the animal, such as vaccination, annual check-ups and compliance with any state and local licensing requirements, including pursuant to General Statutes §22-338 and General Statutes §22-345. The handler is required to provide documentation on an annual basis regarding vaccinations and licensing to the Office of Residential Life. Furthermore, before bringing the animal to campus, the handler is required to provide documentation that the animal has a Certificate of Health from a licensed veterinarian and provide updated documentation on an annual basis. The Certificate of Health must state that the animal is free from clinical signs of infectious, contagious or communicable disease and is not from an area under rabies quarantine. The animal must have proof of current rabies vaccination given by veterinarian prior to date of importation and must have no exposure to rabies within the past 100 days.
- e. The animal must remain in a crate or other appropriate container in the handler's assigned bedroom when the handler is not in the room.
- f. If directed to by OSA, the handler is required to bring the animal to receive veterinarian attention.
- g. The handler must assure that the animal does not cause undue interference or disruption to other community members. An example of undue interference or disruption may include excessive barking.
- h. The handler will be liable for any harm caused by the animal, including bodily injury or property damage. This responsibility includes, but is not limited to, any expenses incurred for pest control, maintenance or cleaning above and beyond standard costs. Any such costs will be due at the time of repair and/or move-out, and the university shall have the right to bill the student account for any unmet obligations.
- i. The handler must notify OSA in writing if the animal is no longer needed or is no longer residing on university property. If the animal will be replaced, the handler must file a new request with OSA.
- j. The handler must permit scheduled inspection of their room for fleas, ticks or other pests as needed, and will be billed for any necessary pest treatment above and beyond standard pest management.
- k. The animal may not be left overnight to be cared for by another resident. Animals may be left alone for up to 24 hours. Animals must be taken with the handler if the handler leaves campus for a prolonged period (more than 24 hours).
- l. The handler must abide by all other applicable residential policies.
- m. Handlers are strongly encouraged to maintain renter's insurance, including liability coverage for the animal. The handler assumes full personal liability for any damage to property or persons caused by the animal. The handler shall be responsible for all liability and claims related to the animal. Quinnipiac University provides no indemnification to the animal or handler. Likewise, Quinnipiac University provides no personal property insurance coverage. Quinnipiac University is not the owner or keeper of any animal. Quinnipiac University shall not be responsible for any harm to the animal while on campus, including but not limited to, injury to the animal caused by pest management or lawn care products.
- n. It is strongly encouraged that animals be precluded from a raw protein diet in an effort to protect the public from significant health risks.
- o. If the handler resides in Quinnipiac University housing, the handler will notify the residence hall director if the animal escapes and is not recovered within one hour.
- p. Necessary precautions should be made for appropriate university personnel to enter student housing when the handler is not present. Precautions may include sharing pertinent information to appropriate university staff. The animal must be caged or crated, or removed from the room, during the time that university personnel are in the room. The university is not liable if the animal escapes during one of these visits.
- q. The handler is required to provide assistance and support to the animal during emergencies. University personnel are not responsible to provide any assistance or support to the animal, including but not limited to, during an emergency evacuation such as a fire alarm. In the event of a power outage or other disruption to university housing, the handler is responsible for making alternative boarding arrangements for the animal off campus. Accommodations are not available on campus during an emergency.

## Section 2: Criteria for Comprehensive Documentation of Disabilities

### 2.01 General Documentation Guidelines

Students who wish to disclose a disability and request an accommodation(s) should submit documentation in the form of the Quinnipiac University Accommodation Request Form and/or additional supporting documentation from a credentialed provider. Current and incoming students who do not have documentation of disability, have documentation that is not current, or does not meet the suggested guidelines, should still schedule a meeting with the Office of Student Accessibility. Documentation can be discussed during the initial meeting

— no student should delay initiating a request out of concern for not having the appropriate paperwork.

If after reading these guidelines, you have any additional questions regarding documentation, please contact:

The Office of Student Accessibility  
 Located at The Learning Commons  
 Arnold Bernhard Library (Mount Carmel) – AB-TLC  
 School of Law & Education (North Haven) SLE-340  
 Fax: 203-582-7610  
 Email: access@quinnipiac.edu

- a. **Documentation must be dated and signed with the appropriate credentials by the providing professional on letter head.**
- b. **A diagnostic statement identifying the disability from a licensed/certified professional:** The diagnosis should include a description of diagnostic methods, including the DSM-5 diagnosis if applicable, and criteria utilized along with the date of evaluation. The licensed professional providing the diagnosis cannot be a family member. Quinnipiac University reserves the right to require that a certified copy of the documentation be transmitted directly from the evaluator or professional to the college.
- c. **Current functional impact of the condition:** Describe the current relevant functional impact of the disability in an educational setting.
- d. **The expected progression of the disability over time:** Provide a description of the expected change in the functional impact of the condition over time. If the condition is variable, describe the known factors that may exacerbate the condition.
- e. **Treatment:** List treatments, medications, accommodations/auxiliary aids, and/or services currently in use and their estimated effectiveness in addressing the impact of the condition. Include any significant side effects that may affect physical, perceptual, behavioral, or cognitive performance. List any additional recommendations/auxiliary aids along with a clear rationale of why they may be of benefit to the student. All recommendations will be evaluated on a case-by-case basis.
- f. **Supporting documents:** Students are encouraged to submit any past documentation or materials that establish a history of receiving appropriate accommodations in a previous academic setting when available. Secondary school accommodation plans such as IEPs or 504 Plans are helpful, but often do not provide sufficient information to establish eligibility for the requested accommodations at the university level when submitted without a corresponding evaluation.

**Submission of documentation is not the same as the request for accommodations. A student must schedule an appointment with the Office of Student Accessibility to engage in the interactive process and discuss reasonable accommodations in regard to the program of study, technical standards and student learning outcomes.**

### Confidentiality Statement

The Quinnipiac University Office of Student Accessibility (OSA) will not release any information at any point in the disability accommodation process regarding an individual's diagnosis or medical information without his or her informed written consent. Information will be released only on a "need to know" basis, except where otherwise required by law.

Students are advised to keep any disability-related information private from their professors, advisors, program faculty and staff.

## 2.02 Learning Disability Documentation Guidelines

Students requesting accommodations under the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973 must provide documentation of a diagnosed learning disability that substantially limits one or more major life activities. Documentation and recommendations must be appropriate to the postsecondary setting. The report must describe the current impact of the disability on the student's academic performance.

Accommodations are individually determined each semester and must be renewed on a semester-by-semester basis. Once the Office of Student Accessibility receives documentation, it is the student's responsibility to make an appointment with the Office of Student Accessibility to discuss their needs through an interactive process, and then to receive accommodations that semester. Please note that accommodations are never instated retroactively, so it is important to reach out early.

**Documentation Guidelines: The following guidelines describe the necessary components of acceptable documentation for students with learning disabilities. Students are encouraged to provide their clinicians/treatment providers with a copy of these guidelines.**

- a. Testing must be current, administered within the past three years for students age eighteen and older, and within one year for students under the age of eighteen. Because the provision of all reasonable accommodations and services is based upon assessment of the current impact of the student's disabilities on his/her academic performance, it is important to provide recent documentation. For that reason, dates of testing must be included in the report.
- b. Testing must be performed by a qualified evaluator: clinical or educational psychologists, learning disabilities specialists, or physicians known to specialize in learning disabilities. Information about their professional credentials, including licensing and certification, and their areas of specialization must be clearly listed in the report.
- c. Testing must involve a comprehensive psychoeducational evaluation and include a diagnostic interview and clinical summary.
- d. The evaluation report must indicate the norm-reference group. For example, the report must specifically indicate how the student performs in relationship to the average person in the general population.

The following areas must be assessed using standardized instruments. Actual scores from all instruments must be provided. If grade equivalent scores are included, they must be accompanied by standard scores and/or percentile rank scores.

**Aptitude:** The *Weschler Adult Intelligence Scale IV (WAIS-IV)* with subtest scores is the preferred instrument. The *Woodcock-Johnson Psychoeducational Battery III: Tests of Cognitive Ability* or the *Stanford-Binet Intelligence Scale-IV* are acceptable.

**Achievement:** Assessment of comprehensive academic achievement in the areas of reading (decoding and comprehension), mathematics (calculation and problem solving), oral language, and written expression (spelling, punctuation, capitalization, writing samples) is required. The *Woodcock-Johnson Psycho-educational Battery III: Tests of Achievement* is the preferred instrument. The *Scholastic Abilities Test for Adults (SATA)* and the *Stanford Test of Academic Skills (TASK)* are acceptable.

Other specific achievement such as the *Test of Written Language-3 (TOWL-3)*, *Woodcock Reading Mastery Tests-Revised*, the *Stanford Diagnostic Test*, and the *Nelson-Denny Reading Test* can be helpful when results are utilized to support other standardized instruments.

Additional notes:

- a. The *Wide Range Achievement Test 3 (WRAT-3)* is NOT a comprehensive measure of achievement and therefore should not be the only measure of overall achievement utilized.
- b. The Reading, Math, and Writing Fluency subtests of the *Woodcock-Johnson Psycho-educational Battery III: Tests of Achievement* and the One Minute Reading Rate subtest of the *Nelson-Denny Reading Test* should not be provided as the sole documentation of processing speed and/or reading, math, and writing speeds.
- c. Results from the *Nelson-Denny Reading Test* form G or H should be included for students who are documenting a reading disability. If the impairment involves reading speed, the *NDRT* should be administered under both standard and untimed conditions.

**Information Processing:** Specific areas of information processing (e.g., short and long-term memory; sequential memory; auditory and visual perception processing; processing speed) must be assessed.

- a. Use of the *Woodcock-Johnson Psychoeducational Battery III-Tests of Cognitive Ability* (Standard Battery-subtests 1-10) or subtests from the *Wechsler Adult Intelligence Scale III (WAIS-IV)* are acceptable.
- b. A diagnosis as per the American Psychiatric Association's *Diagnostic and Statistical Manual – V (DSM-V)* is required. Terms such as "learning problems," "learning differences," "weaknesses," etc. are not the equivalent of learning disability.

Testing must demonstrate that the Learning Disability currently and substantially limits a major life activity, and indicate how the student's current participation in courses, programs, services, or any other activity of the University may be affected.

## 2.03 Physical/Medical Disability (Temporary or Permanent) Documentation Guidelines

Students requesting accommodations under the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973 must provide documentation of a temporary or permanent physical disability that substantially limits one or more major life activities. Examples of physical/medical permanent or temporary disabilities include but are not limited to: chronic illnesses, traumatic/acquired brain injury, surgery, post-concussive syndrome, arthritis and mobility, chemical sensitivity, Cancer, AIDS etc. Documentation and recommendations must be appropriate to the postsecondary setting. The report must describe the current impact of the disability on the student's academic performance.

Accommodations are individually determined each semester and must be renewed on a semester-by-semester basis. Once the Office of Student Accessibility receives documentation, it is the student's responsibility to make an appointment with the Office of Student Accessibility to discuss their needs through an interactive process and then to receive accommodations that semester. Please note that accommodations are never instated retroactively, so it is important to reach out early.

### Documentation Guidelines:

- a. Documentation must be current: Although some individuals have long-standing or permanent diagnoses, because of the changing manifestations of many physical disabilities, it is essential for those

individuals to provide recent and appropriate documentation from a qualified evaluator.

- b. Documentation must be comprehensive and should include:
  - i. A clear, specific diagnosis of a disability and a statement outlining the ways the student is substantially limited in one or more major life activities
  - ii. Description of the current symptoms, fluctuating conditions/symptoms and prognosis
  - iii. A summary of assessment procedures used to make the diagnosis, as well as a date of diagnosis
  - iv. Medical information which may be important in a college/university environment, including any safety measures, medication, side effects of the prescribed medication, and whether there are crisis episodes associated with the disability.
  - v. Suggestions of reasonable accommodations that might be appropriate at the postsecondary level.

## 2.04 Attention Deficit Hyperactivity Disorder (ADD/ADHD) Documentation Guidelines

Students requesting accommodations under the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973 must provide documentation of the Attention Deficit Hyperactivity Disorder and that it substantially limits one or more major life activities. Documentation and recommendations must be appropriate to the postsecondary setting. The report must describe the current impact of the disability on the student's academic performance.

Accommodations are individually determined each semester and must be renewed on a semester-by-semester basis. Once the Office of Student Accessibility receives documentation, it is the student's responsibility to make an appointment with the Office of Student Accessibility to discuss their needs through an interactive process and then to receive accommodations that semester. Please note that accommodations are never instated retroactively, so it is important to reach out early.

### Documentation Guidelines of ADD/ADHD must include all of the following elements:

- a. **The evaluation must be performed by a qualified individual:** The assessment must be provided by a licensed professional who has had training in and direct experience with ADD/ADHD, such as a psychologist, psychiatrist or primary care doctor.
- b. **Recency of documentation:** Evaluations must be dated within three years, with updates provided when relevant changes in behavior or medication occur.
- c. **Diagnostic Interview:** The summary must include the following information, and should be based on more sources than the student's self-report:
  - i. Evidence that the condition was exhibited in childhood in more than one setting
  - ii. A history of the individual's presenting attentional symptoms
  - iii. Impulsive/hyperactive or inattentive behaviors, as well as relevant medication history
- d. **Relevant testing:** Neuropsychological or psychoeducational assessments are recommended to determine the current impact of the condition on the individual's academic functioning.
  - i. The data must logically reflect a substantial limitation to learning for the individual that is requesting the accommodation.
- e. **Specific diagnosis:** This should not merely refer to symptoms and should correspond to a specific diagnosis as per the American Psychiatric Association's *Diagnostic and Statistical Manual – V*



(DSM-5). Based on the current predominant features, the appropriate sub-type should accompany the diagnosis.

- f. **Clinical summary:** A narrative clinical summary must include the following:
- i. An indication that other possible causes of the presenting behavior have been ruled out. This report should indicate clear evidence of significant impairment in social, academic, or occupational functioning, and discuss present symptoms which do not occur exclusively during the course of a pervasive developmental disorder, schizophrenia, or other psychiatric disorder.
  - ii. Whether the evaluation occurred while the student was taking medication and how the results were affected
  - iii. A description of functional limitations and the impact of the condition on the student's current participation in courses, programs, services, or any other activities of the University
  - iv. Discussion of the student's use of medication and its ameliorative effects
  - v. Recommendations for academic accommodations, including a rationale for each

## 2.05 Mental Health/Emotional Disability Documentation Guidelines

Students requesting accommodations under the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973 must provide documentation of a psychiatric or emotional disability that substantially limits one or more major life activities. Examples of psychiatric/emotional disabilities include but are not limited to: depression, generalized anxiety, bipolar, schizophrenia, etc. Documentation and recommendations must be appropriate to the postsecondary setting. The report must describe the current impact of the disability on the student's academic performance.

Accommodations are individually determined each semester and must be renewed on a semester-by-semester basis. Once the Office of Student Accessibility receives documentation, it is the student's responsibility to make an appointment with the Office of Student Accessibility to discuss their needs through an interactive process and then to receive accommodations that semester. Please note that accommodations are never instated retroactively, so it is important to reach out early.

### Documentation Guidelines:

- a. The evaluation must be performed and provided by a licensed psychologist, psychiatrist, psychiatric nurse practitioner, or clinical social worker. An assessment from a general physician typically does not suffice.
- b. Documentation must be dated within 6 months of the date of Office of Accessibility registration. Older evaluations will be considered if submitted with more recent supplemental documentation.
- c. Documentation must be comprehensive and should include:
  - i. Any counseling, specific therapies, current prescribed medications and any side-effects that would compromise academic functioning.
  - ii. Specific diagnosis that refers to symptoms and should correspond to a specific diagnosis as per the American Psychiatric Association's *Diagnostic and Statistical Manual – V (DSM-V)*. Please note that a diagnosis in and of itself does not automatically warrant approval of requested accommodations.
  - iii. A narrative clinical summary must describe a history of presenting symptoms, the current severity and expected duration

of symptoms, a description of functional limitations and the impact of the disability on the student's current participation in courses, programs, services, or any other activities at the postsecondary level.

- iv. Suggestions of reasonable accommodations that may be appropriate at the postsecondary level.

## 2.06 Auditory/Visual Disability Documentation Guidelines

Students requesting accommodations under the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973 must provide documentation of vision or hearing loss and describe how the disability substantially limits one or more major life activities. Documentation and recommendations must be appropriate to the postsecondary setting. The report must describe the current impact of the disability on the student's academic performance.

Accommodations are individually determined each semester and must be renewed on a semester-by-semester basis. Once the Office of Student Accessibility receives documentation, it is the student's responsibility to make an appointment with the Office of Student Accessibility to discuss their needs through an interactive process and then to receive accommodations that semester. Please note that accommodations are never instated retroactively, so it is important to reach out early.

### Documentation Guidelines: Visual Impairments

Students requesting accommodations on the basis of low-vision or blindness must provide documentation consisting of:

- a. An ocular assessment or evaluation from an ophthalmologist, or a low-vision evaluation of residual visual function, where appropriate, which should be dated within 6 months, particularly if the condition is subject to change
- b. A description of current symptoms, fluctuating conditions/symptoms, and prognosis
- c. An assessment of functionally limiting manifestations of the vision disability
- d. A history of accommodations received in the past, if applicable
- e. Recommendations for reasonable accommodations that address the student's functional impairments, with particular regard to assistive technology and alternate formats for print materials and a rationale in support of each recommendation

### Documentation Guidelines: Hearing Impairments

Students who are deaf or hard-of-hearing must provide documentation consisting of:

- a. An audiological evaluation and/or audiogram which should be dated within 6 months, particularly if the condition is subject to change
- b. Pertinent history, including date and age of onset of hearing loss, current level of severity, and statement of whether the hearing loss is stable or progressive
- c. A clinical summary of the functional implications of the diagnostic data
- d. A history of accommodations received in the past, if applicable
- e. Recommendations for reasonable accommodations that address the student's functional impairments, with particular regard to communication devices and methods, such as sign-language interpreting services, assisted listening devices, CPrint, or CART services and a rationale in support of each recommendation

## 2.07 Autism Spectrum Disorder Documentation Guidelines

Students requesting accommodations under the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973 must provide documentation of an Autism Spectrum Disorder disability that substantially limits one or more major life activities. Documentation and recommendations must be appropriate to the postsecondary setting. The report must describe the current impact of the disability on the student's academic performance.

Accommodations are individually determined each semester and must be renewed on a semester-by-semester basis. Once the Office of Student Accessibility receives documentation, it is the student's responsibility to make an appointment with the Office of Student Accessibility to discuss their needs through an interactive process and then to receive accommodations that semester. Please note that accommodations are never instated retroactively, so it is important to reach out early.

### Documentation Guidelines:

- The evaluation must be performed by a licensed individual who is qualified to evaluate and diagnose Autism Spectrum Disorders or who may serve as members of a diagnostic team. These individuals or team members may include developmental pediatricians, neurologists, clinical psychologists, neuropsychologists, psychiatrists or other qualified medical doctors.
- The name, title, and credentials of the qualified professional writing the report should be included. Information about licensure or certification, including the area of specialization, employment, and the state or province in which the individual practices, should also be clearly stated in the documentation. All reports should be typed on professional letterhead, dated within three years, and signed.
- Must be dated within three years including the current impact of the student's disability on his or her academic performance as well as the impact at the postsecondary level.
- Summary should include the specific diagnosis of an autism spectrum disorder based on the current DSM- V diagnostic criteria. The evaluator should provide a rationale and comprehensive supportive data to substantiate this diagnosis.
- Summary should address the severity and frequency of the symptoms, and indicates whether the symptoms constitute an impairment of a major life activity.
- Should examine and discuss the possibility of co-existing and/or alternative diagnoses, including learning and psychological disorders.
- Suggestion of reasonable accommodations that might be appropriate at the postsecondary level. Recommended accommodations should be pertinent to the anticipated academic environment.

## 2.08 Parking Accommodations

Students are encouraged to contact their Department of Motor Vehicles in their state of residency in order to obtain a valid, state-issued handicapped placard or license plate. Handicap accessible parking spaces are located throughout campus, marked by signage, and are reserved for vehicles displaying a valid state issued hangtag or license plate only. The handicapped placard must be present on the vehicle at all times and must be presented along with vehicle registration information to the Office of Student Accessibility (OSA), which will then be forwarded to the Parking and Transportation office. When a state issued placard is not acquired, a student can provide disability documentation to the OSA to engage in an interactive process in determining accommodations

related to the access of courses, programs, services, activities, and facilities.

The OSA will review a student's disability documentation and will consider the student's request for a campus parking permit as a necessary, reasonable accommodation if:

- Under the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act of 1973, a student provides documentation of a temporary or permanent physical disability that substantially limits one or more major life activities.
- Documentation must be **current**: Although some individuals have long-standing or permanent diagnoses, because of the changing nature of many physical disabilities, it is essential for those individuals to provide recent and appropriate documentation from a qualified evaluator.

Documentation must be **comprehensive** and should include:

- A clear, specific diagnosis of a disability and a statement outlining the ways the student is substantially limited in one or more major life activities
- Description of the current symptoms, fluctuating conditions/symptoms and prognosis
- A summary of assessment procedures used to make the diagnosis, as well as a date of diagnosis
- Medical information which may be important in a college/university environment, including any safety measures, medication, side effects of the prescribed medication, and whether there are crisis episodes associated with the disability
- Suggestions of reasonable accommodations that might be appropriate at the postsecondary level

If parking is determined to be a necessary, reasonable accommodation in order to access Quinnipiac University courses, programs, services, activities and facilities, the campus parking permit issued to the student will be limited to the specific dates and in some occasions times for which the accommodation is necessary and reasonable, as described in the student's OSA parking permit.

Due to the limited parking spaces available, parking accommodation requests for a specific parking location based on convenience to accommodate activities such as doctor visits, grocery shopping, family conflicts or employment will not be granted.

For students looking to obtain an OSA parking permit, please contact:

The Office of Student Accessibility  
 Located at The Learning Commons  
 Arnold Bernhard Library (Mount Carmel) – AB-TLC  
 School of Law & Education (North Haven) SLE-340  
 203-582-7600  
[access@quinnipiac.edu](mailto:access@quinnipiac.edu)

### Campus Transportation Options

- On-Demand Shuttle Service is available upon request by calling 203-691-1512. Quinnipiac operates 24-passenger busses that are ADA compliant with wheelchair lifts and handicap-accessible seating. Students who are on crutches or otherwise require assistance may access the lifts on these vehicles.

- b. Door-to-Door Service - the Department of Public Safety provides on campus door-to-door transportation (Mount Carmel campus only) via a patrol vehicle or golf cart upon request by calling 203-582-6200.

#### Parking Rules and Regulations

- a. Vehicles parked outside of their designated parking lot are subject to a citation or vehicle tow when found to be in violation of the parking rules and regulations.
- b. Parking decals must be displayed in the lower left inside corner (driver's side) of the windshield. Please display the current year decal only. The decal must be attached with its own adhesive, and **cannot be transferred to another vehicle or person**. The Department of Public Safety reserves the right to deny access to university properties to any vehicle not displaying the proper decal. Q-Cards **MUST** be presented upon request.
- c. Decals that are improperly attached, show signs of being transferred, duplicated or manipulated in any way will not be considered valid. The Department of Public Safety may seize invalid or misused parking decals at any time.
- d. The person to whom a vehicle is registered is responsible for all parking citations issued to the vehicle regardless of who is operating the vehicle. Parking citations cannot be transferred to another My Parking account.
- e. All parking citation payments are processed online in each student's My Parking account. Credit, debit and e-check are accepted forms of payment. All fines double after 15 days for nonpayment and a HOLD is placed on the student's account. Parking appeal information may be found in the complete parking rules and regulations, which may be found online.
- f. Unless noted above, all other parking areas and roadways are prohibited and will result in the issuance of a parking citation.
- g. A legal parking space is defined as an area specifically designated for parking, which typically is defined by parking blocks and/or painted surface lines and/or indicated with appropriate signage. Areas not identified as parking areas should be viewed as "**NO PARKING**" zones, and in most cases are considered a fire lane or safety hazard. Vehicles parked illegally will be issued a citation and **WILL BE TOWED** at the owner's expense. Parking on campus is prohibited on grass and in areas where it would mar landscaping, create a safety hazard, or interfere with the use of University facilities. Such areas include, but are not limited to:
  - i. Posted No Parking Zones
  - ii. Yellow zones
  - iii. Fire lanes
  - iv. Access areas
  - v. Crosswalks
  - vi. Sidewalks
  - vii. Hash mark areas
  - viii. Areas designed for special vehicles
- h. Removal of cones or barriers is not permitted. Violators will be issued a parking citation and towed at the owner's expense.

Quinnipiac University reserves the right to temporarily close any parking facility or parking lot, to revise traffic patterns to accommodate special events, maintenance or weather. When possible, advance notice of such changes will be provided. Vehicle owners must be available to move their vehicle upon request; vehicle owners who are traveling or otherwise plan

to be absent and unable to remove a vehicle upon request, **MUST** park in a parking garage or risk being towed at the owner's expense.

For full Parking Rules & Regulations, please refer to the Department of Public Safety (<https://myq.quinnipiac.edu/Campus%20Offices/Security%20Safety/Services%20Regulations/Pages/ParkingRegulations.aspx>) webpage.

## 2.09 Medical Meal Plan Accommodation Policy

Quinnipiac Dining Services is a leader in providing fresh, delicious, and nutritious meals that students have come to know and love. Quinnipiac Dining Services is committed to meeting the dining needs of all students by creating new and garden-fresh meals that help contribute to the building of sharp minds and strong bodies through a healthful, balanced approach.

Students are required to meet with the Executive Chef of Quinnipiac Dining Services to help meal plan and determine what options best suit each students' specific dietary or nutritional needs.

Quinnipiac University is committed to the full participation of students with disabilities in all aspects of college life, including dining experiences. Students with documented disabilities for whom eating in a dining hall may not be viable due to medically necessitated dietary requirements may request a meal plan accommodation.

Accommodations to Quinnipiac University meal plans are very rare, and only will be considered on a case-by-case basis if Quinnipiac Dining Services cannot provide the student with alternative meals which would be both nutritious and safe.

The Office of Student Accessibility (OSA) works collaboratively with Quinnipiac Dining Services, Residential Life and Health and Wellness in order to provide dining accommodations to qualified students with disabilities.

According to the terms and conditions of the Quinnipiac Universities Residential Life and Dining policies, all full-time and part-time students are required to have a meal plan. Students can select from the Platinum, Gold and Silver meal plans. Students who are commuters will have the Bronze plan.

Meal plan accommodations depend upon the nature and degree of severity of the documented disability. While the Americans with Disabilities Act of 1990 and its amendments of 2008 (ADAAA) require that priority consideration be given to the specific methods requested by the student, it does not imply that a particular accommodation must be granted if other suitable options are available or is deemed not reasonable.

Prior to requesting a medical meal plan accommodation, students with food limitations and/or allergies are required to contact and meet with a representative from Quinnipiac Dining Services.

## Section 3: ADA/504 Grievance Procedure at Quinnipiac University

### 3.01 Grievances

Students who believe they have been subjected to discrimination on the basis of disability or have been denied access to services or accommodations required by law, have the right to use this grievance procedure. In general, the grievance procedure is designed to address disputes concerning the following:

- a. Disagreements regarding a requested service, accommodation or modification of a university practice or requirement;
- b. Inaccessibility of a program or activity;
- c. Harassment or discrimination on the basis of disability;
- d. Violation of privacy in the context of disability

Undergraduate and graduate students with inquiries regarding relevant Quinnipiac University policies or procedures should be directed to the Director of the Office of Student Accessibility whose office is located in the north wing of the Arnold Bernhard Library.

### 3.02 Informal Procedure

In the event an individual believes that he/she has received discriminatory treatment and has been unable to resolve the issue with the staff identified above, a student may follow an informal process to resolve the issue. Undergraduate and graduate students working with the ADA Coordinator may contact the associate vice president of retention and academic success (203-582-5338) or [access@qu.edu](mailto:access@qu.edu). Students of the School of Law working with the associate dean of students (Law) should contact the dean of the School of Law. Contact with the appropriate person should be made within fifteen (15) days after the alleged discriminatory act or incident. Discretion may be exercised in the event contact is made after the 15-day period.

During this stage in the procedure, the complaining party is designated the “aggrieved individual” and the person(s) whom the aggrieved individual is complaining against should be designated the “alleged discriminating party.”

The associate vice president of retention and academic success will not serve as an advocate for either the aggrieved individual or the alleged discriminating party, but merely process the allegation(s) and attempt to informally resolve the differences between the two parties within fifteen (15) days after being contacted by the aggrieved individual.

If the aggrieved individual is not satisfied with the outcome of the informal process, he/she may file a formal complaint within fifteen (15) days after the conclusion of the attempt to informally resolve the differences.

As outlined above, the informal process, theoretically, should not exceed forty-five (45) days.

### 3.03 Formal Procedure

#### Initial Process

The aggrieved individual initiates the formal procedure by filing a formal complaint in writing to the vice president of academic innovation and effectiveness. Once the complaint is filed, the status of the aggrieved individual changes to that of “complainant.” The vice president of academic innovation and effectiveness may assist the complainant in properly filing a complaint; however, it is important that the vice president of academic innovation and effectiveness not serve as an advocate for the complainant. The formal complaint may be a simple written statement, but should include the following:

- a. The complainant’s name, address, email address and phone number;
- b. A full description of the problem;
- c. A statement of the remedy requested;
- d. A statement setting forth the outcome of the informal procedure describe above.

#### Investigation

Once the complaint has been properly filed, the vice president of academic innovation and effectiveness, who shall serve as grievance officer, shall promptly initiate an investigation. In undertaking the investigation, the vice president may interview, consult with and/or request a written response to the issues raised in the grievance from any individual the vice president believes to have relevant information, including faculty, staff and students.

The complainant and the party against whom the grievance is directed shall have the right to have a representative. Each party shall indicate whether he or she is to be assisted by a representative and if, so, the name of that representative. For purposes of this procedure, an attorney is not an appropriate representative.

Upon completion of the investigation, the vice president will prepare and transmit to the student, and to the party against whom the grievance is directed, a final report containing a summary of the investigation, written findings and a proposed disposition. This transmission will be expected within thirty (30) calendar days of the filing of the formal complaint. The deadline may be extended by the vice president for good cause. The final report shall also be provided, where appropriate, to any university officer whose authority will be needed to carry out the proposed disposition.

#### Appeal

Within ten (10) calendar days of the issuance of the final report, the complainant or the party against whom the grievance is directed may appeal the vice president’s determination to the provost. The written request for review must specify the particular substantive and or procedural basis for the appeal, and must be made on grounds other than general dissatisfaction with the proposed disposition. Furthermore, the appeal must be directed only to issues raised in the formal complaint as filed or to procedural errors in the conduct of the grievance procedure itself, and not to new issues.

A copy of the provost’s written decision will be expected within thirty (30) calendar days of the filing of the appeal and shall be sent to the parties, the grievance officer and, if appropriate, to the university officer whose authority will be needed to carry out the disposition. The deadline may be extended by the provost for good cause. The decision of the provost on the appeal is final.

This formal process does not preclude an individual’s right to file a formal complaint with the Office for Civil Rights of the United States Department of Education, or any other federal agency.

## Policy Statement on Hazing

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

## Definition of Hazing

Hazing is defined as, but not limited to, any action taken or situation created intentionally as a method of initiation into, or as a condition of new or ongoing membership of, any student organization, student athletic team or group of students regardless of membership status, in which there is a perceived or real power differential between members, to create mental or physical discomfort, embarrassment, harassment,



ridicule, physical or psychological shock, or potential mental or physical injury. The expressed or implied consent of the person being hazed will not be a defense. Knowledge of, apathy toward or acquiescence in the presence of hazing are not neutral acts and will be construed as violations of this standard. Individuals who perpetrate, plan or witness (without reporting) a hazing incident or have prior knowledge or withhold information of an incident are subject to conduct action.

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

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

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

a. For the purposes of this section:

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

- A. requiring indecent exposure of the body;
- B. requiring any activity that would subject the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact;
- C. confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas;
- D. any assault upon the person; or
- E. requiring the ingestion of any substance or any other physical activity that could adversely affect the health or safety of the individual. The term shall not include an action sponsored by an institution of higher education, which

requires any athletic practice, conditioning or competition or curricular activity.

2. "Student organization" means a fraternity, sorority or any other organization organized or operating at an institution of higher education.

b. No student organization or member of a student organization shall engage in hazing any member or person pledged to be a member of the organization. The implied or express consent of the victim shall not be a defense in any action brought under this section.

c. A student organization that violates subsection (b) of this section (1) shall be subject to a fine of not more than \$1,500 and (2) shall forfeit for a period of not less than one year all of the rights and privileges of being an organization organized or operating at an institution of higher education.

d. A member of a student organization who violates subsection (b) of this section shall be subject to a fine of not more than \$1,000.

e. This section shall not in any manner limit or exclude prosecution or punishment for any crime or any civil remedy.

## Policy Statement on Noise

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

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

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

## Policy Statement on Parental Notification

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

The vice president and dean of students or a designee has the authority to determine when and by what means to notify parents or guardians when students have committed violations of university policies and/

or local and state laws and in other situations where appropriate, as discussed in this handbook and in accordance with the Family Educational Rights and Privacy Act (FERPA).

## Policy Statement on Photography and Recording

Quinnipiac University reserves the right to photograph and record (by use of still, video, audio or other medium) students, staff and faculty members on campus, at university-sponsored functions and events, and wherever university business is taking place. Quinnipiac University reserves the right to use, broadcast, distribute and/or publish any part of such images, likenesses, voices, appearances and/or performances for promotional, advertising, educational, social media or other purposes via printed materials and/or digital media.

## Policy Statement on Posting Campus Life

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

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

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

- The use of alcoholic beverages
- Off-campus housing unless approved by Residential Life
- Medical studies or medicines of any kind unless approved by Quinnipiac University
- Non-Quinnipiac degree and/or certificate programs of study
- The violation of any local, state or federal laws, or university policies

## Residence Halls

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

## Policy Statement on Smoking and Tobacco

Quinnipiac's tobacco free policy promotes a healthy working and learning environment. The purpose of this policy is to provide an environment that encourages persons to be tobacco free, reduce harm from secondhand smoke, establish a university culture of wellness, reduce healthcare costs and promote a tobacco free future. Quinnipiac supports individuals to be tobacco free and achieve their highest state of health and well-being. The use of tobacco is prohibited within university buildings, parking structures, walkways, arenas, in university vehicles and on university-owned or leased property. This policy applies to all faculty, staff, students, contractors, vendors and visitors. Our tobacco policy includes all tobacco-derived or containing products, including but not limited to cigarettes, electronic cigarettes and smoking devices, cigars and cigarillos, hookah smoked products, pipes and oral tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine other than for the purpose of cessation.

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

## Policy Statement on Student Exposure to Bloodborne Pathogens

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

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

The health and well-being of students in our community is paramount. Therefore, Quinnipiac University empowers students to make healthy and responsible decisions about their behaviors, including alcohol and other drug use, that affect them and the Quinnipiac community as a whole. University prevention programs, policies and resources focus on reducing high-risk behaviors and promoting safe, legal and responsible student choices.

## Behavioral Expectations

The behavioral expectations that Quinnipiac University has for all students—whether on or off campus—are outlined in the Student Code of Conduct. The Student Code of Conduct, including specific codes pertaining to alcohol and drugs, can be found in this Student Handbook. Additionally, policies that outline expectations for student organizations as they relate to alcohol and/or other drugs can be found in the Student Organizations and the Fraternity and Sorority Life sections of the Student Handbook.

## Promoting Responsible Action in Health and Safety Emergencies

Quinnipiac University encourages students and student organizations to make responsible decisions and to take responsible action whenever they are concerned about the health and safety of themselves or others. Accordingly, the university expects that in emergencies related to alcohol or other drug use, students will seek help for those at risk.

If a student or student organization seeks assistance from university staff, local police or emergency medical services for themselves or for another person due to concerns about someone's health and safety, this responsible action taken on their part will be taken into consideration in the university's response to any policy violations related to alcohol and/or controlled substances.

Under the terms of this policy:

- a. Students or student organizations who seek assistance for themselves, another student(s), a visitor/guest or any other individual in medical need due to intoxication generally will not be charged with any alcohol or controlled substances violation as described in the Student Code of Conduct.
- b. This policy does not apply in cases where a student is discovered to be intoxicated by university staff or other local authorities, or if the university is made aware of the student's intoxicated condition by means other than a student-initiated report or communication.
- c. Students or student organizations involved in such an incident may still be required to meet with one or more university staff members for education, assessment and possible referral for treatment as may be appropriate.
- d. If a student or student organization fails to attend the meeting(s) referenced above, chooses not to participate in the steps recommended by university staff, or has repeated involvements in concerning behavior with alcohol and/or other drugs, this policy may no longer apply.

This policy does not preclude student conduct action regarding other violations of the Quinnipiac University Student Code of Conduct that may be discovered at the time of the incident, such as causing or threatening physical harm, sexual misconduct, damage to property, disorderly conduct, etc.

This policy does not prohibit action by local, state and federal authorities as may be applicable.

## Student Conduct Sanctions

Student violations of the Student Code of Conduct may result in one or more sanctions. A list of possible sanctions can be found in the student conduct section of the Student Handbook.

## Legal Sanctions

Quinnipiac students are subject to local, state and federal laws concerning the use and possession of alcohol and other drugs. These local, state and federal laws and applicable legal sanctions are outlined below.

## Federal Laws

The Controlled Substances Act (1970) places all substances regulated under federal law into one of five schedules based on the substance's medical use, potential for abuse, and safety or dependence liability.

### Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance

#### ***Sentencing Provisions (21 U.S.C. 844(a))***

- 1st conviction: Up to 1 year imprisonment and fined at least \$1,000 but not more than \$100,000, or both
- After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years and fined at least \$2,500 but not more than \$250,000, or both
- After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years and fined at least \$5,000 but not more than \$250,000, or both
- Special sentencing provision for possession of crack cocaine: Mandatory at least 5 years in prison, not to exceed 20 years and fined up to \$250,000, or both, if:
  - 1st conviction and the amount of crack possessed exceeds 5 grams.
  - 2nd crack conviction and the amount of crack possessed exceeds 3 grams.
  - 3rd or subsequent crack conviction and the amount of crack possessed exceeds 1 gram.

### ***Forfeitures***

- Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment. (See special sentencing provisions re: crack) 21 U.S.C. 853(a)(2) and 881(a)(7)
- Forfeiture of vehicles, boats, aircraft or any other conveyance used to transport or conceal a controlled substance. 21 U.S.C. 881(a)(4)

### ***Denial of Federal Benefits***

- Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses. 21 U.S.C. 853a

### ***Miscellaneous***

- Ineligible to receive or purchase a firearm. Revocation of certain Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are vested within the authorities of individual Federal agencies. Note: These are only Federal penalties and sanctions.

## Summary of Relevant Provisions of Connecticut Law

Connecticut law controls the possession and sale of alcoholic beverages and illicit drugs within the State of Connecticut. Violations of these laws may result in criminal sanctions. Involvement with the criminal justice system is a serious matter even if maximum fines or prison sentences

do not result. A criminal record can adversely affect job opportunities, admission to graduate or professional schools, and eligibility for training and financial aid opportunities. Some of the specific laws and criminal sanctions are described below.

### **Alcohol**

It is a crime for a person under 21 years old (minor) to procure, possess or transport alcohol. Penalties for procuring, possessing or transporting alcohol are an infraction for a first offense and up to \$500 for a second offense. It is a crime to sell or furnish alcohol to a minor. Penalties for selling or furnishing alcohol to a minor include a fine up to \$1,000 and/or imprisonment up to one year. It is a crime to misrepresent one's age, possess a false identification card, use someone else's identification card, forge or alter an identification card, or loan an identification card to another for the purpose of obtaining alcohol. For more information, please see Connecticut General Statute §30.

### **Marijuana**

It is a crime to knowingly cultivate, deliver or sell marijuana. Penalty for a first violation of possession includes a fine up to \$150 and for a second violation be fined up to \$500. Also, those under the age of 21 will incur a 60-day license suspension. Penalties for a first offense for delivering or selling marijuana include a fine up to \$25,000 and/or imprisonment up to seven years. Subsequent violations include fines up to \$100,000 and imprisonment up to 15 years. For more information, please see Connecticut General Statute §21a-279.

### **Cocaine**

It is a crime to knowingly possess, deliver or sell cocaine. Penalties for possession include a fine up to \$50,000 and/or imprisonment up to seven years for a first offense. Penalties for delivering or selling up to a one-half ounce of cocaine include imprisonment up to 20 years. Penalties for selling cocaine include life imprisonment. For more information, please see Connecticut General Statute §21a-279.

### **Heroin**

It is a crime to knowingly possess, deliver or sell heroin. Penalties for possession include a fine up to \$50,000 and/or imprisonment up to seven years for a first offense. Penalties for delivering or selling up to one ounce of heroin include imprisonment up to 20 years. Penalties for delivering or selling heroin over one ounce include life imprisonment. It is a crime to knowingly possess, deliver or sell depressants, stimulants and narcotic drugs other than heroin or cocaine. Penalties are very similar to those for heroin or cocaine. For more information, please see Connecticut General Statute §21a-279.

## **Medical Marijuana**

Connecticut state law permits the use of medical marijuana; however, in accordance with federal law and as a recipient of federal funding, the university does not permit the possession, use or distribution of marijuana. Accordingly, students with medical marijuana prescriptions (obtained in Connecticut or any other state) are not permitted to use or possess medical marijuana in any form on university-owned or leased property, or at any university-sponsored programs, internships, externships or clinical assignments.

## **Health Risks of Alcohol and Other Drug Use or Abuse**

According to the National Institute of Alcohol Abuse and Alcoholism, "harmful and underage college drinking are significant public health

problems, and they exact an enormous toll on the intellectual and social lives of students on campuses across the United States." Moreover, "drinking too much—on a single occasion or over time—can take a serious toll on your health" including but not limited to:

- Alcohol interferes with the brain's communication pathways, and can affect the way the brain looks and works. These disruptions can change mood and behavior, and make it harder to think clearly and move with coordination.
- Drinking a lot over a long time or too much on a single occasion can damage the heart, causing problems including: cardiomyopathy—stretching and drooping of heart muscle, arrhythmias—irregular heartbeat, stroke and high blood pressure.
- Heavy drinking takes a toll on the liver, and can lead to a variety of problems and liver inflammations including: steatosis, or fatty liver, alcoholic hepatitis, fibrosis and cirrhosis.
- Alcohol causes the pancreas to produce toxic substances that can eventually lead to pancreatitis, a dangerous inflammation and swelling of the blood vessels in the pancreas that prevents proper digestion.
- Drinking too much alcohol can increase your risk of developing certain cancers, including cancers of the mouth, esophagus, throat, liver and breast.
- Drinking too much can weaken your immune system, making your body a much easier target for disease. Chronic drinkers are more liable to contract diseases like pneumonia and tuberculosis than people who do not drink too much. Drinking a lot on a single occasion slows your body's ability to ward off infections — even up to 24 hours after getting drunk.

Visit the National Institute on Alcohol Abuse and Alcoholism (<https://www.niaaa.nih.gov/alcohols-effects-health/alcohols-effects-body/>) for more information.

In addition to the health risk posed by alcohol, those posed by use of other drugs are also of concern. According to the National Institute on Drug Abuse, "drug use can have a wide range of short- and long-term, direct and indirect effects. These effects often depend on the specific drug or drugs used, how they are taken, how much is taken, the person's health and other factors. Short-term effects can range from changes in appetite, wakefulness, heart rate, blood pressure and/or mood to heart attack, stroke, psychosis, overdose and even death. These health effects may occur after just one use. Longer-term effects can include heart or lung disease, cancer, mental illness, HIV/AIDS, hepatitis and others. Long-term drug use can also lead to addiction." Furthermore, "drug use can also have indirect effects on both the people who are taking drugs and on those around them. This can include affecting a person's nutrition; sleep; decision-making and impulsivity; and risk for trauma, violence, injury and communicable diseases." Visit the National Institute on Drug Abuse (<https://nida.nih.gov/drug-topics/>) for additional information on how various drugs affect the body and disease risk.

## **Alcohol and Other Drug Support Resources**

### **On-Campus:**

- Counseling Services: 203-582-8680 or request an appointment at [myq.quinnipiac.edu/Counseling](http://myq.quinnipiac.edu/Counseling)



- Student Health Services: studenthealthservices@qu.edu, 203-582-8742
- CARE Team: care@qu.edu, 203-582-CARE (2273)

### Off-Campus:

- Substance Abuse and Mental Health Services Administration National Helpline: 1-800-662-HELP (4357)
- Alcoholics Anonymous Connecticut Statewide 24-Hour Hotline: 866-783-7712, aa.org
- Connecticut Region of Narcotics Anonymous Statewide phone line: 1-800-627-3543, ctna.org
- Wheeler Clinic - Navigation Center: 860-793-3500, info@wheelerclinic.org
- Rushford Clinic: 877-577-3233, rushford.org, 883 Paddock Ave, Meriden, CT
- Turnbridge: 877-581-1793, turnbridge.com (<https://www.turnbridge.com>), 189 Orange St., New Haven, CT

## Drug-Free Schools and Communities Act Regulations: Biennial Review

In accordance with the Drug-Free Schools and Communities Act Regulations, Quinnipiac University conducts a review of its alcohol and other drug programs every two years to determine effectiveness and the consistency of sanction enforcement, to identify and implement any necessary changes. The most recent Quinnipiac University Biennial Review can be found on the Student Consumer Information page under the Health and Safety section.

## Policy Statement on the Use of Computer and Information Resources

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

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

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

Inappropriate use of resources includes such activities as:

- Using computer and network resources for personal nonacademic activities, which denies computer and network access for academic purposes

- Using Quinnipiac's network resources to illegally share or distribute copyrighted material (including movies, music and software)
- Unauthorized distribution of copyrighted material, including peer-to-peer file sharing, may subject a student to civil and criminal liabilities

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

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

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

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, go to [copyright.gov](https://copyright.gov) (<https://copyright.gov>) to view the website of the U.S. Copyright Office. Also visit [copyright.gov/help/faq](https://copyright.gov/help/faq) (<https://copyright.gov/help/faq/>) to view the FAQ section.

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

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

## Responsibilities of Each Computer User's Use of Computer Resources

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

## System Security and Privacy

The security of institutional records is the responsibility of each member of the faculty, staff and student body. Institutional records include all matters pertaining to personnel, payroll, registrar, admissions, financial

aid, development, medical records, security reports, financial data and other information of privileged and private nature.

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

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

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

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

## Choosing Passwords

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

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

## Changing Passwords

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

User passwords can be reset at [go.qu.edu/myqpassword](https://go.qu.edu/myqpassword) (<https://go.qu.edu/myqpassword>) (<https://account.activedirectory.windowsazure.com/securityinfo/#/register>) or by contacting the Information Services Help Desk.

## Protecting Passwords

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

## Individual Security and Privacy

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

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

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

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

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

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

## Consequences

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

## Policy Statement on University Shuttles

Quinnipiac University provides complementary shuttle service to our students to a number of on- and off-campus locations. Students who engage in disruptive behavior, vandalize or jeopardize the health and safety of community members while on a Quinnipiac shuttle will have their shuttle privileges revoked and will be referred to the Student Conduct process.

- The university is not responsible for items lost, left behind or damaged on university shuttles.
- Shuttle schedules are publicized annually by the Department of Public Safety, and the university is not responsible for any student's transportation, including for a return trip, should a student miss the final posted shuttle of any particular day.
- The university reserves the right to add or cancel shuttle routes at any time for reasons such as, but not limited to, usage patterns, student safety concerns, weather concerns and/or campus events.
- The university reserves the right to check the identification (QCard and/or government-issued identification) of any person boarding a university shuttle to determine eligibility for ridership, for student health and safety, and to collect information on ridership to determine shuttle system improvements.

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

## Policy Statement on Visitors and Guests

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

### Definitions

#### Residential Student

A residential student is a Quinnipiac University student who is currently assigned to live in university-owned or leased housing.

#### Non-Residential Student

A non-residential student is any Quinnipiac University student who is not currently assigned to live in university-owned or leased housing.

#### Visitor

A visitor is defined as any non-residential (off-campus, commuter) Quinnipiac University student or any non-Quinnipiac person (friend, family member) who visits a residential student. Overnight visitors must be registered, must carry their university visitor pass and state-issued photo identification at all times, and must remain with their residential student host at all times while on Quinnipiac property. Visitors who are in any university-owned or leased housing at any point between 10 p.m. and 8 a.m. are considered overnight visitors.

#### Guest

A guest is defined as another Quinnipiac University residential student who is present in, but not an assigned resident of, a particular living unit, room, suite or building.

#### Visitor Registration, Limits and Requirements

Visitors must be registered through the Quinnipiac University Visitor Pass System prior to arrival. Students may register and host one overnight visitor at a time. First-year students may register visitors beginning the third week of classes of the fall semester. Overnight visitors must be 18 years old, unless participating on a visit sponsored by the university.

Visitors who do not have the required visitor pass may be required to leave campus immediately. Students who host unregistered visitors are in violation of this policy. Non-residential students may not register visitors for residential housing.

#### Visitor Passes and Identification

Visitors must have their visitor pass and state-issued photo identification on their person at all times. Visitors must be with their host at all times while on Quinnipiac University property.

#### Visitor Behavior

Students hosting visitors must accompany them and are responsible for their behavior at all times. Any behavior that may constitute a violation of the Student Code of Conduct will be addressed accordingly. Visitors who cause a disruption and/or violate any university policy may be

permanently banned from university property and subject to arrest for trespassing should they return.

#### Occupancy Stay Limitations

The maximum number of people permitted to occupy any individual room, suite or apartment at any one time may not exceed twice the number of residents assigned to that living unit at any one time, plus one additional person.

#### Overnight Visitors

Overnight visitors must have the approval of all residents assigned to the same living unit (room and/or suite/apartment/house). All residential students and their visitors must adhere to the Roommate Bill of Rights.

A residential student cannot host an overnight visitor for more than two consecutive nights. Residential students are permitted 10 total visitation nights per semester for overnight visitors. Visitors cannot be registered with consecutive different hosts as a means of extending their stay in the residence halls. Any individual visitor may not spend more than 10 total nights in university-owned or leased housing per semester. Visitors found to be in violation of this policy may be removed immediately and may be permanently banned from the residence halls and/or university property.

#### Overnight Guests

Overnight guests must have the approval of all residents assigned to the same living unit (room and/or suite/apartment/house). All residential students and their guests must adhere to the Roommate Bill of Rights.

Residential students who host an overnight guest for more than two consecutive nights and/or more than 10 total visitation nights per semester may be addressed by the Office of Residential Life.

#### Visitor Parking

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

#### Sanctions for Noncompliance

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

## Policy Statements Regarding Student Organization Use of Media Advertising

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

## Student Privacy Rights

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

## Quinnipiac University Unmanned Aircraft System (UAS)/Drone Policy

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

### Educational or Research Use

- The use of drones is permitted only for educational or research purposes relating to Quinnipiac University.
- Must obtain prior approval from the Quinnipiac Productions department within the Office of Marketing and Communications at least 48 hours prior to the use of a UAS by going to [qu.edu/request](https://qu.edu/request) (<https://qu.edu/request/>) and filling out the Communications Request Form.
- Must provide date/time, purpose and length of UAS operations, as well as the area of the campus where a UAS will be used.
- Must comply with all federal, state and city laws.
- Must have experience in operating a UAS and operate it in a responsible manner, or have direct supervision by a licensed operator (must have a Part 107 Remote Pilot Certificate).
- Must not operate over areas of public assembly, stadiums or areas of construction.
- Must not photograph, video or monitor areas where other members of the university community or members of the general public would have a reasonable expectation of privacy.

### Civil Operations/Commercial Use

- All civil (commercial, contract or university-owned) operated UAS devices must comply with all federal (FAA), state and local laws.
- Must obtain prior approval from the Quinnipiac Productions department within the Office of Marketing and Communications at least 48 hours in advance of the proposed use of a UAS by going to [qu.edu/request](https://qu.edu/request) (<https://qu.edu/request/>) and filling out the Communications Request Form.
- A university-owned or commercial UAS must comply with FAA regulations by obtaining and producing a Part 107 Remote Pilot Certificate prior to use on the campus. (More information can be found on the FAA website ([https://www.faa.gov/uas/commercial\\_operators/become\\_a\\_drone\\_pilot/](https://www.faa.gov/uas/commercial_operators/become_a_drone_pilot/))).
- A UAS operator must provide a certificate of insurance naming the trustees of Quinnipiac University as an additional insured with a minimum limit of no less than \$1 million per occurrence and \$2 million in the aggregate in liability insurance written on an occurrence basis.

- A commercially owned (university or contract) operator must file a "flight plan" including date, time and duration of flight and operational area, with the Quinnipiac Productions department within the Office of Marketing and Communications 48 hours prior to commencing the UAS flight.
- A contract operator must be accompanied by a representative from Quinnipiac Productions at all times.
- A copy of all footage captured must be presented to the Quinnipiac Productions department within the Office of Marketing and Communications. Quinnipiac University reserves the right to use any footage captured.
- A UAS must be operated in a responsible manner.
- A UAS may not operate over areas of public assembly, stadiums or populated areas.
- A UAS is not permitted to photograph, video or monitor areas of the university where other members of that community would have a reasonable expectation of privacy.

## Sanctions

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

## Responsibilities

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

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

## Contacts

Peter Gallay, Director of Film and Video for Quinnipiac Productions  
203-582-8584, [peter.gallay@qu.edu](mailto:peter.gallay@qu.edu)

## Student Records Policy

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

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



in violation of the student's privacy rights under FERPA. A student who wishes to ask the university to amend a record should write to the Quinnipiac official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If Quinnipiac decides not to amend the record as requested by the student, the university will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when they are notified of the right to a hearing.

- c. The right to provide written consent before Quinnipiac discloses personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Quinnipiac University in an administrative, supervisory, academic, research or support staff position (including but not limited to law enforcement unit personnel, health staff, and athletic staff and coaches); a person or company with whom Quinnipiac has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

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

#### **Public Notice Designating Directory Information**

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

- i. Name
- ii. Address
- iii. Telephone number
- iv. Email address
- v. Date and place of birth
- vi. Secondary school
- vii. Hometown or city at the time
- viii. School or college
- ix. Major field of study
- x. Degree sought
- xi. Weight and height of athletic team members
- xii. Expected date of completion of degree requirements and graduation
- xiii. Degrees and awards received
- xiv. Honor societies
- xv. Dates of attendance
- xvi. Full- or part-time enrollment status

- xvii. Previous educational agency application for admission filed or institution attended
- xviii. Participation in officially recognized activities and sports
- xix. Name and address of parent or guardian
- xx. Photo images from ID cards

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

- d. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Quinnipiac University to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

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

## **Title IX Policy Against Gender-Based Discrimination and Sexual Misconduct**

Revised August 2020

Quinnipiac University is committed to providing an environment free from gender-based discrimination and harassment. Consistent with its commitment to addressing gender-based misconduct, the university complies with Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs or activities that receive federal financial assistance. As such, Quinnipiac University is dedicated to fostering a healthy and safe environment in which members of the community can realize their full potential in an educational, working and living environment free from all forms of gender or sex discrimination and sexual misconduct.

Quinnipiac seeks to ensure that no student, faculty or staff member is excluded from participation in or denied the benefits of any university program or activity on the basis of sex. This includes all university activities, including, without limitation, academic, athletic, campus life, residential life programs and all aspects of employment. Students, faculty or staff who believe they have been subjected to or witnessed gender-based misconduct are encouraged to report these incidents. As discussed below, faculty, administration, athletic, human resources, public safety and student affairs staff are considered responsible employees under Title IX and are required to immediately report any incidents of sexual violence they observe. Upon receiving a report, the university will respond promptly, equitably and thoroughly. In addition, the

university will take steps to prevent the recurrence of the misconduct and correct its effects, if appropriate.

Specifically with respect to athletics, the university is committed to the equitable treatment of male and female student-athletes. This includes, but is not limited to, equitable allocation of athletic participation opportunities, scholarships and benefits. The contact person in Athletics for Title IX inquiries is Shanna Alexander, senior associate director of compliance and student development.

Prohibitions against discrimination and harassment do not extend to statements and written materials that are germane to the classroom or academic course of study.

When a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated and steps will be taken to correct any discriminatory effects to the extent possible. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

This policy is lengthy and detailed because the university takes these issues and its legal obligations very seriously. Any Quinnipiac community member who has questions about the policy or the grievance procedures should seek clarification from the university's Title IX coordinator.

- Pregnant and Parenting Student Modifications (<http://catalog.qu.edu/university-policies/pregnant-parenting-policy/>)

## Notice of the Title IX Coordinator

The university's Title IX coordinator manages the university's compliance with Title IX. The Title IX coordinator is a resource available to anyone seeking information or wishing to file a complaint. When a student, faculty or staff member, or other participant in the university's programs and activities feels that they have been subjected to discrimination on the basis of sex in any university program or activity, including without limitation being subjected to sexual harassment, they may contact the Title IX coordinator or utilize the Title IX grievance procedures to bring concerns forward for the purpose of obtaining a prompt and equitable resolution.

The Title IX Discrimination and Harassment Policy is intended to define university standards and to outline the investigation and grievance processes.

The University Title IX Coordinator is:

Dennis Kwarteng

Title IX Coordinator

275 Mount Carmel Avenue, CCE-180

Hamden, CT 06518

[dennis.kwarteng@qu.edu](mailto:dennis.kwarteng@qu.edu)

203-582-7327

Deputy Title IX coordinators are designated and trained to address Title IX concerns and investigations.

Deputy Title IX Coordinator for faculty, staff and vendors:

Joanna Wayton

Talent Acquisition & HR Projects Specialist

554 Mount Carmel Avenue, MC-7, OF-HMN

Hamden, CT 06518

[joanna.wayton@qu.edu](mailto:joanna.wayton@qu.edu)

203-582-7738

Deputy Title IX Coordinator for athletics:

Shanna Alexander

Senior Associate Director of Compliance & Student Development

275 Mount Carmel Avenue, ACC-204

Hamden, CT 06518

[shanna.alexander@qu.edu](mailto:shanna.alexander@qu.edu)

203-582-7332

## Amendment of Title IX Policies and Procedures

Where appropriate and with prior notice where applicable, these policies and grievance procedures may be modified or amended by the university Title IX coordinator.

## Confidential Resources

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

### Quinnipiac Confidential Resources for Students

- Counseling Services — 203-582-8680
- Student Health Services — 203-582-8742
- Religious Life — 203-582-8257
- Peter C. Herald House for Jewish Life — 203-582-8206

### Off-Campus Confidential Resources

- Connecticut Sexual Assault Crisis Services 24-hour confidential hotline — 1-888-999-5545
- Women and Families Center/Meriden — 203-235-9297
- Women and Families Center/New Haven — 203-389-5010
- Rape Crisis Center of Milford — 203-878-1212

- Rape, Abuse and Incest National Network crisis hotline — 1-800-656-HOPE
- Rape, Abuse and Incest National Network online hotline — [hotline.rainn.org/online](https://hotline.rainn.org/online/) (<https://hotline.rainn.org/online/>)
- The Umbrella Center for Domestic Violence Services — 203-736-9944
- BHcare — 203-736-2601

Students who wish for the university to conduct a formal investigation into an allegation under Title IX must sign a formal complaint with the Title IX Office. Reports that are made anonymously or by third parties may not formally initiate grievance procedures as such.

The university reserves the opportunity to undertake an investigation where appropriate, even in cases where the university received an anonymous report or where the alleged victim and/or complainant chooses not to cooperate or participate. When weighing a complainant's request for confidentiality, to end an investigation and/or to not seek disciplinary action, the university will consider factors which may include the following: a risk of future acts of sexual violence; whether the reported sexual violence was allegedly perpetrated with a weapon; the age of the student subjected to the sexual violence; and whether the university possesses other means to obtain relevant evidence.

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

Whether the incident occurred on or off campus, community members are encouraged to report sexual assault and other incidents of harassment to local police. Quinnipiac's Department of Public Safety can assist community members who wish to make a report to police. Electing not to report an incident to the police will not impact the university's investigation or Title IX grievance process. If a complainant is a minor, according to Connecticut state law, the university will make a report to the appropriate law enforcement agency.

To contact a local police department, contact Public Safety for assistance, or call:

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

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

## Amnesty

Members of the university community may be reluctant to report incidents because of concerns that their own behavior may be a violation of university policies. The university will not pursue disciplinary action against students for disclosure of personal consumption of alcohol or other drugs where the disclosure is made in connection with a good faith report or investigation of sexual misconduct. The university may initiate an assessment or educational discussion or pursue other non-disciplinary options regarding alcohol or other drug use.

## Responsible Employees and Reporting

The university deems the Title IX coordinator, all faculty, administration, athletic, human resources, public safety, student affairs and student paraprofessional staff (resident assistants & orientation leaders under contract) as "responsible employees" of the university. A responsible employee is **required** to report any incidents of sexual violence, harassment or discrimination promptly to the university Title IX coordinator or deputy coordinator. Prompt reporting of such incidents makes investigation of the incident more effective and enhances the ability of the university to respond.

When reporting sexual harassment or discrimination, the Title IX coordinator or deputy coordinator will guide you in providing an initial report.

## Privacy and Confidentiality

The university will make every effort to maintain the privacy of those involved in Title IX complaints and related processes. Only people who have a legitimate need to know about the matter will be informed, and materials and information prepared or acquired under Title IX procedures will be shared only as required and/or necessary with investigators, witnesses and other relevant parties.

Disclosure of such information also may be made if the university's Title IX coordinator determines that such disclosure is necessary to protect the health, safety or well-being of the community. While the university's Title IX coordinator will take into account any requests made by a party for confidentiality or that a Title IX matter not be investigated, the university's Title IX coordinator will take appropriate steps to respond to the matter consistent with requirements of Title IX and the university's obligation to the greater Quinnipiac community.

The university does not require, allow, rely upon, or otherwise use questions or evidence that constitute information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

## Retaliation

The university will not tolerate any reprisals or retaliation that occur as a result of the good faith reporting of charges of sexual harassment or sex discrimination.

Neither the university nor other person may intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding or hearing related to this policy.

Intimidation, threats, coercion or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, may constitute retaliation. Similarly, a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by this policy or related policies, may constitute retaliation.

## Statement Regarding Complaint and Grievance Procedures

The complaint and grievance procedures contained herein have been developed to enable the university to receive, investigate and resolve complaints of discrimination on the basis of sex. These procedures are designed to provide a supportive process for individuals who report discrimination and to ensure a fair process for individuals who are accused of discriminatory conduct. Any Quinnipiac students, faculty or staff members who believe that they have been subjected to discrimination based upon sex in any university program or activity, that the university has failed to meet its Title IX obligations regarding equity in athletics, or that they have been subjected to sexual misconduct may bring such concerns to the attention of the university's Title IX coordinator to obtain a prompt and equitable resolution. The university will make every effort to complete this process within 90 days of receiving a complaint.

The U.S. Department of Education, Office for Civil Rights (OCR) is the federal agency charged with enforcing compliance with Title IX. Anyone has the right to contact them directly.

Information regarding OCR can be found at:

Office for Civil Rights, 400 Maryland Avenue, SW, Washington, D.C. 20202-1100

- Customer Service Hotline: 800-421-3481
- Facsimile: 202-453-6012
- TDD: 877-521-2172
- Email: [ocr@ed.gov](mailto:ocr@ed.gov)
- Website: [ed.gov/ocr \(https://www2.ed.gov/about/offices/list/ocr/\)](https://www2.ed.gov/about/offices/list/ocr/)

## Informal Complaints

Students, faculty and staff may bring concerns to the university's Title IX coordinator or deputy coordinator on an informal basis. Informal complaints may be made in situations where an individual is not interested in moving forward with a Title IX process, or where an individual is requesting more information about the process.

Where appropriate, the Title IX coordinator or designee will provide information about how to file a formal complaint, a summary of grievance procedures, and information about supportive measures. A student is not required to file a formal complaint in order to access supportive measures.

Complainants who are considering bringing a formal complaint may at any time meet with the university's Title IX coordinator, deputy coordinator, or designee who will discuss the matter and describe the grievance process.

The university Title IX coordinator has the authority to investigate allegations of discrimination prohibited by Title IX even absent the filing of a formal complaint, or after its subsequent withdrawal. The university has an obligation to the entire Quinnipiac community to take appropriate steps to prevent community members from being subjected to discrimination and sexual misconduct. As a result, there may be circumstances that will require the university Title IX coordinator to proceed with investigating a formal or informal grievance even if a complainant specifically requests that the matter not be pursued.

## Formal Complaints

Upon receipt of a report related to this policy, the Title IX coordinator must promptly contact complainant to discuss the availability of supportive measures, consider complainant's wishes with respect to supportive measures, inform complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to complainant the process for filing a formal complaint.

A formal complaint must be made in writing by the complainant or signed by the Title IX coordinator. The formal complaint must contain both an allegation of sexual harassment against a named respondent and a request that the university investigate the allegation of sexual harassment. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in an education program or activity of the university.

A formal complaint may be filed with the Title IX coordinator in person, by mail or by electronic mail.

The university may consolidate formal complaints where the allegations arise out of the same facts.

## Dismissal of a Formal Complaint

If the conduct alleged in a formal complaint would not constitute sexual harassment as defined under the federal law and reflected in this policy, the university must dismiss the formal complaint.

The university must also dismiss a formal complaint that did not occur within the scope of the university's programs or activities, including complaints brought by individuals who are not currently participating in or attempting to participate in university programs or activities and complaints alleging conduct that did not occur against a person in the United States.

Such a dismissal does not preclude the university from responding to the allegation under other applicable university policies.

The university may dismiss the formal complaint or any allegations if at any time during the investigation or hearing: a complainant notifies the Title IX coordinator in writing that complainant would like to withdraw the formal complaint or any allegations therein, the respondent is no longer enrolled at or employed by the institution, or specific circumstances prevent the university from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon dismissal of a formal complaint, the university must promptly send written notice of the dismissal and reason(s) therefor simultaneously to the parties. Either party can appeal from the university's dismissal of a formal complaint or any allegations therein using the Appeals procedure in this policy.



## Informal Resolution

At any time prior to reaching a determination regarding responsibility, the university may suggest to the parties the possibility of facilitating an informal resolution process, such as mediation, to resolve the formal complaint without the need for a full investigation and adjudication. If it is determined that an informal resolution may be appropriate, the Title IX coordinator or designee will consult with the parties.

Prior to facilitating an informal resolution to a formal complaint, the Title IX coordinator must provide the parties with written notice disclosing the sexual harassment allegations, the requirements of an informal resolution process, and any consequences from participating in the informal resolution process. Upon receipt of this document, complainants and respondents have five days to determine whether they consent to participation in the informal resolution.

The Title IX coordinator must obtain the parties' voluntary, written consent to the informal resolution process. Prior to agreeing to any resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint. If a satisfactory resolution is reached through this informal process, the matter will be considered resolved. If these efforts are unsuccessful, the formal grievance process will continue.

Nothing in this section precludes a student from filing a complaint of retaliation for matters related to an informal resolution, nor does it preclude either party from filing complaints based on conduct that is alleged to occur following the university's facilitation of the informal resolution.

An informal resolution is not permitted to resolve allegations that an employee sexually harassed a student.

## Complaints Regarding Allegations of Gender Inequity in a University Program or Activity, including Athletics

NOTE: Claims of sexual harassment are addressed separately. A separate grievance procedure is set forth for claims of sexual harassment and other related misconduct. See section on sexual harassment. (<http://catalog.qu.edu/university-policies/titleix-policy/#harassmentanddiscriminationtext>)

## Grievance Procedures for Formal (i.e., Written) Grievances

A formal grievance process is initiated when a complainant submits a written statement to the university Title IX coordinator alleging discrimination on the basis of sex in any university program or activity, including, without limitation, academic programs, athletics, campus life, residential life and all aspects of employment. In the statement, complainant is encouraged to request any relief sought from the university. Prompt submission of formal grievances is encouraged.

Complaints relating to athletics will be addressed by the deputy Title IX coordinator for athletics:

Shanna Alexander

Senior Associate Director of Compliance & Student Development

275 Mount Carmel Avenue, ACC-204

Hamden, CT 06518

shanna.alexander@qu.edu

203-582-7332

Complaints relating to other university programs and activities will be addressed by the Title IX coordinator:

Dennis Kwarteng

Title IX Coordinator

275 Mount Carmel Avenue, CCE-180

Hamden, CT 06518

dennis.kwarteng@qu.edu

203-582-7327

The deputy Title IX coordinator or designee will consider the written grievance and may dismiss the grievance without further process or review if it is determined that the allegations, even if true, would not constitute a violation of this policy.

If the grievance is not dismissed, the deputy coordinator will interview the individual who submitted the written statement. Depending on the circumstances, the deputy coordinator also may interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the grievance.

The deputy coordinator or designee will determine whether there has been a Title IX violation using a preponderance of the evidence standard and will consult with other university offices as necessary in reaching a decision regarding the written grievance. The deputy coordinator or designee will prepare a written report setting forth findings, conclusions and recommended actions to be taken, if applicable. The university Title IX coordinator will receive a copy of the report. Complainant also will receive a copy of the report, redacted at the discretion of the Title IX coordinator to protect the privacy of involved parties.

In the event the deputy coordinator or designee determines that there has been a violation, a report will be presented to the provost of Quinnipiac University (hereinafter "provost") or a designee. Upon notification of a violation, the provost, or a designee, will take appropriate action to ensure that the violation is remedied, prevent its recurrence and correct any discriminatory effects on complainant to the extent possible.

While the time it may take to investigate and resolve a Title IX grievance will depend on a variety of factors, including the nature and scope of the allegations, the university will seek to resolve the grievance promptly.

## Appeals for Equity Grievances

If the deputy Title IX coordinator or designee finds there was no violation of Title IX, the complainant may notify the university Title IX coordinator of an intent to appeal the decision within five business days of learning of the determination. The complainant must submit an appeal letter from their university email. The appeal letter should specify the grounds upon which the appeal is based and should include any supporting materials. The complainant must submit the appeal letter within five business days

of receiving the initial decision. The Title IX coordinator has the discretion to extend these deadlines.

The accepted grounds for an appeal are:

- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- Procedural irregularity that affected the outcome of the matter;
- The Title IX coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or
- The sanction(s) assigned by the hearing officer did not adhere to the sanction guidelines stated in this policy.

Upon receipt of a request for appeal, the Title IX coordinator will designate a trained senior university staff member to serve as the appeal officer. If the appeal letter(s) does not bring forward sufficient grounds for appeal, the officer will deny the appeal and the matter will be closed.

If the appeal officer determines that the appeal should be considered, the appeal officer may:

- Affirm the deputy coordinator's decision. In this case, the initial decision is final; or
- Modify the deputy coordinator's decision and present a report with findings and recommendations to the provost or a designee. Upon receipt of the appeal officer's report and recommendations, the provost, or designee, will take appropriate action to ensure that any violation is remedied.

## Definitions and Scope of Sexual Misconduct

Quinnipiac prohibits any form of sexual harassment and sexual misconduct, as defined by this policy.

**Sexual Harassment:** conduct on the basis of sex that satisfies one or more of the following:

- An employee of the university conditioning the provision of an aid, benefit, or service of the university on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
- "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

**Sexual Assault:** An offense classified as forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. Any sexual act directed against another person, without the consent of the victim including instances where the victim is incapable of giving consent. Sexual assault includes forcible rape,

forcible sodomy, sexual assault with an object, forcible fondling, incest and statutory rape.

**Forcible Rape**—The carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of their temporary or permanent mental or physical incapacity.

**Forcible Sodomy**—Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.

**Sexual Assault With an Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.

**Forcible Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.

**Incest**—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape**—Nonforcible sexual intercourse with a person who is under the statutory age of consent.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

## Statement on Consent

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

Neither consent to one form of sexual activity nor past relationships imply consent to future sexual activity.

**Incapacitation** is a state where a person lacks the capacity to understand or appreciate the fact, nature or extent of a sexual encounter.

- Sexual activity with a person who is demonstrably mentally or physically incapacitated (i.e., by alcohol or other drug use, unconsciousness or blackout) constitutes a violation of this policy.
- A person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the consumption (voluntary or otherwise) of incapacitating drugs cannot give consent.
- To give consent, a person must be of the legal age of consent. Under most circumstances, the age of consent in the state of Connecticut is sixteen. See Connecticut General Statutes § 46b-120, § 46b-127, § 46b-133d, § 53a-70, § 53a-71, and § 54-76b.
- Alcohol-related incapacity results from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness or intoxication.

Evidence of incapacity may be detected by physical cues, e.g., slurred speech, bloodshot eyes, the odor of alcohol on a person's breath or clothing, inability to maintain balance, vomiting, unusual or irrational behavior, and unconsciousness. Context is important in helping to determine incapacitation. Any of these particular cues alone do not necessarily indicate incapacity.

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

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

## Jurisdiction

Quinnipiac University is legally required to investigate formal complaints of sex discrimination, including sexual harassment, occurring in the university's educational programs or activities, against a person in the United States. Educational programs or activities include locations, events or circumstances over which the university exercised substantial control over both respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by a post-secondary institution.

These policies and procedures shall be read to apply to any student, faculty member, staff member or third party who is presently participating or attempting to participate in a university program or activity. While complaints received will be investigated in accordance with this policy, complaints against students who have already withdrawn or graduated from Quinnipiac or against individuals who are no longer employed by the university will not be subject to Title IX grievance procedures.

Quinnipiac reserves the right to address, through the Student Code of Conduct or through university policies and procedures, incidents that occur off campus that may endanger the health, safety and welfare of

self or others and/or adversely affect the university and/or the pursuit of its objectives.

## Complaint Procedures for Sexual Misconduct

Any community members who believe they have been subject to sexual assault, sexual harassment or other sexual misconduct or has witnessed or learned of such an incident is encouraged to contact the university Title IX coordinator or a deputy coordinator directly. The Title IX coordinator ensures that complaints are handled by the appropriate deputy coordinator or designee for investigation, possible interim measures and resolution, and thereby ensures complainants have access to medical, mental health, law enforcement and other resources that may be required.

## Preservation of Physical Evidence

The university encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual misconduct. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. The university will assist any community member to get to a safe place and will provide medical assistance, coordination with law enforcement, and information about the university's resources and complaint processes.

## Handling of Complaints

Complaints against **students, visitors and individuals not affiliated with Quinnipiac** are addressed by the Title IX coordinator:

**Dennis Kwarteng**, Title IX Coordinator

275 Mount Carmel Avenue, CCE-180

Hamden, CT 06518

dennis.kwarteng@qu.edu

203-582-7327

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

**Joanna Wayton**, Talent Acquisition & HR Projects Specialist

554 Mount Carmel Avenue, MC-7, OF-HMN

Hamden, CT 06518

joanna.wayton@qu.edu

203-582-7738

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

## Protective Orders

Students, Faculty, Staff or third parties involved in Quinnipiac programs or activities should bring any protective orders to the Department

of Public Safety. The university will assist in making any necessary accommodations.

## Grievance Procedures

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

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

## Rights of Parties in a Title IX Process

- The right to a prompt, thorough, and equitable Title IX process.
- The right to be treated with respect by university staff throughout the process and the right to a Title IX coordinator, investigator, decision-maker and facilitator of an informal resolution process that does not have a conflict of interest or bias.
- The right to receive sufficiently detailed written notice of the allegations, upon the university's receipt of a formal complaint.
- The right to confidentiality in any Title IX process, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), as required by law, or as necessary to carry out a Title IX proceeding.
- The right to discuss the allegations under investigation or to gather and present relevant evidence.
- The right to be notified of available counseling, mental and physical health services, and the availability of reasonable supportive measures.
- The right to receive written notice of any investigative interviews, meetings or hearings.
- The right to identify witnesses and other parties, and to request the Title IX coordinator or designee contact those individuals as part of the investigation.
- The right to have an adviser of choice present in a support or advisory role during the investigation and the administrative hearing.
- The right to report any incident to off-campus authorities and/or law enforcement and to be assisted by university staff in doing so.
- The right to have a live hearing, presided over by a trained and impartial hearing officer.
- The right to review all evidence gathered during the investigation, subject to limitations provided by law, including a draft copy of the report for at least 10 days, and to provide a response prior to the finalization of the report.

- The right to review all evidence that will be provided to the hearing officer, including the final report and the names of all known witnesses who may be called to provide statements during the administrative hearing, for 10 days prior to the hearing.
- The right to have the university request attendance and accommodate individuals called as witnesses for a hearing.
- The right to inspect the hearing script, upon request.
- The right to be present and participate in the administrative hearing.
- The right to participate in the administrative hearing remotely, upon request.
- The right to ask relevant questions of the other party and of witnesses during the administrative hearing, through an adviser of choice.
- The right to be informed of the outcome and sanction of any administrative hearing within one business day of a decision being rendered, and to receive that decision in writing.
- The right to appeal the finding and sanction of the hearing officer, in accordance with the appeal guidelines established in this policy.

Complainants in Title IX processes have the right to an investigation and appropriate resolution of all credible complaints of sexual misconduct, gender-based discrimination and/or harassment made in good faith to the university. Respondents have the right to be presumed "not responsible" throughout the Title IX process.

## Standard of Evidence

The standard of evidence to be used to determine respondents' responsibility is the preponderance of the evidence standard. This standard shall be used for formal complaints against both students and employees, including faculty, and to all formal complaints of sexual harassment.

## Formal Investigation

If the Title IX coordinator determines that there is reasonable cause to pursue the complaint, a formal investigation will be initiated. The university has the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility; the responsibility is not on the complainant or respondent. During the formal investigation, the Title IX coordinator or designated investigator will:

- identify at least one investigator to conduct the investigation. The Title IX coordinator may serve as an investigator if necessary;
- provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- commence a thorough and impartial investigation by developing a strategic investigation plan, including a witness list, information list, intended investigation timeframe, and order of interviews for all witnesses and respondent;
- provide parties with sufficiently detailed written notice of alleged conduct, including the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident, if known;



- provide parties whose participation is invited or expected with written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- complete the investigation in a reasonably timely manner, without unnecessary deviation from the intended timeline;
- document and communicate to parties the source of any reasonable delays, including absence of a party, a party's adviser or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities;
- compile a comprehensive summary of evidence, including both inculpatory and exculpatory evidence;
- provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the university does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation;
- maintain communication with complainant and respondent on the status of the investigation and overall process.

Upon completing a draft investigative report, the investigator shall provide a copy to complainant, respondent and each party's respective advisers. Copies of the report must be delivered simultaneously. Complainant and respondent may review the report for a period of up to 10 days and may provide the investigator with additional documentation, including but not limited to a written response to the contents of the report.

At the end of the review period or upon receipt of confirmation that parties are prepared to move forward, the investigator must incorporate any provided information into a final report.

Upon completing the final investigative report, the investigator must simultaneously provide copies to the complainant, respondent, and each party's respective advisers.

Following the delivery of the reports, the Title IX coordinator or designee must schedule an administrative hearing for no less than 10 days after the date of delivery. Additional information, including responses to the report's content, may be presented at any time prior to the commencement of an administrative hearing or at designated times during the hearing.

## Supportive Measures

All parties in a Title IX process have a right to supportive measures. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to complainant or respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to the university's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the university's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services,

mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

## Emergency Removal of Students and Employees

The university may, in emergency circumstances, limit or prohibit a respondent from accessing campus during the Title IX investigative process. Prior to issuing an interim removal of a respondent, the Title IX coordinator or designee must:

- undertake an individualized safety and risk analysis, which determines whether the presence of respondent poses an immediate threat to the physical health or safety of any individual within the Quinnipiac community;
- provide respondent with notice of alleged conduct; and
- provide respondent with notice of removal and information about how to challenge the removal.

Respondents may challenge a removal in writing within 3 days of the removal. The Title IX coordinator or designee shall evaluate the emergency removal by considering 1) the possible threat to the physical health or safety to individuals within the Quinnipiac community and 2) the reliability of the available information about the reported incident.

## Administrative Leave of Employees

The university may place a non-student employee respondent on administrative leave during the pendency of a Title IX investigative process.

## Title IX Administrative Hearing

Upon dissemination of the final report, the Title IX coordinator or designee will schedule an administrative hearing.

A single trained and impartial hearing officer shall review all evidence and conduct a hearing pursuant to this policy. The hearing officer is responsible for determining whether, under a preponderance of the evidence standard, the respondent is responsible for the alleged conduct. If respondent is found responsible, the hearing officer shall assign appropriate sanctions in accordance with this policy and with other related conduct processes, as described in the student Code of Conduct or in the Employee Handbook. The goal of the hearing is to provide a resolution through an equitable process, respecting the rights of all participants.

## Requirements for the Hearing Officer

The hearing officer is an independent decision-maker who serves at the request of the Title IX coordinator. The hearing officer is responsible for conducting an administrative hearing, pursuant to an established hearing script. Through the administrative hearing, the hearing officer is required to objectively evaluate all relevant evidence, both inculpatory and exculpatory.

Any individual who serves as a hearing officer shall be trained annually pursuant to the training requirements under applicable state and federal law. The hearing officer is expected to serve impartially, avoiding prejudgment of the facts at issue, and be free of conflicts of interest, and bias. Additionally, the hearing officer must avoid credibility

determinations based on a person's status as a complainant, respondent or witness.

## Scope of Hearing Officer's Authority

The hearing officer has the authority to adjudicate alleged violations of the Student Code of Conduct or the Employee Handbook that are related to the same incident under review, though may not be directly related to gender-based conduct.

## Advisers

Advisers serve as a moral and emotional support for students during the grievance procedures and can assist with meeting preparation. Advisers are not permitted to advocate for a student or speak on their behalf during a hearing, except for the purpose of conducting a cross-examination on relevant evidence. Parties who are witnesses to the incident or are otherwise involved in the matter before the hearing officer cannot serve as advisers.

Parties who intend to conduct a cross-examination of the opposite party or any witnesses must bring an advisor to the hearing. If a party does not have an adviser, the university will, upon request, provide a trained adviser to conduct any cross-examinations.

A party who requires that the university provide an adviser should notify the Title IX coordinator in writing at least 48 hours before the hearing. The university reserves right to establish restrictions regarding the extent to which the adviser may participate in the proceedings, so long as the restrictions apply equally to both parties.

## Hearing Process

The Title IX coordinator or designated investigator will meet with both complainant and respondent prior to the hearing to outline the hearing process and answer questions. Prior to the hearing, the Title IX coordinator or designated investigator will:

- prepare a final copy of the investigative report, including any evidence gathered during the course of the investigation, to be disseminated to the hearing officer, complainant, respondent, and each party's adviser 10 days before the hearing;
- be available to both complainant and respondent to answer questions and address concerns with the process;
- schedule the administrative hearing, and select a hearing officer from the pool of eligible members based on availability and lack of conflict;
- contact witnesses and work to ensure their availability for the administrative hearing;
- arrange accommodations intended to limit contact between hearing participants (i.e., arranging accommodations in different rooms, setting up physical barriers in the hearing room);

At the administrative hearing, the following individuals may be present:

- Hearing Officer
- Adviser for Complainant(s)
- Adviser for Respondent(s)
- Witnesses (only one at any one time)

- Title IX Coordinator and/or Deputy Coordinator (if not an investigator)
- University Counsel

The hearing officer will conduct the hearing in accordance with the hearing script. The script ensures that the parties have an opportunity to give opening statements, that the hearing officer has the opportunity to ask questions of all parties and witnesses, and that both parties have an opportunity to ask relevant questions through cross-examination.

Additionally, the hearing script ensures:

- all parties are introduced;
- all allegations are read; and
- respondent is provided an opportunity to plead "responsible," "not responsible," or decline to make a plea, for each allegation.

If any individual should become disruptive during the hearing, including witnesses and advisers, the hearing officer maintains the discretion to remove that individual from the hearing.

Once the hearing officer has heard all evidence, including opening statements and cross-examinations, and has had an opportunity to ask questions of parties, witnesses, and the investigator(s), the hearing officer will deliberate privately to determine whether respondent is responsible for the alleged conduct.

After the hearing officer has made a decision, the hearing officer will reconvene with the hearing participants and will announce their conclusion. If respondent is found responsible for the alleged conduct, the hearing officer will commence the sanction phase of the hearing. If respondent is found not responsible for the alleged conduct, the hearing will end.

During the sanction phase of the hearing, the hearing officer will:

- accept optional impact statements from both parties, verbally and/or in writing;
- ask the Title IX coordinator or designee to disclose respondent's past violations of the Code of Conduct or of the Employee Handbook, if any;
- ask the Title IX coordinator or designee for sanction parameters, as defined by university policy.

At the conclusion of the sanction phase, the hearing officer will deliberate privately. After a sanction decision is made, the hearing officer will reconvene with the participants of the hearing to announce the sanction decision and close the hearing.

After the conclusion of the hearing, the Title IX coordinator or designated investigator will meet with both parties separately and will answer any questions about the sanctions or any post-hearing requirements.

The hearing officer has two business days from the close of the hearing to produce a written decision letter to both parties. Once completed, the decision letter is delivered to the Title IX coordinator for simultaneous delivery to both parties.

Students needing accommodations may make requests through the Office of Student Accessibility. Employees needing accommodations may make requests through Human Resources.

Neither parties nor witnesses may use audio or video recording devices during a hearing. The university shall make an audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.

## Sanctions-only Hearing

Should respondent accept responsibility for alleged violations but disagree with the sanctions proposed by the Title IX coordinator, a sanctions-only hearing will be conducted. For a sanctions-only hearing, the hearing officer shall introduce the parties, read the charges, and ask any questions necessary for determining an appropriate sanction. Once the hearing officer has asked any necessary questions, the hearing officer will advance directly to the sanction portion of the hearing.

## Cross-Examination

The hearing officer must permit each party's adviser to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live hearing must be conducted directly, orally, and in real time by the party's adviser of choice and never by a party personally.

At the request of either party, the university will provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker and parties to simultaneously see and hear the party or the witness answering questions.

Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent or witness answers a cross-examination or other question, the hearing officer must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. If a party does not have an adviser present at the live hearing, the university will provide an advisor of the university's choice to conduct cross-examination on behalf of that party.

Questions and evidence about complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

If a party or witness does not submit to cross-examination at the live hearing, the hearing officer must not rely on any statement of that party or witness in reaching a determination regarding responsibility. The hearing officer cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

## Sanctions

All sanctions shall be designed to maintain complainant's equal access to education programs or activities.

## Sanctioning Guidelines for Students

- Students found responsible for violating this policy in regard to fondling, dating violence, domestic violence, or stalking will likely receive a sanction ranging from probation to expulsion, depending upon the severity of the incident and any previous violations of the Student Code of Conduct.

- Students found responsible for violating this policy in regard to sexual assault that meets the definition of rape will likely receive a sanction of suspension, dismissal or expulsion.
- Students found responsible for violating this policy in regard to sexual harassment that creates a hostile environment will likely receive a sanction ranging from an official reprimand to expulsion, depending upon the severity of the incident and any previous violations of the Student Code of Conduct.
- The hearing officer will sanction students found responsible for violations of the Student Code of Conduct not related to this policy in accordance with sanctions used in the general Student Conduct Process.

## Sanctioning Guidelines for Employees

- Employees found responsible for violating this policy in regard to fondling, dating violence, domestic violence, or stalking will likely receive a sanction ranging from a written warning to termination, depending upon the severity of the incident and any previous violations of the Employee Handbook.
- Employees found responsible for violating this policy in regard to sexual assault that meets the definition of rape will likely be terminated from the university.
- Employees found responsible for violating this policy in regard to sexual harassment that creates a hostile environment will likely receive a sanction ranging from a written reprimand to termination, depending upon the severity of the incident and any previous violations of employment policies.
- The hearing officer may, at the discretion of Human Resources, issue sanctions for violations of the employment policies not related to this policy.

The hearing officer reserves the right to increase or decrease the recommended sanction guidelines listed above in the case of significant mitigating or aggravating factors. Neither the hearing officer nor the appeal officer will deviate from the guidelines listed above unless significant mitigating or aggravating factors exist. The hearing officer also reserves the rights to include additional sanctions, educational or otherwise.

## Parental Notification of Students

Quinnipiac reserves the right to communicate with a parent or guardian of a student regarding any student conduct action taken by the university, in accordance with FERPA.

## Appeals

After receiving notification of the hearing officer's decision, or after receiving notification that the university dismissed a formal complaint or any allegation therein, both complainant and respondent have five business days to notify the Title IX coordinator of their intent to appeal the decision. A formal letter of appeal specifying the grounds upon which the appeal is based and supporting information must be submitted within five days of notification of the hearing officer's decision or notification of dismissal. The Title IX coordinator has the discretion to extend the deadline for submission of a letter of appeal.

Sanction(s) imposed by the hearing officer will remain in effect while the appeal is pending. The letter of appeal specifies the grounds upon

which the appeal is based, and how those grounds materially affected the outcome (responsibility or sanctions) of the original meeting.

The letter of appeal must be completed and signed by the student or submitted directly from the party's Quinnipiac University email account. The appeal officer may request follow-up information from the investigator(s) or from either party, as necessary to make a fair determination.

Complainants or respondents who fail to attend the administrative hearing forfeit the right to request an appeal.

Both parties may appeal regarding the determination of responsibility, and from the dismissal of a formal complaint or any allegations therein, on the following bases:

- new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- procedural irregularity that affected the outcome of the matter;
- the Title IX coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or
- the sanction(s) assigned by the hearing officer did not adhere to the sanction guidelines stated in this policy.

The university Title IX coordinator receives the request for an appeal. Upon receipt, the Title IX coordinator designates a trained university staff member to serve as the appeal officer. Both parties shall be given equal opportunity to submit a written statement in support of, or challenging, the outcome. If the appeal letter(s) does not bring forward sufficient grounds for appeal, the officer will deny the appeal.

If the appeal officer determines that the appeal should be considered, the appeal officer may:

- affirm the decision of the hearing officer. In this case, the initial decision is final;
- remand the matter for re-investigation or re-hearing, depending on which is necessary to absolve the grievance process of error or irregularity; and/or
- initiate a new Title IX administrative hearing.

## Compliance with Sanctions and Accommodations

At the conclusion of the Title IX grievance process, the Title IX coordinator will be responsible for ensuring compliance with all assigned sanctions.

## Introduction

Quinnipiac University welcomes and values students of all genders. The purpose of this guide is to provide trans-identifying and transitioning students with information and resources that promote an inclusive campus experience.

Content in the guide focuses on student and campus-related student experiences and resources. Some of the information may also be useful to alumni, staff and faculty.

Trans-identifying and transitioning faculty and staff are welcome to seek supplemental information from the Title IX Office or from the Office of Human Resources.

## Discrimination and Harassment

### Title IX Policy Against Gender-Based Discrimination and Sexual Misconduct

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex in educational programs and activities that receive federal financial assistance. To ensure compliance with Title IX and other federal and state laws, Quinnipiac University has developed policies that prohibit discrimination and misconduct on the basis of gender, such as sexual misconduct, sexual violence, sexual harassment, intimate partner violence, stalking and any other gender-based harassment or misconduct.

Quinnipiac University is committed to providing an environment free from all forms of gender or sex discrimination and sexual misconduct.

Members of the university community, guests and visitors have a right to be free from sexual harassment, violence and of gender-based discrimination and harassment. The policy is intended to define community standards and to outline the investigation and grievance process when those standards are violated.

These policies apply regardless of the complainant's or respondent's sexual orientation, sex, gender identity or expression, age, race, nationality, religion or ability. Harassment or discrimination based upon an individual's sexual orientation may be considered gender-based and be subject to the policy. Also, prohibitions against discrimination and harassment do not extend to statements or written materials that are germane to the classroom or academic course of study.

### Reporting Harassment or Discrimination Based on Sexual Orientation, Gender Expression, or Gender Identity

Students who believe they have experienced or witnessed an incident of discrimination or harassment should immediately contact the Title IX Coordinator.

**Title IX Coordinator, Dennis Kwarteng, 203-582-7327**

There are many additional people on campus who are trained and ready to help. You can reach out to the following individuals for assistance, or if you have questions about Quinnipiac's policies:

- Vice President for Equity, Inclusion, and Leadership Development, Donald Sawyer, 203-582-8964
- Vice President and Dean of Students, Monique Drucker, 203-582-8753
- Dean for Graduate Student Affairs, Gina Frank, 203-582-3542
- Associate Dean of Students, School of Law, Kathy Kuhar, 203-582-3220
- Associate Dean of Students, Netter School of Medicine, Steve Paik, 203-582-4859

For details on informal and formal complaints, please see the Title IX Policy Against Gender-Based Discrimination and Sexual Misconduct (<http://catalog.qu.edu/university-policies/titleix-policy/#titleixtext>).

## Campus Resources

### Gender-Inclusive Bathrooms

Gender-inclusive restrooms are available to people of all genders. These restrooms can benefit many different people, including parents and children, and people with disabilities who may require the accompaniment of an attendant of a different gender. At QU, our gender-



inclusive restrooms are single-use lockable rooms with a toilet and sink, designed for use by one individual at a time, regardless of gender. Gender-inclusive restrooms are an inclusive space for students, faculty, staff and community members of all genders.

People at Quinnipiac are encouraged to use the restroom that corresponds to their gender identity.

The following is a list of gender-inclusive, single-stall restrooms on campus:

- MNH-148
- MNH-297
- SLE-309C
- LA-211
- ABLN-106
- AC-124B
- Rocky Top Student Center, York Hill Campus – 4th floor
- FOB, two stalls in basement
- Echlin, 2nd floor (on the Honor's end of the hallway)
- South end of Mount Carmel Dining Hall
- CAS3, downstairs
- CCE, first floor
- Student Affairs Center lobby

## Confidential Resources

On-campus resources are available that can provide confidentiality, sharing options and advice without any obligation to inform other university staff members unless requested. Such on-campus confidential resources include counseling services, student health services (SHS) and/or religious life and other designated resources.

### Student Health Services

SHS has two clinic locations: one on the Mount Carmel Campus and one on the York Hill Campus. They are staffed by registered nurses, physician assistants, nurse practitioners, and a supervising physician. You can schedule an appointment by logging in with your QU login to the student health services website (<https://studenthealthservices.quinnipiac.edu/home.aspx>). SHS can be reached by phone at 203-582-8742.

All SHS staff members receive education and training regarding gender identity and gender expression. The highest priority of the staff is meeting the emergent health needs of the student population and providing ongoing health education opportunities as an integral part of the college experience. If your health or medical needs require ongoing treatment, student health services staff can provide referrals to providers in the area that are aware and affirming of the needs of transgender and non-binary patients. Transportation to off-campus appointments is also available at no cost if scheduled when the health center is open. Call the health center at 203-582-8742 to schedule a ride to an off-campus appointment.

Appointments are also available with a registered dietitian, who can address nutritional concerns, and a wellness educator, who is trained in sexuality education and can provide resources. Call the health center at 203-582-8742 to make appointments with these staff members.

Additional information can be found on the Student Health Services website on MyQ (<https://myq.quinnipiac.edu/Student%20Life/Student%20Health%20Services/Pages/default.aspx>).

## Counseling Services

The university counseling service also provides free confidential counseling for students who would like to talk to a mental health clinician. An appointment can be requested by completing the counseling intake form (<https://forms.quinnipiac.edu/CounselingIntake/Form.html>).

A confidential mental health clinician can be reached for crisis counseling over the phone at any time by dialing 203-582-6860, and following the menu.

## Office of Religious Life and the Peter C. Herald House for Jewish Life

Students who prefer to seek confidential spiritual counseling can call the executive director of university religious life at 203-582-8257.

Students interested in speaking to the university rabbi may call 203-582-8206.

## Non-Confidential Resources

### Department of Cultural and Global Engagement

The Department of Cultural and Global Engagement, which can be reached at 203-582-8425, promotes inclusion and diversity through engaged learning for students, faculty and staff at Quinnipiac University. The department offers mentorship and support for underrepresented students, including students who are part of the LGBTQ+ community

## Title IX

The Title IX coordinator responds to allegations of discrimination pursuant to university procedures in a manner that is prompt, thorough and equitable. The Title IX coordinator is a resource to students, faculty and staff and can answer questions about university policies, procedures and practices.

The Title IX coordinator can be reached by phone at 203-582-7327 or by email at [dennis.kwarteng@qu.edu](mailto:dennis.kwarteng@qu.edu)

## Public Safety

Public Safety provides coverage on all three campuses 24 hours a day, seven days a week and can be reached at 203-582-6200 or [public.safety@qu.edu](mailto:public.safety@qu.edu) ([public.safety@quinnipiac.edu](mailto:public.safety@quinnipiac.edu)). Public Safety officers can respond to all emergencies and are available to serve as walking escorts 24 hours a day.

## Off-Campus Resources

- New Haven Pride Center (<http://www.newhavenpridecenter.org/>)
- Anchor Health Initiative (<https://anchorhealthct.org/>) (Hamden health clinic with a mission to serve the LGBTQ+ community)
- Hartford Gay and Lesbian Health Collective (<https://www.hglhc.org/>)
- Triangle Community Center (<http://www.ctpridecenter.org/>)
- True Colors Sexual Minority and Youth Services (<https://ourtruecolors.org/>) (Hartford)
- OutCT (<http://outct.org/>) (New London)
- Connecticut TransAdvocacy Coalition (<http://www.transadvocacy.org/>)
- Planned Parenthood of Southern New England (<https://www.plannedparenthood.org/planned-parenthood-southern-new-england/>) has a New Haven location and provides a range of sexual health services for the LGBTQ+ community.

## Student Organizations

### The Gender and Sexuality Alliance

Gender and Sexuality Alliance (GSA) serves as a safe haven for all students who identify as members of the LGBTQ+ community, as well as allied supporters who want to get involved. In addition to providing a nurturing environment, GSA strives to educate students on issues facing the LGBTQ+ community currently and historically. Visit the GSA website (<https://qu.campuslabs.com/engage/organization/gsa/>) for more information.

### Athletics

Quinnipiac seeks to ensure that no student, faculty or staff member is excluded from participation in or denied the benefits of any university program or activity on the basis of sex, gender, gender identity, or gender expression. The prohibition on discrimination applies to all university activities including athletics and recreational sports.

### NCAA Sports

For more information about inclusion in NCAA sports, please visit the NCAA's website for Inclusion of Transgender Student Athletes Handbook. You can also contact the director of compliance and student development, Shanna Alexander, at 203-582-7332.

### Intramural Sports

A participant's affirmed gender identity will be respected when there are gender-specific rules or player ratio requirements for co-rec divisions. Transgender individuals may play on the team that best matches their gender identity. Quinnipiac recognizes that, for many, coming to know one's gender identity is not something that happens in an instant; it is a complex process that can occur over an extended period of time. Participants are encouraged to communicate their gender identity with the campus official who is responsible for approving the team entry on intramural leagues. The campus official who approves the team entry on IM Leagues should verify that the gender indicated on the form is based on the participant's self-identification and expressed gender identity, rather than on the sex indicated in official school records.

### Club Sports

In keeping with the university's policy of non-discrimination and non-retaliation on the basis of gender identity and gender expression, the Quinnipiac Sport Club program supports and values an individual's right to access and utilize recreation facilities, restrooms, locker rooms, programs and services in accordance with an individual's gender identity and gender expression. Participation in club sports may have policies related to player eligibility that are stipulated by the national governing body of each sport. While the program does not have control over governing body policies, we support and advocate for the inclusion of all players, regardless of gender identity and gender expression.

### Residential Life

Incoming students who have a gender or gender-identity related concern regarding university housing can speak with the associate director of residential life about housing options. The conversation will include a discussion about type of room, bathroom facilities and roommate matching options, after which a housing assignment will be made. A student may opt out of any accommodations offered prior to the start of the semester with no financial penalties. The associate director of residential life will be in touch, via email, with any students whose gender recorded on the new student housing questionnaire does not match the legal sex recorded in the university's data collection system. Students who would like to initiate this conversation in an alternative way, have questions about this housing process or who would like to learn more about the housing options available for students who identify as non-

conforming or transgender should contact the associate director of residential life at 203-582-8736. All residential life staff members receive education and training regarding diversity and inclusion, including gender identity and gender expression.

### Fraternity and Sorority Life

Quinnipiac welcomes students to join a fraternity or sorority that best reflects their gender identity. For information, students can contact the director of campus life for fraternity and sorority life, Katherine Pezzella, at 203-582-6487.

## Updating Records Pertaining to Names and Gender Markers

### Notifying the Registrar's Office of a Legal Name Change

#### Student Employee – Human Resources

University students who also are employed and paid through university payroll must follow the same guidelines as all other employees for a name change.

A student employee must complete the change of name form request and submit official documentation. For the purposes of payroll, the name reflected on a person's Social Security card must match the paychecks issued.

#### Current Student – Registrar

Active students wishing to request a name change must do so through the Office of the Registrar. A current student would submit the name change request in writing (signature is required) along with a copy of one of the following:

- a. A marriage license
- b. New Social Security card
- c. New driver's license (or other form of government-issued ID)
- d. New passport
- e. Or other legal documentation confirming legal name change

#### Prospective Student – Admission

Prospective students requesting a name change should provide a written request to their specific Admissions Office (undergraduate, graduate, School of Law or School of Medicine).

The request should be made in writing (with signature) and one of the following should be submitted with the request:

- a. A marriage license
- b. New Social Security card
- c. New driver's license (or other form of government-issued ID)
- d. New passport
- e. Or other legal documentation confirming legal name change

### Preferred Name Policy for Students

Quinnipiac University recognizes that some students prefer to identify themselves by a first name and/or middle name other than their legal name. Under Quinnipiac's preferred name policy, any student may choose to identify a preferred first and/or middle name in addition to the legal name. Quinnipiac's policy covers preferred first and middle names. Surnames can be changed only with a legal name change.

The student's preferred name will be used where possible in the course of university business and education. The legal name will be used only when it is required for business, legal and external reporting purposes. In some cases, in order to promote the use of the student's preferred name while ensuring accurate and legitimate reporting and utilization of

education records, the student's preferred name will be utilized alongside the student's legal name. For detail, see the lists below.

Students may request use of a preferred first and/or middle name by contacting the Office of the Registrar. All requests are reviewed by the Office of the Registrar. Preferred names may not be used for purposes of fraud or misrepresentation. The university reserves the right to remove a preferred name if it contains inappropriate or offensive language. Legal names will be changed only when a student pursues a legal name change with state and/or federal authorities as appropriate and then submits that documentation to the Office of the Registrar.

It may take seven or more business days for the request to be completed through all university information systems. Once the preferred name request has been approved and implemented, the student will be notified and may go to the QCard Office to obtain a QCard with the student's preferred name.

**Preferred names only will be used** in public or semi-public systems where names are visible to other students, instructors, faculty, campus officials, and the general public. Specific examples are:

- University ID card (if the student chooses to obtain a new QCard)
- Blackboard (official class rosters not on Blackboard will display the legal name as well)
- Email address display name (i.e., the name that appears in the "from" field of an email)
- Email Address Alias (i.e., email sent to preferredfirstname.lastname@qu.edu automatically will be forwarded to the primary email address, which is legalfirstname.lastname@qu.edu)

Students who wish that their preferred first name be read at Commencement should contact their school's dean's office prior to Commencement.

**Both preferred names and legal names will be used** in confidential administrative systems (non-public) used by staff, instructors, faculty and campus officials. These administrative systems require authentication and authorization for user access. The inclusion of both names in these confidential systems promotes use of the student's preferred name, while at the same time ensuring accurate and legitimate reporting and utilization of education records. Specific examples are:

- Official class rosters
- WebAdvisor/Self-Service – student view
- WebAdvisor/Self-Service – faculty view (e.g., grading rosters, adviser rosters)

**Legal names only will be used** when required for business, legal and external reporting purposes. Specific examples include, but are not limited to:

- Student conduct records
- Counseling and health records
- Immigration documentation
- Paychecks
- One Stop (formerly the Bursar's office) documentation
- Financial aid documentation
- Federal requests for information
- Enrollment verifications
- Transcripts

- Academic certifications and degree verifications
- Diplomas
- Printed Commencement program (the preferred name may be read out loud at Commencement – see above)
- Admissions correspondence
- Athletics rosters
- Department of Public Safety systems and documentation

34 C.F.R. § 106.45(b)(10) requires Quinnipiac University to publish any materials used for training Title IX coordinators, investigators, decision-makers and persons who facilitate informal resolutions on the university's website. In compliance with the law, the university has made available all training materials for public review.

- Title IX - Training for Title IX (pre-workshop) ([https://www.qu.edu/globalassets/global/media/qu/documents/about/policies/title-ix/quinnipiac-title-ix\\_investigator-training-preworkshop-aug2020.pdf](https://www.qu.edu/globalassets/global/media/qu/documents/about/policies/title-ix/quinnipiac-title-ix_investigator-training-preworkshop-aug2020.pdf))
- Title IX - Training for Title IX Team Members ([https://www.qu.edu/globalassets/global/media/qu/documents/about/policies/title-ix/quinnipiac-title-ix\\_investigator-training-aug2020.pdf](https://www.qu.edu/globalassets/global/media/qu/documents/about/policies/title-ix/quinnipiac-title-ix_investigator-training-aug2020.pdf))
- Title IX Training for Appeal Officers ([https://www.qu.edu/globalassets/global/media/qu/documents/about/policies/title-ix/quinnipiac-title-ix\\_training-for-appeal-officers.pdf](https://www.qu.edu/globalassets/global/media/qu/documents/about/policies/title-ix/quinnipiac-title-ix_training-for-appeal-officers.pdf))
- Title IX Rights (<https://www.qu.edu/globalassets/global/media/qu/documents/about/policies/title-ix/quinnipiac-title-ix-rights-handout.pdf>)
- Preliminary Review ([https://www.qu.edu/globalassets/global/media/qu/documents/about/policies/title-ix/quinnipiac-title-ix\\_preliminary-review.pdf](https://www.qu.edu/globalassets/global/media/qu/documents/about/policies/title-ix/quinnipiac-title-ix_preliminary-review.pdf))
- Conduct Grievance Procedures for Allegations of Discrimination Under Discrimination, Harassment and Bias-Motivated Acts and Behavior Policy ([https://www.qu.edu/globalassets/global/media/qu/documents/about/policies/title-ix/quinnipiac-title-ix\\_t9-conduct-process.pdf](https://www.qu.edu/globalassets/global/media/qu/documents/about/policies/title-ix/quinnipiac-title-ix_t9-conduct-process.pdf))
- Policy Analysis for Allegations of Dating or Domestic Violence ([https://www.qu.edu/globalassets/global/media/qu/documents/about/policies/title-ix/quinnipiac-title-ix\\_dating-and-domestic-violence.pdf](https://www.qu.edu/globalassets/global/media/qu/documents/about/policies/title-ix/quinnipiac-title-ix_dating-and-domestic-violence.pdf))
- Policy Analysis for Allegations of Sexual Assault ([https://www.qu.edu/globalassets/global/media/qu/documents/about/policies/title-ix/quinnipiac-title-ix\\_sexual-assault.pdf](https://www.qu.edu/globalassets/global/media/qu/documents/about/policies/title-ix/quinnipiac-title-ix_sexual-assault.pdf))
- Policy Analysis for Allegations of Sexual Harassment ([https://www.qu.edu/globalassets/global/media/qu/documents/about/policies/title-ix/quinnipiac-title-ix\\_sexual-harassment-hostile-environment.pdf](https://www.qu.edu/globalassets/global/media/qu/documents/about/policies/title-ix/quinnipiac-title-ix_sexual-harassment-hostile-environment.pdf))
- Policy Analysis for Allegations of Stalking ([https://www.qu.edu/globalassets/global/media/qu/documents/about/policies/title-ix/quinnipiac-title-ix\\_stalking.pdf](https://www.qu.edu/globalassets/global/media/qu/documents/about/policies/title-ix/quinnipiac-title-ix_stalking.pdf))

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