

# SETON HALL UNIVERSITY STUDENT HANDBOOK

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## UNIVERSITY OVERVIEW

Seton Hall University was founded in 1856 by Bishop James Roosevelt Bayley, the first bishop of Newark, who named it after his aunt, Elizabeth Ann Seton, a pioneer in Catholic education and the first American-born saint. The University is the oldest diocesan university in the United States. Nestled on 58 acres in the suburban village of South Orange, New Jersey, Seton Hall's campus is home to eight schools and colleges: the College of Arts and Sciences, the College of Education and Human Services, the College of Nursing, the John C. Whitehead School of Diplomacy and International Relations, the School of Graduate Medical Education, the Stillman School of Business, Immaculate Conception Seminary School of Theology and University College. Seton Hall's ninth school, the School of Law is located in Newark, New Jersey.

### **A Tradition of Christian Values**

Seton Hall University is founded on and defines itself and its academics, student life and community programs on a Christian understanding of the nature of the world and the human person. With a tradition of quality education based on Christian values, the University takes pride in its concern for the intellectual, ethical and spiritual development of its undergraduate and graduate students. Religious beliefs and values are taken seriously at Seton Hall. The University emphasizes the importance of religious and ethical concerns to all areas of human inquiry. With Roman Catholic teaching and tradition as a life-enhancing and enabling vision, the University calls on its students to explore and appreciate all that is the best and most humane in the world.

Seton Hall is Catholic not only by its charter and mission, but also by its ongoing spirit and activity. There exists a basic tenet at the University that religious faith is vital to life and its meaning. This tenet provides a context in which the University has and will continue to define and develop its identity. The Office of Mission and Ministry was instituted in order to foster the spirit and the reality of the Catholic faith on campus. At the same time, Seton Hall is committed to bringing together people of different races, cultures, religious traditions, lifestyles and ethnic backgrounds into a community that is respectful and supportive. This commitment has helped to establish a truly multicultural community in which all people of good will are welcome.

Seton Hall strives to develop the intellectual, social and religious talents of its students so they may live their lives responsibly, generously and successfully.

### **The History of Seton Hall**

The "three chapters" of the University's history span 150 years of intellectual and spiritual development, from the founding era into the 20th century, through depression, world war and cold war, and through the most recent period of rapid, far ranging expansion.

From its original enrollment of a handful of students, Seton Hall grew rapidly. During its first 12 years, the College enrolled more than 500 freshmen from 17 states and six foreign countries. The seeds of diversity at Seton Hall were planted almost from its birth. Seton Hall always has reflected the growing ethnic scope of its students and the increasing diversity of the Church and society it has served. In the 19th century, in spite of setbacks, major fires, lean times and the Civil War, the College continued to expand. By 1937, Seton Hall established a University College. This marked the first matriculation of women at Seton Hall. The University became fully coeducational in 1968.

The years after World War II witnessed unprecedented growth for Seton Hall as it responded to the needs of thousands of veterans seeking higher education. The College was organized into a university

in 1950, comprising the College of Arts and Sciences and the schools of Business, Nursing and Education. The School of Law opened its doors in 1951 and the John C. Whitehead School of Diplomacy and International Relations was established in 1997, and formally named in 2002.

The next two decades saw the construction and modernization of a large number of facilities and the construction of the library, science building, residence halls and the University Center. Many new programs and majors were inaugurated, as were important social outreach efforts. New ties were established with the private and industrial sectors, and a growing partnership developed with federal and state governments in creating programs for the economically and educationally disadvantaged.

The '70s and '80s continued to be a time of growth and renewal. New business and nursing classroom buildings and an art center were opened. In 1984, Immaculate Conception Seminary returned to Seton Hall, its original home until 1926, when it moved to Darlington. With construction of four new residence halls between 1986-88, and the purchase of off-campus apartment buildings in 1990 and 2004, Seton Hall now provides living space for approximately 2,100 students.

The physical development of the campus continued in the 1990s. In 1994, construction was completed on the \$20 million, four-story Walsh Library. This facility provides first-class study and research resources to undergraduate and graduate students, faculty and scholars from around the world. The opening of Walsh Library is symbolic of Seton Hall's transformation from a small, local institution whose library housed the personal collection of its president to a major national university with current library holdings of nearly 700,000 volumes.

Seton Hall houses its College of Education and Human Services, Stillman School of Business, Center for Public Service, and the departments of Sociology and Anthropology, Psychology, and Political Science in Jubilee Hall, named to commemorate the University's Sesquicentennial in 2006. The building provides a wide range of teaching spaces — from seminar rooms to a 390-seat auditorium. All classrooms in the building are wired to accommodate notebook computers, and many of the lecture halls are equipped with distance-learning technology.

When the Sesquicentennial of Seton Hall was observed in 2006, we looked back on the prophetic concluding words from the 1956 centenary history of the University: "Seton Hall University's great boast and claim to fame is not predicated on expansion, buildings or even curriculum. It lies rather in the hearts and minds of a dedicated and devoted faculty." Seton Hall's history has been one primarily of people: students and faculty living and working together in a community of learning, a community rooted in a Catholic tradition that is a home for the mind, the heart and the spirit.

### **Priest Community at Seton Hall**

From its earliest existence as a diocesan college, Seton Hall has been staffed by the priests of the Archdiocese of Newark. At present, more than 40 priests (the largest single apostolate of diocesan clergy anywhere) serve the University community in a variety of ways. Some are in administration or on the staff, others are professors on the University or Seminary faculties. Some work directly with students in a pastoral capacity in Campus Ministry. Some have retired after many years of service to the University and continue to live on campus and contribute to its spiritual and liturgical life.

The presence of dozens of priests of the Archdiocese of Newark, and those from other dioceses or religious orders who also work on campus, is a vital element in furthering the Catholic orientation and commitment of the University. In addition to their administrative or academic duties, the priests minister to all members of the University community, not only through the scheduled liturgical services in the

University chapels, but also through their availability, personal concern and response to individual needs.

- From Seton Hall University Undergraduate Catalogue

## CATHOLICITY STATEMENT

Seton Hall University holds a unique place among American Catholic institutions of higher learning. Founded in 1856 by the first Bishop of Newark, James Roosevelt Bayley, it is the oldest Roman Catholic diocesan university in the country and one of the largest. Bishop Bayley named Seton Hall after his aunt, Mother Elizabeth Ann Seton, a pioneer in Catholic education and the first American born saint.

The identity of Seton Hall continues to be founded upon Bishop Bayley's vision that it should be a Catholic, diocesan university. This concept is supported by the charge given to all Catholic universities by Pope John Paul II in a document entitled *Ex Corde Ecclesiae* ("Born from the Heart of the Church") that he wrote in 1990 on the character of Catholic universities. In that document, the Pope called upon Catholic universities to retain a lively sense of their Catholic identity and to fulfill their specific responsibilities to the Church and to society.

The Catholic identity of Seton Hall needs to be expressed in worship on campus, in public ceremonies, in the curriculum, through policy decisions, in dormitory life, in counseling services, in campus organizations, and so on. As a Catholic university, we are dedicated to free and rigorous inquiry in pursuit of the truth, as well as to the significant aid which such pursuit is afforded by the perspectives of the Christian faith. As such, Seton Hall University seeks to be a place where the encounter of faith and reason is seriously promoted. This encounter is nurtured by the following characteristics:

First, the Christian inspiration not only of individuals but also of the entire university body marked by a community of life on campus and beyond campus of mutual respect, service and care for one another;

Second, the reflection in the light of Christian faith upon the treasury of human knowledge that requires an openness to the search for the truth on the part of students, faculty and administration;

Third, as a natural expression of the Catholic identity of the university, opportunities for learning about and deepening the Christian faith through diffusion of the Christian message as it comes to us through Church teaching and the liturgy.

In our pursuit of the fullness of what is true, good and beautiful, Seton Hall University welcomes men and women of all religious traditions and beliefs, and also those who profess no religious belief. All are invited to promote, or at least to respect, the university's clear Catholic identity. This identity necessarily influences all university activities, while fully respecting the freedom of conscience of each individual. Rooted in the Judeo-Christian values of the freedom and dignity of every human person created in the image and likeness of God, the goal of Catholic mission and ministry at Seton Hall is to seek to incarnate these values within and among us that will lead to the betterment of the individual, our university community and the wider community through mutual respect and service to each other.

## ALMA MATER

To Alma Mater all be loyal,  
keep her name in purest light.  
Never waver from her precepts,

guard her banner blue and white.  
O sing her praise to highest skies  
and be ye faithful in her eyes,  
for she will foster all your dreams,  
her name is Seton Hall.  
When on life's hard stones you stumble,  
pray to God to be your guide.  
Think of Seton Hall your mother,  
then forge on in steady stride.  
O sing her praise to highest skies,  
and be ye faithful in her eyes,  
for she will foster all your dreams,  
her name is Seton Hall.

## STUDENT RESOURCES

### CAMPUS MINISTRY

Reverend James F. Spera, M.Div.  
South Boland Hall  
(973) 761-9545  
E-mail: [sperajam@shu.edu](mailto:sperajam@shu.edu)  
Web: [admin.shu.edu/campusmn](http://admin.shu.edu/campusmn)

What do you want from life? What are your values and beliefs? Part of what makes us human is our struggle with complex questions. It is how we create our world and how we organize our lives. At Seton Hall, we are not only interested in your intellectual growth, but also your spiritual growth and in how you shape your values. From its founding in 1856 as Seton Hall College to the present day, Seton Hall has been dedicated to supporting the vision that its founder, Bishop James Roosevelt Bayley, described as providing "a home for the mind, the heart, and the spirit." Its Catholic roots have made the University a home that is open to people of all faiths. At Seton Hall University you will learn in a community informed by Catholic ideals, but your personal religious views remain entirely up to you.

**Campus Ministry's mission is to be a pastoral presence of the Catholic Church on campus. As such, we seek to:**

- Evangelize and empower all, by the prompting of the Spirit, to become dedicated members of God's family.
- Bring to higher education the Church's general mission, namely, to preach the Gospel of Jesus Christ.
- Create an environment which allows for the spiritual, moral, liturgical and sacramental development, as well as intellectual, social, and physical growth.
- Guide the maturing Christian conscience, educate for peace and justice, and develop future Christian leaders.

Campus Ministry activities are open to persons of all faiths. Campus Ministry sponsors Christian Inter-denominational groups on Campus and directs interested students to local Houses of Worship, respecting the religious diversity of our Community. The Inter-faith Directory can be found in this handbook and by contacting the Campus Ministry Office at 973-761-9545.

## Worship

Chapel of the Immaculate Conception

**Sunday:** 10 a.m., 6 p.m., 8 p.m. and 10 p.m.

**Monday - Thursday:** 8 a.m., noon and 5 p.m.

**Friday:** 8 a.m. and noon

*(Special Masses may be scheduled by calling the Campus Ministry office at 973-761-9545).*

**Morning Prayer:** Monday-Friday, 7:30 a.m.

**Sacrament of Reconciliation** (Chapel of the Immaculate Conception)

**Monday through Friday:** 11:30 a.m.

**Wednesday:** 3:45 – 4:45 and 11 p.m. - midnight

**By appointment,** call (973) 761-9545

Chapels in Boland and Xavier halls complement Immaculate Conception Chapel and are available for private prayer, evening Mass and specially scheduled events. All are open daily. Arrangements for Masses or any special needs may be made through the Campus Ministry office.

Lay Ministry is an important element of Catholic worship. To enhance the celebration of the Liturgy, anyone interested in serving as a liturgical minister (lector, music minister, Eucharistic Minister, or greeter) will be trained and mandated.

Each week, student-directed prayer meetings take place in Campus Ministry. The meetings incorporate praise and worship, faith and Scripture sharing, as well as intercessory prayer.

Additionally, Campus Ministry enriches the academic year by celebrating the University's religious heritage in traditions including:

- Mass of the Holy Spirit in September
- Eucharistic Days
- Special Thanksgiving and Advent liturgies
- Christmas tree lighting and blessing of the manger
- Lenten liturgies
- Baccalaureate liturgical celebrations
- Liturgies specially arranged for student groups.

## Education

**RCIA:** Rite of Christian Initiation of Adults is a one year catechetical program offered to the Seton Hall community that directs the formation of students into the Catholic faith and prepares those students seeking BAPTISM and CONFIRMATION. Students learn to understand the teaching, worship, formation and community that comprise the Catholic Church through lectures, discussions, retreats, rites and field trips. RCIA is also available to those students who are already Catholic and wish to sponsor another student through the RCIA process.

**Bible Study:** Groups meet weekly in the rooms of Campus Ministry to study the books of both the Old and New Testaments using a Catholic biblical approach. Students of all faiths are welcome.

**Cardinal Newman Circle:** Once a month students gather to listen to a lecture by a guest speaker on the works of Cardinal Henry Newman. Advance reading is required and all materials are provided. Students also attend the annual Cardinal Newman Society conference held in Washington DC

**Spiritual Renewal:** Experience for spiritual renewal is offered each semester, both on-and off-campus. Campus Ministry provides various small-groups where formation of Christian life is nurtured through friendship, reflection and social action. The following are an example of groups that meet regularly.

**FOCUS:** Fellowship of Catholic University Students was founded in Kansas in 1998 to assist students to a deep conversion to Jesus Christ within the framework of the Roman Catholic Church. Students participate in weekly small group bible studies lead by a FOCUS staff member or trained student leader and also participate in fellowship events such as ski trips and intramural sports teams. Students also have the opportunity to attend the annual national FOCUS conference held in Denver, Colorado.

**Women Arise / Men for Christ:** Inter-denominational Christian prayer groups which are bible based and offer opportunities for prayer, study and fellowship.

**SHUFL:** Seton Hall United for Life is a student organization recognized by Student Affairs and supported by Campus Ministry that is dedicated to the ministry of supporting life from conception to natural death. Students promote life through the distribution of pro-life literature, attendance at the Annual Pro-life March in Washington, DC, hosting an annual baby shower, spiritual adoption program, pro-life day and supporting crisis pregnancy centers and supporting Project Rachel a post abortive healing retreat and seminar.

**COURAGE:** Students who struggle with same-sex attraction often struggle alone. COURAGE offers hope and fellowship for those who wish to be faithful to the guidance of the Church in dealing with homosexuality. The identity of participants is kept confidential. For information contact Campus Ministry.

**Special events *which nurture spiritual renewal* offered throughout the year include the following:**

- Retreats
- Pilgrimages
- Praise and Worship evenings
- Fellowship Meals
- Christian Coffeehouses in the Pirate's Cove
- WSOU radio show - Wed. 8pm-10pm "Out of Babylon"

Campus Ministry also assists any person who seeks vocation discernment, spiritual direction or crisis counseling.

### **Guidelines for Receiving Communion**

(USA National Conference of Catholic Bishops, November 8, 1986)

Seton Hall University has its foundations and philosophical identity in the Roman Catholic Christian tradition and doctrines. Many University celebrations incorporate specific liturgical worship services of the tradition, and although all are invited to join in such prayerful celebrations, the following guidelines for Communion should be observed:

Catholics fully participate in the celebration of the Eucharist when Holy Communion, in fulfillment of Christ's command to eat His Body and drink His Blood, is received. In order to be properly disposed to receive Communion, communicants should have fasted for an hour, seek to live in charity and love, and not be conscious of grave sin. Individuals conscious of grave sin must first be reconciled with God and the Church through the Sacrament of Penance. A frequent reception of the Sacrament of Penance is encouraged for all.

Seton Hall welcomes the celebration of the Eucharist to all Christians. However, it is a consequence of the divisions in Christianity that the rite of Communion cannot be extended to Christians not fully united in Catholicism. Catholics believe the Eucharist is an action of the celebrating community signifying a oneness in faith, life and worship. Reception of the Eucharist by Christians not fully united in Catholicism would imply a oneness that does not yet exist and for which we must all pray.

Seton Hall also welcomes those who do not share a faith in Jesus Christ. An invitation to receive Communion cannot be extended, but all are welcome to be united in prayer. Those not receiving sacramental Communion are encouraged to express in their hearts a prayerful desire for unity with the Lord Jesus and one another.

### Campus Ministry Interfaith Directory

<b>Jewish</b>	
Congregation Ahavath Zion (Orthodox) 421 Boyden Avenue, Maplewood, NJ	(973) 761-5444
Congregation Beth El of the Oranges and Maplewood (Conservative) 222 Irvington Avenue, South Orange, NJ	(973) 763-0111
Oheb Shalom Congregation (Conservative) 170 Scotland Road, South Orange, NJ	(973) 762-7067
Temple Sharey Tefilo-Israel (Reformed) 432 Scotland Road, South Orange, NJ	(973) 763-4116
<b>Islamic/Muslim</b>	
Islamic Culture Center 20 Branford Place, Newark, NJ	(973) 623-2100
Islamic Center 215 N. Oraton Parkway East Orange, NJ	(973) 672-6690
<b>Protestant</b>	
Church of Saint Andrew and the Holy Communion Episcopal Church South Orange Avenue & South Ridgewood Road, South Orange, NJ	(973) 763-2355
First Baptist Church Second and Valley Street, South Orange, NJ	(973) 763-8593
First Presbyterian and Trinity Church 111 Irvington Avenue, South Orange, NJ	(973) 762-7879
Methodist Church of South Orange	(973) 763-0655

150 South Orange Avenue, South Orange, NJ	
Saint Matthew A.M.E. Church 336 Oakwood Avenue, Orange, NJ	(973) 678-1217
Eastern Orthodox/Byzantine Catholic	
Saint John Ukranian Catholic Church 719 Sanford Avenue, Newark, NJ	(973) 371-1356
Saint Constantine & Helen Greek Orthodox Church 510 Linden Place, Orange, NJ	(973) 674-6600
Ukranian Orthodox Church of the Holy Ascension 652 Irvington Avenue, Maplewood, NJ	(973) 763-7644
Buddhist / Eastern Religions	
Dharmachakra Buddist Center Parker Ave. 07040	203 Maplewood, NJ 973-847-5421

## RECREATION CENTER

The Richie Regan Recreation and Athletic Center is a multipurpose facility built to serve the recreational, physical, educational and intercollegiate athletic needs of Seton Hall University. The University has long recognized that recreational activities and formalized sports programming are an integral part to the process of educating the total individual.

### Recreation Center Hours:

#### Academic Year Hours of Operation (September-May):

Monday – Thursday	7:00 a.m.	–	10:00 p.m.
Friday	7:00 a.m.	–	9:00 p.m.
Saturday	10:00 a.m.	–	8:00 p.m.
Sunday	10:00 a.m.	–	10:00 p.m.

### Pool Hours:

Monday – Friday	8:00 a.m.	–	10:00 a.m.
	12:00 p.m.	–	2:00 p.m.
	6:00 p.m.	–	9:00 p.m.
Saturday & Sunday	11:30 a.m.	–	5:30 p.m.

#### Summer (June-August):

Monday – Friday	7:00 a.m.	–	6:00 p.m.
Saturday-Sunday	10:00 p.m.	–	4:00 p.m.

**Pool Hours:**

Monday – Friday	7:00 a.m. – 10:00 p.m. 12:00 p.m. – 2:00 p.m. 5:00 p.m. – 7:00 p.m.
Saturday & Sunday	11:30 a.m. – 2:30 p.m.

Recreation Center hours are subject to change. Changes will be posted as far in advance as possible.

**The Recreation Center contains the following facilities available to all members:**

**The Field House:** The Field House encloses six multipurpose courts with a 200 meter running track. All six courts can be used for basketball; two can be used for volleyball and one for indoor tennis.

**The Natatorium:** The Natatorium is a 25 meter, eight-lane, lap pool.

**The Fitness Center:** The Fitness Center is equipped with the latest training equipment. It also contains lifecycles, recumbent bikes, stair climbers, treadmills, and ellipticals. The room contains twelve televisions.

**The Blue Room:** The Blue Room is an all purpose fitness room equipped with two free standing punching/kicking bags, abdominal trainers, strength balls, abdominal wheels, weighted strength and stretching bars, jump ropes, and aerobic steps. The room provides space for general cardiovascular and body toning activities. Non-credit instructional classes are available and a TV/VCR make it possible to view instructional videos.

**Racquetball:** There are two racquetball courts within the facility.

**Contact Information**

Recreational Services	973-761-9722
Front Desk & Reservations	973-761-9730
Aquatic Programs	973-761-9594
Athletics Main Office	973-761-9497

**Website:** <http://athletics.shu.edu/recservices>

**Intramurals**

Intramural sports are recreational and leisure activities that allow students to experience structured individual or team competition. To meet the varied skill levels of participants, tournaments offer different divisions whenever possible. The winners of each tournament are awarded a championship shirt for that sport.

## Sports

The intramural program offers about 20 different activities for men, women, and co-recreational participants.

### Traditional activities include:

Basketball	Floor Hockey
Softball	Volleyball
1-Pitch Softball	Indoor Soccer
Flag Football	Tennis

### Also look for these favorites:

3-Point Contest	Wallyball
Foul Shot Contest	Golf Outing

In addition to our regular season leagues, many sports are offered as two-day weekend programs. Look for these and other special events, including our University Day Run in our intramural schedule.

## Eligibility

All members of the University community (students, faculty, staff and administrators) may be eligible to participate in the Intramural Program. Undergraduate and graduate students must be taking a minimum of six credits to be eligible, however some events may be limited to full-time undergraduates. Participants also must complete an intramural registration/waiver form and comply with University insurance policies. Membership at the Recreation Center is required when participating in events held within the facility, and the rules and regulations of the Recreation Center must be followed.

## SEMINARY – IMMACULATE CONCEPTION SEMINARY SCHOOL OF THEOLOGY

Lewis Hall , Lower Level

(973) 761-9198/(973) 761-9584

Hours:

Monday-Wednesday, 9 a.m.-10 p.m.;

Thursday-Friday, 9 a.m.- 5 p.m.;

Saturday, 10 a.m.- 4 p.m.;

No Saturday hours when classes are not in session. Summer schedule does not include Saturday hours.

The Seminary/Theology Library serves the Immaculate Conception Seminary School of Theology and is available for use by all Seton Hall students. The library has substantial holdings, especially in theology, Church history and literature, biblical studies, philosophy, bioethics and ministry. The collection is represented in the library catalog (Voyager/Setoncat) and includes 63,760 books, 457 periodical files and 475 current subscriptions. A music collection of 300 compact disk recordings of Sacred Music also is available in the Seminary/Theology Library.

## SHUCAP

David Abalos, Ph.D., Director  
Fahy Hall  
(973) 761-9472  
e-mail: [abalosda@shu.edu](mailto:abalosda@shu.edu)

Janet Easterling, Coordinator and Institutional Research Associate  
Planning Office  
Presidents Hall  
(973) 761-9735  
e-mail: [easterja@shu.edu](mailto:easterja@shu.edu)  
Web: [admin.shu.edu/shucap](http://admin.shu.edu/shucap)

Seton Hall University Comprehensive Achievement Program (SHUCAP) is a faculty-mentoring program for undergraduate students, established in 1997-98 by faculty from across the University. The program is open to all students, but is particularly appropriate for sophomores, juniors, seniors and new transfer students in any year.

Students are assigned a faculty mentor who is available to meet regularly with them and work one-on-one through academic issues or any other concerns affecting students during their studies at Seton Hall.

Through meeting with their mentor and - for those whose schedules permit - by attending workshops, students are informed about the array of resources available to them at Seton Hall and are guided toward the wealth of information and services accessible at the University and The Career Center.

The focus of SHUCAP is to establish a personal, long-term relationship between students and a knowledgeable faculty member such that there is in-depth discussion of academic plans and possibilities. Out of this relationship grows a confidence that a faculty member is accessible to students should they need help in resolving any issues that affect their academic progress or personal growth.

Through this out-of-class contact with faculty, students are encouraged and empowered to formulate individual academic and career paths in a planned and proactive way.

SHUCAP is a voluntary program - for both students and mentors. The program runs on the good efforts and donated time of its volunteering faculty and on the faith of participating students in Seton Hall's commitment to their success and concern for them as individuals. There are currently more than 40 faculty involved in the program.

## UNIVERSITY BOOKSTORE

Adam Boynton, Store Manager  
Lower Level of Duffy Hall  
973-761-9065  
Email: [shu@bkstr.com](mailto:shu@bkstr.com)  
Website: [www.shu.bkstr.com](http://www.shu.bkstr.com)

### Regular Semester Store Hours

Monday	8 AM to 8 PM
Tuesday	8 AM to 8 PM
Wednesday	8 AM to 8 PM
Thursday	8 AM to 8 PM
Friday	8 AM to 5 PM
Saturday	10 AM to 4 PM
Sunday	Closed

Extended hours are available at the beginning of each Semester. Please see the [website](#) for details.

The Seton Hall University Bookstore has a complete selection of items for your academic success at Seton Hall. All of your textbooks are available along with study aids, school supplies, computer supplies, Seton Hall clothing & gifts, general & reference books, snacks & beverages, magazines & newspapers and music & movies. Stop by today to check out the great selection.

### Bookstore Policies & Procedures

#### Purchases

Accepted methods of payment are cash, personal checks, Pirate's Gold, Visa, MasterCard, Discover & American Express. All methods require picture id except cash payments. The Cardholder must be present at the time of purchase for all credit card and Pirate's Gold purchases. Items may also be purchased from the Bookstore website using credit cards and Pirate's Gold.

#### Returns & Exchanges

All items purchased at the Bookstore are returnable or exchangeable under the following conditions.

1. The original register receipt is presented at the time of the return
2. All items are in the original purchase condition – Shrink-wrap must remain sealed in most cases
3. Presented within the following time table
  - a) Within 14 days from the term start date or 2 days from purchase for textbooks
  - b) Within 30 days from purchase for all other merchandise\*

If merchandise is damaged or defective, please return the item immediately for exchange or return.

\*-Perishable items must be returned on the same day as purchase.

## **Textbook Buyback**

The Bookstore buys back textbooks all year. Customers who wish to sell books to the bookstore must present their Seton Hall ID Card at the time of sale. Each book sold must be the property of the seller. The customer will receive cash or store credit, whichever s/he chooses. The buyback value for each book is determined at the time of sale. 50% of the purchase price will be offered for all books that the bookstore needs for store stock. The current wholesale rate will be offered for all other books. Typically, the wholesale rate will vary between 10-35% of the new retail price. It is based primarily on supply and demand. Books purchased for the wholesale rate will be shipped to other colleges and universities by a reputable textbook wholesaler. The best time to sell textbooks back to the store is during finals week of the traditional semesters. This is typically the time the Bookstore can offer the most money for each book.

Policies & Procedures are subject to change. Visit the store for the current policies & procedures.

## **UNIVERSITY LIBRARY**

Howard F. McGinn, Ph.D., Dean  
(973) 731-9431 (recording of library hours)  
(973) 761-9435 (circulation desk)  
(973) 761-9435 (reference desk)

Library Hours:  
24 hour/5 day schedule during fall and spring semesters  
Sunday 7 am - Friday 11 pm  
Saturday 7 am - 11 pm  
Reduced hours during summer and semester recesses

Extended hours during exam periods  
e-mail: [library@shu.edu](mailto:library@shu.edu)  
web: [library.shu.edu](http://library.shu.edu)

Opened in October 1994, the contemporary and comfortable Walsh Library building houses the University Library, which includes the University Archives & Special Collections Center, and Walsh Gallery. The first floor also houses the Division of Information Technology's Teaching Learning & Technology Center and computer labs.

The library's holdings are extensive and cover a wide variety of topics of interest to students. At the library, students may access more than a half million books and periodicals, 1,200 current serials in print and another 10,000 in electronic format; 300,000 United States, United Nations and New Jersey government publications; and approximately 500,000 microforms (mostly periodicals, newspapers and reports).

The University Library is constantly improving its ability to deliver digital content within the library, in the residence halls, and off campus. The library's sophisticated technology infrastructure offers students the conveniences of wireless Internet access. A substantial and growing proportion of the collection—databases, journals, and some books—are accessible in electronic format on and off campus.

Library services include personalized, expert research assistance in person, through the web, and by phone; instruction to classes; and interlibrary borrowing. As a Seton Hall student, you can also access and borrow materials in libraries in New Jersey, Pennsylvania, New York and in major libraries around the world.

In addition to a wide array of resources and services, the University Library offers many comfortable seating areas for quiet study and group study rooms for collaborative work.

### **Msgr. William Noe Field Archives & Special Collections Center and Archives**

Alan B. Delozier, University Archivist/Librarian

Walsh Library, First Floor

(973) 275-2378 or (973) 761-9476

Hours: Monday-Friday, 9 a.m. – 5 p.m.

e-mail: [delozial@shu.edu](mailto:delozial@shu.edu)

Located on the ground level, our climate-controlled facility includes a spacious reading room with computer research stations, microfilm readers, conference room, preservation lab, processing space and a 4,000 square foot storage vault. This repository serves as a home to a wide-range of unique archival materials related to Seton Hall University, the Archdiocese of Newark, and Catholicism in New Jersey. In addition, specialized political and religious manuscript collections, scores of rare books and prints and an abundant and varied assemblage of specialized reference materials are available to students and community people who have scholarly needs. For more information check our website at <http://library.shu.edu/sc-homepage.htm> .

Walsh Library Gallery (ground level)

Jeanne Brasile

Hours: 10:30 a.m. – 4:30 p.m.

And by appointment

Information – (973) 275-2033

e-mail: [cotzjoan@shu.edu](mailto:cotzjoan@shu.edu)

The Walsh Library Gallery provides a unique setting for learning and the building of community through a series of changing exhibits each year. It enriches the life of the student body by creating a place for the exchange of intellectual ideas through exhibits and special events. Students are welcome to view the exhibits, study and engage in quiet dialogue during Gallery hours and to participate in lectures, receptions and events.

## VARSITY ATHLETICS

### Joseph A. Quinlan Jr.

Director of Athletics and Recreational Services, Richie Regan Recreation and Athletic Center - Second Floor

(973) 761- 9497

Hours: Monday-Friday, 9 a.m.- 5 p.m.

Web: [www.shupirates.com](http://www.shupirates.com)

Going to a BIG EAST Conference university is not the same as going anywhere else. Serious student-athletes already know this because when a BIG EAST coach shows interest in you, it means you're among the best of the best. BIG EAST fever is intense, and here at Seton Hall that fever -- combined with Pirate Fever -- is "catchy!"

Seton Hall's Department of Athletics and Recreational Services organizes, manages and promotes intercollegiate and recreational sports and activities at the University to enrich the educational experience of the student body. Seton Hall has one of the most diverse athletic programs in the Northeast, with 17 varsity programs and over 250 student-athletes. As a charter member of the BIG EAST Conference, Seton Hall student-athletes enjoy a competitive experience.

As fans or participants, the University community is encouraged to be involved in Pirate athletics. Discover the excitement of NCAA Division I BIG EAST athletics. Our teams provide all of our fans with an exciting competitive experience when supporting the Pirates. Visit our website for daily updates, schedules and stories about Seton Hall Athletics at: [www.shupirates.com](http://www.shupirates.com).

### Division I Varsity Athletics

- Baseball
- Basketball (Men's and Women's)
- Cross Country (Men's and Women's)
- Golf (Men's)
- Soccer (Men's and Women's)
- Softball
- Swimming and Diving (Men's and Women's)
- Tennis (Women's)
- Track and Field -- Indoor and Outdoor (Men's and Women's)
- Volleyball (Women's)

For ticket information, contact the Seton Hall Athletic Ticket Office at (973) 275-HALL (4255).

### Athletic Ticket Office

Walsh Gymnasium (973) 275- HALL  
Hours: Monday-Friday, 9 a.m.- 5 p.m.  
E-mail: [shu\\_athletics@shu.edu](mailto:shu_athletics@shu.edu)

If you're looking to share your Pirate spirit, Seton Hall athletic events are perfect for you. From volleyball and soccer to basketball and baseball, there is always something going on. Tickets for regular season, on-campus Pirate sporting events are free to all Seton Hall students. Men's basketball student season tickets are only \$90 and give you access to every regular season Seton Hall game played at the new Prudential Center located in downtown Newark. The GONZONE, located on the floor behind both baskets, is exclusively for student season ticket holders. To purchase your tickets, call the Athletic Ticket Office at (973) 275-HALL or visit us in our new location at the entrance of the Richie Regan Recreation and Athletic Center. Go Pirates!!

## **DIVISION OF STUDENT AFFAIRS**

The Division of Student Affairs coordinates the following departments: The Career Center, Community Development, Counseling Services, Disability Support Services, Housing and Residence Life, Health Services, Public Safety and Security. The Division maintains an open-door policy and encourages all students, full-time, part-time, undergraduate, graduate, day or evening, to stop by if they have any questions or concerns in reference to the University.

The Division of Student Affairs assists, directs and informs students concerning the services and programs available to them. The Division is committed to excelling at meeting the needs of Seton Hall University and the prospective members of our community.

## **CAREER CENTER**

Seton Hall University's Career Center provides a high touch and high tech career education and recruiting environment for students, alumni, and employers. Career professionals guide students with decisions about selecting an academic major, discovering one's calling and vocation, and developing lifelong professional skills. Our high-quality internship program provides students with numerous opportunities to connect academic learning with the world of work and prepare for postgraduate success. Seton Hall's alumni and employer partners are integral in preparing students to make a difference in the workforce.

For a full overview of the extensive services offered through The Career Center, please visit <http://www.shu.edu/offices/career-center>.

## **COMMUNITY DEVELOPMENT**

Community Development works with students to complement their academic experience with an exciting and enriching out of classroom experience. Whether it is through developing leadership skills that will serve you throughout your life or just hanging out with friends at a concert on campus, you can

always find something to do at SHU. Office and services include Community Standards, Leadership Development, Greek Life, Prevention Initiatives, Student Activities and the Student Activities Board, Student Government Association, University Center, Human Relations Programming, and the Dean of Students Office.

An important aspect of Seton Hall's mission as a Catholic University is the development of community, where each person is respected, nurtured, and encouraged. From NCBI, a unique program designed to welcome diversity, to Community Standards, the University's judicial system, students learn about themselves and their relationship to others, resulting in a rich and dynamic campus community.

For more information about the extensive services and programs available, please visit <http://www.shu.edu/offices/community-development-index.cfm>.

### **COUNSELING SERVICES**

Counseling Services provides year-round counseling, crisis, consultative and referral services to the Seton Hall University community. All matriculated students, including undergraduate, graduate, law, and seminary students, are eligible for direct services. Direct services include a maximum of 15 sessions of individual counseling and unlimited group counseling. University faculty, staff, administrators, and alumni can receive referrals and consultations. Additionally, student groups and organizations can request preventive, psychoeducational presentations, programs, and workshops that can enhance the interactions, performance, and well-being of their members.

Counseling Services is fully accredited by the International Association of Counseling Services (IACS), one of only five counseling centers in New Jersey to have that distinction.

More information about all of the services offered is available at <http://www.shu.edu/offices/counseling-services-index.cfm>.

### **DISABILITY SUPPORT SERVICES**

The Office of Disability Support Services (DSS) coordinates accommodations and services for students with the following disabilities: Attention Deficit/Hyperactive Disorder, Blind/Low Vision, Deaf/Hearing Impairments, Orthopedic Disabilities, Traumatic Brain Injury, Specific Learning Disabilities, Psychiatric/Psychological Disabilities, Medical Disabilities (e.g. cancer, Crohn's Disease, sickle cell anemia, asthma and other respiratory diseases, etc.), and Temporary Medical Disabilities (e.g. post surgical students, orthopedic injuries, etc.). There is collaboration with the academic departments as well as the other departments in the Division of Student Affairs. To receive accommodations on campus, whether they are academic, parking or housing, students must identify themselves to DSS and provide appropriate documentation of their disability.

More information is available at <http://www.shu.edu/offices/disability-support-services-index.cfm>.

## HEALTH SERVICES

Seton Hall University Health Services promotes and supports health in its broadest interpretation, by providing high quality health care to University students, providing first-aid for employees with work-related injuries, providing health education to the University community, and promoting a safe environment of caring and community. The department recognizes trends in medicine and nursing, develops policies and programs to reflect these trends, and coordinates services with other departments on campus to ensure the promotion of health in the classroom, residence hall, playing field, clinic, or work site.

Health Services has earned the distinction of accreditation by the Accreditation Association for Ambulatory Health Care (AAAHC), one of only five health services in the state of New Jersey.

Detailed information about the full range of services available can be found at <http://www.shu.edu/offices/health-services-index.cfm>.

## HOUSING & RESIDENCE LIFE

Housing and Residence Life provides leadership and oversight of the nine different on and off-campus housing options available to students. Residence Hall programming, the National Residence Hall Honorary, policies governing living in residence, and meal plan selection are all coordinated by this Office as well.

Each Residence Hall is managed by professional staff (Residence Hall Director and Residence Coordinator) and student or paraprofessional staff (Resident Assistants, Academic Teaming Assistant, and Desk Assistants). Residents are encouraged to speak with the staff of their hall to discuss any concerns, problems, or ideas.

Detailed information about all services is available at <http://www.shu.edu/offices/housing-residence-life-index.cfm>.

## PUBLIC SAFETY & SECURITY

The Department of Public Safety and Security is staffed 24 hours a day, seven days a week and is the centralized area for lost-and-found items. Security provides on-campus escorts if requested and limited assistance for a disabled vehicle (jump-start or locked car).

The Department of Public Safety and Security has developed a website with important information about emergency procedures – <http://studentaffairs.shu.edu/emergencyprocedures/index.html>.

For complete information about all services offered, please visit <http://www.shu.edu/offices/public-safety-index.cfm>.

# ENROLLMENT SERVICES

## ADMISSIONS

The Office of Undergraduate Admissions serves as the entry way to the University for all undergraduates. The Office works closely with the various colleges and schools to admit the most qualified students. The Office actively represents the University nationally to recruit students and also coordinates on-campus visits for individuals and groups, including major Open House and Fall Preview events. More information can be found at <http://www.shu.edu/applying/undergraduate>.

Currently enrolled students can be involved with the Admissions Office through the “Blue Crew,” a carefully selected group of students who serve as ambassadors for the University and the Admissions Office.

## BURSAR’S OFFICE

The Bursar’s Office assists students with tuition and fee billing and collection, the processing of refunds, and assistance with payment plans. The Bursar’s Office accepts various forms of payment including cash, debit card, check, money order, bank/cashier’s check, and credit card (Visa, Mastercard, and American Express.)

More information is available at <http://admin.shu.edu/enrollmentservices/bursar.html>.

## CAMPUS ID & PIRATE’S GOLD

Campus ID office issues student identification cards. There is no initial fee for the I.D. card, but the cost to replace it is \$20. Temporary cards which are valid for five days may be purchased for \$5 at Campus ID office or during off-hours at the Department of Public Safety and Security Office. Temporary I.D. cards must be returned to Campus ID office within five days. Failure to do so will result in a \$25 fine. All students are required to show another form of photo identification in order to purchase a replacement or temporary I.D.

Pirate’s Gold is a new way for you to use your SHU ID! A Pirate’s Gold account acts just like a debit account on a declining balance system. By depositing money in this account, any member of the Seton Hall community will be able to take advantage of the convenience of making purchases where our SHU ID is accepted without carrying around cash! Students, faculty, and staff have the ability to put **any amount** of money onto their ID cards and can completely manage their accounts online. Once a deposit is made, a participant in Pirate’s Gold can start using their SHU ID around campus. From buying a textbook in the bookstore to getting a snack at the vending machine to doing laundry without desperately searching for some spare change to printing out that paper late at night when the library and computer labs are closed, Pirate’s Gold makes life on campus easier and more efficient!

For more information, including details about Pirate’s Gold, please go to <http://www.shu.edu/offices/campus-id-index.cfm>.

## FINANCIAL AID

The Financial Aid Office works closely with students to help them find applicable means to pay for their college education. The Office assists students in determining eligibility for federal and state aid programs, as well as processing of loans. Students **must** apply or reapply for financial aid **every year**. To be considered for the full range of financial aid available, students should complete the Free Application for Federal Student Aid (FASFA), which is available January 1 each year. The processed results of the FASFA must be received by SHU by March 1 to meet the priority date.

Please go to <http://admin.shu.edu/enrollmentservices/financialaid.html> for more information.

## REGISTRAR'S OFFICE

The Registrar's Office assists students with class registration, add/drop of classes, issuing of grades and transcripts, certifying graduation, and much more. Many of these services are available online for the convenience of students.

Detailed information is available at <http://admin.shu.edu/enrollmentservices/registrar.html>

## ADDITIONAL PROGRAMS AND SERVICES

### GREEK LIFE

The Office of Greek Life works closely with the more than 20 fraternities and sororities on campus. Greek Life at SHU is designed to promote scholarship, service, leadership, student development.

To learn more about the opportunities available through Greek Life, please visit <http://www.shu.edu/offices/community-development-greek-life-standard.cfm>.

### HUMAN RELATIONS PROGRAMMING COMMITTEE

The Human Relations Programming Committee (HRPC) is a collection of students, faculty, staff and administrators united to celebrate, appreciate, understand, and respect the diverse array of beliefs, cultures, ethnicities, and races found at Seton Hall and recognize their contributions to the University community to break down barriers in support of a more informed and collaborative student body.

To learn more about the programs offered by HRPC, visit <http://studentaffairs.shu.edu/community/hrp/index.html>.

### METRO SHU

Metropolitan SHU is a program designed to enhance the intellectual, cultural, and social life of Seton Hall University students. Through the program, students use the proximity of the New York metropolitan area, as well as the towns surrounding the university, for the diverse educational and cultural arts opportunities that abound. Thanks to an extensive public transit system, students can traverse a wide area inexpensively.

More information is available at <http://studentaffairs.shu.edu/metro/index.html>.

### **NCBI**

The National Coalition Building Institute (NCBI) is an international non-profit organization, dedicated to ending the mistreatment of all groups. NCBI aims to develop a new kind of leader: one, who initiates diversity programs, takes principled stands, can enter the emotional heat of groups in conflict and build bridges, and models being an ally for all groups. NCBI trains leaders in the skills of prejudice reduction, resolution of conflicts between groups, and coalition building.

Information about NCBI and how to become involved can be found at <http://admin.shu.edu/ncbi/index.html>.

### **PARKING SERVICES**

The Office of Parking Services is responsible for the regulation and enforcement of all University parking lots. Any vehicle parked on university property must display a permit at all times and must be in a marked parking space at all times.

Like most universities, a convenient parking space is a premium commodity for students, faculty, staff, and visitors. Public Safety and Security Officers monitor all parking lots throughout the University to ensure that vehicles are in compliance with all rules and regulations. The goal is to ensure that parking spaces are available for those who have permits. This is accomplished through uniform and consistent parking enforcement.

Parking regulations help to ensure that there is an orderly system in place for all who use vehicles when coming to campus. The regulations also ensure that emergency vehicles and equipment have immediate access to all campus locations. Voluntary compliance is encouraged; however, individuals who disregard the University's parking regulations will receive appropriate citations.

Detailed information can be found at <http://parking.shu.edu>.

### **PREVENTION INITIATIVES**

The Office of Prevention Initiatives works with students to develop and support healthy lifestyles. Through various programs, educational workshops, and mediums, students learn about alcohol, tobacco, and other drugs, healthy relationships, wellness, and more.

## ROOM RESERVATIONS/SCHEDULING OFFICE

Recognized student clubs and organizations may reserve a meeting or event room for use through the Scheduling Office. Students should become familiar with all applicable regulations and policies before making a reservation.

Information about these policies and the process for making a reservation can be found at <http://reservations.shu.edu/non.htm>.

## SHUFLY

SHUFLY is the University's shuttle system for members of the University community. Routes are from campus and through the Village of South Orange. Costs are minimal, and unlimited passes are available.

For full information, including the detailed schedule, please visit <http://www.shu.edu/offices/services/parking-services-shufly.cfm>

## STUDENT ACTIVITIES BOARD

The Student Activities Board (SAB) is a volunteer organization dedicated to improving the level of campus life at Seton Hall University. SAB coordinates major, campus-wide programs and events. It is also a hands-on opportunity for students to learn leadership, programming, and events planning.

To learn more about the events on campus or how to get involved with SAB, visit <http://studentaffairs.shu.edu/SAB/>.

## STUDENT EMPLOYMENT

Web: [admin.shu.edu/studemp](http://admin.shu.edu/studemp)

While going to college, you'll need a little spending cash. Maybe Mom and Dad gave you some money for books and a new Seton Hall sweatshirt. But you need a little extra to take the train into the city for a Broadway show, and, of course, you'll need to stop at Starbucks on your way home for a Frap. Where do you go to look for a job? If you're looking for an on-campus job, try the student employment website. There are a variety of jobs available throughout campus, ranging from the Recreation Center desk assistants to lab assistants.

Both Undergraduate and Graduate students are eligible to work under Student Employment while attending Seton Hall University. All students must be enrolled at least half-time in a matriculating program. In addition, all students must meet all academic progress standards as defined in the Probation Policy for students.

Before you begin employment, make sure you have gone through the following steps:

1. Complete and file an employment eligibility form (I-9) and a W-4 tax form. They can be completed at the Enrollment Services Counter in Bayley Hall. Be sure to bring your original

Social Security Card and drivers license to use as required documentation (photocopies and faxes are not acceptable).

2. Obtain an Student Employment Referral Form (SERF). This can be requested at the Enrollment Services Counter. The SERF can then be picked up the following afternoon at the same counter. You should bring the SERF with you on every interview (be sure to keep the original) to verify your employment eligibility. In addition, it will state if any additional information is needed.
3. Have completed and received final approval for employment using the Student Employment Authorization (SEA) form. This can only be obtained by the requesting / hiring department's supervisor.
4. Only when all required employment paperwork has been completed can the student begin working. This includes the I-9 Form and SEA.

Enrollment Services will determine, based on financial need, whether you're eligible for Federal Work Study. This information can be identified on a Student Employment Referral Form (SERF). Be advised that a student's eligibility can be adjusted during the year due to changes in their financial aid.

### **Finding a job**

All Undergraduate and Graduate students can review all available job descriptions and Student Employment information at the Student Employment website (<http://admin.shu.edu/studemp>). All positions that are listed are considered available; however, we also encourage students to reach out to departments they have interest in. While many departments do list with the Student Employment Office, some may hire students outside of the listing.

### **Getting Paid**

Students are paid on a bi-weekly basis. Students must submit their time sheet in Enrollment Services according to the student employment payment schedule (this is available on line). Only the actual hours worked are to be documented, all breaks must be included. It is recommended that time sheets be hand carried to Enrollment Services. Each department should keep copies of the time sheets that are submitted for processing. Students may also sign up for Direct Deposit with the Payroll Office.

### **Off-Campus programs:**

Seton Hall University offers two different off-campus programs, Community Service and outside off-campus employment. These positions can be found at [http://admishu.edu/studemp/ST\\_database.htm](http://admishu.edu/studemp/ST_database.htm).

### **Community Service:**

Seton Hall University also participates in off-campus community service programs. These positions are for those students who are eligible for Federal Work Study only. These students will be working for organizations that provide services to the local communities who have completed an agreement with the University. Such programs are:

Big Brothers Big Sisters of Metro Newark, Inc.  
Children's Hospital of New Jersey  
Community Health Law Project  
Main Street South Orange, Inc.  
South Orange Chamber of Commerce  
South Orange Public Library  
South Orange Village  
Theater Under the Stars

Village of South Orange - Department of Recreation & Cultural Affairs  
Oskar Schindler Performing Arts Center

Be sure to review the entire job description to insure that the position is a Community Service Position. All community services positions listed in the database will have the following disclaimer:

“Any positions indicated as “FWS Community Service position. Please check with Enrollment Services for more information on this position” are essentially offices/departments of Seton Hall University that are housed off campus. All applicable paperwork that must be completed for any on campus position must also be completed for these positions. Likewise, all procedures and restrictions that apply to an on campus position apply to these positions as well. “

**JLD: Outside employment – Non University related:**

Undergraduate and Graduate students are welcome to apply for these positions. No financial need needs to be demonstrated. While managed through the Student Employment Office, students can get access into a database that provides information regarding employment off campus. We provide a listing of these positions; however, the actual employment is with the organization itself. As part of the Job Location and Development Program, Seton Hall University is posting open employment positions that may be available to any interested Undergraduate or Graduate student at participating outside organizations. The University is not involved in any further way with the outside organization's employment process. Likewise, the University makes no representations regarding the position, its availability or the processing of your application, should you submit one.

**STUDENT GOVERNMENT ASSOCIATION**

Student Government Association (SGA) is the recognized and elected representative of the student body. SGA serves a critical role of liaison between the student body and the University administration. SGA is also responsible for the oversight of recognized student clubs and organizations. They also sponsor or co-sponsor significant campus programs.

For more information about all of SGA's activities and how students can be involved, please visit <http://www.shu.edu/offices/community-development-student-organizations.cfm>.

A full listing of student clubs and organizations can be found at <http://studentaffairs.shu.edu/community/leadership/clubs.html>.

**UNIVERSITY CENTER**

The University Center is an integral and vital part of the educational support of Seton Hall University, sharing goals of academic and personal development; and attempts to serve as the hearthstone of the University and forum for the people who make up the University - students, faculty, staff, alumni and guests.

Information about the University Center's services and hours can be found at <http://www.shu.edu/offices/community-development-university-center.cfm>.

## WOMEN'S RESOURCE CENTER

Established in 1989, the Women's Resource Center seeks to promote, support, and empower women. It operates as the campus center for information and resources for women. The center is concerned with improving and maintaining the quality of services offered to the women of the Seton Hall University community.

To learn more about the programs and services available, please visit <http://studentaffairs.shu.edu/wrc/index.html>.

## COMMUNITY STANDARDS

### ***I. Mission***

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As a Catholic institution, Seton Hall University seeks to create a community where rights and mutual responsibilities are both recognized and valued, and where truth and Christian ideals are sought and lived. The University seeks to foster an environment of mutual respect and dignity for each member of the University community. The University expects each member of its community of scholars and learners to take seriously his or her role in fostering an environment in which the dignity and respect for each person is observed.

Just as the University has the freedom to teach, students have the freedom to learn. An orderly educational environment that establishes behavioral expectations and encourages free inquiry and expression is essential to student development. Students can protect their freedom to learn by choosing responsible actions.

### ***II. Student Rights and Responsibilities***

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#### **A. SELF-DETERMINATION**

Students have the right to self-determination in their own affairs within the parameters of sound and reasonable judgment, and which are respectful of the values and mission of the University. Students may:

1. Elect and maintain in office student officials and representatives by the student body at large as defined by the Student Government Association (SGA) constitution;
2. Request to organize the structure of the SGA as they see fit;
3. Recommend the distribution of funds within the SGA, in accordance with University policy;
4. Select student representatives as needed to committees, councils and larger governance bodies of the University; and
5. Seek to join or organize clubs, organizations or associations that promote their common interests, and respect the values and mission of the University. Such organizations are required to submit a statement of purpose, a statement of compliance with all anti-discrimination policies of the University and a list of current officers.

#### **B. FREEDOM OF SPEECH AND INQUIRY IN A CATHOLIC INSTITUTION**

Intellectual inquiry and pursuit of truth is at the core of the institution's Catholic tradition and values. As such, students are encouraged to:

1. Express their views in a reasonable manner;
2. Examine and discuss all questions of interest to them;
3. Take seriously the right to learn in the spirit of free inquiry; and
4. Be informed of the purposes of all research in which they are expected or encouraged to participate, either as subjects or researchers.

All students and recognized groups have the right to hold public meetings and, with prior approval from the Division of Student Affairs and Enrollment Services may post authorized notices on approved bulletin boards on the University campus.

### **C. FAIRNESS, PRIVACY AND PROTECTION IN A CATHOLIC INSTITUTION**

1. All University students enjoy the same basic rights and are bound by the same standards of conduct of a Catholic institution.
2. Freedom of religion and political beliefs are the rights of each student.
3. Each student has the right to expect reasonable privacy by University officials and personnel.
4. The University uses its best efforts to provide students with a safe campus environment. However, students are expected to take reasonable steps to protect their own security.
5. Students are afforded the right to have the University comply with all federal, state and local laws regarding nondiscrimination in accordance with the mission of the University.

### **D. ACADEMIC RIGHTS**

1. Students are free to pursue their educational goals within the prescribed curriculum of the University and its constituent schools.
2. Students are responsible for learning the content of material assigned and/or discussed in all courses in which they are enrolled.
3. Students should receive a written syllabus that clarifies course objectives and details course requirements, textbooks used and methods of evaluation for each course in which they are enrolled.
4. Discussion and expression of views contributing to the understanding of a subject matter are permitted in the classroom.
5. Students have the right to take reasoned exception to the data or views offered in any course of study.
6. Students have the right to protection, through fair procedures, against arbitrary and capricious academic evaluations. Should a student believe that he or she has received a capricious evaluation, the student has the right to initiate the University Academic Grievance Procedure.
7. Personal information about a student, acquired by University personnel in the course of teaching and advisory duties, is confidential and may be shared only with the student, the student's adviser or other appropriate University personnel. Confidential information is protected in accordance with University policy and applicable law.
8. The University has an obligation to define academic policy for students.

9. All forms of dishonesty, whether by act or omission, including but not limited to cheating, plagiarism or knowingly furnishing false information to the University, are prohibited and may subject students to disciplinary action and sanctions.
10. Intentional disruption and obstruction of teaching, research or administrative proceedings at the University are prohibited and may subject students to sanctions.
11. Students have the obligation to advise their parents or legal guardians of developments or occurrences that affect or potentially affect the student's life, health or safety while enrolled at the University. If a student fails to discharge this obligation, the University reserves the right to do so on the student's behalf.

### **III. University Community Standards of Conduct**

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The University Community Standards of Conduct supports the rights of both students and other members of the University community. The following list represents the minimum standards of conduct expected of students and is intended as a framework within which behavior should be exercised. The range of sanctions associated with violation of these standards is listed below each standard. Further definitions of these sanctions may be found under Authority of Hearing Officials/Boards.

The review process allows for sanctions to be assigned based upon circumstances related to an incident, the severity of the incident and the past history of a student; therefore sanctions may be used in combination or modified as deemed appropriate than those listed below. The University maintains the right to promulgate and/or alter the Community Standards process, including these sanctions, at any time.

Attempts to commit acts prohibited by this code shall be treated as violations of the code.

#### **A. STANDARDS RELATIVE TO THE MISSION OR GOALS OF THE UNIVERSITY**

A violation occurs when a person:

1. engages in behavior inconsistent with the teachings and philosophies of the mission or goals of the University.

**Range: Disciplinary Reprimand to University Dismissal**

#### **B. STANDARDS RELATIVE TO ACADEMIC AND PROFESSIONAL INTEGRITY**

A violation occurs when a person:

1. engages in forms of dishonesty whether by act or omission, including but not limited to cheating, plagiarism or knowingly furnishing false information in relation to academics.

**Range: Educational Sanction to University Dismissal**

#### **C. STANDARDS RELATIVE TO PERSONAL IDENTIFICATION**

A violation occurs when a person:

1. tampers with, falsifies, misuses or destroys any electronic or non-electronic record of the University.

**Range: Disciplinary Reprimand to University Dismissal**

2. permits the unauthorized duplication, lending, borrowing or possession of an item that identifies a University member, including an identification card, business card, stationery, etc. (e.g., sending an unauthorized letter on official University letterhead).

**Range: Disciplinary Reprimand to University Suspension**

3. refuses to present identification upon the request of a University official.

**Range: Disciplinary Reprimand to University Probation**

4. represents the University, any registered student organization or any official University group without official and explicit prior consent.

**Range: Disciplinary Reprimand to University Suspension**

#### **D. STANDARDS RELATIVE TO THE RIGHTS OF INDIVIDUALS**

A violation occurs when a person:

1. acts in a manner that inflicts physical harm, abuse or injury to any person.

**Range: General Probation to University Dismissal**

2. assaults a person with a weapon. A weapon is any instrument that can cause bodily harm.

**Range: University Probation to University Dismissal**

3. engages in behavior which threatens, harasses, stalks, or intimidates a person. This may include any form of communication, including but not limited to speech, writing, voice mail, e-mail, website and blog postings, or any other communication media that may be made through a third party on behalf of or by request of another person.

**Range: General Probation to University Dismissal**

4. coerces, detains or uses physical force to restrain a person in a manner that may endanger his or her health or safety.

**Range: General Probation to University Dismissal**

5. collectively or individually participates in the following practices in connection with initiation into or affiliation with any group. Violations include but are not limited to any activity that:

- a. forces or requires participation in any physical activity;
- b. forces, requires or condones application of foreign substances to the body, resulting in lewdness, potential for ridicule or bodily harm;
- c. forces or requires participation in illegal activities;
- d. creates excessive fatigue or stress through deprivation of privacy, sleep or decent edible meals;
- e. forces or requires the consumption of any food, alcoholic beverage, drug or any other substance;
- f. forces or requires conduct that would embarrass or negatively affect the dignity of the individual or the creation of situations that cause psychological or undue emotional strain; or
- g. uses brutality of any kind.

**Range: University Probation to University Dismissal**

6. engages in any behavior that disrupts, hinders, or obstructs any activity that prevents a person from performing the duties or responsibilities associated with his or her role at the University.

**Range: Disciplinary Reprimand to University Probation**

7. violates the University Sexual Harassment Policy.

**Range: Disciplinary Reprimand to University Dismissal**

8. engages in or attempts to engage in sexual behavior with someone:

- a. against his or her will or without consent; or
- b. who is physically helpless (e.g., drunk, and/or under the influence of a substance or substances rendering them helpless), unconscious, or otherwise incapacitated and unable to accurately communicate unwillingness toward an act or give consent.

**Range: University Suspension to University Dismissal**

9. violates the University Racial and/or Ethnic Discrimination Policy.

**Range: Disciplinary Reprimand to University Dismissal**

10. harasses, threatens or intimidates a person or group based on factors such as race, color, religion, age, national origin, gender, sexual orientation, handicap and disability or veteran's status.

**Range: Disciplinary Reprimand to University Dismissal**

#### **E. STANDARDS RELATIVE TO RESPECT OF PROPERTY**

A violation occurs when a person:

1. removes, uses, misappropriates, steals or sells property owned by the University or another person. This includes, and is not limited to, the illegal downloading and/or file sharing of copyrighted materials (including, but not limited to, music and films) from the internet and the use of University technology and/or technological infrastructure to facilitate same.

**Range: Restitution to University Dismissal**

2. damages, defaces, tampers, vandalizes or destroys property owned by the University or another person.

**Range: Restitution to University Dismissal**

3. inflicts bodily harm or threatens another person while committing a theft.

**Range: University Probation to University Dismissal**

4. steals a motor vehicle.

**Range: University Probation to University Dismissal**

5. enters into any locked or restricted area without authorization.

**Range: Disciplinary Reprimand to University Dismissal**

6. enters into or uses a facility of the University or another person without proper consent or authorization.

**Range: Disciplinary Reprimand to University Dismissal**

7. is a resident lessee or visitor to an off-campus residence, where a complaint is registered by a neighbor to the University or a municipality and/or generating a municipal violation (e.g., noise, alcohol, etc.).

**Range: Disciplinary Reprimand to University Dismissal**

## **F. STANDARDS RELATIVE TO THE WELFARE, SAFETY AND ENVIRONMENTAL HEALTH OF THE UNIVERSITY COMMUNITY**

A violation occurs when a person:

1. violates local, state or federal laws or regulations.

**Range: Disciplinary Reprimand to University Dismissal**

2. uses, possesses or manufactures firearms, fireworks, explosives, or dangerous articles or substances.

**Range: Disciplinary Reprimand to University Dismissal**

3. uses, possesses or manufactures weapons. A weapon is any instrument that can cause bodily harm.

**Range: Disciplinary Reprimand to University Dismissal**

4. misuses, abuses or damages fire safety equipment (e.g., smoke detectors, exit signs, extinguishers, hoses, sprinklers, etc.).

**Range: Housing Suspension to University Dismissal**

5. attempts to, causes or sets a fire.

**Range: University Suspension to University Dismissal**

6. creates a fire hazard, endangers the safety of persons or property, improperly uses electrical appliances, or improperly uses or possesses inflammable or hazardous substances.

**Range: General Probation to University Dismissal**

7. pulls an alarm when no emergency exists.

**Range: University Dismissal**

8. fails to evacuate a building or follow procedures or instructions during a fire alarm.

**Range: General Probation to University Suspension**

9. violates the University's Alcohol Policy. Includes but not limited to:

- a) possesses alcohol as a minor
- b) possesses an open container of alcohol in an unauthorized area
- c) possesses an amount of alcohol exceeding that which is permitted in designated areas
- d) serves alcohol to underage persons

For more information on the University's Alcohol Policy, please consult the student handbook which can be found online at [http://studentaffairs.shu.edu/handbook/pp\\_alcohol.html](http://studentaffairs.shu.edu/handbook/pp_alcohol.html).

and the Housing & Residence Life Alcohol Policy found online at

<http://studentaffairs.shu.edu/housing/alcohol.html>.

**Range: General Probation to University Dismissal**

10. violates the University's Drug Policy. Includes but not limited to:

- a) uses or possesses cannabis or its derivatives, narcotics, hallucinogenic or other controlled dangerous substances except as permitted by law
- b) manufactures, distributes, sells, gives or offers cannabis or its derivatives, narcotics, hallucinogenic or other controlled dangerous substances
- c) uses, possesses, gives or has under his or her control, any drug paraphernalia, including, but not limited to water pipes, bongs, and hypodermic syringes/needles, not prescribed by a licensed physician.

More information regarding alcohol/drug related laws and penalties can be found in the online student handbook at [http://studentaffairs.shu.edu/handbook/pp\\_druglaws.html](http://studentaffairs.shu.edu/handbook/pp_druglaws.html).

**Range: General Probation to University Dismissal**

11. engages in disruptive or inappropriate behavior.

**Range: Disciplinary Reprimand to University Dismissal**

12. engages in or offers gambling or games of chance for money.

**Range: General Probation to University Dismissal**

13. solicits, sells or raffles any items or services of any kind for personal gain without approval of the University.

**Range: Disciplinary Reprimand to University Probation**

14. fails to comply with posted building or residence regulations (e.g., no smoking, skateboarding, bicycling, etc.).

**Range: Disciplinary Reprimand to University Dismissal**

15. improperly disposes of trash and unwanted materials in non-designated areas.

**Range: Disciplinary Reprimand to University Probation**

16. has knowledge of and/or witnesses a University violation without making reasonable effort to notify a University official.

**Range: Disciplinary Reprimand to University Suspension**

**G. STANDARDS RELATIVE TO THE OPERATION OF THE UNIVERSITY**

A violation occurs when a person:

1. fails to comply with any sanction officially and finally assigned through community standards proceedings.

**Range: General Probation to University Dismissal**

2. intentionally interferes with the normal flow of pedestrian or vehicular traffic, or the entrances to buildings or the normal operation or function of the University.

**Range: Disciplinary Reprimand to University Dismissal**

3. duplicates, possesses, lends, or uses keys or access codes to University facilities or services without authorization.

**Range: General Probation to University Dismissal**

4. fails to respect the ongoing legitimate functions of classes, meetings, office procedures, study, sleep or any authorized University activity.

**Range: Disciplinary Reprimand to University Suspension**

5. obstructs or interferes with the reprimand, discipline or apprehension of another person who is involved in a violation under the University Community Standards.

**Range: Disciplinary Reprimand to University Suspension**

6. erects a tent, lean-to or other temporary structure(s) anywhere on the University premises without appropriate authorization of a University official.

**Range: Disciplinary Reprimand to University Probation**

7. violates any policy adopted by the University or any administrative announcement of the University.

**Range: Restitution to University Dismissal**

8. uses, receives or otherwise acquires University utility, computer or communication services, computer software, telecommunications cables and hookups, or any University equipment or facilities without proper authorization.

**Range: Restitution to University Dismissal**

9. brings into any University buildings any animal except as authorized by the University.

**Range: Disciplinary Reprimand to University Probation**

10. permits or assists another person to stay overnight in a University facility without proper registration.

**Range: Disciplinary Reprimand to University Probation**

11. facilitates unauthorized entry or access into facilities, either physical or electronic.

**Range: Disciplinary Reprimand to University Dismissal**

12. intentionally furnishes false information.

**Range: Disciplinary Reprimand to University Dismissal**

13. fails to comply with directives of University officials.

**Range: Disciplinary Reprimand to University Suspension**

14. violates guest and visitation policies and procedures.

**Range: Disciplinary Reprimand to University Probation**

15. affiliates or associates with an unapproved club or organization.

**Range: Disciplinary Reprimand to University Suspension**

## **H. RELATED ADMINISTRATIVE POLICIES AND DOCUMENTS**

University policies and procedures published by various offices of the University are considered supplemental to the University Community Standards outlined above. It is the obligation of all students to familiarize themselves with these regulations and follow all University policies.

All policies and procedures are available at the following Web site: [studentaffairs.shu.edu/handbook/](http://studentaffairs.shu.edu/handbook/), and in the specified offices cited. Violations may be handled by the appropriate administrative officer(s) and/or as described in the University Community Standards Review Process.

## ***I. Preamble***

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The University Community Standards process is designed to promote individual student development and uphold the standards of conduct established by this distinctive academic and professional community. Community standards of conduct are necessary to meet the fundamental requirements of an academic/professional learning environment. Such standards create an atmosphere in which all members of the University community – students, faculty, administrators, staff and others – feel secure and assured of the special conditions necessary for free inquiry and development.

A student at Seton Hall University neither loses the rights nor escapes the responsibilities of citizenship of the University as defined in this document. Students are expected to conduct themselves in accordance with all local, state and federal laws.

As members of the Seton Hall University community, students also are expected to conduct themselves in accordance with the University Community Standards of Student Conduct. Violations of any of these standards may result in disciplinary action through the University Community Standards System outlined below. Prosecution in the criminal and civil courts may result from violations of these standards.

Students should be aware that the University Community Standards Review Process is separate from a state, local, civil or criminal process. Students may be accountable to both criminal and civil authorities and the University for acts that constitute violations of federal, state, or municipal laws and the written University Community Standards, rules, regulations and policies. The University may proceed with University Community Standards action whether or not criminal or civil proceedings have been instituted against a student.

The University Community Standards structure and the procedures used in it are designed to be educational and corrective, rather than punitive. Their effectiveness is dependent on the overall attitude of the University community itself. There must be a widely shared commitment to the principle of self-governance, such that misconduct will be reported; charges will be brought; witnesses will testify if called; findings of innocence or wrongdoing will be made when the evidence warrants it; and sanctions will be imposed, if appropriate.

## ***II. The Structure of the University Community Standards System***

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As the designee of the vice president for Student Affairs, the associate vice president and dean of students provides direct administrative oversight and supervision of the University Community Standards system, simultaneously assuring strict adherence to the University's standards of conduct and resolute commitment to the rights of students as outlined in this document.

### **A. DESCRIPTION OF STRUCTURE AND JURISDICTIONS**

Members of the Seton Hall University community have the responsibility to know and understand the University Community Standards. Behavior that violates the University Community Standards or adversely affects the interests of the University is subject to referral to the disciplinary system. Students

have the obligation to advise their parents or legal guardian of developments or occurrences that affect or potentially affect the student's life, health or safety while enrolled at the University. If a student fails to discharge this obligation, the University reserves the right to do so on the student's behalf.

Students are members of the local community as well; therefore they should demonstrate respect and concern for their neighbors. The University retains the right to refer any student whose behavior on or off campus violates the University Community Standards to the appropriate authorities and/or the Department of Community Development. Investigations are made of all reported incidents. The University retains the right to take action when an incident has a potential or realized negative effect on the University and/or the surrounding community. Examples of this include participating in any experiential education program (i.e., cooperative education, internship, student teaching, clinical field work, practica), participation in athletic events off-campus, living in an off-campus dwelling.

The University Community Standards process provides for the adjudication of alleged violations, by either administrative and/or committee action, depending on the nature of the violation and/or the determination of the University.

#### Definitions:

1. The term "complainant" refers to any individual or group filing a report alleging a potential problem with the University.
2. The term "respondent" refers to any individual or group responding to a report of alleged involvement in violation of the University Community Standards.
3. The term "adviser" refers to an individual from the University community who is permitted to support the complainant or the respondent during the review process. In the case of a group of respondents at one review, one adviser should be designated for the group. Attorneys, family members and others who are not members of the University community may not serve as advisers.
4. The term "coordinator for community standards" refers to the person designated by the Department of Community Development to oversee and coordinate the University Community Standards policies and procedures. The coordinator for community standards or designee presents a case on behalf of the University during review proceedings.
5. The term "review official(s)" refers to any person or persons responsible for making a decision during a review.
6. The term "witness" refers to an individual(s) who is able to give a firsthand account of the alleged violation.
7. The term "mediation" refers to a formal meeting between parties in conflict with a facilitator who assists in the resolution of a dispute. Mediations are utilized at the discretion of and scheduled by the Department of Community Development, or Housing and Residence Life. The University must agree with the decided upon resolution.
8. The term "University Review Board" refers to a group of approximately 25 appointed members. Three of those members comprise a panel of two students and one faculty member or administrator authorized by the Department of Community Development. The panel determines whether a student has violated University Community Standards.
9. The term "University Appeals Board" refers to a panel of three people, two students and one faculty member or administrator, authorized by the Department of Community Development. The University Appeals Board considers a student's appeal of a decision made by review officials.

## **B. SELECTION, ELIGIBILITY, ORIENTATION AND TERMS OF UNIVERSITY APPEALS AND REVIEW BOARD MEMBERS**

Board members are individuals known for their integrity, objectivity and commitment to the policies and procedures governing the University community. The board consists of representatives from the University community, including administrators, faculty, staff and students. The Council Against Racial and Ethnic Discrimination (CARED) and the Council Against Sexual Harassment may also be represented on the board.

## **1. Selection of University Community Standards Review Board Members**

### **a. Students**

In order to assure a widely representative board, the Department of Community Development solicits nominations from the University community. The Student Government Association also nominates students. Consideration is given to factors such as academic standing, gender, ethnicity, major, residence status and other factors considered essential. A list is forwarded to the vice president for Student Affairs and Enrollment Services, who appoints the students to the board.

### **b. Faculty**

A list of faculty is developed by the Department of Community Development on an annual basis through surveys of administrators, faculty, staff and students. The Faculty Senate is consulted. The list is forwarded to the vice president for Student Affairs and Enrollment Services, who appoints faculty to the board.

### **c. Administrators**

A list of administrators is developed by the Department of Community Development on an annual basis through surveys of administrators, faculty, staff and students. The list is forwarded to the vice president for Student Affairs and Enrollment Services, who appoints administrators to the board.

## **2. Membership Eligibility**

- a. A student must at the time of appointment and throughout his or her term of office:
  - 1) be a full-time student at Seton Hall University;
  - 2) not be on academic probation; and
  - 3) not be on University Community Standards probation.
- b. Faculty members must be on full-time appointment.
- c. Administrators must be on full-time appointment.

## **3. Orientation**

The Department of Community Development provides, at least once a year, an orientation workshop to familiarize members with all aspects of the University Community Standards policy and all requirements of law that relate to the process and confidentiality rights of students.

## **4. Terms and Conditions**

- a. All members are appointed to a two-year term.
- b. Terms of office may be extended with the approval of the Department of Community Development.

- c. University Review Board members are expected to serve a minimum number of hearings.
- d. University Review Board members are required to remove themselves from a hearing when a conflict of interest exists.
- e. The board, coordinator for community standards or associate vice president and dean of students may recommend to the vice president for Student Affairs and Enrollment Services to revoke an individual board member's status for failure to carry out his or her responsibilities in the position or for cause determined by the vice president for Student Affairs and Enrollment Services' sole discretion.

### C. COMPOSITION OF BOARDS

1. A group of (approximately) 25 students, five faculty members and five administrators are identified as individuals eligible to serve as members of the University Review Board or University Appeals Board. Assignment of members to individual reviews are made by the coordinator for community standards or a designee.
2. A review is conducted by three members of the board. At least two students and one faculty member or administrator must be present. The University Review Board necessitates rotation of members. Members of the University Review Board who represent CAREED or the Council Against Sexual Harassment sit in on reviews alleging ethnic or racial harassment or sexual harassment, assault or misconduct whenever possible.
3. The University Appeals Board comprises three members representing one faculty member, one administrator and one student, and is selected from the identified pool of individuals eligible to serve as described in The University Community Standards Process. At no time will a member of the initial hearing body for the case for which an appeal is being considered be a member of the University Appeals Board (see University Appeals Process).

### D. AUTHORITY OF REVIEW OFFICIALS

Each review official/body has the responsibility and authority to assign sanctions that are designed to uphold the standards of the University and to contribute to the personal, social and intellectual development of individual students. Upon a decision that a student or group has violated University Community Standards, the following sanctions may be assigned, either singularly or in combination. The number in parentheses at the end of each designated sanction identifies the minimum level of sanction authority required by the review official/body in order for assignment of that sanction to be made.

**Level I Authority:** Disciplinary reprimand, fine, restitution, educational sanctions, counseling referrals, restriction/loss of privileges, general probation (assistant director of athletics, residence hall directors, residence coordinators and/or designee).

**Level II Authority:** All sanctions indicated as Level I Authority including University probation and suspension from University housing (director, associate, and assistant director of housing and residence life and/or designee).

**Level III Authority:** All sanctions, including University suspension and dismissal (vice president for Student Affairs and Enrollment Services, associate vice president and dean of students, coordinator for community standards, University review officials and/or designee).

1. **Disciplinary Reprimand (I):** A disciplinary reprimand is a written notification to the student that his or her behavior is unacceptable in the University community, and repetition of that behavior will result in further and more serious disciplinary action.

2. **Fine (I):** A fine is a dollar amount required to be paid to the University, appropriate to the level of violation.
3. **Restitution (I):** Restitution is a dollar amount required to be paid to a designee for reimbursement of damages, misappropriation of property or personal injury costs.
4. **Educational Sanctions (I):** Educational sanctions are intended to contribute to the education of the student, the University community and/or to be a form of social restitution.
  - a. Developmental exercises — The student may be required to attend, plan or participate in a program, workshop or other appropriate activity.
  - b. University-mandated service — The student may be given a service assignment for a number of hours or the equivalent that is appropriate to the violation.
5. **Alcohol or Drug Education or Referral (I):** Alcohol or drug education or referral is a requirement to participate in an alcohol or drug education session or class, or a referral to University Counseling Services for an assessment of behavior related to alcohol or drug use.
6. **Restriction/Loss of Privileges (I):** Privileges within the University community may be revoked for a specific period of time, as long as they are consistent with the nature of the violation and the education of the student.
7. **General Probation (I):** One or two minor community standards violations may result in placement on General Probation. Further violations of the same policy or other serious violations may result in progressing to the next discipline level. This may impact housing selection.
8. **Suspension from University Housing (II):** Suspension from University housing is the loss of all privileges regarding housing status for a prescribed period of time. No refund of housing or board charges will be made.
9. **University Probation (II):** University Probation is a notice that future violations of the University Community Standards within the time specified may result in suspension and/or loss of University privileges. This may impact housing selection and eligibility to participate in other University activities (e.g., leadership positions, intramurals, etc.).
10. **University Suspension (III):** University suspension is the loss of all privileges regarding University status for a prescribed period of time. University privileges include academic, classroom, non-classroom as well as residential, social and service-related activities. Conditions for return to the University, if any, will be outlined at the time of suspension. The student may not be on campus during the suspension period without prior approval from the associate vice president and dean of students or designee. Grades of WD (withdrawal) will be assigned for the semester and University Suspension will appear on the student's transcript. The official Withdrawal from the University policy shall be in effect regarding any refund of tuition or fees. Reapplication to the University may be necessary for return after the suspension period has expired. A student who has been suspended for longer than 12 months will be required to gain approval for return through the Department of Community Development after the suspension period has expired.
11. **University Dismissal (III):** University dismissal is the permanent loss of all privileges regarding University status. University privileges include academic, classroom, non-classroom; residential, social and service-related activities. The student may not be on campus without prior approval from the dean of students and community development or designee. Grades of WD (withdrawal) will be assigned for the semester and University dismissal will appear on the student's transcript. The official Withdrawal from the University policy shall be in effect regarding any refund of tuition or fees.

### **III. The University Community Standards Review Process**

#### **A. MEDIATION**

Mediation is used as an alternative to resolve disputes. It is intended to allow the people involved the opportunity to discuss their respective understandings of an incident with the assistance of a mediator. The goal of mediation is to resolve an incident with a reasonable outcome for all parties involved. Mediation is appropriate when all parties involved voluntarily agree to engage in a discussion to resolve a situation or issue. Mediation may be facilitated through the Department of Community Development, the Department of Housing and Residence Life, Health/Counseling Services or another designated office. The University must agree with the results of the mediation. If mediation fails or if at any point the participants lose commitment to the mediation process, the case may be referred to the University Community Standards process.

#### **B. ADVISORY SERVICES**

The complainant and the respondent each are permitted one adviser from the University community during the course of the University Community Standards Review process. The adviser may be an administrator, faculty member or another student. Attorneys who are not Seton Hall University community members are not permitted to represent or be present during any part of the hearing.

A student must speak on his or her own behalf and is not to be counseled by an adviser. Students wishing to have an adviser must inform the Department of Community Development that they will be accompanied by an adviser to the review. It is the responsibility of the student to inform the adviser of the date, time and place of all review proceedings. A review will not be canceled or postponed due to an adviser's inability to accompany a student. Inappropriate behavior exhibited by an adviser, including speaking during the proceedings, acts of aggression or intimidation, attempts to sway a review official's decision; or attempts to postpone or delay proceedings, may result in his or her dismissal from the proceedings at the discretion of a review official. Dismissal of an adviser will not result in delay or postponement of review proceedings.

#### **C. PROCEDURES FOR HANDLING VIOLATIONS OF STANDARDS OF ACADEMIC AND PROFESSIONAL INTEGRITY**

Faculty members, academic officers or students who have cause for grievance against another member of the University regarding academic and/or professional integrity matters should refer to Academic Grievance Procedures.

#### **D. PROCEDURES FOR HANDLING VIOLATIONS**

##### **1. Reporting Violations**

Any member of the University community may file a report with the Department of Community Development, Department of Housing and Residence Life or Public Safety and Security regarding any individual, group or organization that has allegedly violated the rights of a member of the University community or a University policy, either at the University or during a University-sponsored event. The Department of Community Development or Department of Housing and Residence Life reviews the report to determine potential violation of the University Community Standards. Based on the report, and pending a final resolution of the matter, the coordinator for community standards, associate vice president and dean of students, the vice president for Student Affairs and Enrollment Services, or designee may suspend a student from

the University or restrict privileges for reasons of health, welfare or safety, if the dean/vice president/designee believe that a student's continued presence at the University poses a possible risk to the student or community.

## **2. Investigation**

All cases are investigated and a determination is made as to the appropriate action to be taken. Following an investigation, the Department of Community Development or Department of Housing and Residence Life determines whether there are sufficient grounds to believe that a violation of University Community Standards has occurred. If it is determined that there is insufficient information to believe a violation has occurred, no further disciplinary action is taken; the complainant and respondent are notified. If it is determined that there is sufficient information to believe that a violation has occurred, the disciplinary process or sanctions are initiated.

## **3. Notification of Charges of Violations of University Community Standards**

The University office handling the case (the Department of Housing and Residence Life or Department of Community Development) develops a written letter of charges containing the allegations that may constitute violation(s) of University Community Standards. These items are specific and may include the names of witnesses able to testify to the items specified. The absence of a name does not preclude that a witness may provide testimony. The respondent is given written notification that he or she has been charged with violating a provision of the University Community Standards within a reasonable time following the report of the incident (usually five to seven working days from the report of the incident).

## **4. Initial Conferences**

The review official handling the case or designee schedules an initial conference with the respondent and notifies the respondent of the time and place of the initial conference. At the initial conference, the charges are explained and the respondent is made aware of the range of penalties as described in the University Community Standards process. One of the following courses of action may be followed:

- a. The respondent may elect not to appear, at which time all statements contained in the Letter of Charges document are considered true and accurate, and appropriate administrative action is taken.
- b. If, during the initial conference, in the judgment of the review official handling the case or designee, informal mediation is appropriate or the evidence does not support the allegation, review official handling the case or designee may elect to administratively drop the charges or refer the matter to mediation.
- c. The respondent may accept responsibility for the charges and waive his or her right to a hearing. The respondent is asked to sign a written statement in the presence of the review official handling the case or a designee acknowledging responsibility. A sanction appropriate to the situation is imposed. The respondent has the right to appeal the imposed sanctions as outlined in the University Appeals Process.
- d. If none of the above situations occur, the review official handling the case or designee will forward the case to the hearing review board and the coordinator for community standards or designee will contact the parties involved.

The scheduled date, time (no less than 48 hours notice), place and charges to be considered at the hearing are communicated to the respondent. The review official handling the case or designee determines who reviews a case. Administrative review official(s) have the authority to impose or recommend any sanction consistent with University policies and

the violation under consideration. The respondent has the right to appeal as outlined in the University Appeals Process.

## 5. Rules of Procedures for University Community Standards Reviews

All reviews are conducted in a fashion that protects the rights of students as outlined in this document. University Community Standards reviews are not open to the public. Only individuals directly involved with the proceedings as provided in this document may be present.

### a. Hearing Review Board:

1. **Membership:** A review board consists of three members. The respondent, however, maintains the right to waive this requirement. If there are not three board members present, and the requirement has not been waived by the respondent, the review must be rescheduled. It is the responsibility of the coordinator for community standards or designee to coordinate members assigned to a review.
2. **Voting:** A simple majority vote of those University review board members present is necessary and sufficient for any action and decision.

b. **Standard of Proof:** Decisions regarding alleged violations are considered on the basis of “more likely than not” to have occurred.

c. **Advisers:** An adviser shall act as support for a student during the process and not as a representative, legal or otherwise. An adviser is not permitted to speak or participate directly in the review.

d. **Witnesses:** Witnesses are kept in a location separate from the room in which the review/hearing is scheduled. Witnesses are called in at the discretion of the chair of the Hearing Review Board. Witnesses may not return to the waiting room following their testimony. Witnesses may provide information via telephone, with prior approval from the assistant dean of students or designee.

### e. Chairperson of the Review Hearing:

Has the authority to:

1. direct the review;
2. call recesses;
3. postpone reviews;
4. take appropriate steps to maintain order;
5. decide questions on the relevance of testimony or evidence;
6. recall or call for additional witnesses that are relevant and/or necessary to resolving the matter;
7. monitor the presentation of questions to hearing participants; and
8. ensure that established procedures are followed.

### f. All Review Proceedings Include:

1. presentation of all information by the coordinator for community standards or designee and/or a student complainant;

2. presentation by the respondent;
  3. questioning by a review official(s) of any party to the proceedings;
  4. questioning by the respondent;
  5. questioning by the complainant; and
  6. a statement by the respondent.
- g. Record of Proceedings:** A review is recorded by the Department of Community Development or the review official(s). No other recordings are allowed. This recording is the property of the University and not considered part of a student's educational record. A student may have access to a recording solely for the purpose of an appeal. Arrangements to access the recording must be made through the Department of Community Development.
- h. Decision and Outcome:** The discussion and decision by a University Review Board or review official is conducted in private. The review officials have access to a respondent's prior judicial record for the purposes of determining a suitable sanction after making a decision on the pending charges. A University Review Board recommends appropriate sanctions to the coordinator for community standards or designee who then makes the final decision. An outcome is communicated to the respondent within two working days. A written notice of the outcome is sent to the student by the Department of Community Development.
- i. Privacy/Confidentiality of Review:** All reviews are confidential to the extent possible. Information is released only on a need-to-know basis. The University Community Standards Review process is separate from state, local and federal court proceedings. The review is closed to everyone except the Department of Community Development or Department of Housing and Residence Life, review official(s), the respondent, the complainant, advisers and witnesses.
- j. Failure to Appear:** If a respondent fails to appear, the review may proceed without the respondent. It will be presumed that he or she has waived his or her right to a hearing. The evidence in support of the charges is presented to and considered by the review official(s).

## 6. Rights of a Complainant

The complainant has the right to:

- a. file a report with the Department of Public Safety and Security, the Department of Housing and Residence Life or the Department of Community Development that may be used to file charges against another student or recognized student organization;
- b. be present throughout a review conducted with the respondent in response to the charges;
  - c. be accompanied by an adviser from the University community at the review;
- d. testify without direct contact with the accused, as long as there is no infringement upon the respondent's right to question the witness;
  - e. ask questions of the respondent(s);
  - f. present witnesses;
  - g. ask questions of witnesses;
  - h. submit an impact statement;
  - i. have a separate waiting area;
  - j. be kept informed about the process; and

- k. be informed of the outcome of any disciplinary action against the respondent at the discretion of the coordinator for community standards and/or designee.

In addition to the above, the following rights also are provided to a complainant who is the alleged victim of unwanted or aggressive/violent behavior:

- a. a No Contact Order is issued to students to cease further contact or harassment, verbal or otherwise, of individuals involved in a case. A No Contact Order extends to individuals who make contact or harass an individual on behalf of the respondent or complainant. Students violating this order are subject to disciplinary action by the Department of Community Development.
  - b. request modification of on-campus living arrangements.
  - c. be informed of the outcome of any disciplinary action.

## **7. Respondents Rights During the Review Process**

- a. Respondents involved in a review process have the right to:
  1. receive written notice of complaint;
  2. receive all documents provided to the review official(s);
  3. receive prior notice of 48 hours notice of a review date, time and place;
  4. be accompanied by an adviser from the University community;
  5. present witnesses;
  6. ask questions of witnesses;
  7. participate in the review;
  8. an investigation provided by the Department of Community Development or Department of Housing and Residence Life;
    - 9. receive written notice of findings of a review and an appeal; and
    - 10. appeal a review outcome as provided by this document.

## **8. The Appeals Process**

### **a. Grounds for Appeal**

All appeals regarding the review process must be based on one of the following criteria:

1. The severity of the sanction is inconsistent with the range in the Standards of Conduct; or
2. There is a significant procedural error that impacts the outcome of the review.

### **b. An appeal must contain the following information:**

1. The name, address and telephone number of the respondent; and
2. a clear statement explaining the nature of the circumstances of the appeal, citing specific examples.

Appeal forms are available in the Department of Community Development.

Appeals will only be considered based on the above criteria. Failure to meet the necessary requirements may result in denial of an Appeals Board Review. Appeals submitted by third parties, including legal representation, will not be considered.

**c. Reconsideration and New Information**

New information bearing upon a University Review Board or review official decision or the sanctions imposed cannot be presented to or considered by the University Appeals Board. The respondent should petition, in writing, for a reconsideration of the decision within two working days of a decision in light of newly discovered information. Upon review, the coordinator for community standards or designee determines whether the new information warrants a new review.

**d. Appeals Procedures**

**1. Time Requirements**

A respondent sanctioned by a University Review Board or review official has until 4 p.m. the following business day from receipt of the decision letter to submit an appeal form. Supporting evidence for the appeal must be submitted within two additional working days to the Department of Community Development where it will be reviewed by a designated review official. New information regarding an incident should not be submitted in an appeal and will not be considered (see Reconsideration and New Information section above). Submissions should be delivered to the Department of Community Development.

2. On the basis of a review of this information only, the associate vice president and dean of students, or the coordinator for community standards or designee determines if grounds for an appeal exist and, if so, whether or not to accept the appeal.
  - a. If the associate vice president and dean of students, or coordinator for community standards or designee decides not to grant the appeal, the student is notified in writing and the sanction assigned at the initial review takes immediate effect.
  - b. If the associate vice president and dean of students, or coordinator for community standards or designee determines that grounds exist for an appeal, a University Appeals Board is convened. The associate vice president and dean of students, or coordinator for community standards or designee assigns review officials who are not part of the review being appealed to serve on a University Appeals Board, and will provide the materials outlined above and all relevant documentation from the review body/official whose decision is being appealed.
  - c. If the Appeals Board grants the appeal, on the grounds that the sanction is inconsistent with the level of violation, the Appeals Board may recommend a reduction or alteration of the original sanction to the associate vice president and dean of students, or coordinator for community standards or designee.
  - d. If the University Appeals Board grants the appeal based on significant procedural error that impacted the outcome, the University Appeals Board recommends to the associate vice president and dean of students, or coordinator for community standards or designee to construct a new hearing board with direction to rehear the case.
3. If a new hearing is convened, the University Review Board prepares its findings on the matter and forwards its recommendation in writing on the assigned form to the associate vice president, dean of students, or coordinator for community standards or designee.

The associate vice president and dean of students, or coordinator for community standards or designee assures that the recommendation honors all aspects of the rights offered to the student in this document and the intentions of the University. When the decision has been reviewed and approved, the dean of students and community development notifies the University Appeals Board and the student, in writing, of the final decision of the University.

Such notification occurs within two working days of the receipt of the University Appeals Board finding.

#### **e. Records and Confidentiality of University Community Standards Actions**

All review procedures, as well as formal grievance procedures, are held in strict confidence to reasonably ensure the privacy of all parties concerned. Students required to appear in a review, their advisers, witnesses and peers must not communicate with any member of the University Review Board or the complainant and their witnesses prior to a review. Students violating this policy are subject to University Community Standards action by the Department of Community Development.

1. Records of all University Community Standards actions are maintained in the student's judicial files, located in the Department of Community Development or Department of Housing and Residence Life.
2. All records are considered confidential and, as such, are fully protected under the Family Educational Rights and Privacy Act of 1974.
3. Tape recordings of reviews may be made by the Department of Community Development or Department of Housing and Residence Life. Students may have access to listen to and make notes of any tapes made during his or her review solely for the purposes of preparing an appeal.
4. Hearings are confidential and closed to all except the complainant, the respondent, advisers, witnesses and others necessary to the hearing process.

### **IV. Other Administrative Action**

#### **A. CHANGE IN STUDENT STATUS/INTERIM SUSPENSION**

A situation may arise when, in the judgment of the associate vice president and dean of students, or vice president for Student Affairs and Enrollment Services or designee, the continued presence of an individual at the University presents an immediate danger to the fulfillment of the educational mission of the University or to the life, health, welfare, safety or property of any member(s) of the University community. The accused person may be subject to a change in student status, including immediate denial of campus residency and academic activities such as attending classes, contacting instructors, etc., or suspension from the University pending the outcome of an initial conference or judicial hearing. The conference or hearing will be scheduled as expeditiously as possible.

The associate vice president and dean of students, the vice president for Student Affairs and Enrollment Services or their designee, may authorize a change in the student's status after gathering and considering the necessary information (including but not limited to a consultation with a member of the Counseling Services staff; the dean of the college/school where the student is enrolled; the director of public safety and security; the director of housing and residence life; other University staff; and the student, if possible), and determine if any change in status is warranted. Notification of any change of the student's status and the reasons for it are communicated to the student, in writing, within 24 hours of the decision. The respondent is provided with a letter of charges and the terms of the immediate action changing the student's status. This action is likely to be taken in, but is not limited to, situations involving physical violence, fire safety, drugs and other controlled substances.

#### **B. SEARCH AUTHORIZATION**

1. No search may be conducted on the University campus without authorization by the municipal, state or federal authorities, or an officer of the University.
2. A University search authorization may be issued by the vice president for Student Affairs, or designee, when there is good reason to believe that an object or substance that is prohibited is present, or conduct that is prohibited or harmful is taking place. Good reason means knowledge sufficient to believe that an object or substance that is prohibited is present, or conduct that is prohibited or harmful is taking place.

### **C. ADMINISTRATIVE RELOCATIONS**

1. If a resident student fails to comply with the conditions set forth in the Housing/Application License, he or she may be subject to reassignment. Such administrative action is not subject to the judicial appeals process, but involves discussion with the student.
2. Resident students who violate the terms and conditions of the Housing/ Application License in a manner that jeopardizes the health and safety of themselves or others are subject to reassignment or removal from campus housing. Such administrative action is not subject to the judicial appeals process, but involves discussion with the student.

### **D. INVOLUNTARY MEDICAL LEAVES OF ABSENCE**

The University maintains the Department of Health/Counseling Services and Disability Support Services to serve the physical and emotional needs of students. Students whose needs are beyond the resources of these offices are referred to off-campus facilities and service providers when possible. However, students who cannot adequately be helped by the available facilities and/or refuse to accept recommended emotional and/or medical treatment, and whose resulting behavior renders them unable to effectively function in the residential or University community without harming themselves, others, or disrupting the University community, may be required to leave, following the described procedure below:

1. The director of housing and residence life, the associate vice president and dean of students, the vice president for Student Affairs and Enrollment Services or their designee may require a mandatory assessment if a student's condition renders him or her unable to function in the University community without harming him or herself or others and/or disrupting the educational mission of the institution.
2. When, in the opinion of a professional member of the Department of Health/Counseling Services staff and/or Disability Support Services, a student is unable to be adequately helped by the center or other available facilities, and the student's condition renders him or her unable to function in the University community without harming him or herself or others and/or disrupting the educational mission of the institution, the staff member notifies the dean of students and community development or designee as soon as possible.
3. When the associate vice president and dean of students or designee receives notification under the conditions described above, the associate vice president and dean of students or designee seeks other professional opinions as appropriate, and confers with the student if possible. The student may submit other medical documentation secured independently for consideration and may be accompanied by a support person (friend, relative, faculty member, etc.) to scheduled appointments with University personnel. Failure to appear for a mandatory assessment may result in an involuntary medical leave of absence without further process. If the associate vice president and dean of students or designee concurs with the opinion that the student should leave the University, the associate vice president and dean of students or designee may consult with the student's parent, spouse or other guardian. If the student (or family member) declines

to withdraw from the University, the associate vice president and dean of students or designee may authorize the withdrawal. The student will be notified in writing through a withdrawal letter.

4. Involuntary medical leaves of absence are normally for a minimum of one semester. Following that period, a student may apply to the associate vice president and dean of students or designee for reenrollment by following the reenrollment process described in the withdrawal letter provided to the student at the time of departure from the campus.

## INFORMATION TECHNOLOGY

Stephen G. Landry, Ph.D.  
Chief Information Officer  
First Floor, Walsh Library  
(973) 761-7386

Web: <http://technology.shu.edu>

E-Mail: [doitinfo@shu.edu](mailto:doitinfo@shu.edu)

Seton Hall recognizes that information technology inevitably will change the nature of work, education and society. Today's students require more knowledge and skills than ever before. Information literacy and more sophisticated technology skills are crucial for success in many careers. How Seton Hall University deals with the realities of the Information Age will have an enormous impact on the quality and value of our educational services and the future competitiveness of the University. The transition to an information culture offers enormous benefits to our students and our society. To take advantage of this transition, however, people must be information literate; that is, they must be able to locate, assess, analyze and effectively communicate information. As a nation, we cannot afford to have a portion of our citizenry that is left behind in this transition. As a Catholic institution of higher education, Seton Hall University believes that learning is both a private good and a public responsibility.

Seton Hall is committed to providing all students with the technology skills they need to succeed in the future, and to the rest of the community – faculty and administrators – the wherewithal to making effective use of information technology in teaching and learning.

### Seton Hall's Information Technology Long-Range Plan

To ensure that students are prepared for work and life in the Information Age, Seton Hall developed a strategic plan in 1995 that anticipates the new technology needs of our learners.

The primary focus of the Seton Hall Information Technology Long-Range Plan is to affect student learning. The plan views information technology as transforming, that will not only enhance current modes of teaching and learning, but also will enable new types of learning and new methods of delivering the University's educational services.

### How Seton Hall's Information Technology Plan Affects Students

Seton Hall's Mobile Computing Program is at the leading edge of innovative teaching. By integrating technology across the curriculum and building networked learning communities we are setting a new standard in higher education. The premise of the Mobile Computing Program is "Building a Learner Environment" that "break(s) down the barriers of space and time and ensure(s) that all learners we admit into our community have access to the tools and technology they need for communication,

collaboration and learning. Through the effective use of Information Technology, Seton Hall University will ensure that every student masters a critical body of knowledge and meets high standards of performance." For more information about the Mobile Computing Program, log onto: <http://www.shu.edu/offices/technology/mobile-computing.cfm>.

Other initiatives that were created to transform education through the use of information technology include the University's ACE Project on Leadership and Institutional Transformation. This project is funded in part by the American Council on Education and is designed to transform the first three semesters of student life at Seton Hall. The ACE Project uses information technology to promote student research, writing, collaboration and communication.

The Student Technology Assistant (STA) Program offers students employment opportunities in information technology and the ability to work with faculty on web design and course management. Details about the STA program can be found at: <http://www.shu.edu/offices/services/tltc-sta-program.cfm>

Together, these programs are designed to achieve the University's strategic goal of providing a technologically advanced learning environment, to make the best possible use of information technology in teaching and learning and to prepare students for life and careers in the Information Age.

For information about academic initiatives that encourage faculty to use technology in teaching and learning, please log onto: <http://shu.edu/offices/technology/tltc-index.cfm>

All details about the structure of the Department of Information Technology can be found at: <http://technology.shu.edu>. E-mail inquiries should be directed to: [doitinfo@shu.edu](mailto:doitinfo@shu.edu).

### **The Mobile Computing Program**

Web: <http://technology.shu.edu/mobile>      E-Mail: [helpdesk@shu.edu](mailto:helpdesk@shu.edu)

Seton Hall is leading the way in developing a technology-enhanced educational program. All full-time undergraduate students are automatically enrolled in the University's Mobile Computing Program. Because the program relies upon compatible hardware and software, all students in the program are issued a laptop computer. This program is more than a mere computer license agreement. It is a comprehensive program designed to integrate information technology into the curriculum and all aspects of student life.

As a student, you'll use your computer for all kinds of academic work and research, including communicating with your professors. Though the network, you'll also be able to register for classes online, view your financial aid package or reserve materials at the library. Traditional network connections are available in all residence halls so that any resident student can access the Internet and the University network from his or her own room. Both residents and commuter students also can use the more than 7,000 ports throughout campus, at the library, in the coffeehouse, and at benches on the University Green. The campus is also nearly 100 percent wireless-enabled, including all residence halls.

If you're not a techno-wizard, don't worry. We'll provide training for you through our award winning Freshman Studies Program, the Computer Training Center (CTC) and other avenues. Then once you're on your feet, you'll have the freedom and technical support to use the world as your classroom.

No computer skills are required to participate in the program; the University provides appropriate support and training for all students, whether you are a beginning or advanced computer user.

Since August 1998, all incoming full-time undergraduate students have participated in the Mobile Computing Program. In May 2001, we graduated the Pilot Mobile Students, and graduated the first class of Mobile Students in May of 2002.

For additional information about the Mobile Computing Program, please visit the Information Technology website at <http://www.shu.edu/offices/technology/mobile-computing.cfm>.

### **IT: University-issued Laptops**

E-Mail: [helpdesk@shu.edu](mailto:helpdesk@shu.edu)

Web: <http://www.shu.edu/offices/technology/mobile-computing.cfm>.

Each incoming full-time undergraduate student is issued a current generation laptop. Upon receipt of the laptop, you are required to complete a License Agreement, which details the Terms and Conditions of the laptop use. If you are under the age of 18, your parent/guardian is also required to sign this agreement.

Because computer technology changes rapidly, we have instituted a refresh program that allows students to get a new computer at the end of their sophomore year. The second computer you will receive will be the most current one being distributed. It will be equipped with all the newest applications / upgrades. And, if you enter Seton Hall as a freshman and graduate in four years, you'll take the laptop with you upon graduation.

#### **Some of the terms and conditions contained in the laptop license agreement are outlined below:**

Each semester you are required to “check-in” your laptop with University Computing to ensure asset protection. Details of the “check-in” procedure will be sent by e-mail to your University-issued e-mail account. Failure to comply with this requirement will result in a fine.

If your laptop needs repair, the University’s PC Support Services, located in Corrigan Hall, has certified trained technicians onsite to fix the problems. If there is a delay in repair, you will be issued a loaner laptop to use until your laptop is repaired.

Any loss or theft of the laptop should be reported to the Department of Public Safety and Security at ext. 9300, as well as the Office of Asset Management at ext. 6181 within 48 hours of the incident. Once this is done, you will be issued an equal replacement as your permanent laptop.

Resident students should consult the “Insurance” section of this online handbook to protect the contents of their rooms in the residence halls. <http://www.shu.edu/offices/housing-residence-life-index.cfm>

Copies of the Laptop License Agreement can be found on the technology Web site at:  
<http://www.shu.edu/offices/technology/mobile-computing.cfm>

### **Guidelines for the Appropriate Use of Computer Facilities**

E-mail: [helpdesk@shu.edu](mailto:helpdesk@shu.edu)

Web: <http://technology.shu.edu/policies>

Use of the University's computer facilities (computer labs, e-mail, etc.) should be guided by the University's policies regarding the appropriate use of those facilities. The University's policies for the appropriate use of computing facilities can be found on the University's Web site at  
<http://technology.shu.edu/policies>

#### **The University's Policy for the Appropriate Use of Computing Facilities states in part that:**

*Access to computer systems and networks owned or operated by Seton Hall University is granted to Seton Hall students, faculty, staff, and alumni to promote legitimate educational, research and administrative efforts in keeping with the role of Seton Hall University as an educational institution. This access imposes certain responsibilities and obligations and is granted subject to University policies and local, state, and federal laws.*

*Appropriate use is always ethical, reflects academic honesty, and shows constraint in the consumption of shared resources. Users are expected to demonstrate respect for: intellectual property; ownership of data; system security mechanisms; and individuals' rights to privacy and freedom from intimidation, harassment and unwarranted annoyance.*

Seton Hall University does not condone the unauthorized copying or use of copyrighted material by staff, faculty, or students. The University complies with copyright laws, and expects all members of the University community to do so as well.

Members of the University community who violate this policy may be subject to discipline through standard University procedures. An individual or University department engaged in the unauthorized copying or use of copyrighted may also face civil or criminal charges, penalties, or fines. For details about the Digital Millennium Copyright Act<sup>1</sup> log onto: <http://admin.shu.edu/dmca/>

#### **Actions prohibited by the University's appropriate use policies include:**

- unauthorized use or access to other users' computers or data
- attempts to circumvent campus network or lab security
- using devices that cause interference with computer and network resources (e.g., wireless devices that operate in the 2.4 Ghz and 5 Ghz range will interfere with wireless network);
- use of campus computer facilities for commercial purposes;
- software "pirating" (i.e., making unlicensed copies of computer software)
- sending of annoying, harassing or unwanted e-mail
- and e-mail "spamming" (i.e., forwarding e-mail to large groups of users)

**University policies, including the student code of conduct, as well as state and federal laws, always apply to computer use.**

### **Blackboard Courseware and Portal**

Blackboard is a comprehensive e-learning software platform that delivers a course management system, a customizable institution-wide portal, and online communities. In addition, it includes advanced integration tools to seamlessly integrate Blackboard with existing institution systems.

Every member of the Seton Hall community will automatically have an I.D. and password created, based on their role (student, faculty, staff, alumni, system administrator). Your username is your Lotus Notes I.D., and your password is your Domino web mail password.

The URL for Blackboard is <http://piratenet.shu.edu>

You'll use the portal to access your Blackboard course content, Web mail, community announcements, Web services for students, library resources, and other online services and links. You'll automatically be enrolled in community organizations that fit your profiles (residents, commuters, freshmen, seniors, colleges and degrees) and can choose optional enrollment into organizations that suit your interests (SAB, SGA, Greek life, clubs and organizations, art, theater and music). These organizations provide announcements, a calendar of events, relevant documents, links to additional resources, and a forum for members to communicate online.

Moreover, a Blackboard course will be automatically created for every course that is offered that term. All courses are automatically populated with the registration information from Enrollment Services. Please go to Web for Students (<http://web4.shu.edu/ahomepg.htm>) to drop or add courses. Changes will be reflected in Blackboard the following morning.

For additional assistance please call the Help Desk at ext. 2222.

### **Web Services for Students / Enrollment Services**

The Enrollment Services module provides students with the ability to access these and other online services:

- register for courses
- add/drop courses
- view grades
- view unofficial transcript
- view holds
- pay tuition, fees, etc.
- view account information

To access these services, log in to [MyWeb@SHU](#) and click on the Enrollment Services module. Once logged into MyWeb@SHU, you will be able to manage your account. However, in order for you to register for classes, you must first receive your personal identification number (PIN) from your faculty adviser. New PIN numbers are issued each semester.

### **The Teaching, Learning, and Technology Center**

Location: Walsh Library, First Floor      Phone: (973) 275-2929      E-mail: [tltc@shu.edu](mailto:tltc@shu.edu)  
Web: <http://technology.shu.edu/tltc>

**The mission of Seton Hall's Teaching, Learning and Technology Center (TLTC) is to provide innovation and services in the use of information technology for teaching and learning. The following are services and programs offered by the TLTC:**

- Classroom support for instructional technology by maintaining audio-visual equipment in classrooms and delivering audio-visual equipment to various locations around campus.
- Consultation and support to faculty in their integration of information technology into teaching, learning, and scholarship. The TLTC instructional designers assist faculty in the evaluation, selection, implementation and use of instructional technology, and serve as the primary point of contact for all faculty technology projects.
- Digital media resources for streaming live or on-demand content to the web.
- The Computer Training Center (CTC) offers a wide variety of classes in computer applications specifically related to your education at Seton Hall. These classes cover the University's standard hardware, software, and services (e.g., Microsoft Windows, Microsoft Office, Lotus Domino e-mail, Internet Explorer, the World Wide Web, etc.)
- Program support for teaching and technology transformation initiatives, including the Curriculum Development Initiative (CDI), the Mobile Computing Initiative, and the Faculty Innovation Grants/Fellows Initiatives including the Universities partnership with MERLOT ([www.merlot.org](http://www.merlot.org)), ELI ([www.educause.edu](http://www.educause.edu)) and NMC ([www.nmc.org](http://www.nmc.org))
- Assessment of the mobile computing program and of the effectiveness of information technology in teaching and learning.
- Student Technology Assistants (STA) assist in all of the various facets of technology at Seton Hall.

The facilities in the TLTC include: a media production center for acquisition, conversion and editing digital media, a computer training room, a multi-purpose function conference room and an interactive television distance learning classroom.

The Teaching Learning Technology Center is the primary resource for faculty who are interested in teaching with technology. However, it is also a resource for students as it houses Media Services where students can borrow and use digital media equipment and the CTC (Computing Training Center) where students can be trained in applications found on their laptops.

### **The Student Technology Assistant Program**

Web: <http://technology.shu.edu/sta>

The Student Technology Assistant (STA) program provides students with the opportunity to work with technology and to support members of the university both in and out of the classroom. The STA program is student-centered and student-run, providing students with a structured experience in technology support and consulting services. STAs enjoy the benefits of professional development and empowerment through their participation in the program. They find that their resumes are more attractive to potential employers than those of their peers. This is due to the fact that they have 2 – 4 years of solid work experience in delivering quality technology services in addition to earning their academic degree. Student employees develop the necessary technical and professional skills through a unique STA development initiative equipping them, regardless of academic major, with the tools needed to be successful in today's technological work place.

There are two areas in which students can work side by side with technology professionals and faculty:

- Academic Consultants for Excellence (ACE) promotes and supports technology projects in the Teaching, Learning, and Technology Center. STAs employed by ACE assist with maintaining the classroom audio-visual equipment, implementing faculty technology projects and facilitating training classes offered by the CTC.
- STAs employed by PC Support Services (PCSS) work side by side with the professional staff to provide first level support for the Mobile Computing Program. PCSS is responsible for the troubleshooting, distribution/set-up and maintenance of all IT assets as well as maintaining and staffing the public computer labs on the SHU campus.

To apply for a job, go to <http://technology.shu.edu/sta>

## **Application Training**

### **Computer Training Center (CTC)**

Location: Walsh Library, First Floor    Phone: (973) 275-2164    E-mail: [training@shu.edu](mailto:training@shu.edu)    Web: <http://technology.shu.edu>

The Computer Training Center offers free applications training to the Seton Hall University community on University supported software. The training team provides a pleasant learning environment for students, faculty, staff, and alumni. Training is available in a variety of formats, including regularly scheduled classes, traditional small group instruction seminars, customized seminars for specific needs; interactive computer-based tutorials delivered via the Web, workbooks, and quick reference charts.

Up to date information and class schedule may be accessed on our Web site at <http://technology.shu.edu> under the “Today’s Training” tab. You can see the complete semester schedule of training by clicking on the “All DoIT training sorted by date” link under the tab.

### **PC Support Services**

Location: Corrigan Hall, First Floor    Phone: (973) 275-2222    E-mail: [helpdesk@shu.edu](mailto:helpdesk@shu.edu)    Web: <http://technology.shu.edu/pcsupport>

PC Support Services (PCSS) is responsible for end-user computing and technology for academic, administrative and staff applications as well as general support for the use of information technology. PCSS provides office support for the campus, phone support for the University’s standard software applications, repair services for University-issued laptops and desktop computers, computer lab support for the public computing spaces throughout campus, and asset tracking support for all University-owned technology assets.

The Technology Help Desk is the first level of technical support for Seton Hall University. Professional telephone support technicians respond to inquiries involving desktops, laptops, hardware problems, associated peripheral devices, software issues and network related questions. When customer inquiries cannot be resolved over the phone, a service request ticket is entered into our tracking database and routed for second-level support (technicians, system support, etc.).

Technical Support Services is made up of professionally trained and certified technicians dedicated to supporting the technological needs of the SHU community. The primary function is to troubleshoot and repair all university issued hardware and software. The Consultation Area located on the first floor of Corrigan Hall provides first level laptop support for all student and faculty participating in the Mobile Computing Program. The technical support team is also responsible for providing office support for all Seton Hall University faculty, administrators, and staff.

The Asset Management Office is responsible for procuring, distributing and tracking all university issued laptop and desktop computers. The Asset Management Office is also responsible for administering the Mobile Computing Program. Questions regarding laptop models, distribution, refresh, fees, fines, or theft should be directed to this office.

The STA / Public Lab Office manages the student technology assistants (STAs) employed by PCSS as well as the public computer labs located in various academic buildings throughout the campus. The STAs work side by side with the PCSS professional staff to support the technological needs of the SHU campus. The public computer labs provide state-of-the-art desktop PCs in a networked environment for all students, faculty, staff, administrators and alumni.

For more information regarding the various departments that make up PC Support Services as well as the most up to date hours of operation, please visit the website at <http://technology.shu.edu/pcsupport>

### **Network and Web Accounts:**

E-mail: [helpdesk@shu.edu](mailto:helpdesk@shu.edu)

Web: <http://technology.shu.edu>

### **Network Accounts**

All University students receive network accounts.

Network accounts provide access to the Internet, e-mail, and University-standard software applications, such as word processing, spreadsheets and statistical packages. All incoming undergraduate students are automatically provided with network accounts, username and passwords before they start the school year.

### **Network Access from the Residence Halls**

All on-campus residence halls are fully wired, providing a “port-per-pillow” for all resident students. There is also wireless access in all of the residence halls.

### **Web Accounts**

As a student, you may obtain your Web page by applying online for a Web account on the Pirate server [pirate.shu.edu](http://pirate.shu.edu). You must have a valid network account in order to apply for a personal Web page. Recognized student organizations may obtain their own Web pages by following the procedure outlined at: <http://studentaffairs.shu.edu/community/leadership/clubonlineinfo.html>

### **PC Support Services - Public Computer Labs**

Location: Corrigan Hall, First Floor    Phone: (973) 275-2222    E-mail: [helpdesk@shu.edu](mailto:helpdesk@shu.edu)    Web: <http://technology.shu.edu/publiclabs>

The public computer labs provide state-of-the-art desktop PCs in a networked environment providing both wired and wireless connectivity. The public lab computers provide Seton Hall University students, faculty, staff and alumni with access to the full suite of University supported software programs and high-speed laser printers for professional quality printing. Current students, with an SHU ID card, as well as former students, with an Alumni ID card, have full access to all computer lab services.

Public labs are located throughout the SHU campus in various academic buildings. Below is a list of the Public Labs and the location. The most current lab hours of operation can be viewed at <http://technology.shu.edu/publiclabs>.

- **Walk-up Support – Corrigan Hall, first floor**
- **Walsh Library Room 154B (first floor)**
- **Jubilee Hall Room 524**
- **Fahy Hall Room 203**

Public computer labs may be reserved for any computer-based classes. Review the guidelines used to reserve a public computer lab at <http://technology.shu.edu/publiclabs>.

The public lab located in Jubilee Hall also contains an adaptive technology workstation for members of the SHU student community with special needs. We provide scanning, screen reading and voice recognition software as well as an alternative mouse for easier navigation.

Student Technology Assistants (STAs) staff the public labs from opening to closing. STAs provide support for patrons of the public computer labs, troubleshooting questions regarding the University core software, as well as answering basic questions concerning any departmental-specific software installed in the public labs. To learn more about the STA program, visit the website at <http://technology.shu.edu/sta>.

## **Departmental Computing Labs**

Individual academic departments run computer labs for applications that are specialized for their disciplines. The departments determine access policies for these labs. Please contact the department for additional information regarding each lab:

### **Jubilee Hall, Room 464**

Hours vary depending on class schedule

The Education Lab provides desktop PCs and laser printer output to support the curriculum of Education within the College of Education and Human Services.

### **Law Computer Center School of Law, Newark**

Hours determined by the School of Law

The Law Computer Center lab provides networked desktop PCs and laser printer output to support the curriculum of Seton Hall Law School.

### **Math Development Lab Room 111, Arts and Sciences Hall**

Hours vary depending on class schedule

The Math Development Lab provides desktop PCs and laser printer output to support the curriculum of the Math Department.

**Math/Computer Science Lab**

**Room 208, Arts and Sciences Hall**

Hours vary depending on class schedule

The Math/Computer Science Lab provides desktop PCs and laser printer output to support the curriculum of the Department of Math and Computer Science.

**Nursing Lab**

**Room 205 College of Nursing, Schwartz Hall**

Hours vary depending on class schedule

The Nursing Lab provides networked desktop PCs and laser printer output to support the curriculum of the College of Nursing.

**Seminary Labs**

**Room 32 and the Seminary Library, Lewis Hall**

Hours determined by the Seminary

The Seminary Lab provides networked desktop PCs and laser printer output to support the curriculum of the Seminary.

**Sports Polling Lab**

**Jubilee Hall, Room 541**

Hours vary depending on class schedule

The Sports Polling Lab provides desktop PCs and laser printer output to support the curriculum of Sports Polling within the Stillman School of Business.

**Trading Lab**

**Jubilee Hall, Room 559**

Hours vary depending on class schedule

The Trading Lab provides desktop PCs and laser printer output to support the curriculum of the Stillman School of Business.

**MyWeb@SHU**

E-Mail: [helpdesk@shu.edu](mailto:helpdesk@shu.edu) Web: <http://piratenet.shu.edu>

MyWeb@SHU is a comprehensive e-learning software platform that delivers a course management system, a customizable institution-wide portal, and online communities. In addition, it includes advanced integration tools to seamlessly integrate with existing institution systems.

Every member of the Seton Hall University community will automatically have an username and password created, based on their role (student, faculty, staff, alumni, administrator). Your username is given to you when you arrive at the University or for online students, at your residency. Your username is the combination of the first six letters of your last name and the first two letters of your first name. Your default password is the combination of the first four letters of your last name in capital letters, the last four digits of your social security number and the # sign.

You'll use the portal to access your course content, Web mail, community announcements, Web services for students, library resources, and other online services and links. You'll automatically be enrolled in community organizations that fit your profiles (residents, commuters, freshmen, seniors, colleges and degrees) and can choose optional enrollment into organizations that suit your interests (SAB, SGA, Greek life, clubs and organizations, art, theater and music). These organizations provide announcements, a calendar of events, relevant documents, links to additional resources, and a forum for members to communicate online.

Moreover, an online course space will be automatically created for every course that is offered that term. When you register for your courses, you will automatically receive access to the online course space for each course in which you are enrolled. Any changes in your course enrollments will be reflected in MyWeb@SHU the following morning.

For more tools and resources available to you as a student at the University please login to [piratenet.shu.edu](http://piratenet.shu.edu) and click on the Tech@SHU tab.

## **POLICIES & PROCEDURES**

Seton Hall University policies and procedures published by various offices of the University are considered supplemental to the University Community Standards outlined. It is the obligation of all students to familiarize themselves with these regulations and follow all University policies. All policies and procedures are available in the Department of Community Development, Bishop Dougherty University Center, (973) 761- 9076, and in the specified offices cited. Violations may be handled by the appropriate administrative officer(s) and/or as described in the University Community Standards Review Process.

### **HUMAN RELATIONS**

Seton Hall University believes that successful human relations are central to the University's mission and identity as a Catholic institution. The University views human relations as successful personal and professional interactions that foster respect and understanding for individuals and groups.

The greatness of any community depends upon the degree of dignity, concern and care accorded each segment of a group, regardless of race, ethnicity, gender, age, physical or other disability, sexual orientation, lifestyle, religion and economic status, from those most privileged to those most denied. Seton Hall continues to demonstrate leadership by assuring that the University's multicultural community and the interdependent nature of today's global world are reflected in the University's curriculum, programs and campus environment. These educational and social experiences provide students with an appreciation of the present world in the larger context of human history. In 1987, a University-wide Human Relations Council was formed. The council serves as a forceful advocate for human relations on the Seton Hall campus, and monitors and evaluates all human relations efforts and activities.

The membership of the Human Relations Council is based on the functional and symbolic leadership of the University, including the president, all members of the Executive Cabinet, faculty, administrators, staff and student leaders. This assures that the council represents the campus' diversity and involves those individuals with the power to initiate and oversee change at Seton Hall.

The following working subcommittees are charged with creating additional goals that broaden the scope of human relations issues to a fuller vision. The standing subcommittees of the Human Relations Council are:

- Diversity Recruitment - This subcommittee is one group with three distinct foci -- faculty, staff and administrators, and students. Each focus works to ensure that Seton Hall University actively pursues qualified diverse and under-represented candidates for positions in these areas.
- Learning Resources - This subcommittee, co-chaired by two members of two different colleges/schools of faculty, examines, recommends and searches out ways for positive infusion of diversity and other relevant topics into the curriculum of each college/school within the University.
- Programming - The Human Relations Programming Committee, comprised of students, faculty, staff and administration, is dedicated to celebrating the beauty and importance of diverse beliefs and cultures represented on the Seton Hall University campus. The committee strives to offer the campus opportunities to learn about other cultures. Among the theme month celebrations are Human Relations month in November, Black History Month in February, Women's History Month in March and Latino(a) Heritage Month in April. Human Relations Month begins with the Circle of Unity.
- Training and Development - This subcommittee creates and coordinates sessions that sensitize the various constituencies of the University community to diversity and other relevant issues.
- Awards, Recognition, Communication - This subcommittee is charged with soliciting the community for examples among us who successfully accomplish various human relations initiatives. The group ensures effective communication of human relations initiatives internal to the campus and external to the community. It also is responsible for the selection of the Ramon Ramos Medal of Courage recipient.

In addition to the Human Relations Council, the University has a chapter of the National Coalition Building Institute (NCBI). NCBI is an international non-profit organization and is dedicated to ending the mistreatment of all groups. NCBI aims to develop a new kind of leader: one who initiates diversity programs, takes principled stands, can enter the emotional heat of groups in conflict and build bridges, and models being an ally for all groups. NCBI trains leaders in the skills of prejudice reduction, resolution of conflicts between groups; coalition building. For more information, see the NCBI web page at: <http://admin.shu.edu/ncbi>.

## **SEXUAL ASSAULT and MISCONDUCT POLICY**

Sexual assault and sexual misconduct in any form will not be tolerated at Seton Hall University. Both sexual assault and sexual misconduct are serious crimes under the criminal laws of the state of New Jersey, and a conviction of these crimes could result in imprisonment. The disciplinary mechanism described below is not intended to replace or serve as an alternative to the reporting of any sex offense to appropriate police authorities. The University believes that the victim of any sex offense should seek assistance and immediately contact the police.

### **Confidentiality**

Victims of a sexual assault are encouraged to report the crime to the police. However, when a victim reports an assault to any member of Health/Counseling Services and/or Campus Ministry, that person will obtain emotional, spiritual, and medical support and assistance under strict confidentiality. Disclosures by a victim to any other offices on campus necessitates that the office contact police authorities regarding the crime.

### **Definition of Sexual Assault and Sexual Misconduct**

Sexual assault encompasses rape in all forms. Date rape or acquaintance rape is no less criminal than the rape of a stranger. Sexual contact involves intentional touching of the victim's or attackers intimate body parts, even through clothing, for the purpose of degrading or humiliating the victim or for the assailant's gratification. Copies of the New Jersey statutes that include the legal definition of these crimes are available in the Department of Community Development.

The University has the following charge in the Community Standards of Conduct:

Engages in or attempts to engage in sexual behavior with someone:

- a. against his or her will or without consent; or
- b. who is physically helpless (e.g., drunk, and/or under the influence of a substance or substances rendering them helpless), unconscious, or otherwise incapacitated and unable to accurately communicate unwillingness toward an act or give consent.

The range of University sanctions for a student found responsible for the above charge is University suspension to University expulsion.

### **Education to Promote Awareness and Prevention of Sex Offenses**

As part of orientation, each freshman class entering Seton Hall University attends a comprehensive interactive lecture about sex offenses and sexual harassment. The program stresses the need for students to be aware of these situations and explains how best to avoid them. Awareness of what constitutes date rape, acquaintance rape and other sexual misconduct is presented through videos, role-playing, etc. In the early weeks of each Fall Semester, topics related to the prevention of sex offenses are widely promoted throughout the campus community.

### **Campus Sexual Assault Victims' Bill of Rights**

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault and nonconsensual sexual contact, the University deems respect for the individual and human dignity to be of paramount importance.

The state of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established a Bill of Rights to articulate requirements for policies, procedures and services designed to ensure the needs of victims are met, and that the colleges and universities in New Jersey create and maintain communities that support human dignity.

### **Bill of Rights**

The following rights shall be accorded to victims of sexual assault that occur:

1. On the campus of any public or independent institution of higher education in the state of New Jersey.
2. Where the victim or alleged perpetrator is a student at that institution.
3. When the victim is a student involved in an off-campus sexual assault.

### **Human Dignity Rights**

1. To be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy.
2. To have any allegations of sexual assault treated seriously; the right to be treated with dignity.
3. To be free from any suggestion that victims are responsible for the commission of crimes against them.
4. To be free from any pressure from campus personnel to:
  - a. Report crimes if the victim does not wish to do so.
  - b. Report crimes as lesser offenses than the victim perceives the crimes to be.
  - c. Refrain from reporting crimes.
  - d. Refrain from reporting crimes to avoid unwanted personal publicity.

### **Rights to On & Off-Campus Resources**

1. To be notified of existing campus and community-based medical, counseling, mental health and student services for victims of sexual assault whether the crime formally reported to campus or civil authorities.
2. To have access to campus counseling under the same terms and conditions that apply to other students in their institution.
3. To be informed have and assisted in exercising:
  - a. Any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus and/or pregnancy.
  - b. Any rights that may be provided by law to compel and disclose the testing of sexual assault suspects for communicable diseases.

### **Campus Judicial Rights**

1. To be afforded the same access to legal assistance as the accused.
2. To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused.
3. To be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

### **Legal Rights**

1. To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault was reported.
2. To receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
3. To receive full, prompt and victim-sensitive cooperation of campus personnel with regard to obtaining, securing and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

### **Campus Intervention Rights**

1. To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants.
2. To be notified of the options and provided assistance in changing academic and living situations if such changes are reasonably available.

## Statutory Mandates

1. Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation.
2. Each campus shall make every reasonable effort to ensure that every student at that institution receives a copy of this document.
3. Nothing in this act or any Campus Assault Victims' Bill of Rights developed in accordance with the provisions of this act shall be construed to preclude or in any way restrict any public or independent institution of higher education in the state from reporting any suspected crime or offense to the appropriate law enforcement authorities.

## Resources Available

1. **Reporting:**
  - a. **University Public Safety and Security:** Victims are urged to report sex offenses to the Department of Public Safety & Security, (973) 761 - 9300. A representative of the Public Safety & Security department will come to students when called, and security personnel will summon the police to campus upon request.
    - b. **Police:** Victims are strongly encouraged to report sex offenses to the South Orange Police Department, (973) 763 - 3000. The department is located two blocks west of Seton Hall on South Orange Avenue.
    - c. **Community Development:** Victims may also report offenses to this department. Community Development is responsible for the enforcement of the University Community Standards of Conduct. The phone number is (973) 761 - 9076.

**Medical Treatment:** Professional personnel at Health/Counseling Services treat injuries, offer health care, facilitate transport to a local hospital/rape crisis center, and sensitively prepare the victim for the examination and treatment required.

**Counseling:** Health/Counseling Services provides intervention in the immediate situation and the ongoing support necessary for recovery to take place.

**Spiritual Counsel:** Campus Ministry can assist regarding the role that faith and/or one's spiritual life may sometimes play in recovery from a trauma such as rape.

**Housing:** Victims who would like to move from their present University housing assignment can be accommodated by the Department of Housing and Residence Life.

**No Contact Order:** The Department of Housing and Residence Life or the Department of Community Development will issue a no contact order which prohibits contact between the accused and the victim.

**Hospital:** The rape crisis facility for this area is St. Barnabas Medical Center, (973) 322-5180. The hospital is located in Livingston.

**Rape Crisis Center:** Located in Westfield, the Rape Crisis Center offers individual and group counseling, accompaniment to the hospital and a 24-hour hotline. To contact the center, call (908) 233-7273.

## University Community Standards Proceedings in Sex Offense Cases

The following section is intended to provide a general overview of the Community Standards process. Students should see the entire Community Standards process located at:

<http://studentaffairs.shu.edu/handbook/>. The community standards process is the University's

mechanism to adjudicate students' violations of the University's code of conduct. The University community standards process is not a substitute for the filing of a criminal or civil complaint by the victim or for a criminal prosecution by the state.

### **Advisory Services**

The complainant and the respondent each are permitted one adviser from the University community during the course of the University Community Standards Review Process. The adviser may be an administrator, faculty member or another student. Attorneys who are not Seton Hall University community members are not permitted to represent or be present during any part of the hearing.

A student must speak on his or her own behalf and is not to be counseled by an adviser. Students wishing to have an adviser must inform the Department of Community Development that they will be accompanied by an adviser to the review. It is the responsibility of the student to inform the adviser of the date, time and place of all review proceedings. A review will not be canceled or postponed due to an adviser's inability to accompany a student.

### **The Process**

After a matter has been investigated, a written letter of charges containing the allegations that may constitute violation(s) of the University Community Standards is sent to the accused student (the respondent). The respondent then meets with the associate dean for community development or designee. One of the following courses of action may be followed:

- a. The respondent may elect not to appear, at which time all statements contained in the Letter of Charges document are considered true and accurate, and appropriate administrative action is taken.
- b. If, during the initial conference, in the judgement of the associate dean for community development or designee, informal mediation is appropriate or the evidence does not support the allegation, the associate dean may elect to administratively drop the charges or refer the matter to mediation.
- c. The respondent may accept responsibility for the charges and waive his or her right to a hearing. The respondent is asked to sign a written statement in the presence of the associate dean for community development or a designee acknowledging responsibility. A sanction appropriate to the situation is imposed.
- d. If none of the above situations occurs, the associate dean for community development or designee determines if the case will be heard by an Administrative Review or a Hearing Review Board.

### **Hearing Review Board**

The following rights are provided to the complainant:

- a. be present throughout a review conducted with the respondent in response to charges reported by the recipient or the University
- b. be accompanied by an adviser from the University community at the review
- c. testify without direct contact with the accused, as long as there is no infringement upon the respondent's right to question the witness
- d. ask questions of the respondent (s)
- e. to present witnesses
- f. to ask questions of witnesses
- g. submit an impact statement
- h. have a separate waiting area

- i. be kept informed about the process
- j. at the discretion of the associate dean for community development and/or designee, be informed of the outcome of any disciplinary action against the respondent

### **Respondents Rights During the Review Process**

Respondents involved in a review process are entitled to the following rights:

- 1. to receive written notice of complaint
- 2. to receive all documents provided to the review official(s)
- 3. to receive prior notice of 48 hours of a review date, time and place
- 4. to be accompanied by an adviser from the University community
- 5. to present witnesses
- 6. to ask questions of witnesses
- 7. to participate in the review
- 8. to an investigation provided by the Department of Community development
- 9. to receive written notice of findings of a review and an appeal
- 10. to appeal a review outcome as provided by this document

After the Board has deliberated, the results are communicated to the respondent. The findings are also communicated to the complainant, but not the sanction. Once the appeal process has concluded, the sanction is then communicated to the complainant.

## **SEXUAL HARASSMENT POLICY**

### **I. PREAMBLE**

As a Catholic institution of higher education, Seton Hall University embraces Judeo-Christian values that proclaim the dignity and rights of all people. Sexual harassment is morally offensive to students, faculty, administrators, staff members and employees of the University. It is also a form of unlawful sexual discrimination prohibited by Title IX of the Education Amendments of 1972, Title VII of the 1964 Civil Rights Act and the New Jersey Law Against Discrimination. Seton Hall University is committed to fostering an environment that protects the members of the University Community from all forms of sexual harassment. The University requests and expects the cooperation of every member of the community in realizing this goal. All members of the University community have an obligation to take appropriate action to eliminate sexual harassment.

### **II. APPLICABILITY**

This Policy Against Sexual Harassment applies to all University students, faculty, administrators, staff members and employees, as well as vendors and guests, on and off campus. It is also applicable to those members of the University Community who are involved in the University's extension programs, such as Cooperative Education, internships, clinical practica, student teaching, etc. This policy does not replace or supersede an individual's rights and remedies under the law.

### **III. DEFINITION OF SEXUAL HARASSMENT**

For the purpose of this policy, sexual harassment is defined as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature towards any individual, student, faculty member, administrator, staff member or employee when:

- submission to such conduct is made explicitly or implicitly a term or condition of an individual's academic evaluation or employment;
- submission to or rejection of such conduct by an individual is used as the basis for academic decisions or employment affecting such individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's academic performance or employment by creating an intimidating, hostile or offensive academic or work environment.

Sexual harassment manifests itself in many forms. This behavior may include but is not limited to the following:

- conduct or comments directed at an individual, based on the individual's gender, that are abusive in nature;
- sexual innuendoes in the guise of humor to coerce sexual favors;
- sexual teasing, jokes, remarks or questions;
- sexual remarks about a person's body, clothing or behavior;
- patting, pinching or other unwanted touch of another's body;
- leering or ogling;
- uninvited letters, e-mails and telephone calls;
- uninvited pressure for dates;
- inappropriate and offensive sexual advances;
- solicitation of sexual favors or other sexually related behavior by promise of rewards;
- coercion of sexual activity by threat or punishment; or
- sexual crimes, including rape, acquaintance rape, attempted rape or sexual assault.

#### **IV. UNIVERSITY COUNCIL AGAINST SEXUAL HARASSMENT**

In furtherance of its goal to eliminate sexual harassment, Seton Hall created a University Council Against Sexual Harassment in July, 1991. The purposes of the Council are:

- to monitor the implementation of the University's Policy Against Sexual Harassment;
- to propose amendments to the Policy as the need arises;
- to assist in conducting education and training programs throughout the Seton Hall community;
- to assist in development and implementation of online information and training programs, utilizing the University's computer media.

A list of Council members is available from the University Compliance Officer, or online, at the University's web site, Compliance Program home page.

The website address is <http://admin.shu.edu/complianceprogram/>. The Compliance Officer can be reached at (973) 313-6132.

#### **V. PROCESS FOR INVESTIGATING AND RESOLVING AN INCIDENT OF ALLEGED SEXUAL HARASSMENT**

Any individual who becomes aware of an incident of sexual harassment has a duty to report it to the Compliance Officer immediately. Investigation of an alleged incident is intended to achieve resolution in a timely and appropriate manner.

The process for investigation and resolution of complaints is outlined in the University Guidelines on Complaints of Sexual Harassment. The guidelines are available online at the University's Web site, Compliance Program home page, <http://admin.shu.edu/complianceprogram/>

During interviews or other proceedings that may occur in the course of investigation and resolution of an instance of alleged sexual harassment, either the complainant or the respondent (the individual(s) about whom the complaint has been made) may be accompanied by another individual from the University for support purposes. This support individual is not permitted to participate in the process. No attorney, whether accompanying the complainant or the respondent, may be present during interviews or other proceedings unless he/she is from the University, and is attending only for support purposes.

## **VI. SANCTIONS**

Misconduct will be dealt with appropriately. Responsive action may include training, referral to counseling, and disciplinary action such as warnings, reprimands, withholding of a promotion, reassignment, temporary suspension without pay or discharge for cause. False charges may result in corrective action or sanctions against the accuser, countercharges, or any other appropriate response.

## **VII. NON-RETALIATION**

Retaliation against an individual who has made a claim of sexual harassment is prohibited. Retaliation will subject an individual to disciplinary action.

## **VIII. STATEMENT ON CONSENSUAL RELATIONSHIPS**

The University considers it inappropriate for any member of the community to establish an intimate relationship with a student, subordinate or colleague on whose academic or work performance he or she will be required to make professional judgments. The University requires that the individual cease such conduct and divest himself/herself of the professional responsibility for supervision or oversight, should an intimate relationship develop.

Revised March, 2002

## **AIDS POLICY**

As a Catholic university, Seton Hall strives to enhance the well-being of all members of its community. The University is committed to providing an open forum for ongoing education on a broad range of topics, as well as appropriate counseling and pastoral support for those with special needs. Recognizing the diverse nature of the campus body, the University encourages input from all sources, and seeks to enhance knowing and compassionate responses to social issues.

The most significant contribution that Seton Hall University can make to limit the spread of HIV infection is through education. When members of the University community are fully informed about the nature of this fatal disease, its modes of transmission and those behavioral changes that can limit the spread of AIDS, a significant step will have been made in protecting the lives and health of our students, faculty, administrators, staff and employees.

The following guidelines are suggested by the American College Health Association and Center for Disease Control (CDC), are based on the most current data available:

**1. Institutional Committee**

A campus committee, drawn from various governance groups, will organize and oversee an educational program and provide a mechanism for making policy decisions as they become necessary. Should an issue be raised regarding a member of the Seton Hall faculty, staff or student body (or applicants for the same) with AIDS/HIV, the case circumstances will be evaluated by a small core group of the AIDS Task Force. This core will include representatives of Health/Counseling Services and legal counsel. In making recommendations, the task force will give consideration to the health and safety of the individual and the institution, maintaining and protecting the civil rights of both.

**2. Admissions**

There will be no discrimination in accepting persons with HIV or AIDS at Seton Hall University.

**3. Employment**

Persons seeking employment by Seton Hall University will not be discriminated against on the basis of HIV or AIDS, nor will employment be terminated on the basis of this disease, unless the nature and extent of the illness reasonably precludes the performance of employment or impairs any operations of the University. If a person is unable to perform duties because of HIV or AIDS, benefits will be continued in accordance with the University policy pertaining to employees with any other handicap or illness.

**4. Class Attendance**

Students who are HIV positive or have AIDS will not be excluded from attending classes or partaking in University activities. Students who may be too ill to attend class will be treated as any other student with a serious illness.

**5. Access to Facilities**

There will be no restriction of access for individuals with HIV or AIDS to student unions, theaters, restaurants, cafeterias, gymnasiums, swimming pools, recreational facilities or other common areas.

**6. Residential Housing**

Decisions about housing for students with HIV and AIDS must be made on a case-by-case basis. The most current medical information available does not indicate any risk to those sharing residence with infected individuals. The University may choose to provide private rooms in order to protect the health of immunodeficient students -- not to protect other students from them.

**7. HIV Antibody Testing**

There will be no mandatory testing of students or employees, or prospective students or employees, for HIV or AIDS. Health/Counseling Services provides voluntary testing. Testing

must be confidential where positive results can be confirmed by specific tests and both pre-and post-test counseling are available.

#### **8. Confidentiality**

There will be no requirement that students or employees, or prospective students or employees, be asked to respond to questions about their status in regard to HIV or AIDS. However, it is appropriate for students and employees with HIV or AIDS to inform campus health care providers to enable the University to provide proper medical care, support, counseling and education. This, like any other medical information, will be handled in the strictest of confidence. No person, group, agency, insurer, employer or institution will be provided with any medical information without the prior specific written consent of the patient. Given the possibility of unintended compromise of the confidentiality of information, Health/Counseling Services will carefully weigh the importance of including any specific information about the existence of HIV or AIDS in the medical record, except when circumstances of medical necessity mandate it. At minimum, the inclusion of any information regarding HIV or AIDS will be discussed with the patient prior to entry.

The number of people in the institution who are aware of the existence and/or identity of students and employees who are HIV positive or have AIDS will be kept to a minimum, both to protect the confidentiality and privacy of the infected persons, and to avoid the generation of unnecessary fear and anxiety. The University recognizes that all confidential medical information is protected by statutes and that any unauthorized disclosure of it may create legal liability.

The duty of health care providers to protect the confidentiality of information is superseded by the necessity to protect others only in very specific, life-threatening circumstances.

#### **9. Public Health Reporting Requirements**

In all jurisdictions, cases of AIDS meeting the criteria for the surveillance definition of the Centers for Disease Control must be reported to the local public health authorities. In New Jersey, a positive blood test for the HIV antibody is reportable to the State Health Department but must be kept confidential. The detailed and revised surveillance definition for AIDS-case reporting purposes is included in : Centers for Disease Control. Revision of the CDC surveillance case definition for Acquired Immunodeficiency Syndrome. Morbidity and Mortality Weekly Reports 1987; 36: 1S.

#### **10. Medical Care**

Special precautions to protect the health of individuals with HIV or AIDS should be considered during periods of prevalence of certain contagious diseases, such as measles or chicken pox. Individuals with HIV or AIDS may be excused from any institutional requirements as medically indicated.

#### **11. Support Services**

The University's health policy encourages regular and follow-up counseling for those who have HIV or AIDS. The University will make counseling available through Health/Counseling Services and/or Campus Ministry for persons who:

- are HIV positive or have AIDS;
- are concerned about HIV exposure;
- are experiencing stress because someone close to them is HIV positive or has AIDS;
- have suffered the loss of someone close to them as a result of AIDS.

## 12. Safety Precautions

The University must follow the Universal Safety Precautions as proposed by the United States Public Health Service for the handling of the blood and body fluids of all persons. Teaching laboratories requiring exposure to blood will use only disposable equipment, and no lancets or other bloodletting devices will be shared or reused. No students, except those in health care profession schools, will be required to obtain or process the blood of others.

## 13. Harassment

Seton Hall University condemns all forms of discrimination and considers verbal or physical manifestation of such discrimination intolerable. Violators will be quickly dealt with according to University disciplinary policies.

## STUDENTS' RIGHT TO KNOW REPORT

Please see <http://studentaffairs.shu.edu/security/righttoknowreport.html>

## MISSING RESIDENT STUDENT NOTIFICATION POLICY

In compliance with the Higher Education Reauthorization Act of 2008, the purpose of this policy is to provide the procedures for reporting, investigating and making emergency notifications regarding any resident student of Seton Hall University who is believed to be missing.

A student is presumed to be missing when his/her absence is inconsistent with his/her established patterns of behavior and the deviation cannot be readily explained. Before presuming that a person is missing, reasonable measures should be taken to determine whether or not the person is at their off-campus place of residence and whether or not anyone familiar with the person has seen or heard from the person recently or is aware of where they may be.

**Any member of the University community, including both employees and students, who is concerned that a member of the University community is missing should contact the Office of Public Safety & Security, 973-761-9300, or the Office of the Dean of Students, 973-761-9076, as soon as it is determined that the individual is missing as defined above.**

**In emergency situations the South Orange Police Department should be contacted immediately by dialing 911 or 973-763-3000.**

### Emergency Contact:

Resident Students – A resident student is any student residing in a University operated residential facility under a University housing license agreement. All resident students are required to designate an emergency contact person as part of the check in process to their residence hall. If a student moves to another University residence facility the student is required to complete the same information upon check in to that hall.

Non-Resident Students – All enrolled students at the University, regardless of living circumstances, are requested to designate an emergency contact person through Banner Self Service.

Every student (resident and non-resident) has their own student account and may enter or change, under personal information/address, a designated contact person at any time by updating their emergency contact information through Banner Self Service.

Only authorized campus officials, as part of their responsibilities and law enforcement officers in furtherance of a missing person investigation, may have access to this information.

**Reporting and Investigating Missing Persons:**

Any report of a missing student will be fully investigated by appropriate University personnel under the coordination of the Office of the Vice President for Student Affairs. Further, the assistance of the South Orange Police Department, or other appropriate law enforcement agencies, will be sought if such assistance is indicated by the initial campus investigation.

**Informing Designated Contact Person:**

The Office of the Dean of Students is required by law to inform the designated contact person of a missing student – or the custodial parent or guardian in the case of a minor – within 24 hours of receiving a missing person report.

Adopted – 1/2010

**FAMILY EDUCATION RIGHTS and PRIVACY ACT of 1974**

In accordance with the Family Educational Rights and Privacy Act of 1974, the following rights and privileges are granted to all students at Seton Hall University:

**The Right of Access to Records**

The Family Educational Rights and Privacy Act of 1974 grants any current or former student the right to access, inspect or review educational files, records or data that directly relates to the student seeking the information. Students who wish to inspect their records or files may do so by requesting and filling out a “right to access” form from the office or department where the specific record is kept. Within 45 days of receipt of the "right to access" form, the office or department will notify the student as to the date and time when the record will be available for inspection. If the records are not maintained by that particular office or department, the office or department to which the request was submitted shall advise the student of the correct office or department to whom the request should be addressed. Students may not inspect or review the financial records of their parents without parental permission.

**Record of Access**

A record to indicate the individuals (or organizations), other than University personnel, who have requested or obtained access to the student’s record and the legitimate educational interest the individual has in obtaining the information must be kept in student files. The record of access may be released only to the student, University personnel or state or federal officials as a means of auditing the system of reporting access to student records.

**Release of Records**

Information or records concerning a student may not be released to any individual or agency without the written permission of the student. Any request for such information received without written permission will not be honored and will be returned, indicating the need for a written release by the student. Educational records may be released without permission to the following individuals or agencies under these specific conditions:

- a.) University officials with legitimate educational interests. This refers to a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility;
- b.) officials of another institution where the student seeks or intends to enroll or is enrolled;
- c.) federal or state officials in connection with the audit and evaluation of federally funded programs;
- d.) persons or organizations in connection with the student's application or receipt of financial aid;
- e.) state and local officials pursuant to certain statutes of the state;
- f.) organizations conducting studies for the purpose of developing predictive tests, administering student aid programs and improving instruction;
- g.) accrediting organizations in order to carry out their accrediting functions;
- h.) parents who claim the student as a dependent on their tax returns;
- i.) persons in a position to deal with an emergency when the health, safety or welfare of the student or others is at stake; and
- j.) parents of students under the age of 21 years found culpable of alcohol and drug offenses, if state law does not prohibit their release. When disciplinary action is taken against a student for violent misconduct, colleges are not prohibited by federal law from releasing to the public the student's name, the violation committed and the sanction imposed.

The University may disclose education records, in part or in full, in compliance with a judicial order or a lawfully issued subpoena. Before complying, the University will make a reasonable effort to notify the student, unless directed otherwise by the court order or subpoena.

### **Directory Information**

A student's name, address, telephone listing, date and place of birth, major field of study, participation in recognized activities and sports, photos, information on height and weight of athletic team members, dates of attendance, degrees and awards received, and most recent previous educational institution attended are directory information and may be released without the student's permission, at the discretion of the University, unless the student has objected to such disclosure, in writing.

### **Right to Challenge Contents of Records**

Students who believe their records or files are inaccurate should write to the vice president for student affairs, clearly identifying the part of the record they believe is inaccurate and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.

## **Right to File a Complaint**

A student has the right to file a complaint with the U.S. Department of Education concerning any alleged failure by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-4605

## **PUBLICITY and POSTING PROCEDURES**

It is the responsibility of each group to properly publicize its activities. Publicity should include all information concerning particulars of the event, including what the event is, when and where it will be held, who is sponsoring it and admission price if necessary.

On-campus publicity for student events must be distributed in accordance with individual building policies. Posting is prohibited on the University Green. Policies and regulations regarding the posting and use of advertisements on the campus are available through the Department of Community Development. Posting regulations for residence halls are available in the Department of Housing and Residence Life.

- **College of Nursing**  
The bulletin board marked "Student Activities" located on the first floor may be used for posters and flyers. Materials placed on walls, doors or other bulletin boards will be removed.
- **Fahy Hall**  
Groups must have their materials approved and stamped by the dean of the College of Arts and Sciences, Room 118, before posting on public bulletin boards. Promotional materials on walls, doors and windows will be removed.
- **Walsh Library**  
All material must be approved by the dean of the library. No posting on library doors is allowed.
- **University Housing**  
All flyers, posters, etc., must be approved for distribution and/or posting and stamped by the administrative assistant or the residence hall director of each building. Information is to be posted on approved bulletin boards, not on painted or glass surfaces. Stuffing mailboxes or sliding materials under doors is prohibited.
- **Arts and Sciences Hall**  
Flyers and posters may be posted on bulletin boards. Materials may not be posted on walls, doors or in restrooms.
- **Bishop Dougherty University Center**  
All materials must be approved and stamped by the Department of Community Development.

These materials will be displayed on bulletin boards throughout the Bishop Dougherty University Center by University Center employees. Flyers may not be posted on painted surfaces, glass or walls. The University Center is able to approve 3 flyers or 1 large poster per event.

## **DISCRIMINATION POLICY**

### **I. PREAMBLE**

As a Catholic institution of higher education, Seton Hall University abides by values that proclaim the dignity and rights of all people. In keeping with this fundamental principle, we affirm the value of racial and ethnic diversity and welcome persons of all groups, cultures and religious traditions to Seton Hall.

Every person associated with Seton Hall brings the richness of a tradition that binds one to the past and points with hope to the future. We welcome the enriching experience of the growing diversity on campus. Diversity presents challenges and opportunities to the entire community. In order to achieve the goals of our University community, it is essential that we provide equal educational opportunities to assure a healthy environment for all students. We pledge to meet these challenges.

We categorically reject all forms of racial and/or ethnic discrimination. We acknowledge our obligation to safeguard and enhance the dignity of every member of our University community. We seek to foster an understanding of cultural differences and encourage and support the ethical and moral values that are the basis of a humane social order.

To fulfill these aspirations, we commit ourselves to create and to maintain an environment free of racial and/or ethnic intimidation, humiliation and harassment. We urge all members of the Seton Hall community to adhere to the following values:

- respect for the dignity of each person;
- openness to opinions and points of view different from one's own;
- understanding and respect for persons whose background may be different from one's own;
- respect for persons and groups in the search for and affirmation of differences and commonalities of human experience and endeavors;
- maintenance and enhancement of our University as a setting in which differences may be debated and defended with civility, respect and reason as the standards of humane discourse;
- use of education as a humanizing force for all members of the community; and
- courage to face conflicts with integrity and maturity so that negotiation may be genuine and accommodation attainable.

A commitment to the principles of free speech and academic freedom is of vital importance to the Seton Hall University community. This commitment is at the heart of the educational mission and informs our work in teaching, learning and research, as well as in educational activities beyond the classroom. We are dedicated to allowing vigorous and open academic discourse and intellectual inquiry, including speech that espouses controversial ideas.

Because our University respects individual freedom and dignity, free speech is necessary in order to arrive at truth and to promote clearer reasoning through the debate of opposing views. Free speech must be maintained to reinforce our society's commitment to the equality and dignity of all persons. Without compromising our stated Catholic mission, a commitment to support free speech may in some

instances lead to permitting speech that some may find repugnant or offensive. One purpose of this policy, then, is to distinguish between permitted speech which may be objectionable, and speech and/or other communications which are intended to create a hostile environment, or to threaten abuse or harm.

This policy is based on the expectation that all members of the Seton Hall community will actively work to bring these values to full, living and genuine realization. Racial or ethnic discrimination is a violation of University policy and may be the basis for disciplinary action. No member of our University community may engage in racial and/or ethnic discrimination.

## **II. APPLICABILITY**

This Policy Against Racial and/or Ethnic Discrimination applies to all University students, faculty, administrators, staff members and employees, as well as vendors and guests on or off campus. This includes those members of the University community who are involved in the University' extension and off-campus programs, such as Cooperative Education, internships, clinical practica, student teaching, etc. This policy does not replace or supersede an individual's rights and remedies under the law.

## **III. DEFINITIONS**

Racial and/or ethnic discrimination is conduct that serves to limit the social, political, economic, employment or educational opportunities of particular groups or individuals solely on the basis of their race and/or ethnicity.

Racial and/or ethnic discrimination is oral, written and/or physical conduct directed against any person or group of persons because of race, ethnicity, color or national origin that harms or creates an offensive, demeaning, intimidating or hostile environment for that person or group of persons. Such conduct includes but is not limited to objectionable epithets, demeaning depictions or treatment, and threatened or actual abuse or harm.

Racial and/or ethnic discrimination is further defined as conduct that:

- is directed at an identifiable person or persons, and insults or demeans the person or persons to whom the conduct is directed, or abuses a power or authority relationship with that person on the basis of race, color, ethnicity, or national origin by the use of slurs, epithets, hate words, demeaning jokes, derogatory stereotypes and similar action; and/or
- is intended to inflict direct injury on that person or persons to whom the conduct is directed; and/or
- is sufficiently abusive or demeaning that a reasonable person would find it so severe or pervasive as to create a hostile environment; and/or
- occurs in any context or location such that an intent to inflict direct injury may reasonably be inferred; and/or
- is intended to affect negatively the work or educational environment in a way that makes the treatment of the affected party unequal with respect to his or her proper functioning, opportunities for promotion and development because of his or her race, color, ethnicity, or national origin; and/or
- is intended to damage or destroy, or damages or destroys private property of any member of the University community or guest because of that person's race or ethnicity with the purpose of making the educational, work or living environment hostile for the person whose property was damaged or destroyed.

The following examples illustrate but do not exhaust the types of conduct referred to:

- a person would be in violation if causing bodily harm to an individual because of that person's race and/or ethnicity.
- a person would be in violation by making a demeaning remark based on a person's race or ethnicity, or by using racial slurs or "jokes", and those remarks created a hostile work, educational or living environment for a person or persons hearing the remark, or for a person to whom the demeaning remark may have been specifically addressed.
- a person would be in violation if intentionally placing visual or written material demeaning the race and/or ethnicity of an individual in that person's work, study or living area; and such material made the work, educational, or living environment hostile for the person in whose work or study area the material was placed.
- a person would be in violation when that person's conduct resulted in making hostile the work, educational or living environment for a person subject to such conduct.
- a person would be in violation if misusing grades, evaluations or promotion procedures to adversely affect a person on the basis of race or ethnicity.
- a person would be in violation if intentionally not hiring a person on the basis of race or ethnicity.

#### **IV. UNIVERSITY COUNCIL AGAINST RACIAL AND/OR ETHNIC DISCRIMINATION**

To assure its goal of eliminating racial and/or ethnic discrimination, the University has created a University Council Against Racial and Ethnic Discrimination.

The purposes of the Council are:

- to monitor the investigation/review of complaints of racial and/or ethnic discrimination;
- to monitor the implementation of the University's Policy Against Racial and/or Ethnic Discrimination and to refer lack of implementation to appropriate supervisors and, when necessary, to the Executive Cabinet;
- to propose amendments to the policy as the need arises.

The Council shall be comprised of 12 members, at least three of whom shall be students and at least three of whom shall be faculty. The membership of the Council shall also include administrators and staff members of the University. The Council will make a consistent effort to reflect in its membership the broad diversity of the University. It shall include one person drawn from each of the following: SGA (Student Government Association), EOP (Educational Opportunity Program), BAFSA (Black Administrators, Staff and Faculty Association), the Division of Student Affairs, the Faculty Senate and the Human Relations Council.

The above organizations shall recommend to the President individuals to serve on the Council. The Council shall govern its operations and proceedings by appropriate by-laws.

#### **V. PROCESS FOR INVESTIGATING AND RESOLVING AN ALLEGED INCIDENT OF RACIAL AND/OR ETHNIC DISCRIMINATION**

Any individual who becomes aware of an incident of racial and/or ethnic discrimination has a duty to report it to the Compliance Officer immediately. Investigation of alleged incidents is carried out in accordance with the Investigation Guidelines for Complaints of Discrimination. The goal of the investigation process is to assist in achieving resolution in a timely and appropriate manner.

The process for investigation and resolution of complaints is outlined in the University Guidelines for Complaints of Discrimination. The guidelines are available online at the University web site, Compliance Program home page, <http://admin.shu.edu/complianceprogram/>.

During interviews or other proceedings that may occur in the course of investigation and resolution of an instance of alleged racial and/or ethnic discrimination, either the complainant or the respondent (the individual(s) about whom the complaint has been made) may be accompanied by another individual from the University for support purposes. This support individual is not permitted to participate in the process.

## **VI. SANCTIONS**

Misconduct will be dealt with appropriately. Responsive action may include training, referral to counseling, and disciplinary action such as warnings, reprimands, withholding of a promotion, reassignment, temporary suspension without pay, or discharge for cause. False charges may result in corrective action or sanctions against the accuser, countercharges, or any other appropriate response.

## **VII. NON-RETALIATION**

Retaliation against an individual who has made a claim of discrimination is prohibited. Retaliation will subject an individual to disciplinary action.

## **VIII. EDUCATION AND PREVENTION**

The Council, in collaboration with the faculty and administration of the University, will provide educational programs regarding this policy and on racial and/or ethnic discrimination. All individuals are encouraged to participate in these programs.

Revised March, 2002

## **ALCOHOL and OTHER DRUG POLICY**

If a member of the Seton Hall University community admits to having an alcohol or other drug problem, the University, in recognition of its responsibility for the individual welfare and development of community, will not penalize that member. Instead, the individual will be required to take steps to undergo medical and psychotherapeutic treatment in a sincere attempt toward rehabilitation. All individuals with alcohol and other drug problems, and those persons concerned about a friend's drinking or drug use, are directed to Health/Counseling Services for information, treatment and/or referral.

The University will sanction those students not adhering to the University Alcohol and Other Drug Policy and may include as part of those sanctions, mandatory counseling assessment and possible individual and/or group counseling sessions. The University reserves the right to notify parents of students under the age of 21 years if found responsible for violations of the Alcohol and Other Drug Policy.

The Alcohol and Drug Policy is as follows:

1. No one under the age of 21 may purchase, possess, or consume alcohol.

2. The University strictly prohibits the sale, distribution, and use of illegal drugs.
3. No consumption, sale or distribution of alcoholic beverages is permitted in any outdoor, public area or campus building, including common areas in the University Center, residence halls, the University Green, and other areas on campus grounds, except with written permission or license.
4. Alcohol, whether in open or closed containers, is not permitted to be transported or served on or around any vehicle when those vehicles are used in the service of transporting students for athletic, social, or educational purposes. The New Jersey state law prohibiting open containers of alcohol applies to privately owned vehicles as well.
5. No alcohol is permitted in the residence hall for persons under the age of 21.
6. Students of legal age (21) may consume alcohol in the residence hall rooms, unless the residence hall is designated "no alcohol allowed." Such activity may not infringe upon the rights of others. The activity must be considerate to the rights of others to study, sleep, or engage in social behavior. All University members have the right to a safe environment, free from harassment and abuse. Any individual bringing alcohol into University housing is required to present appropriate identification (e.g, driver's license, birth certificate, alcohol beverage control (ABC) card and/or county I.D.) to the residence hall reception desk attendant. Seton Hall students are required to present their University I.D. for validation of legal drinking age.
7. Parties where alcohol is available are prohibited in residence hall rooms.
8. No large volume containers (i.e, kegs or beer balls or the equivalent in cans or bottles) are permitted on University premises, except for ABC license events.
9. No alcohol is permitted at any time in student's rooms or common areas of Boland Hall and Freshman areas of Aquinas Hall.
10. Alcohol containers, including but not limited to empty or full beer cans or bottles, are not permitted as room decorations in any residence hall.
11. Intoxication is an unacceptable condition for any member of the University community. Any incident of intoxication may be treated as a sanctionable offense, and reported to the appropriate officials, including but not limited to security, housing and residence life, the dean for community development and Health/Counseling Services. Symptoms of intoxication may include but are not limited to slurred speech, staggering, public vomiting, verbal abuse and harassment. Additional sanctions may be applied in instances of vandalism.
12. The Department of Community Development is responsible for the authorization and approval of content for advertisement of student sponsored events where alcohol is present. Posting authorization is determined through the appropriate building administrator. All advertising materials regarding events where alcohol is available must include the following information:
  - a. Date, time and hours of operation;
  - b. Admission cost;
  - c. Proof of age requirements;
  - d. Liquor license number;
  - e. Name of events sponsor; and
  - f. Availability of nonalcoholic beverages more prominently displayed than nonalcoholic beverages.

Prohibited from advertisement are:

- g. The promotion of uncontrolled consumption (e.g., phrases such as "Drink Until You Drop");
- h. Any reference to the amount of alcoholic beverages available (e.g., The number of cases of beer);
- i. Any reference to reduced-price or free drinks(e.g., phrases such as "Ladies drink free on Thursdays" or "Pub Night": "Beers only \$1); and

- j. Any depictions that are offensive or promote abusive or irresponsible behavior.
13. Student groups are not permitted to sponsor or co-sponsor events with alcohol. The only exceptions to this rule include:
- a. The Student Government Association (SGA), upon the possession of an annual club-membership alcohol license; and
  - b. The Senior Class Council. This group has the option to co-sponsor an SGA event in the licensed area, or it may request its own Alcoholic Beverage Control Special Events license, a temporary one-day allowance from the state of New Jersey.

In addition, these measures will apply:

- c. No one under the legal drinking age of 21 will be permitted to enter a room or function that is licensed by ABC;
  - d. Charges for alcoholic beverages must be assessed and paid on a per unit basis rather than covered by an admission charge;
  - e. An adequate supply of nonalcoholic beverages and food must be sold or served at the event;
  - f. No event may include any form of drinking contest in its activities or promotion;
  - g. Institutionally approved security personnel or bartending staff must be present during the event;
  - h. Alcoholic beverage access must be limited to those persons designated as servers;
  - i. Servers of alcoholic beverages must take precautionary measures to ensure that alcohol is not served to persons under the age of 21 or any persons who appear intoxicated; and
  - j. Servers of alcoholic beverages must be trained in and familiar with laws governing the sale and serving of alcohol in the state of New Jersey (e.g., social host liability).
14. Advertising for student events is limited to the South Orange campus or the School of Law.
15. Permission must be obtained from the Division of Student Affairs for any non-student sponsored event requesting alcoholic beverages.

## STATE STATUTES CONCERNING ARSON

### **New Jersey State Statutes Concerning Arson and Like Crimes N.J.S.A. 2C:17-1**

#### **Aggravated Arson (2nd degree crime) 2C:17-1(a)**

A person is guilty ... if he starts a fire or causes an explosion, whether on his own property or another's:

- 1. Thereby purposely or knowingly placing another person in danger of death or bodily injury; or
- 2. With the purpose of destroying a building or structure of another; or Arson (3rd degree crime) 2C:17- 1(b)

A person is guilty ... if he purposely starts a fire or causes an explosion, whether on his own property or another's:

- 1. Thereby recklessly placing another person in danger of death or bodily injury; or
- 2. Thereby recklessly placing a building or structure of another in danger of damage or destruction; or

In order to elevate the above crimes to a crime of the 1st degree: 2C:17:1(d)

Any person who, directly or indirectly, pays or accepts or offers to pay or accept any form of consideration, including, but not limited to, money or any other pecuniary benefit, regardless of whether any consideration is actually exchanged for the purpose of starting a fire or causing an explosion in violation of this section commits a crime of the 1st degree.

## **UNIFORM FIRE CODE PENALTIES**

### **New Jersey State Uniform Fire Code 5:18-2.12 Penalties**

#### **4. Fire Protection Equipment**

- ii. Disabling or decreasing the effectiveness of any fire suppression or alarm device or system.
  - 1. In a place of public assembly or education - a maximum of \$5,000 per occurrence
  - 2. In any other place - a maximum of \$1,000 per occurrence [Also, according to N.J.S.2C:33- 3 [FN2(b)], an individual under 21 years of age will lose his driver's license for 6 months for pulling a false fire alarm.]

#### **FYI**

N.J.S.2A:153- 4 allows the award of a \$3,000 reward of the detection and apprehension of any person guilty of ... arson .... The reward shall be paid to such person or persons as the municipality governing body may, in its discretion, deem entitled there to ....

## **ACADEMIC PROBATION and ELIGIBILITY POLICY**

### **Full-time Students**

A full-time undergraduate student is defined as a student who is registered for a minimum of 12 credits during any one semester. A student enrolled in a department-approved program in which fewer than 12 credits is the recommended full-time credit load also is considered a full-time student.

Full-time undergraduate students are required to successfully complete at least 24 credits in each 12 months of full-time registration and have a cumulative GPA of at least 1.75 for freshmen, 1.90 for sophomores, and 2.0 for juniors and seniors. Individual schools and colleges may apply additional criteria for good academic standing and retention beyond the University minimum.

Students who were registered for the previous two semesters as full-time students but whom have not successfully completed 24 credits in the previous 12 months are ineligible:

- 1. to participate and hold office in recognized student activities;
- 2. to participate on athletic teams; and
- 3. for student employment.

The dean of each college may waive any or all rules of ineligibility if the student's failure to complete the 24 credits in the previous 12 months was due to medical conditions, family emergencies or circumstances beyond the student's control.

### **Part-time Students**

A part-time undergraduate student is defined as a student who is registered for fewer than 12 credits in the current semester. Part-time undergraduate students are required to have the same cumulative GPA as full-time undergraduate students. Part-time students who were enrolled in the previous semester must have completed a minimum of six credits in the previous 12 months.

Part-time students who meet the required GPA standards are eligible to:

1. participate and hold office in recognized activities except for varsity athletics; and
2. receive Title IV federal aid for which part-time students must qualify and for which the student is otherwise ineligible.

### **Warning**

A full-time or part-time student who meets the cumulative GPA criteria but whose GPA for any one semester falls below the requirements will receive a letter of warning, reminding the student of the criteria for probation.

### **Probation**

Full-time and part-time students whose cumulative GPAs do not meet the minimum requirement is automatically placed on academic probation for the current semester. A letter from the student's respective dean is sent as a reminder of minimum requirements, as well as to require a meeting with the student and the department chair or representatives.

If a student is placed on probation for a second consecutive semester, the dean must conduct a suspension/dismissal review, and the student is ineligible:

1. to participate and hold office in recognized student activities;
2. to participate on athletic teams (not applicable to part-time students); and
3. for student employment.

Enrollment Services distributes a list of students placed on probation or in default of the 24-credit requirement to all deans, department chairs, the faculty representative for athletics and the vice president for student affairs.

The dean will review the student's progress with the respective department chair and the student. The resulting decision must be communicated to the student, in writing, by the dean. Normally, the review will allow no more than one additional semester for a student's performance improvement.

Complete information regarding the University policy on probation is detailed in the University catalogue. Procedures for dealing with issues of academic dishonesty or academic grievance are found under the Academic Grievance Procedure section on page 76 and are available upon request from the offices of the academic deans of each college.

## **ACADEMIC and PROFESSIONAL INTEGRITY**

All forms of dishonesty, whether by act or omission, including, but not limited to, cheating, plagiarism and knowingly furnishing false information to the University, are prohibited. Intentional disruption or obstruction of teaching, research or administrative proceedings is prohibited. University sanctions may extend to suspension and dismissal.

Work submitted in courses must be the product of the efforts of the student presenting the work, and contributions of others to the finished work must be appropriately acknowledged. The presentation of another's work as one's own is a serious violation of the academic process, and it is penalized accordingly. The decision on the appropriate penalty is in the first instance the professor's, and it may extend to a failing grade for the course.

A student should refer to the Academic and Professional Integrity Policy of his/her major school or college.

### **Academic Grievance Procedure**

#### **Department Division Process**

1. Any student in a college/division who feels that he or she has cause for a grievance against another member of the college/division must confer with that individual in an attempt to resolve the question to the satisfaction of both parties.
2. When appropriate, parties to a grievance dispute must seek out the department chairperson or division coordinator. That official will set in motion the department procedures for resolution.
3. Should these measures fail to resolve the dispute, the aggrieved party must present a written complaint to the dean/director of the college/division, who will arrange for a face-to-face mediation hearing.

#### **Face-to-Face Mediation Hearing**

1. The dean/director will assign a mediator acceptable to both parties from a standing list of college/division mediators.
2. The mediator will arrange a meeting of the parties to the dispute at a neutral site for discussion, and definition and clarification of the issues involved in the dispute. The role of the mediator is to moderate the discussion and assist in resolving the dispute short of more formal hearings. The mediator is concerned with protecting the rights of each party and ensuring that any resolution reached is understood and freely accepted by both parties.
3. In the event of an agreement on the terms of resolution, the parties will draw up a memorandum of understanding that will be signed and dated by the mediator and the parties. Although neither party may bring an adviser to the face-to-face hearing, each party may consult with such an adviser before the terms of the resolution are finalized and signed.
4. In the event that an agreement cannot be reached and either party wishes to pursue the grievance procedure, a memorandum stating failure to resolve and intent to pursue the

grievance will be drawn up, dated and signed by the mediator and both parties. This memorandum will be filed with the appropriate dean/director.

## **Formal Grievance Hearing**

### **1. Constitution of the College/Division Grievance Board**

The grievance board shall be constituted of six persons: three members of the college/division faculty; three students of the college/division; and four alternates, two members of the college faculty and two students of the college.

### **2. Preliminaries**

a.) Within seven business days of the filing of the failure to resolve and intent to pursue the grievance memorandum, the aggrieved party must file a statement of the grievance, a copy of each document that is to be presented in support of the grievance and a list of witnesses to be called with the chairperson of the college/division grievance board.

b.) The chairperson will proceed, within two business days, to distribute copies of submitted materials and establish a hearing date, no less than 14 and no more than 21 business days following the distribution of the materials.

c.) Within seven business days of the distribution, the second party in the dispute must submit a copy of each document to be presented in support of his or her position and a list of witnesses to be called.

d.) The chairperson will distribute copies of the above.

### **3. Hearing Procedure**

a.) Parties, accompanied by witnesses and an adviser if desired, should present themselves before the college/division grievance board on the date and time established.

b.) Should either party allege that the documents or witnesses proposed by the other require submission of addition documents or witnesses, the board may grant a stay of hearing for up to seven business days.

c.) The hearing will proceed under the following format:

1. opening statements;
2. presentation of grievance, including witnesses and documents;
3. cross-examination of presenting party;
4. questions from hearing committee;
5. presentation of second party to dispute;
6. cross-examination of second party;
7. question from hearing committee;
8. review of evidence;
9. closing statements; and
10. closed deliberation by hearing committee.

### **4. Resolution of the Hearing Committee**

a.) The hearing committee must first determine if there is substance to the grievance and the nature of appropriate redress.

b.) If such a compromise is inappropriate to the nature of the dispute or unacceptable to either

party, the committee will, by two-thirds vote, recommend a final resolution to the dean/director in writing.

c.) This resolution will be communicated to the dean/director and the parties by letter from the chairperson of the committee within two business days of the hearing.

**5. Action of the Hearing Committee**

Within seven business days of the hearing, the dean/director will inform the parties and the members of the hearing committee of the action taken on the resolution and the implications of this action.

**6. Appeals**

Within 14 business days of the mailing of the action, either party to the dispute may appeal to the provost. This appeal must be based on one or more of the following:

a.) Manifest injustice of the action: Burden of proof of such injustice shall rest with the appealing party and must be included in the appeal.

b.) Procedural irregularities: A violation of the rights of the appealing party under the "Student Rights and Responsibilities, Seton Hall University" or the procedures therein must be stated and commented on in the appeal.

c.) Additional evidence: The appealing party must demonstrate that substantial additional evidence bearing on the case could not have been properly introduced at the college/division hearing or has been discovered or developed since the time of the hearing, and is crucial to the resolution of the grievance.

It is the sole responsibility of the provost to determine whether an appeal is to be submitted to a University Grievance Appeals Board Hearing or whether the decision of the dean/director of the college/division should be upheld. For the purpose of making this decision, the provost may appoint an ad hoc committee to investigate the matter.

**Record of Hearing**

A record of the hearing includes:

1. one copy of all documentary evidence introduced during the preliminaries and course of the hearing;
2. a verbatim transcript or tape recording of the hearing, excluding the closed deliberation of the grievance board; and
3. one copy of all correspondence concerning the hearing, including the letters informing the parties of the results of the grievance board and the determination of the dean/director, to be kept on file for as long as all parties to the dispute remain members of the University community, or for three years. The dean/director is responsible for the maintenance and confidentiality of these records.

**Access to Hearing Records**

Access to the record files of grievance hearings is limited to:

1. the dean/director;
2. the parties to the dispute;
3. appeals boards and ad hoc appeals investigation committees;
4. other parties with consent, in writing, of the dean/director and the principals in the dispute;
5. disciplinary boards in the course of hearings on the activities of either party, who may be advised of the final recommendations of the grievance board and determination by the dean/director; and
6. copying of materials in hearing records files, according to the following guidelines:
  - a.) At the departure of one party from the University community or passage of three years, the dean/director will obtain permission from the parties to destroy the records;
  - b.) Copies of the letters informing parties of the results of the deliberations of the grievance board and the determination of the University on students, alumni, faculty and administrators on the written request of the party in whose files the materials are to be placed; and
  - c.) For statistical purposes, a record of the procedure may be kept on permanent file. Such records will not contain names or other specific information that would compromise or identify any party to the procedure.

### **Academic Grievance Procedure Appeals Level**

In an effort to provide for a uniform appeals procedure for resolution of disputes that fall under the jurisdiction of the provost, the following procedures are required for the constitution of the University Academic Grievance Appeals Board, the conditions of its operation and the standards for submission of appeals to the board.

### **Constitution of the University Academic Grievance Appeals Board**

1. The University Academic Grievance Appeals Board is composed of four members selected by the provost from a list of presidents or other executive officers of the student body and professional college associations. Two members of the board are members of the faculty and two are students. The faculty members serve two-year terms beginning in alternate years; the student members serve a one-year term. Members of the board elect one of their members to chair the board and coordinate its activities.
2. In the hearing of specific grievances, the board augments itself by selecting four additional members, so as to constitute an eight-member ad hoc hearing board. The ad hoc hearing board must be composed of:
  - a.) Two members of the faculty of the college, school or division from which the appeal is taken;
  - b.) Two students matriculated in that college;
  - c.) Two faculty members who are not members of the faculty of the college from which the appeal is taken; and
  - d.) Two students not matriculated in that college.

3. In the event that a permanent member of the board should be disqualified from hearing an appeal case, the remaining members of the board will replace that member on the ad hoc hearing board, subject to the veto of the board's nomination by the provost.

### **Grounds for Acceptance of an Appeal by the Provost**

1. Manifest Injustice of Grievance Resolution at the College or School Level: In such cases, the burden of proof of such injustice rests with the appealing party.
2. Procedural irregularities: A violation of the grievance procedures contained herein.
3. Additional evidence: The appealing party must demonstrate that substantial additional evidence bearing on the case could not have been properly introduced at the college or school/division level hearing or has been discovered or developed since the time of the hearing, and is crucial to the resolution of the grievance.
4. Investigation of an Appeal Request: Before determining whether to remand an appeal request for a University Academic Grievance Appeals Board hearing, the provost may appoint an individual or an ad hoc committee of his or her choice to determine the validity of an appeal request.

### **Procedures of a University Grievance Appeals Board Hearing**

#### **1. Preliminaries**

a.) Within 14 business days of the filing of an appeal from the decision made the college or school level, the provost will determine whether an appeals board hearing is justified. This determination is conveyed to the parties within two business days. In the event a decision for a hearing is made, the provost will advise the chairperson of the board, deliver the evidence on which the decision was based and advise on the basic issues to be resolved.

b.) The chairperson of the board will:

1. set a date and time for the hearing, no earlier than 14 and no later than 21 business days from the date of notification;
2. set in motion the machinery for selecting the ad hoc members of the board for the case; and
3. prepare and distribute, no later than seven business days before the hearing, such records and supporting documents from the earlier stages of the grievance process as have been determined necessary to the deliberation of the board, and additional documents submitted by the parties in the dispute in support of their positions.

c.) No later than seven business days or 10 calendar days prior to the date of hearing, both parties to the dispute must submit to the chairperson of the board:

2. one copy of each document to be presented in support of the position; and
3. a list of witnesses to be called.

## 2. **Hearing Procedure**

a.) On the date and at the time and place established for the hearing, the to the dispute will present themselves before the hearing board, accompanied by witnesses and an adviser if desired.

b.) The hearing must proceed under the following format:

1. opening statements;
2. presentation of appeal cases, including witnesses and
3. cross-examination of presenting party;
4. posing of questions from board members by moderator;
5. 5.presentation of second party to the dispute;
6. cross-examination of second party;
7. posing of questions of board members by moderator;
8. review of evidence;
9. closing statements; and
10. closed deliberations of the board.

## 3. **Judgment of the Hearing Board**

a.) The initial task of the board is to determine the validity of the appeal. Should it recommend that the provost uphold the determination reached at the college or school/division level, it may still consider the question of the severity of the action taken and recommend modification of the final action. In the event the board votes to validate the appeal, it will recommend appropriate actions for final resolution of the dispute to the provost.

b.) All decisions and recommendations of the board require the assent of a majority of the board.

c.) The decisions of the board are communicated to the provost by the chairperson, in writing, and to the parties to the dispute within two business days after the hearing.

d.) Within seven business days of the hearing, the provost will inform the and the hearing board members of the action being taken in the case. The decision of the provost may be appealed to University president only on the following grounds:

1. manifest injustice; and
2. procedural irregularities.

## **Rights to be Protected During an Academic Grievance Resolution Process**

The Academic Grievance Resolution Process must provide all parties:

1. the right to notice and clear formulation of the grievance issues in dispute;
2. the right to access to documents and knowledge of witnesses to be presented in the dispute to ensure an opportunity to prepare for each hearing, and the right of discovery;
3. the right to the assistance of an adviser from within the University community to assist in the preparation and presentation of the dispute;
4. the right to hear and cross-examine adverse witnesses and rebut adverse testimony;
5. the right to present a defense;

6. the right against self-incrimination, including the right to answer any questions posed without prejudice; and
7. the right of appellate review.

### **Records of Hearing**

A record of the hearing is kept on file for as long as all parties to the dispute remain members of the University community or for three years. The provost is responsible for the maintenance and confidentiality of this record. The record must contain:

1. one copy of all documentary evidence introduced during the preliminaries and course of the hearing;
2. a verbatim transcript or tape recording of the hearing, excluding the closed deliberations of the grievance board; and
3. one copy of all correspondence concerning the hearing, including letters informing the parties of the results of the deliberation of the grievance board and the determination of the provost.

### **Access to Hearing Records**

Access to the record files of grievance hearings are limited as follows:

1. Disciplinary boards in the course of hearings on the activities of either party may be advised of the final recommendations of the grievance board and determination by the provost.
2. The copying or reproduction in any form or removal of any material from the grievance hearing record files is forbidden, except with written permission of the provost and the principals in the dispute.

### **Disposal of Hearing Records**

1. At the time of expiration of the conditions for maintenance of the file, the records will be destroyed, unless one or both of the parties refuse permission for such destruction. This refusal must be in writing and must be for just cause, such as the need for documents contained in the file of the intent to pursue the grievances beyond the limits of the University.
2. Copies of letters informing the parties of the results of the deliberations of the grievance board and the determination of the provost may be placed in permanent files maintained by the University on students, alumni, faculty, and administrators, on the written request of the party into whose file the material is to be placed.
3. For statistical purposes, a record of the procedure, including the year, the nature of the grievance, and the final result, may be kept on permanent file. Such records will not include names or other specific information that would compromise or identify any party to the dispute.

The University Board of Regents has authorized the President of the University to adopt such traffic rules and regulations as may be necessary for effective safety and control of people and property. These policies and regulations are applicable to all University employees, staff, guest, visitors, and any other persons driving and parking on University property.

Permission to operate a motor vehicle on campus is to be considered a privilege, not a right to which one is entitled by reason of enrollment or employment by the University. Parking permits allow the authorization to bring a vehicle on campus.

All students must purchase a permit and register their vehicles with the Office of Parking Services. Resident students that have not been classified as seniors by the Registrars Office may not register or bring their vehicles to campus.

Permits are to be directly affixed to the left rear window by means of the adhesive provided. Permits remain the property of Seton Hall and are subject to recall at any time. Replacement permits cost \$5.

The Parking Services Office may authorize the towing or vehicle immobilization (boot) of any vehicle while on campus (without notification to the owner or driver)

Parking Services has a comprehensive Traffic and Parking Regulation brochure available in the Parking Services Office or visit this site: [http://parking.shu.edu/rules\\_regs.htm](http://parking.shu.edu/rules_regs.htm).

## **GREEK LIFE – NON-HAZING POLICY**

### **Non- Hazing Policy**

Seton Hall University does not condone and never has condoned or supported the practice of hazing. Hazing is contrary to the principles upon which the University community is built. Seton Hall, therefore, prohibits hazing as a requirement for admission or acceptance into any club, organization or athletic activity.

The following information has been organized through the efforts of the College Panhellenic Council, Inter-Fraternity Council, Multicultural Greek Council and the Greek Life Office in the Department of Community Development. The information is designed to assist student organizations and their associates/new members in understanding University and state positions on hazing. In no way should this guideline be considered all-inclusive in definition and content as to what constitutes hazing. It is educational in purpose and serves as an outline of practices that may be considered hazing and counter-productive to missions, principles, and purposes of fraternities and sororities and the University itself.

### **STATEMENT OF POSITION**

Seton Hall University recognizes that fraternities and sororities are an integral part of campus life. They provide leadership opportunities, social and academic support, scholarship, friendship and community service. The University has an obligation to protect the environment within which fraternities and sororities operate. All students are expected to conduct themselves responsibly and respect the rights of fellow citizens. Any departure from these standards may result in disciplinary action.

### **DEFINITIONS**

## **STATE**

In 1980, the New Jersey legislature passed the following act regarding hazing and aggravated hazing under New Jersey Criminal Code (N.J.S.A 2C:40-3):

- A. **HAZING:** A person is guilty of hazing, a disorderly offense, if in connection with initiation of a student or fraternal organization, he/she knowingly or recklessly organizes, promotes, facilitates or engages in any conduct other than competitive athletic events, which places or may place another person in danger of bodily injury.
- B. A person is guilty of aggravated hazing, a crime of the fourth degree, if he/she commits an act prohibited in subsection "A", which results in serious bodily injury to another person.

The act further provides that the consent of anyone placed in jeopardy or injured shall not be available as a defense against prosecution under this act. Since aggravated hazing is a fourth degree crime, one who suppresses by way of concealment ... any evidence of the crime (N.J.S.A. 2C:29.3) could be charged with the disorderly persons offense of hindering apprehension or prosecution. Therefore, Seton Hall has a duty to report incidents of hazing and any other crimes to the Essex County Prosecutor's Office, and/or the University must cooperate fully with any investigation that is commenced by any law enforcement authority concerning such an incident.

## **SETON HALL UNIVERSITY**

Seton Hall University defines hazing as any action taken or situation created (on or off campus) to cause, or place in jeopardy of, physical or mental harm, discomfort, embarrassment, ridicule or mistreatment.

A person(s) or organization(s) may be charged with hazing under the University's standards of conduct. Sanctions to persons found guilty of hazing range up to and include expulsion. Sanctions for organizations found guilty of hazing range up to and include permanent loss of recognition and possible criminal charges against the individual(s). Charges of hazing are referred to and investigated by the Department of Community Development.

## **EXAMPLES OF HAZING**

Depending upon circumstances, the following activities have, at one time or another, been construed by the courts and/or institutions of higher education as hazing. Such activities are often required or implied as conditions of inclusion or exclusion from a group, formal or informal. Hazing, therefore, may be perpetuated by individual(s) against individual(s), individual(s) against group, group against individual(s) or group against group.

1. "PT" (Physical Training): requiring calisthenics such as sit-ups, running or any form of physically abusive or excessive exercise; any physical action or restraint that may inflict harm or pain on an individual(s) or place them in a position or situation of possible harm or threat.
2. Forcing, requiring, recommending and/or coercing consumption of alcoholic beverages or any other kind of drug; requiring ingestion of an undesirable or unwanted substance (food, drink, concoction).
3. Harassment, whether verbal, mental or physical of individual(s) or group(s).
4. Scavenger hunts that require or result in theft; forced or coerced road trips and/or kidnapping.
5. Endorsing or conducting pranks such as borrowing or stealing items, destruction of property or objects, pulling false fire alarms, or any other activity in violation of the law.
6. Personal servitude (doing chores or errands for the group(s) or individual members).
7. Sleep interruption or deprivation; conducting activities that do not allow adequate time to study.

8. Any required or recommended activity taking place between midnight and 7 a.m. during the weekday (1 a.m. on weekends), or series of activities that do not allow for 8 hours of sleep per night.
9. Morally degrading, humiliating or embarrassing games or activities.
10. Requiring or recommending the wearing of apparel or hairstyles that are conspicuous and or normally in bad taste. This includes unusual clothing styles, repetitious wearing of uniforms or repetitious "dressing up" (coat and tie, dresses, etc.) Clothing that refers directly to the wearer as "pledge" or other terms is not acceptable.
11. Line-ups or any interrogation for information about the history, purpose or direction of the organization that is not consistent with legitimate testing
12. Requiring or recommending the carrying of unusual items (rocks, plants, pumpkins, pillows, etc.)
13. Forced isolation from other members, friends or the rest of the campus. This includes any prohibition on speaking or social interaction, including public marching or walking in lines or "on line."
14. Deception and/or threats contrived to convince the pledge he/she will not be able to join the organization or that purposely inflicts mental stress by not revealing the requirements or basic timetable for joining.

NOTE: This list in no way includes all activities or actions that could be considered hazing.

### **HOW TO KNOW**

How do you know if you are hazing or being hazed? Answer the following questions to find out:

1. Would you feel comfortable enough to show or perform the activity in front of key members of the administration, your coach or your adviser?
2. Would you show pictures of the event to your parents?
3. Would you print it in University recruitment publications as a selling point?

If you answered any of these questions with a "no" you are most likely involved in hazing.

Hazing encompasses any action or activity that does not contribute to the positive development of a person; that inflicts or intends to cause mental or bodily harm or anxieties; or that may demean or disgrace any person.

It is not necessary to participate directly in a hazing activity to hold some level of accountability and/or liability. Knowledge of such activity can indicate a level of responsibility. Also a person's willingness to be hazed does not excuse the activity from being considered hazing, from charges being filed or possible sanctions from being imposed.

If you are being hazed or know someone in your fraternity or sorority chapter who is hazing or being hazed, COME FORWARD AND REPORT IT to the Greek Life Office in the Department of Community Development, (973) 313-6062.

### **Greek Membership Requirements**

#### **ACADEMIC REQUIREMENTS**

Membership in a fraternity or sorority is a privilege. In order to be eligible for membership in a fraternity or sorority, you must have completed at least 12 credits at Seton Hall University with a minimum

cumulative GPA of 2.3. The completion of this requirement generally coincides with your second semester at the University.

Individual organizations may have additional requirements for membership beyond the University's policies. For individual organization information, contact the respective Greek organization.

If you participate in the New Member Education Process (i.e., pledging) an organization without meeting this requirement( i.e. pledging "underground") you are violating a formal University policy. Students and or organizations violating these regulations will be subject to Community Standards sanctions as an individual and/or organization.

In order to maintain active membership status, a student must maintain a minimum cumulative GPA of at least 2.3. Some organizations may have internal requirements that may exceed this requirement.

### **NEW MEMBER EDUCATION PROCESS**

The Greek New Member Education Process occurs during a designated six- week period, established by the Greek Life Office, during both the Fall and Spring semesters. No organization is allowed to exceed this six-week period. Any student(s) and or organization(s) violating this policy will be subject to Community Standards disciplinary action.

### **DRUG FREE SCHOOLS and CAMPUSES ACT**

The Drug-free Schools and Campuses Act of 1989 requires an institution of higher education to certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees. The following describes the Act's provisions.

As a part of its drug prevention program for students and employees, Seton Hall University annually distributes the following information to students and employees:

- standards of conduct that clearly prohibit the unlawful possession, use or distribution of illicit drugs and alcohol on its property or as part of any of its activities;
- a description of applicable local, state or federal legal sanctions pertaining to the unlawful possession, use or distribution of illicit drugs and alcohol;
- a description of health risks associated with the use of illicit drugs and the abuse of alcohol;
- a description of available drug and alcohol counseling, treatment, rehabilitation and re-entry programs; and
- a clear statement of the disciplinary sanctions that the University will impose on students and employees who violate the standards of conduct.

The University will conduct regular reviews of its drug prevention program to determine its effectiveness, implement needed changes and ensure that disciplinary sanctions are consistently enforced.

#### **commonly abused drugs**

(<http://studentaffairs.shu.edu/health/documents/html/CommonlyAbusedDrugs.html>)

#### **alcohol and other drug policy**

([http://studentaffairs.shu.edu/handbook/pp\\_alcohol.html](http://studentaffairs.shu.edu/handbook/pp_alcohol.html))

**alcohol/drug-related laws and penalties**

([http://studentaffairs.shu.edu/handbook/pp\\_druglaws.html](http://studentaffairs.shu.edu/handbook/pp_druglaws.html))

**university community standards of conduct**

([http://studentaffairs.shu.edu/handbook/comstd\\_conduct.html](http://studentaffairs.shu.edu/handbook/comstd_conduct.html))

**drug free workplace**

(<http://admin.shu.edu/hr/policies/drugfree.html>)

**help with addictions**

(<http://studentaffairs.shu.edu/health/addictions.html>)